



ZOOM WEBINAR MANAGEMENT

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Istanbul Aydın University
Department of Information Technologies



Halit Aydın Campus
Block D



Phone: 444 1 428 – Extension: 44 1 44



In this handbook, you will find the information you need on how to manage webinars in Zoom, which is a video conferencing application.

You may visit our website prepared for you regarding information technologies at **bidb.aydin.edu.tr**, where you can also access our other handbooks.

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1. What Is a Zoom Webinar?

Unlike a Zoom Meeting, participants are divided into two groups: **Panelists** and **Attendees without a role**. This makes management easier for events with a high number of participants. Up to **500 participants** can attend, and within those 500 participants, only **100 people** can be assigned as panelists simultaneously.

Panelists can turn their cameras and microphones on and off as they wish and can write in the chat. However, only the session hosts can determine what attendees without a role are allowed to do. Attendees without a role cannot turn on their cameras or share their screens. Session hosts may allow attendees without a role to write in the chat collectively, ask questions collectively, and may individually grant microphone permission to participants.

2. Setting Up the Interface

In order for the session host to follow Zoom comfortably, they should be able to see **Participants** and **Chat** at the same time. When the **Participants** and **Chat** buttons are clicked respectively, the windows will appear one below the other on the right side. Then, by holding the marked area shown in the image and dragging it to the left, the user can adjust the layout.



In this way, long names can be read in full in the Chat and Participants windows without being shortened.

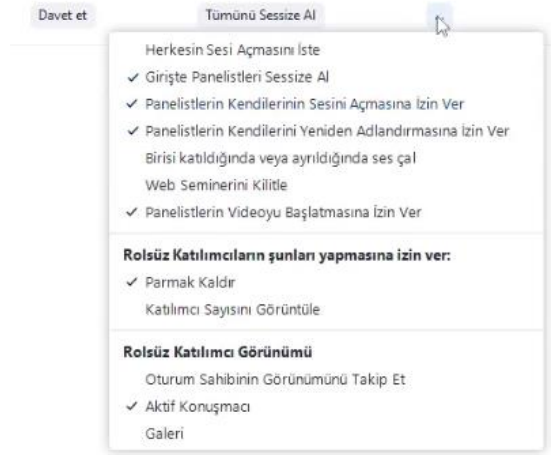
3. Configuring the Webinar

There are webinar settings in four different areas: general participant settings, participant chat settings, screen sharing settings, and Q&A settings.

3.1. General Participant Settings

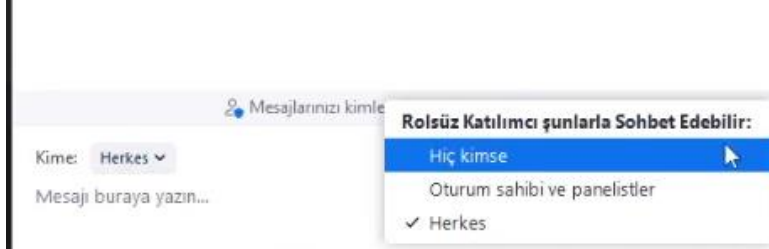
These settings can be accessed from the **three dots** located at the bottom of the **Participants** window.

- Ask Everyone to Unmute – A notification saying that the session host wants to turn on their microphone is sent only to panelists, and when they approve it, their microphones are turned on.
- Mute Panelists on Entry – Prevents a person who becomes a panelist from joining with their microphone already turned on.
- Allow Panelists to Unmute Themselves – Allows panelists to turn on their microphones.
- Allow Panelists to Rename Themselves – Allows the person to change their name by hovering over their own name.
- Play Sound When Someone Joins or Leaves – Sends a notification sound to everyone when one of the panelists leaves or when someone joins as a panelist.
- Lock Webinar – Prevents entry to the webinar; only panelists can enter and leave if they signed in with their Zoom accounts.
- Allow Panelists to Start Video – Allows panelists to turn on their cameras.
- Raise Hand – Allows attendees without a role to raise their hands.
- Display Participant Count – Attendees without a role can see the number of Panelists and Attendees in the webinar in the Zoom window title.
- Attendee View – If Follow Host's View is selected, attendees without a role will see the webinar the way the host arranges the screen. If Active Speaker is selected, attendees without a role will see only the camera of the panelist who is speaking. If Gallery is selected, attendees without a role will see all panelists whose cameras are on.



