Basics of Video Conferencing Webinar

Handshake

March 24 2020

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Agenda

Overview of basics on how to facilitate video conferencing in Handshake:

- Tools to explore
- Creating a virtual link
- ProTips
- Hosting events virtually with Handshake
 - Events
 - Appointments
 - Interviews
- Safety Tips
- Q&A



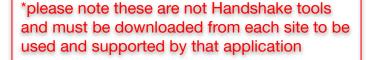
Tools to Explore

There are many tools for you to consider using at your disposal:





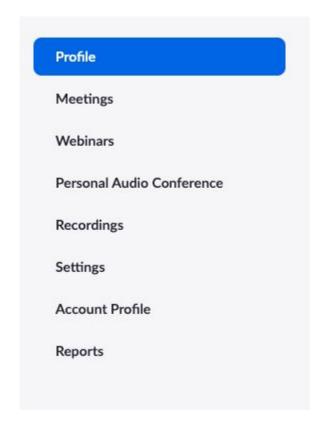


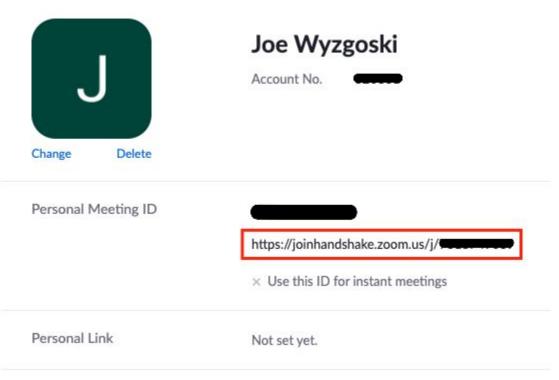




Creating A Virtual Link

Setting up your personal room:



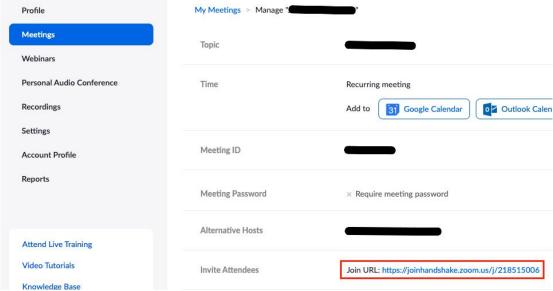




Scheduling an individual meeting:

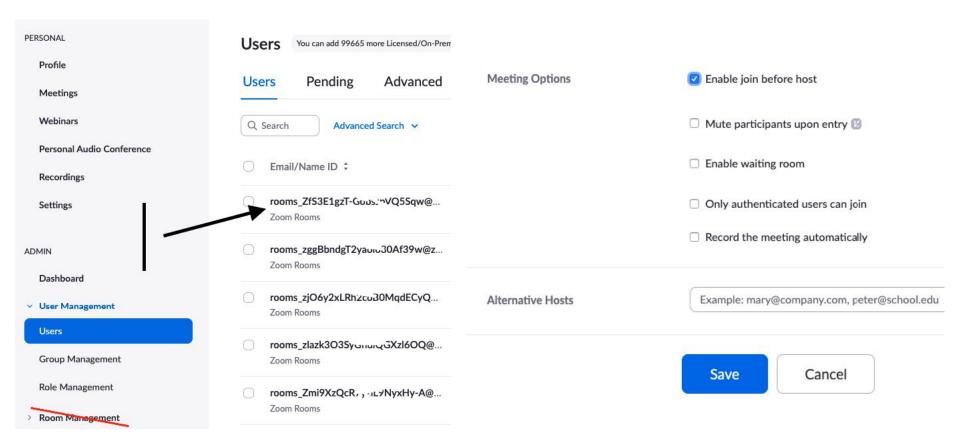








Utilizing Zoom Rooms remotely:





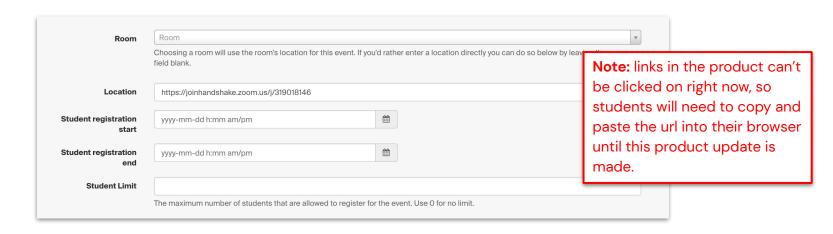
ProTips:

- Waiting Room (you can see people waiting to join your meeting and choose who to allow in)
- Set **recording** on cloud or computer (in Zoom you can set them to automatically record)
- Co/alternative hosts
- You can transfer hosting ability even after meeting has started
- Hosts can mute all attendees
- Breakout rooms for larger groups
- Adding staff members to large meetings to help monitor the chat room for questions
- Leverage the **dial in feature** (you can call someone and participants can dial in) very helpful when in case there are audio issues
- Test Meetings: these can be set up to test audio before large events



Hosting University Events Virtually

One option is to update the event location and description with a virtual meeting link.





