## **Virtual Meeting Resources**

## **UA Provided Resources**

these guidelines:

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- Join without Video
- Call using Internet Audio
- If Zoom is unavailable use <u>Two Rivers audio conferencing</u> (charges apply) Connect using this number first (866) 832-7806. If it fails try the backup number at (330) 595-1371.
- If screen sharing is necessary:
  - Call in using computer/internet audio, rather than dialing in a phone number.
  - Share an application window, rather than your entire desktop view.
  - Stop/mute video when not presenting. This reduces overall bandwidth consumption.
- When using conferencing applications, make sure to close any other applications that are not in use.
- Ensure any other nearby devices that might be using network resources are disabled or turned off.
- Download your web conferencing app on your phone and join audio-only. If this is not an option, use the phone number dial-in option as a last resort. Here are examples of joining Zoom <u>via desktop</u> and <u>mobile app</u>.

https://news.uaf.edu/best-practices-for-remotemeetings/?utm\_source=mailpoet&utm\_medium=email&utm\_campaign=cornerstone-april-2-2020\_1768

Information on forwarding phones is toward the bottom of this page, under Communication Tools: <u>https://alaska.edu/virtual-campus/</u>

UA provided <u>Zoom</u> cheat sheet.

How to avoid Zoom-bombing

an <u>online resource center</u> to help support your response. Anyone with your institution email address is able to access this Resource Center by logging into <u>EAB.com</u> so we encourage sharing it widely. We continue to add examples/articles/materials as they become available. Instructions on how to create an EAB.com login are <u>attached here</u>.

- Video Software: Video software has become imperative in a digital/virtual/remote world. Most situations have or are exploring various types. Below is a mixture of paid and free providers we have seen most prevalent:
  - o Google Hangout/Meet, Zoom, Go-To-Meeting, Skype, Microsoft Teams
  - We have attached three user guides for <u>Zoom</u>, <u>Googlehangout</u>, and <u>Skype</u> that we pulled together. Hopefully these provide some tips and tricks to get the most from them.
  - Where possible, leverage "Waiting room" type capabilities that allow you to use your personal link but not be interrupted by the next participant.
- Scanning Software Apps: Paperwork and forms are present across campus but can be a challenge when students or staff are remote. Below are several example scanning apps and tools that can be downloaded to phones and used to have communicate.
  - Adobe Scan, Abbyy FineScanner, Genius Scan, Scanbot, CamScanner
- Virtual Meeting Best Practices: As individuals move from mostly in-person to virtual experiences it is important to share lessons/practices on managing virtual meetings. <u>Attached here</u> is a document we compiled for our teams that we think can be helpful for you too.

https://support.gradesfirst.com/hc/en-us/articles/360044649054-COVID-19-coronavirus-General-Resources

## NACADA Resources

Academic Advising Resources in Response to COVID-19