Virtual Meeting Resources

UA Provided Resources

these guidelines:

- Join without Video
- Call using Internet Audio
- If Zoom is unavailable use Two Rivers audio conferencing (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 via desktop and mobile app.

https://news.uaf.edu/best-practices-for-remote-meetings/?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: https://alaska.edu/virtual-campus/

UA provided *Zoom* cheat sheet.

How to avoid Zoom-bombing

an online resource center to help support your response. Anyone with your institution email address is able to access this Resource Center by logging into EAB.com 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 attached here.

- **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:
  - Google Hangout/Meet, Zoom, Go-To-Meeting, Skype, Microsoft Teams
  - We have attached three user guides for Zoom, Googlehangout, and Skype 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. Attached here 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