

## MCB REMOTE THESIS DEFENSE

To best meet UW and Fred Hutch's policies regarding social distancing, we highly recommend you conduct your thesis defense remotely. MCB usually requires a signed warrant after the exam. However, in light of social distancing policies, your committee members will submit their grade for your exam electronically. Below are guidelines for setting up a remote meeting and submitting the Final Exam Warrant.

### BEFORE THE DEFENSE

#### 3 WEEKS BEFORE DEFENSE

- Schedule Final Exam in [MyGrad Program](#)
- Please email Maia Low ([maialow@uw.edu](mailto:maialow@uw.edu)) a list of committee members' names and emails for the Exam Warrant
- Set up a Zoom Meeting and send invitation to committee by following the guidelines below

#### 1 DAY BEFORE MEETING

- Send your presentation slides to committee members
- Include slide numbers on the slides in case a committee member loses their video connection
- Send Zoom Meeting reminder

### AFTER THE DEFENSE

- Each of your committee members must email Maia ([maialow@uw.edu](mailto:maialow@uw.edu)) indicating if they recommend a pass or fail grade.

### SETTING UP A ZOOM MEETING

We recommend that you set up a Zoom meeting for your exam. If you set up the meeting, you can share your screen and manage the exam more easily. Here's some guidance:

Go to <https://washington.zoom.us/>

Sign in to 'Standard UW Zoom'

On left side of the screen, click "Settings"

Under "Meeting", click "In Meeting (Basic)"

Chat: Enable

Select "Prevent Participants from saving chat" and select "Save"

Whiteboard: Enable

Click "Schedule a Meeting"

Topic: Thesis Defense for [YOUR FIRST AND LAST NAME]

When: select correct date; select half an hour before the time of your defense to check the set-up

Duration: 2 ½ hours

Registration: don't require

Meeting ID: Generate Automatically

Meeting Password: don't require

Security: ENABLE WAITING ROOM

Video Host: ON

Video Participant: ON

Audio: Both

Meeting Options:

Join before host: DISABLE

Mute participants upon entry: ENABLE (Participants can unmute themselves after they join)

Enable waiting room: ENABLE

Only authenticated users can join: leave blank

Record the meeting automatically: leave blank

Designate Maia ([maialow@uw.edu](mailto:maialow@uw.edu)), Alice Ven ([valice@uw.edu](mailto:valice@uw.edu)) and your Advisor(s) as alternate hosts

Click Save

## **SHARING YOUR DEFENSE MEETING LINK**

Zoom generates an invitation link. Please email this link to Maia ([maialow@uw.edu](mailto:maialow@uw.edu)) and Alice ([valice@uw.edu](mailto:valice@uw.edu)).

We will share it with the MCB community via the MCB listservs. You can also share this link with family and friends.

PLEASE NOTE: TO PREVENT UNWELCOME PARTICIPANTS, DO NOT SHARE THIS LINK ON SOCIAL MEDIA.

## **HOSTING A MEETING**

As the meeting host, you can control muting the audio and video for participants, using the “Manage Participants” button at the bottom of the meeting screen. Here are more instructions about hosting:

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>

## **ADDING A CO-HOST**

Please make your PI a cohost. Then they can help with facilitating the exam and when your committee needs to use the Breakout Rooms (see below). Your PI can also admit participants into the presentation from the Waiting Room. Here are instructions to add a cohost:

<https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host>

## **RECORDING YOUR MEETING**

You are welcome to record your exam. Please be aware that Washington is a 2-party consent state for recording interactions. When you start recording, Zoom will send a message informing participants that recording has started and that they can leave the meeting. Please also note that discussions in the Breakout Rooms are not automatically recorded. Here are more instructions:

<https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>

## **AUDIO AND VIDEO TROUBLE-SHOOTING**

Here are some recommendations if committee members have problems with their audio or video:

-Turn off all but speaker video/audio if connection becomes problematic via “Manage Participants” at the bottom of the video screen

-Use the “Call in to meeting” function if computer audio not working

## **FACILITATING QUESTIONS**

Because of the number of people attending your meeting, we recommend you take questions through the chat feature. The chat window is found at the bottom of the zoom screen. Your co-hosts can monitor the chat window for you. Let your audience know at the beginning of your defense about the chat window. Here are chat instructions:

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

## **SHARING YOUR SCREEN**

You can share your screen via the Share Screen function at the bottom of the video screen. Make sure to share the correct screen as there will be multiple share options. Here instructions to share your screen:

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

## **USING ZOOM’S WHITEBOARD**

You can share your screen via the Share Screen function at the bottom of the video screen. Here are instructions to use the Whiteboard feature:

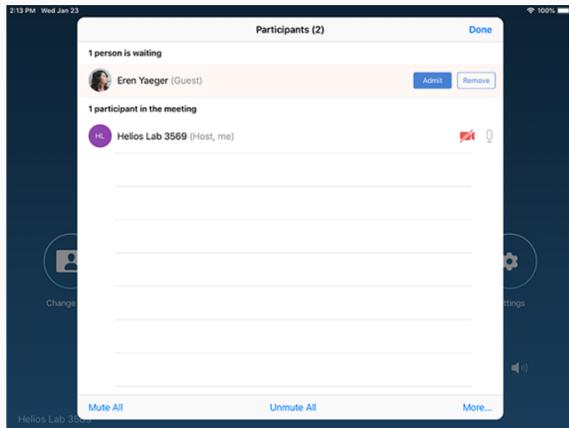
<https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

## WAITING ROOM AND COMMITTEE DISCUSSION

Only you and your alternate hosts can directly enter your exam. As the host, you will have to admit everyone else from the waiting room. Here are instructions:

### Admitting Participants During a Meeting

1. As the meeting host, tap **Manage Participants**.
2. Tap **Admit** to have the participant join the meeting.



### Committee Discussion

Here are instructions for when your committee conducts discussions without you:

- Use "Manage Participants" to change your PI to the HOST
- The Host can now move you into and out of the Waiting Room:

### Sending Participants to the Waiting Room During a Meeting

1. As the meeting host, click **Manage Participants**.
2. Tap the participant's name and choose **Put in Waiting Room**.

