

## MCB REMOTE GENERAL EXAM

To best meet UW and Fred Hutch's policies regarding social distancing, we highly recommend you conduct your general exam defense remotely. Below are guidelines for setting up a remote exam. Additionally, your General Exam warrant signatures will be submitted electronically to me.

### BEFORE THE EXAM

#### 3 WEEKS DAYS BEFORE EXAM

- Please email Maia ([maialow@uw.edu](mailto:maialow@uw.edu)) a list of committee members' names and emails. I'll use this email list for your General Exam Warrant.
- Set up a Zoom Meeting

#### 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 invitation by following the guidelines below

### AFTER THE EXAM

- 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'

Click "Schedule a Meeting"

Topic: General for [YOUR FIRST AND LAST NAME]

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

Video Host: ON

Video Participant: ON

Audio: Both

Meeting Options:

Join before host: DISABLE

Mute participants up 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 as an alternate host ([maialow@uw.edu](mailto:maialow@uw.edu))

Click Save

Zoom generates an invitation link. Please email this to your committee and to me in case you need me to help.

## 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. You can also admit participants from the Waiting Room to the meeting. 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 General Exam Chair a cohost. Then they can help with facilitating the exam and when your committee needs to use the Breakout Rooms (see below). 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

At the beginning of your exam, you can inform committee members about asking questions. Your General Exam Chair will direct questions to ensure a smooth flow. As a reminder, your PI is not allowed to speak during your exam. If a committee member has lost their audio, they can also submit question through the chat window. The chat window is found at the bottom of the zoom screen. 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>

## BREAKOUT ROOMS

Your General Exam Chair will use this function for discussions that don’t include you and your PI. Your Exam chair will assign the committee to a breakout room:

Click on the Breakout Room icon:



Select the number of breakout rooms. Select “manually” and assign participants to a room. Here are additional instructions:

<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

**IF YOU ARE CONCERNED ABOUT THE STABILITY OF YOUR HOME WIFI**

If you are a Fred Hutch based student, you can contact Andrea Brocato ([ajbrocat@fredhutch.org](mailto:ajbrocat@fredhutch.org)) to reserve a Fred Hutch conference room where you can connect to your General Exam. You must have a Fred Hutch badge and been designated as essential personnel to qualify for this. We are researching similar opportunities for UW based students.