Guest and Student Presentations in Zoom

There are several options for guests and students to present inside a Zoom Meeting for a synchronous class session. What is presented here is just one possibility, guiding faculty, guests, and students.

Faculty, Guest, and Student Presenters

1. Check Your Zoom Installation

We recommend that everyone should always use the full Zoom (desktop) client and make certain to regularly check for updates. The desktop client is more stable and provides more features than any of the other Zoom apps.

2. Ideally, Have a Zoom Account and a USB Headset Microphone

Zoom Accounts: If you have a licensed (pro) or basic (free) Zoom account, you will be able to create and host your own Zoom meetings. This will give you the opportunity to become familiar with the host controls and practice your presentations outside of the class session.

JH Faculty and Staff can sign up for a JHU enterprise account through the JHU IT Service Catalog. Students have access to a licensed account when they sign into http://jhubluejays.zoom.us. And guests can always sign up for an account at http://zoom.us if they don’t already have one.

USB Headset Microphones: While many participants will have webcams or computers with built-in microphones, we find USB connected headsets with microphones work best. These provide less chance for annoying feedback and picking up extra noise. No matter what microphone is used, it’s important that everyone is in a quiet place during the session to avoid distracting background noise.

3. Practice Sharing Your Presentation

Before the class session, host a Zoom meeting even if you have no one joining you! Alternately, join the Zoom Test meeting that’s always available.

In Zoom, make sure you’ve checked on your video and your audio settings, including having selected the USB microphone if available.

Open the PowerPoint or other file(s) you want to present. Close everything else on your desktop except the presentation file(s) and Zoom.

From the Zoom meeting controls, click the Share Screen icon and begin sharing your screen. Depending on what you’re sharing, you may not see the Zoom meeting controls toolbar or the chat, participants, or video panels. If you don’t see the Zoom meeting controls, try the keyboard shortcut CTRL+ALT+SHIFT+H (Windows) or CTRL+Option(Alt)+Command (⌘)+H (Mac). (From the meeting controls toolbar, you can get to the other panels. You may need to click on “...More” to see the option you want to view or hide.)

If you are part of a group presentation, decide who will be sharing their screen and practice giving the other members of the group remote control of their screen as appropriate.
Faculty

1. **Promote Guest or Student Presenter(s) to Co-Host**

   From the Participants panel (which, if you are already sharing your screen, you may have to open by clicking on the “Manage Participants” icon in the Zoom meetings toolbar), hover over the participant’s name so you see the word “More”. Click on “More” and then click on the option in the menu that pops up to “Make Co-Host”. You will see a window confirming this; click “Yes”. This elevates the student or guest to co-host so they can now start sharing their screen. (*You will need to stop sharing your own screen in order to see theirs.*)

   
   ![Manage Participants](image)

   Depending on your meeting settings, you may have to unmute the presenters from the Participants panel.

   ![Unmute](image)

2. **Facilitate the Guest/Student Presentation**

   Encourage the new co-hosts to use their webcam video while presenting. Let them know if their audio is not coming through very clearly or is too quiet. Alert them if they are trying to share their screen but you cannot see it.

3. **Reclaim Meeting Control**

   **Stop Participant’s Sharing:** When the guest or students are done presenting/sharing, either (1) the person who was presenting can click on the option to “Stop Share” (in their Zoom toolbar) or, optionally, (2) as the host, you can use the “View Options” drop-down menu that will appear on your screen to select “Stop Participant’s Sharing”.

   ![View Options](image)

For more information, see the CTL Teaching Toolkit’s website: [http://ctl.jhsph.edu/toolkit](http://ctl.jhsph.edu/toolkit)
Withdraw Co-Host Permission: In the Participants panel, hover over the presenter names so you see the word “More” again. Click on “More” to see the menu and select the option to “Withdraw Co-Host Permission” just as an extra layer of precaution.