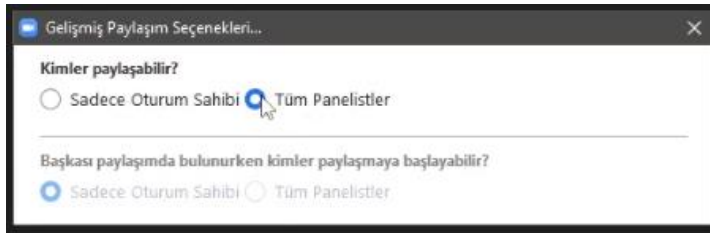
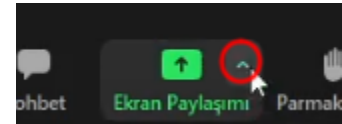
3.2. Participant Chat Settings

This setting allows you to determine with whom attendees without a role can chat. It can be accessed from the **three dots** at the bottom right of the **Chat** window.



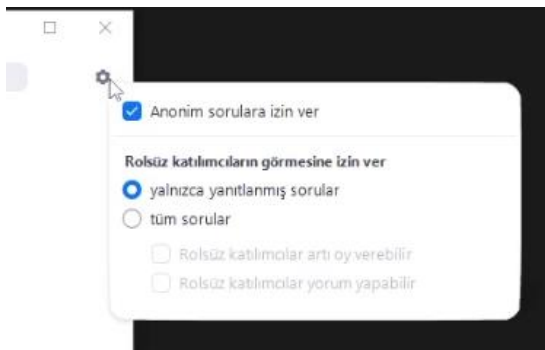
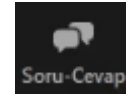
3.3. Screen Sharing Settings

This setting can be accessed by clicking the **up arrow** at the upper right of the **Screen Share** button located at the bottom center of the screen. From this window, you can configure screen sharing permissions.



3.4. Q&A Settings

This setting can be accessed by clicking the **gear icon** in the window that opens after clicking the **Q&A** button located at the bottom center of the screen.



The **Q&A** section is enabled by default in newly created webinars. Its use cannot be disabled during the event; only usage settings can be configured by the session host.

To disable it, you need to request the person from whom you requested the Zoom link to disable it **before the webinar starts**.

4. Webinar Recording

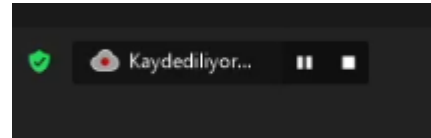
The **Record** button is located at the bottom center. When you click the **Record** button, you have **two recording methods**.

The **Record to this Computer** option starts the recording on your computer, and when you leave the webinar, a window opens in the middle of the screen and begins processing the recording. After the recording is processed, Zoom opens a folder on your computer and presents the recording to you. If your computer suddenly shuts down during recording, the recording will fail. For panelists recording to their computers, a **red icon inside a circle** appears at the end of their name.



The Record to the Cloud option starts recording to the cloud system. Zoom handles the entire recording process itself. Even if your computer shuts down, the recording continues until the last person leaves Zoom. If the webinar is being recorded to the cloud system, a red icon inside a cloud symbol appears at the end of the host's and co-hosts' names.

You can also see in the upper left corner of screen that the webinar is being recorded to the system.



the
cloud

*On Zoom accounts assigned to the **Event Coordinator**, Zoom recordings are saved to the cloud system. At the end of the event, the recordings are downloaded through integration software to a server connected to **BİDB**, in a way that only authorized persons can view them. You may request the webinar recording link from the Event Coordinator **one day after the event ends**. The recordings include screen sharing and only the image and audio of the active speaker.*

If a participating panelist wishes to record the webinar to their own computer during the webinar, **Permission to Record Local Files** must be granted. How to do this is explained under **5.2. Panelists**.

When recording starts, a confirmation window appears for everyone. This confirmation window states that the webinar is being recorded, and if the person wishes to continue, they must click the **I Understand** button.



