

Why use Zoom?

The most obvious benefit is that you can still do face to face advising through Zoom. However, you have the flexibility to NOT use the camera if you don't want to. The benefit of Zoom over a phone call is that you can share your screen with the student; you can walk them through DegreeWorks or whatever you normally do when students are in your office.

How to set up Zoom for advisement appointments

Anyone can use Zoom, with or without a UGA ID; however, faculty and staff have an account through UGA's Zoom license. Students don't need an account to join your meetings.

1. Go to <https://uga.zoom.us/>
2. Click on *Sign In* to configure your account.
3. Log in with your UGA ID and password.

Once Zoom opens, you can **set up your account**. You can change your picture and add some information here.

Advising with Zoom:

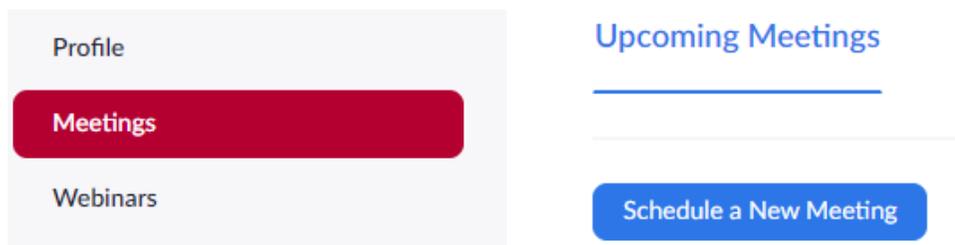
You have two options for video conferencing. Meetings and Webinars. **Meetings** are most appropriate for one-on-one advising.

Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance. **Webinars** are designed so that the host and any designated panelists can share their video, audio and screen.

Webinars allow view-only attendees.

Schedule a Meeting:

1. Click on **Meetings** on the left navigation menu.
2. Click **Schedule a New Meeting**.



3. Complete the information.

Our recommendation is to create a **recurring meeting** for each week. However, you can set it up to recur throughout the entire month or semester if you like. As often as it changes, you will need to change your meeting link in Sage. Creating one recurring meeting that lasts ALL DAY will allow you to keep the Zoom meeting open all day and for students to enter the waiting room at their appointment time.

Topic

Zoom Advising: March 16-20, 2020

Description (Optional)

Advisement for Fall 2020 semester. You will enter into the waiting room and I will allow you entry into the Zoom meeting at

When

03/16/2020



8:00

AM

Duration

9

hr

0

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

Recurring meeting **Every day, until Mar 20, 2020, 5 occurrence(s)**

Registration

Required

Meeting Password

Require meeting password

dawgsrock

Video

Host

on off

Participant

on off

Audio

Telephone Computer Audio Telephone and Computer Audio 3rd Party Audio

Dial from United States of America [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically on the local computer

Save

Cancel

We do not recommend that you require registration (just one more step for students). Requiring registration allows you to send meeting reminders through Zoom. We recommend that all emails, notifications, and reminders come from Sage.

You can require a **password** if you want. This is an extra layer of security if you are interested in that. You can keep the same password all the time, change it per week, whatever you prefer. Remember as often as you change it, you need to update it in your Sage information.

4. Decide if you want to use your video or not. Remember the students **MAY** or **MAY NOT** want to or have access to use their video (think students in pjs) or have the ability to use a webcam.
5. Allow the **Telephone and Computer Audio**. This allows them the option to call in if they can't log in for some reason.
6. Make decisions about how you want to handle the meeting options. I suggest:
 - Enabling the Waiting Room

Other selections here may be problematic.

7. Hit **Save**.
8. Review the Meeting Information. Edit if necessary.

This is what a weekly recurring meeting looks like. All of these have the same meeting ID and password.

