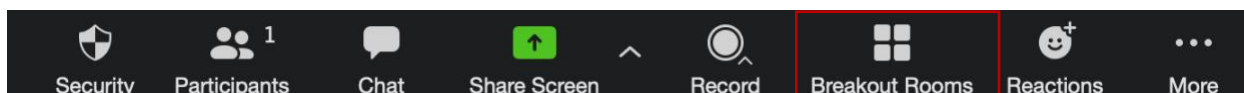


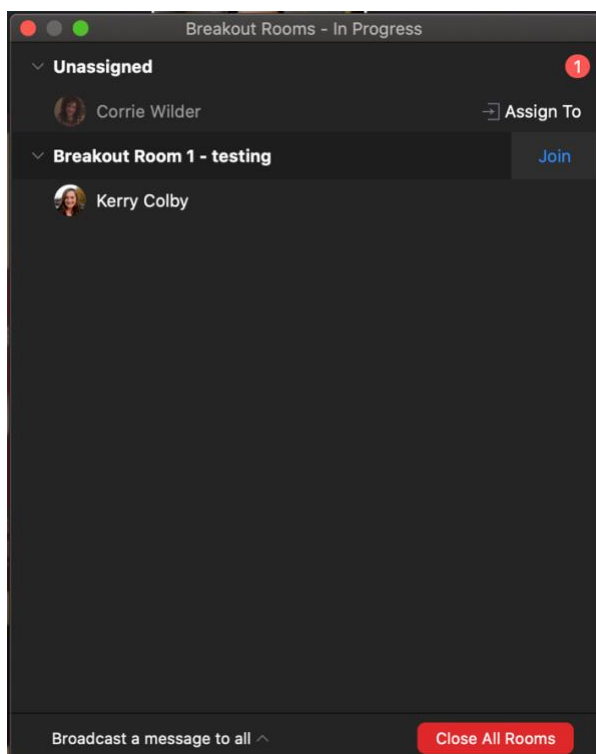
## Murrow Virtual Career Coaching – Host and Co-host guide

### Hosting the Zoom meeting:

When you are the host of the zoom meeting, you are responsible for making sure all meeting participants are in the correct location for the duration of your shift. You can manage participants by selecting “breakout rooms” on the tool bar at the bottom of your screen.



From this page, you will be able to see who is in each break out room, and who is currently unassigned to a break out room. Unassigned participants will be in the main session with you.



When a coach is free for their next appointment, you can move the student from “unassigned” to the breakout room by selecting “assign to” by their name. They will be prompted to join the breakout room on their screen.

You can tell when a coach is free, because they will be the only one in their breakout room.

You will be provided with a schedule that will tell you when each coach has an appointment, and which student that appointment is with.

Some coaches will have drop in hours on their schedule, and will be available for coaching sessions with students who do not have a scheduled appointment.

Moving students to their breakout sessions will be the main duty of the host while on their shift. There will likely be multiple appointments with one of our 28 coaches at the same time, so the host will have to pay attention to that.

At the end of their shift, the Host is responsible for transferring the host title to the next scheduled Host. You can do this by selecting the “manage participants” icon at the bottom of the screen, hovering over the name of the new host and clicking “more”, and then selecting “Make Host” and confirming. Once you are no longer the host, you are free to leave the meeting.

## Co-Hosting the Zoom meeting:

Co-hosts in the virtual coaching meetings will have the very important job of assisting the Host. Because only the host is able to move people to and from breakout sessions, the co-host is there to help out in the main room of the meeting session. In this room, There will be a slideshow playing of important information for students. The co-host is there to answer any questions, or address any technical difficulties that arise. They are also on standby in the event that the host needs to transfer their duties over to someone.

Co-hosts will not be assigned shifts, but will be around to assist in their free time.

## Zoom-Bombing and potential misconduct:

With Zoom becoming one of the most used virtual meeting spaces during this pandemic, there has been a rise of what is being referred to as “Zoom-Bombing” where people gain access to meetings for the sole purpose of causing disruption. WSU and Zoom have taken precautions to make this more difficult to do, but there is still a possibility of this occurring.

Here is what you can do if a meeting is being “Zoom-bombed” or participants are causing disruptions:

1. Mute, disable video, or prevent screen sharing from the participant
2. Remove the participant from the meeting (Once removed, they will be unable to rejoin from the same account)

You can do any of the above by hovering over their name, and clicking the “more” tab.