

Zoom Webinar Creation Technical Guide

This guide provides assistance for making the set-up decisions when creating an NCAT Zoom webinar event and the options provided.

Sign in at <https://ncat.zoom.us/> with the provided webinar credentials

Click *Webinars* in the left column

Click *Schedule a Webinar*

Enter the data as outlined below (also see accompanying graphics):

- **Topic:** enter the name of the webinar
- **Description:** provide a description of the webinar, if desired
- **When:** select the date and time of the webinar
- **Duration:** select the duration of the webinar
- **Time Zone:** verify Eastern Time (US and Canada) is selected (default)
- **Recurring:** select **only** if not a shared license (ITSZoom Webinar licenses are shared)

[My Webinars](#) > Schedule a Webinar

Schedule a Webinar

Topic	<input type="text" value="Enter your webinar name here"/>
Description (Optional)	<input type="text" value="Enter your webinar description"/>

When	<input type="text" value="10/02/2020"/> <input type="text" value="4:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-4:00) Eastern Time (US and Canada)"/>
	<input type="checkbox"/> Recurring webinar

- **Registration:** select *Required* only if webinar registration is required
- **Webinar Passcode:** select **only** if requiring a passcode is desired (Note: some individuals may have difficulty with joining with a passcode)
- **Video:** *Off* for both Host and Panelists
- **Audio:** *Both* (only)

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The screenshot shows the Zoom Webinar Creation settings interface. The 'Registration' section is highlighted with a yellow box, showing the 'Required' checkbox is unchecked. The 'Webinar Passcode' section is highlighted with a red box, showing the 'Require webinar passcode' checkbox is checked and the passcode '817611' is entered. The 'Video' section is highlighted with a green box, showing 'Host' and 'Panelists' both set to 'Off'. The 'Audio' section is highlighted with a green box, showing 'Both' selected for audio options. Below the audio options, there are checkboxes for 'Allow attendees to use toll-free and fee-based toll call numbers' and 'Allow attendees to use Call Me', both of which are unchecked. A yellow warning box at the bottom of the audio section states: 'Attendees will still be able to connect to computer audio to listen to this webinar.'

- **Webinar Options:**
 - **Q&A:** check if questions are desired from attendees
 - **Enable Practice Session:** check if 30 minutes added before webinar start time is desired for practicing, checking audio/video/etc.
 - **Only authenticated users can join:** do **NOT** check
 - **Automatically record webinar:** do NOT check, but check when the webinar actually begins (Welcome, Introductions, etc.)
 - **Enable additional data center regions for this webinar:** do **NOT** check
- **Import into Mediasite:** select Yes or No as desired (only if recording to cloud)
 - **Note:** one must have a Mediasite account first, use OneID credentials at <https://mediasite.ncat.edu/mediasite/mymediasite/>
- **Alternative Hosts:** add email addresses of NCAT individuals with licensed Zoom accounts; anyone outside NCAT's licensing or with an email address other than @ncat.edu will need to be elevated to alternative hosts during active webinar session

Click Schedule

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Webinar Options

Q&A

Enable Practice Session

Only authenticated users can join

Automatically record webinar

Enable additional data center regions for this webinar

Import into Mediasite

Alternative Hosts

Example: mary@company.com, peter@school.edu

Schedule

Cancel

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Planning the Webinar

- Determine the level of control desired by the host/moderator. The more control desired, the stricter the settings:
 - Settings for a Controlled Environment
 - If you do not want attendees to chat with you or each other or everyone, turn off Chat during webinar creation or at start of webinar
 - If you do not want attendees to ask question during the webinar, turn off Q&A during webinar creation or at start of webinar
 - Turn off Raise Hand at start of webinar if you do not want attendees to use this method of getting your attention
 - Set mute for panelists upon entering
 - Set video off for panelists
 - Assign both a host and co-host to assist with control
 - Settings for Attendee Engagement
 - Use Chat feature to engage attendees and increase participation
 - Use the Q&A feature to answer questions
 - Assign both a host and co-host to assist with control
- Determine if event requires registration:
 - Is the webinar free or a paid event?
 - Determine payment process
 - Determine refund process
- Recording for future viewing:
 - Save to Zoom cloud or local drive?
 - Do you want to import the recording into Mediasite?
 - Do you want to livestream the event especially if more than 500 plan to attend event?

Preparations for the Webinar

- Test with panelists in advance of webinar date
- Utilize the **Practice Session** feature to allow panelists to experience the webinar settings, discuss options, and make changes
- Reminder: verify individuals who are panelists are identified so they may gain access to the Practice Session

Prior to the Webinar

- Close all applications and documents except those relative to webinar for less confusion and clutter
- Have panelists test their video before the webinar begins
- Have panelists test their audio before the webinar begins
- Remind participants before webinar:
 - Mute audio when not speaking; panelists may unmute themselves
 - Control panel will look different for participants
 - When participants become panelists, they will see appropriate controls

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- Attendees are not seen by others
- If Chat feature is used, refrain from frivolous use

Recommendations / Lessons Learned for Webinars

- Have a “control room” team to monitor different aspects of the meeting because a lot is happening simultaneously and control can be easily lost.
 - Have one person run presentations
 - Use the Share Screen feature for PowerPoint presentations
 - Practice the Whiteboard feature in the Zoom meeting before
 - Have attendees register for events.
 - Use the Q&A option and disable the chat feature. This allows attendees to ask questions and panelists to answer more efficiently. It helps the webinar remain on track and stay within the time allotment.
 - Record sessions to be posted afterwards so that those unavailable can view the webinar at a later time.
 - Run webinar reports such as attendees, panelists, questions from Q&A and the Chat features, to learn how to improve hosting a webinar.
 - To retrieve webinar recording in the Zoom cloud and/or Zoom link to recording, check webinar account within an hour after webinar has ended.
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