Resources for a Virtual Oral Defense

Preparation

Oral Defense Committee:

- Take time to become familiar with Zoom
    - o Become familiar with Host functions, as you will be made Host during the voting portion.
    - o Practice with a colleague or family member, using Breakout Rooms. A Breakout Room will be used as a "virtual hallway" for the student when the committee discusses privately.
    - o Know how to create a breakout room, send a participant to the room, and adjust settings to only allow the student back to the main room when invited.
- Refer to this Zoom guide from DU's IT department
- Remind the student to take time to adjust Zoom settings and practice ahead of time.
- Exchange phone numbers with the student, in case you have technical difficulties during the defense/exam and need to communicate with one another.

Students:

- Download Zoom for your virtual oral defense. Zoom is available to all DU students. Your virtual defense must include video for all committee members to view you and your presentation.
    - o Log in to udenver.zoom.com with your DU email and PioneerWeb password. You will be prompted to download the device-appropriate app. Refer to this Zoom guide from DU's IT department.
    - o Include your Zoom link on your Schedule of Oral Defense form. This form needs to be submitted to the Office of Graduate Education 4 weeks before your scheduled oral defense.
- Consider using the following settings, to avoid distractions during your presentation or exam:
    - o Mute participants upon entry
    - o Turn off Chat function
    - o Turn off sound when participants join or leave

Voting

Oral Defense Committee:

- Choose who will become the Host. Choose whoever is most comfortable using Zoom. Ask the student to use the Manage Participants button to make the chosen committee member the new Host.
- Host will create a Breakout Room and add the student to the room when the committee needs to discuss in private.
  - Adjust Breakout Room settings to only allow the student back to the room when invited.
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