Basics of Video Conferencing Webinar

ii Handshake

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Your Handshake Partners

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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

ii Handshake

Tools to Explore

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

*please note these are not Handshake tools and must be downloaded from each site to be used and supported by that application

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.

Room

Room

Choosing a room will use the room's location for this event. If you'd rather enter a location directly you can do so below by leaving th... field blank.

Location

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

Student registration start

yyyy-mm-dd h:mm am/pm

Student registration end

yyyy-mm-dd h:mm am/pm

Student Limit

The maximum number of students that are allowed to register for the event. Use 0 for no limit.

Note: links in the product can't be clicked on right now, so students will need to copy and paste the url into their browser until this product update is made.

Networking Workshop

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

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

View Details

✔ Registered

29 students registered

Workshop

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

Fisher Hall 112 - virtual meeting link: https://joinhandshake.zoom.us/u/adc...

Overview   Edit

* Name
112 - virtual meeting link: https://joinhandshake.zoom.us/u/adcSA8YOJ3

Note: If you're updating rooms, make sure the meeting link is specific to that room.

* Building
Fisher Hall

* Capacity
52

Availability Start
6:00 pm

Availability End
8:00 pm

Available for Interviews
Managing your interviewing capacity can now be done on your interview preferences page.

Description

Photo
Choose File   No file chosen

Delete   Cancel   Update Room

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.

Request Event

Event Name

Format
- ○ On-campus: My company is hosting this event at a school
- ○ Off-campus: My company is hosting this event (not at a school) and booking space ourselves
- ● Virtual: My company is hosting this event virtually

URL

https://joinhandshake.zoom.us/j/386498702

School

Select school

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Employers must have permission to post events:

Questions?

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Moving Appointments Online

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

Name	Description	Location	
Central Campus Career Center		West Hartford, Connecticut, United States of America	☰
North Campus Career Center		West Hartford, Connecticut, United States of America	☰
Jade's Office		https://joinhandshake.zoom.us/j/606372778	☰

Add Office Location

Search

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

Office Location (Optional)

Jade's Office

Career Centers (Optional)

Bio (Optional)

I'm looking for an internship this summer with an organization that lets me make an impact and is trying to help underprivileged individuals. I'm passionate about my studies but give back to the community I am in every week.

Save Changes   Cancel

By selecting "Jade's Office," the live virtual link will show up for the student once they choose their appointment.

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

Profile	Schedule Meeting	**Attention tracking**
Meetings	In Meeting (Basic)	Lets the host see an indicator in the participant panel if a meeting/webinar attendee does not have Zoom in focus during screen sharing.
Webinars	In Meeting (Advanced)	
Personal Audio Conference	Email Notification	
Recordings	Other	**Waiting room**
Settings		Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.
Account Profile		
Reports		

Choose which participants to place in the waiting room:

○ All participants

○ Guest participants only ⑦

Customize the title, logo, and description ✏

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

	Add Appointment Medium
In Person	Edit
Video Call	Edit
⊹ Phone Call	
Face to Face	
Phone	
Video call	

	Add Appointment Medium
Fisher Hall 112: https://joinhandshake.zoom.us/j/4508240826	Edit
Fisher Hall 239: https://joinhandshake.zoom.us/j/4508240234	Edit
Barnes Hall 223: https://joinhandshake.zoom.us/j/450823423	Edit
Barnes Hall 456: https://joinhandshake.zoom.us/j/45082w34234	Edit
Grove 768: https://joinhandshake.zoom.us/j/4508240826	Edit
Grove 456: https://joinhandshake.zoom.us/j/4508240234	Edit

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

Questions?

Facilitating Online Interviews

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

Who from your company will be attending this interview?

Choose contacts...

Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? Click Here

Interview Schedule Name

Virtual - Spring Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

Interview Schedule Description

Students will meet with two interviewers for 20 minutes each back to back

Any additional information about the schedule or your company you want to share with students and career services.

☐ **Only allow students to apply to one job attached to this interview schedule?**

You can set this field once more than one job is attached to the schedule.

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Employers should also update slots with virtual locations.

Editing Slot

Jobs

Select Jobs... ▾

You may select jobs to associate with this interview slot. Only students who have applied to these jobs will be able to take this slot.

Interviewer

https://zoom.us/343453454534

Unavailable?

☐

Select this if this slot should be treated as unavailable (for example, a lunch break). If this is selected, students will not be able to take the slot.

Checked in?

☐

Check this box to manually set the student as Checked In.

Cancel

Save

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

March 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	Any	Not Assigned		Unassigned Room Number 1	Switch to Slot

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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

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Questions?