5. Managing the Webinar

Participants are divided into two groups: **Panelists** and **Attendees without a role**. In the **Participants** window, you can switch between the **Panelists (*)** and **Attendees (*)** tabs to view and manage participants.

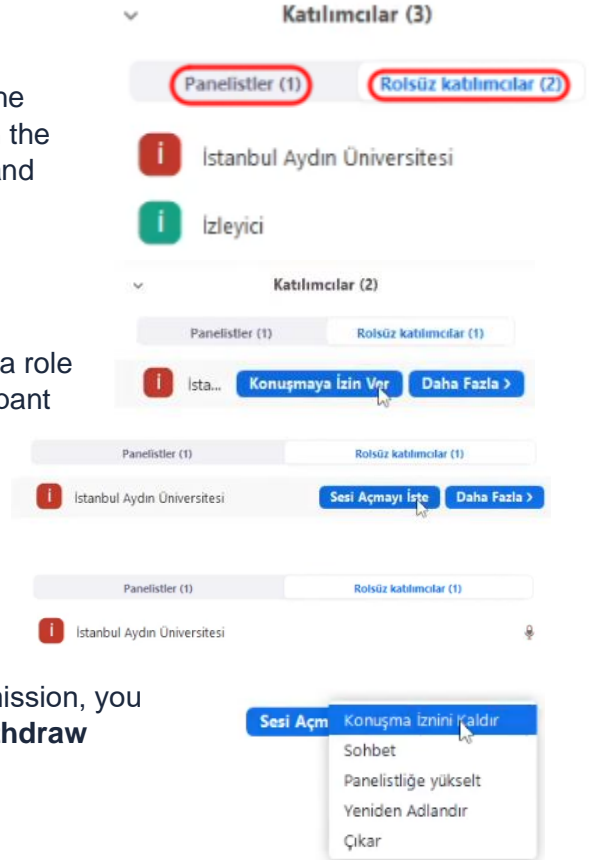
5.1. Attendees Without a Role

When you hover over an attendee without a role and click the **Allow to Talk** button, that participant can turn their microphone on and off whenever they want.

If the microphone is muted, you can again hover over the participant and click the **Ask to Unmute** button to send a request to turn on the microphone.

To revoke a participant's microphone permission, you need to click the **More >** button and select **Withdraw Permission to Talk**.

You can access the actions you can perform for an attendee without a role from the **More >** button. From this button, by selecting **Promote to Panelist**, you send the participant an invitation to become a panelist. When the participant accepts the invitation, they become a panelist.



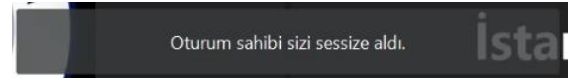
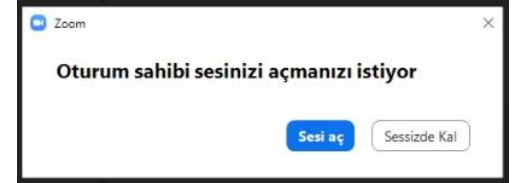


*If the participant does not confirm within **20 seconds**, the confirmation window closes. The panelist invitation may be sent again.*

5.2. Panelists

When you hover over a panelist, **two buttons** appear: **Ask to Unmute / Mute** and **More >**.

When you click Ask to Unmute, a window opens in front of the panelist saying that the session host wants them to turn on their microphone. When the panelist clicks the Unmute button, their microphone is turned on. If the panelist's microphone is already on, the same place will show Mute.



When you click the Mute button, the panelist's microphone is turned off and You have been muted appears on their screen.

The options under More > are:

- Chat – Allows you to write privately to the panelist.
- Stop Video – Turns off the panelist's camera.
- Pin – Pins the panelist only on your own screen.
- Spotlight for Everyone – Pins the panelist's image on all participants' screens. If the panelist's microphone is muted, a notification is sent asking them to turn it on. You can see spotlighted participants in the upper left corner of your screen.