Networking Workshop April 29, 2020 from 12:00 pm to 1:00 pm

https://joinhandshake.zoom.us/j/319018146

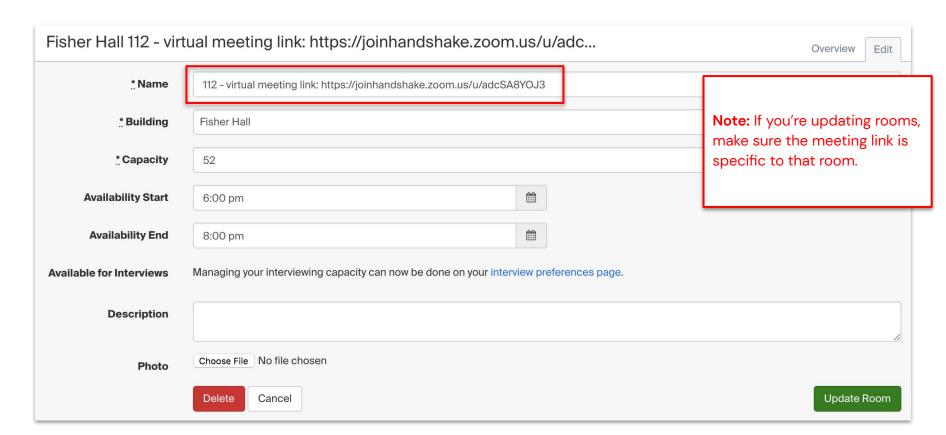
View Details



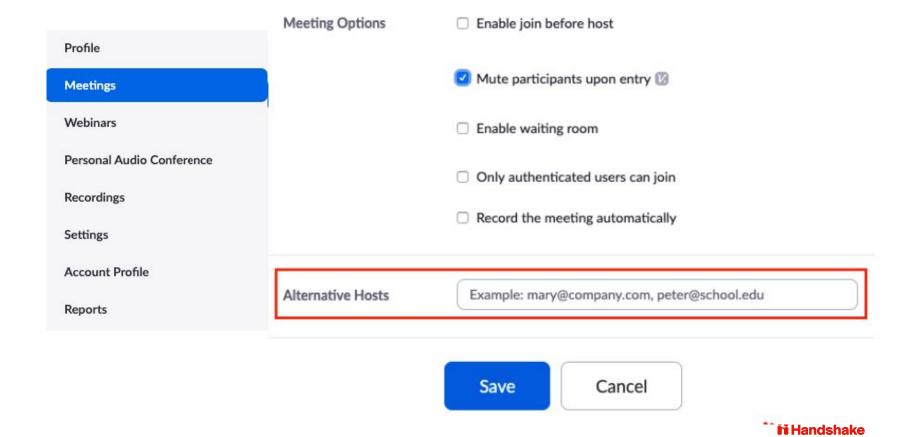
29 students registered Workshop

KE

Another option is to update buildings and rooms with virtual locations that will apply to existing events.



Add an alternate host:



Questions?

Employer Hosted Virtual Events

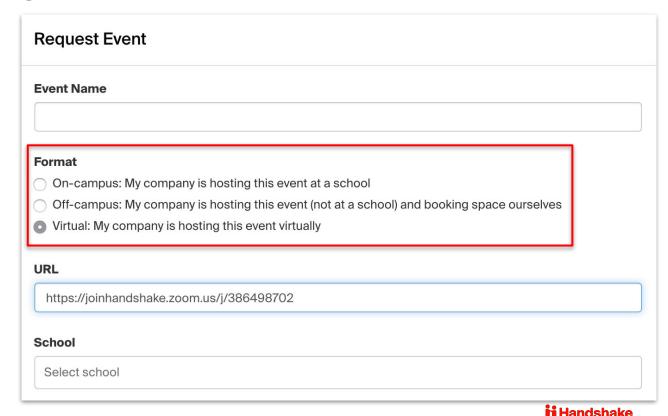
You can suggest that employers request a new virtual event to replace their in-person event.