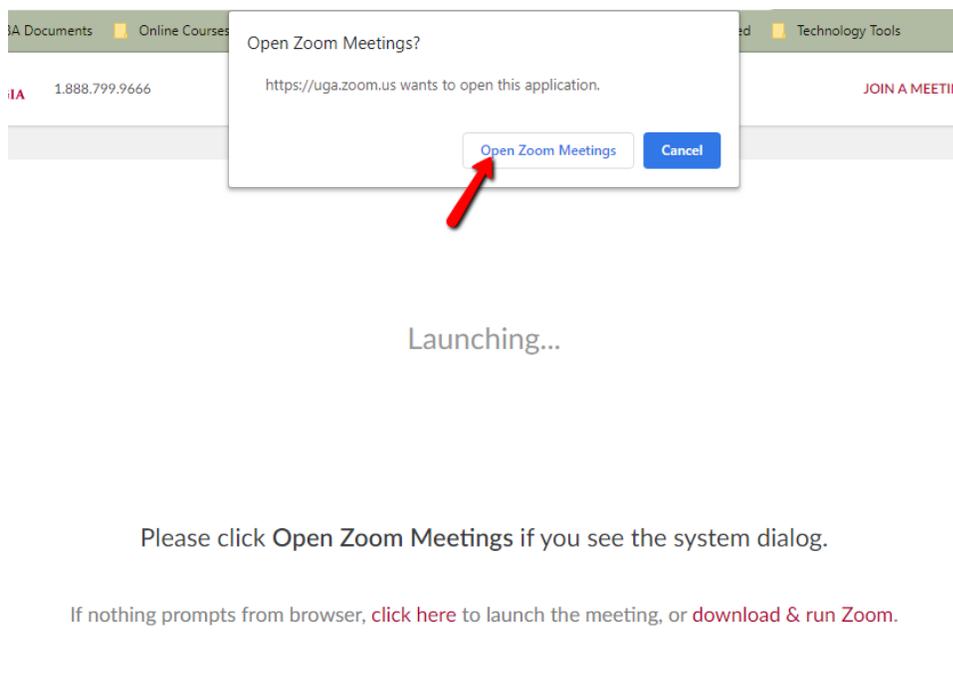
Start Time ▾	Topic ▾	Meeting ID
Mon, Mar 16 (Recurring) 08:00 AM	Zoom Advising: March 16-20, 2020	562-686-562
Tue, Mar 17 (Recurring) 08:00 AM	Zoom Advising: March 16-20, 2020	562-686-562
Wed, Mar 18 (Recurring) 08:00 AM	Zoom Advising: March 16-20, 2020	562-686-562
Thu, Mar 19 (Recurring) 08:00 AM	Zoom Advising: March 16-20, 2020	562-686-562
Fri, Mar 20 (Recurring) 08:00 AM	Zoom Advising: March 16-20, 2020	562-686-562

Pro Tip: You can save a meeting as a **Meeting Template**. It will keep the description and options the same for each if you want to utilize that option. This makes creating your weekly meetings super easy.

Starting a Meeting:

Click on **Start** next to the meeting you want to begin.

A new window and dialog box will open. Click on **Open Zoom Meetings**.



Open Zoom Meetings?

https://uga.zoom.us wants to open this application.

Open Zoom Meetings Cancel

Launching...

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

When the meeting opens, you may see a dialog box if your microphone is muted.

You will see a microphone icon (Mute/Unmute), video icon (Off/On), Invite, Manage Participants, Share, Chat, Pause/Stop Recording.

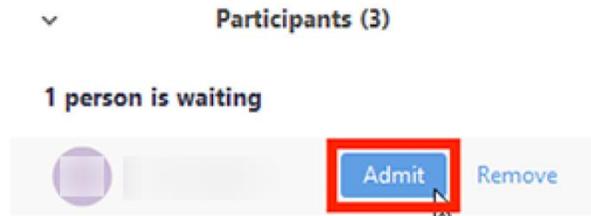


I encourage you to explore these options to see how they work. They are pretty self-explanatory.

Using the Waiting Room

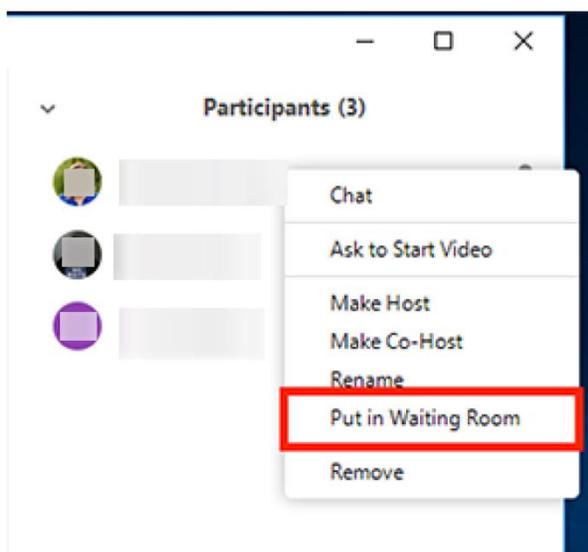
The waiting room allows advisors to control when students can join the meeting. This will prevent a student from hearing/disrupting another student's appointment.