- Make Host – Transfers all your permissions to the selected panelist. Your own permissions are removed.
- Make Co-Host – You can make the people who will help you manage the webinar co-hosts. They will have the same permissions as you.
- Change Role to Attendee – Moves the panelist among attendees without a role.
- Rename – Changes the display name of the panelist.
- Allow to Record Local Files – Allows the panelist to save the webinar recording to their own computer.
- Allow Multi-Pin – Allows the panelist to pin more than one person on their own screen.
- Stop Participant's Share – Stops screen sharing if they are sharing their screen.
- Put in Waiting Room – Moves the panelist to the waiting room.
- Remove – Removes the panelist from the webinar.

5.2.1. Waiting Room

Panelists placed in the **Waiting Room** cannot follow the webinar. On their screen, the message **The meeting host will let you in soon** appears.

The panelists you place in the Waiting Room still appear under **Panelists**, and whenever you want, you can hover over the panelist and select **Remove from Waiting Room** to let them back in.

▼ Katılımcılar (1)

Panelistler (1) Rolsüz katılımcılar (0)

Toplantı sahibi yakında içeri girmenize izin verecek.

My Webinar

Bekleme Odası (1) ▼

Istanbul Aydın Üniversitesi

Katıldı (1) ▼

ihibi, ben, katılımcı kimliği: 297100

6. Using Q&A

Attendees without a role can ask questions to the panelists through the **Q&A** section. All participants on the panelist side can answer these questions.

The **Q&A** window is divided into **three sections: Open, Answered, and Dismissed.**

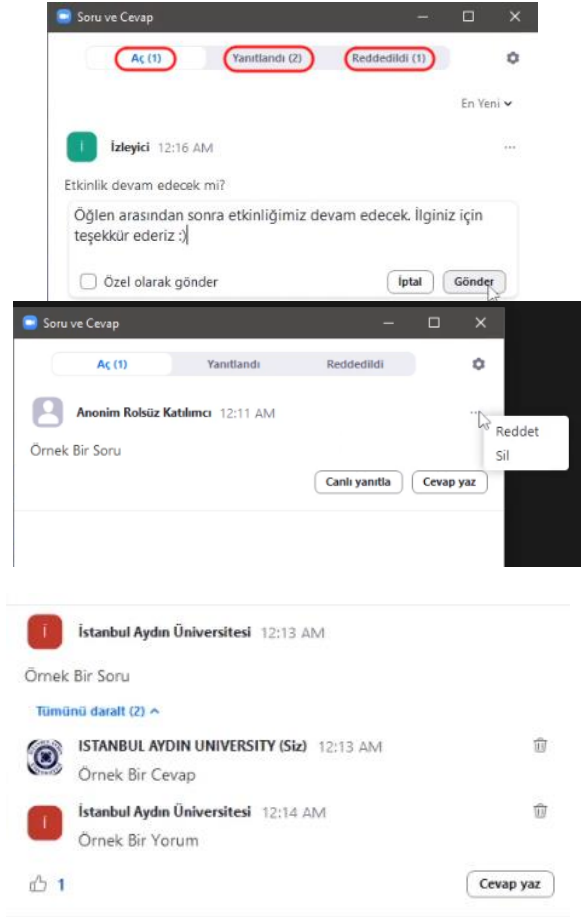
If you allow **anonymous questions**, attendees without a role can ask questions while hiding their names, and their identity will not be known.

You can perform actions related to a specific question from the **three dots** next to the question.

If you have enabled attendees without a role to see all questions, they can view the open questions.

If you have enabled **upvoting**, they can like questions, so the most liked question becomes apparent.

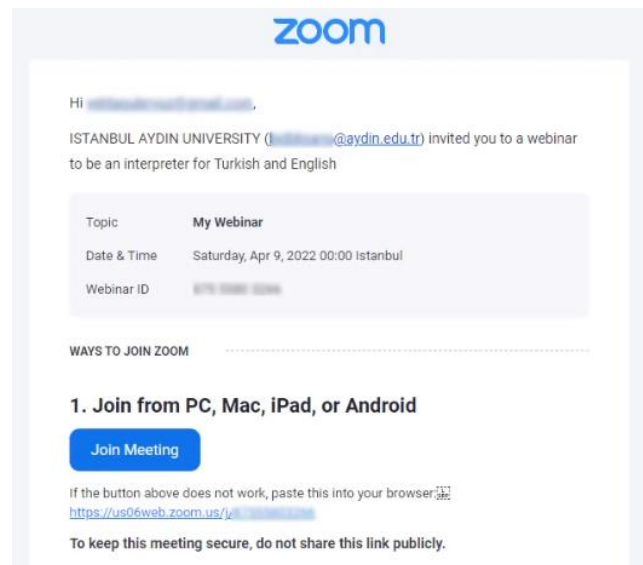
If you allow **comments**, participants can comment on questions.