Share:

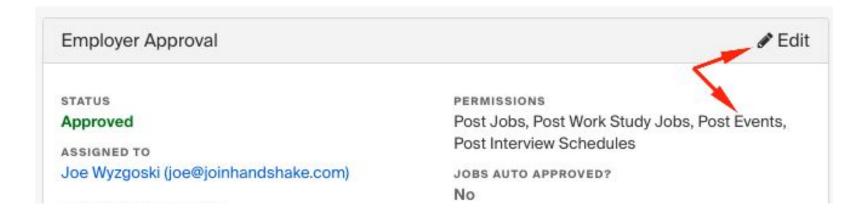
this help article

with employers to assist them when creating a virtual event.

Note: If there were RSVPs on an existing event it is locked and employers must create a new event. You might want to email students who were previously RSVP'ed to recommend this new event.



Employers must have permission to post events:



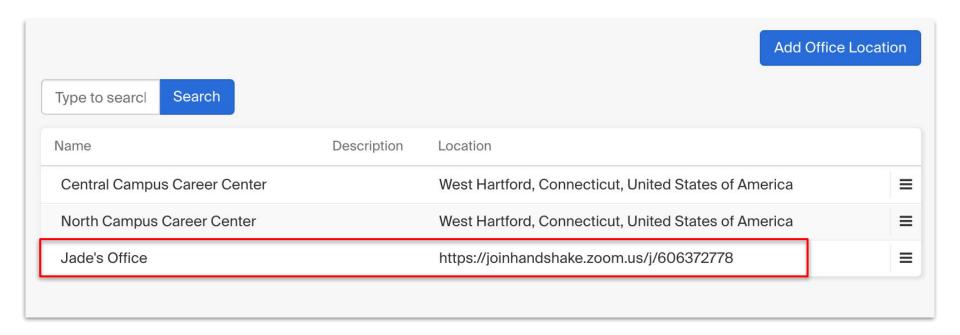




Questions?

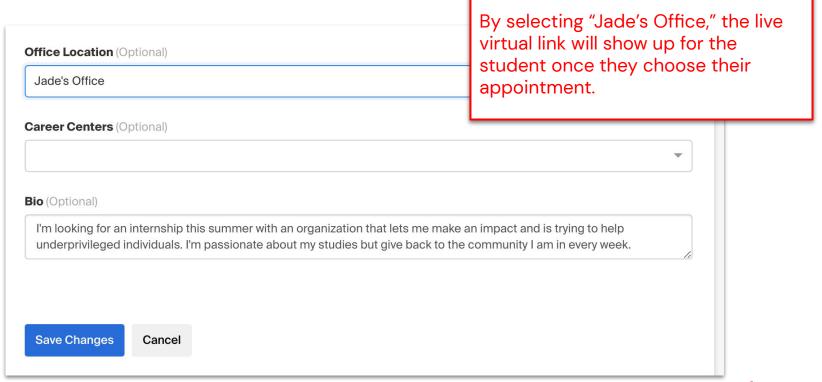
Moving Appointments Online

One option is to update office locations for each staff member hosting appointments.



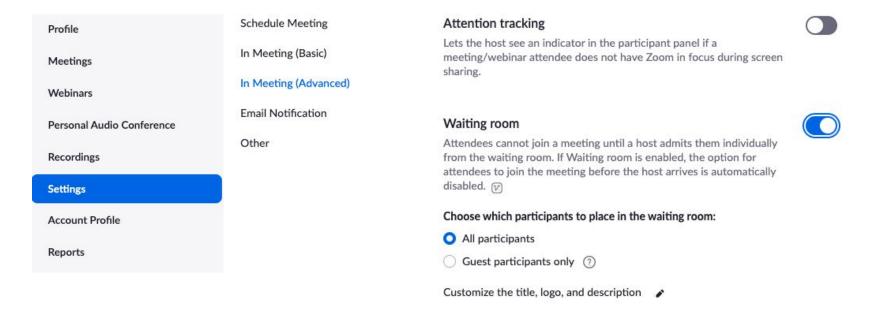


To do this, update office location on career services staff accounts.