Advisors can click **Manage Participants** to view which students are in the waiting room. When an advisor is ready to admit a student, they click on **Admit** by the participant's name. The student's audio/microphone will be enabled, and they can view any video or screen shared by the advisor.



You can share your screen in order to walk through an application together (DegreeWorks, etc...). It will pick up any window or screen you have open.

To end an appointment, click on More next to the participant's name and choose Put in Waiting Room. The student can exit Zoom from there, and your Zoom meeting will remain active.



At the end of the day, you can close Zoom by clicking **End Meeting for All.**

Sample Sage Integration:

Our recommendation is to add Zoom Video Conference as a new location in your Sage Appointment Preferences, under **My Locations**.

Each location has an **instructions box**, which is where you would post the Zoom meeting link.

Reminder: If you create one meeting per week that recurs every day, you will need to update the Zoom link in the location instructions each week.

Add Location

* Type: Online

* Name: Zoom Video Conference

Instructions: Zoom Link for Week of March 16- 20: <https://zoom.us/j/9471227930>

* Required fields

Never Mind Save

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

+ Add Location		
Type	Name ▲	Instructions
Office	B200B Amos Hall	The UPO office is on the second floor of Amos Hall. It is located directly above Au Bon Pain Cafe.
Office	D310 Orkin Hall	Check in using the kiosk at D310 and be seated. I'll be notified that you're here and come meet you.
Office	Flynt, Room 124	Griffin Campus
Phone	Rachael's Office Number	706-713-2816
Online	Zoom Video Conference	Zoom Link for Week of March 16- 20: https://zoom.us/j/9471227930

Creating Appointments

When you create your advising appointments (either through Office Hours or the Scheduling Wizard), you can select multiple locations from which students can choose when they sign up for appointments.

Scheduling Wizard

Enter the information that should be applied to the three-hour blocks. Note that all blocks created in step 2 of the wizard you specify here.

* **Title**

* **Where?** *Note: You may select more than one location to give students a choice.*
 B200B Amos Hall
The UPO office is on the second floor of Amos Hall. It is located directly above Au Bc
 D310 Orkin Hall
Check in using the kiosk at D310 and be seated. I'll be notified that you're here and c
 Flynt, Room 124
Griffin Campus
 Rachael's Office Number
706-713-2816
 Zoom Video Conference
Zoom Link for Week of March 16- 20: <https://zoom.us/j/9471227930>

* **How long?** minimum appointment length

If you provide students the option to choose between a Zoom meeting or a phone call, you'll want to know which option they selected. The easiest way to see the student's selection is in the **Agenda view** on your Sage Calendar:

Agenda Day Week Schedule

Meetings on 02-27-2020

02-27-2020 at 3:00 pm

Reason: Clear for Registration

Zoom Link

The location students choose will also be reflected in the auto-generated email they receive after they sign up. The instructions that are associated with the location will also be visible in the

email. When a student's appointment time approaches, they can easily click the link and open Zoom on their computer or on the Zoom app on their phone.

Hi [REDACTED]

We're confirming that the following appointment has been scheduled.

Please Note: If the appointment time in the subject line differs from the calendar RSVP time, please refer to the time in the subject line and consider changing your Outlook calendar timezone setting to "Eastern Time" <<https://support.office.com/en-us/article/change-the-time-zone-and-language-settings-in-outlook-on-the-web-65239869-12e7-4a9d-bca1-76b0ad7ce273>> to avoid confusion.

Scheduled By: [REDACTED]

Meeting With: [REDACTED]

Date: 3/13/2020 1:00 PM EDT

Location: Zoom meeting on computer or laptop (<https://zoom.us/j/822740743> Click link above to attend this appointment online.)

Reason for Meeting: Follow-Up