7. Live Interpretation

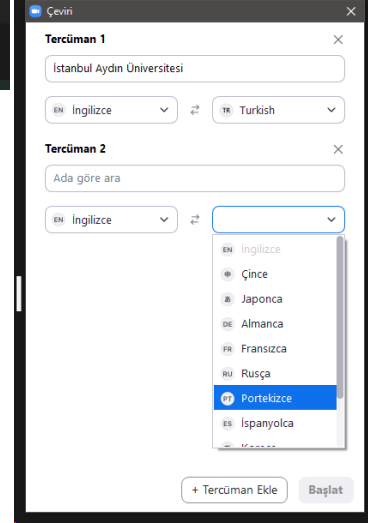
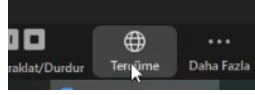
In webinars, the interpretation setting is created as **disabled by default**. If one of the panelists will interpret the webinar live into another language, that person's e-mail address must be reported to the person creating the webinar **at least one day before the webinar starts**. Through the Zoom system, the person creating the webinar sends e-mails to the relevant people regarding which language will be interpreted into which other language.

*At least **one person** must be specified.*



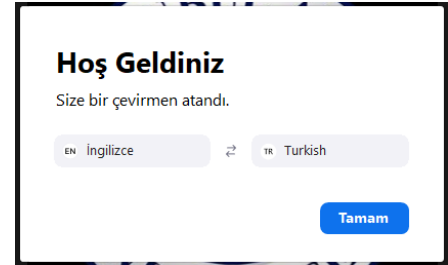
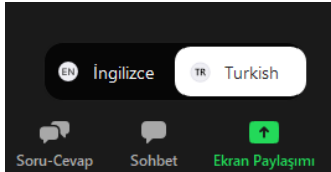
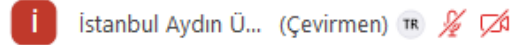
When these people join the webinar by clicking the **Join Meeting** button in the e-mail, they appear under the **Panelists** section.

Whenever live interpretation is needed, it must be started by the session host. To do this, you must click the **Interpretation** button located at the bottom center of the screen and, after configuring the interpreter settings in the **Interpretation** window that opens, click the **Start** button.

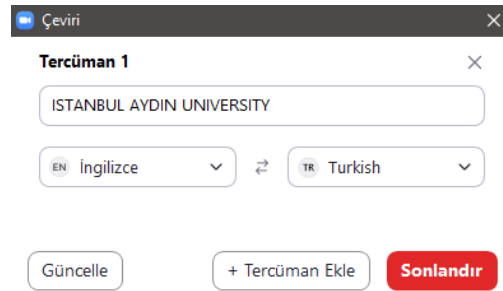
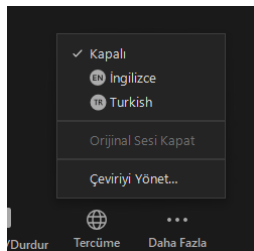


If you want to change the person who will act as the interpreter, or if interpretation into additional languages is required, you can configure it from this window. After clicking the **+ Add Interpreter** button, you can add a new interpreter and configure their settings.

When interpretation starts, a notification window opens for the interpreters, and at the end of their names it is indicated in parentheses that they are an **Interpreter** and which language channel they are in. After closing the notification window, interpreters can switch between language channels.



To change interpreters or end the interpretation, after clicking the **Interpretation** button, you must select the **Manage Interpretation...** option. You can either end the interpretation by clicking the **End** button, or instantly change the interpreter by clicking the **Update** button after changing the interpreter.



After interpretation starts, a short notification message appears at the bottom of all attendees' screens. By clicking the **Interpretation** button, they can listen to the webinar in the language they want.