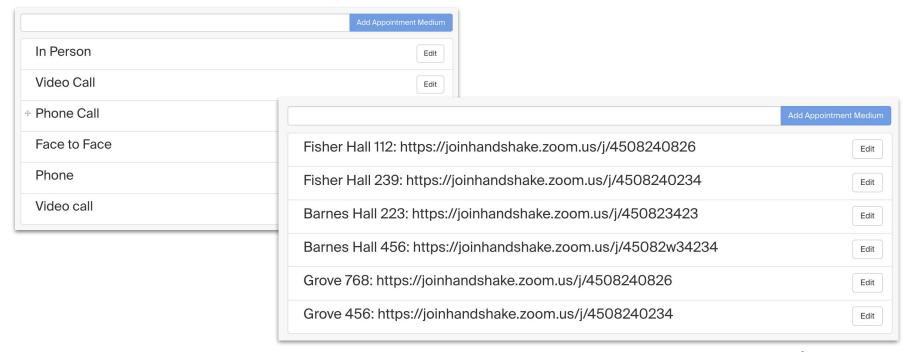


Use the waiting room feature to ensure students do not overlap.





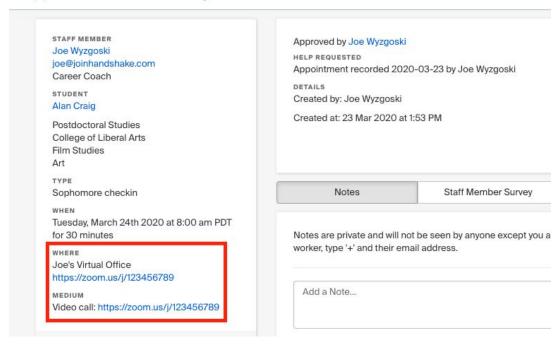
Another option is to create or update appointment mediums to add video or phone call.





Office location and appointment medium will show up as live links.

Appointment with Alan Craig

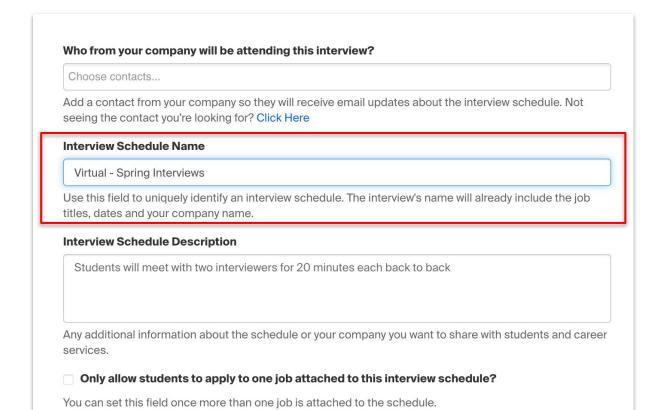




Questions?

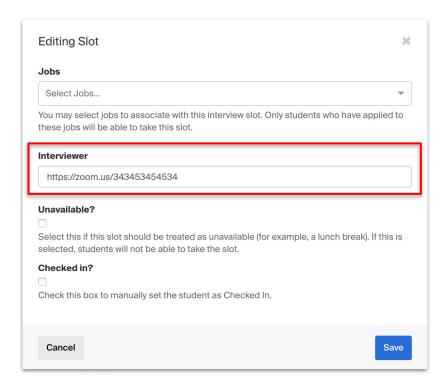
Facilitating Online Interviews

We suggest employers update the interview name with "virtual."



Handshake

Employers should also update slots with virtual locations.





URL will show up as a live link in the student view.

larch 27th 2020					Group By: None
Time	Jobs	Student	Interviewer	Room	Action
7:00 am PDT - 8:00 am PDT	Any	Not Assigned		Unassigned Room Number 1	Switch to Slot
8:00 am PDT - 9:00 am PDT	Any	Your Slot	www.zoom.com/422	Unassigned Room Number 1	Leave Slot
9:00 am PDT - 10:00 am PDT	Any	Not Assigned		Unassigned Room Number 1	Switch to Slot
10:00 am PDT - 11:00 am PDT	Anv	Not Assigned		Unassigned Room Number 1	Switch to Slot



Safety Tips:

- Disable "Join Before Host" so people can't begin before you arrive.
- Enable "Co-Host" so you can assign others to help moderate.
- Disable "File Transfer" so there's no digital virus sharing.
- Disable "Allow Removed Participants to Rejoin" so booted attendees can't slip back in.
- Require meeting password (to restrict who can join)



^{*}Please note: different tools have different setting capabilities and they should utilize the tools' help centers and support teams

Questions?