

Zoom Defence Tips

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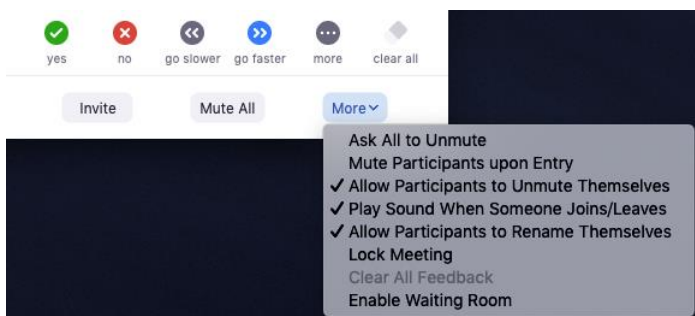
Sending a chat message to Grad Office staff

Should you need to get in touch with Graduate Office staff for assistance, you may do so by e-mailing grad-office@unbc.ca and/or messaging the staff member directly through the Teams messaging service.

Asking all participants to unmute

The host and co-host can request that everyone in the meeting unmute themselves. Doing so allows the participants to choose if they are ready to be unmuted or wish to remain muted.

1. Sign in to the Zoom desktop client.
2. Start a meeting.
3. Click the **Participants** button  located in the meeting controls.
4. Click **More**, then click **Ask All to Unmute** from the list.



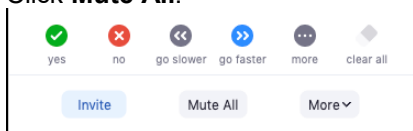
All other participants will then be prompted to **Unmute** or **Stay Muted**.
The host would like you to unmute



Muting all participants

The host or co-host can mute all participants that are already in the meeting, as well as new participants joining the meeting.

1. Click the **Participants** button  located in the meeting controls.
2. Click **Mute All**.




3. Click **Mute All** to mute all current and new participants.
4. (Optional) Check **Allow participants to unmute themselves** if you would like participants to be able to unmute at any time during the meeting.

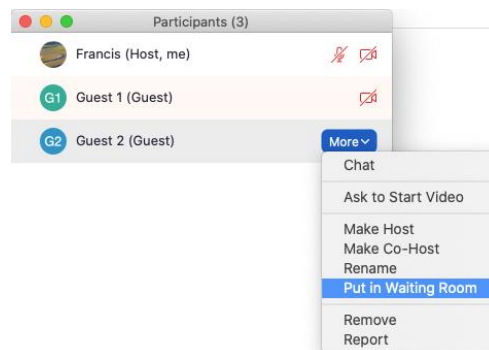
Mute all current and new participants

Allow participants to unmute themselves



Sending candidate to the Waiting Room

1. As the meeting host, click **Participants**.

2. Click **More** next to the participant's name and choose **Put in Waiting Room**.

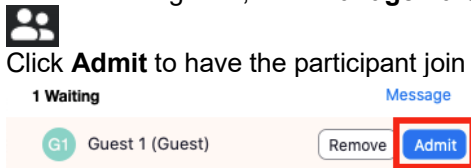


Lock the Meeting (during committee deliberations)

When you're in the **meeting**, click **Participants** at the bottom of your **Zoom** window. In the participants pop-up box, you will see a button that says **Lock Meeting**. When you **lock** the **meeting**, no new participants can join, even if they have the **meeting** ID and password

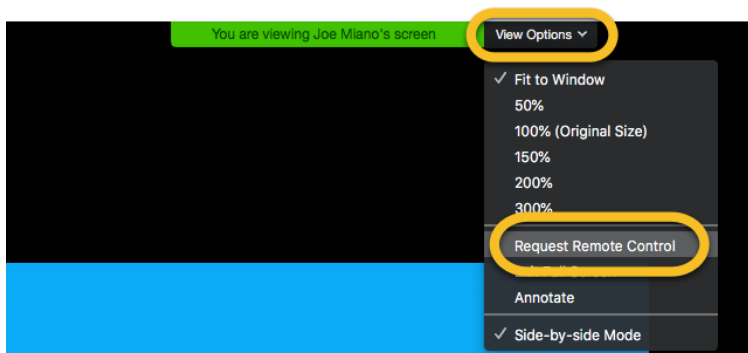
Admitting participants during a meeting (bringing back the candidate)

1. As the meeting host, click **Manage Participants**.
2. Click **Admit** to have the participant join the meeting.



If you need to take control of the Candidate's computer to assist

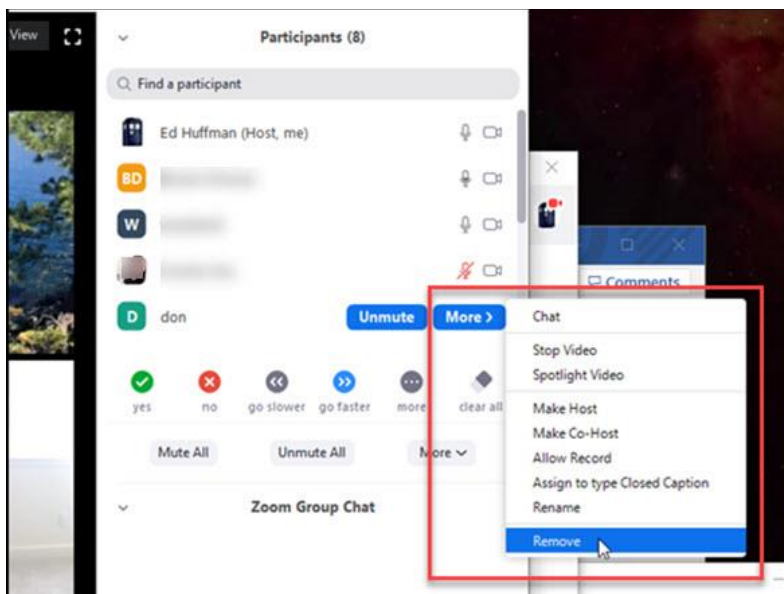
- 1.



2. A screen will show up on the candidate's computer and they need to click Approve.
3. Once approved you will be able to move around the screen as needed. The Candidate still holds the permission aspects of their computer.

Removing an audience member

1. From the list of participants, select the audience member and choose "more" – "remove". Remember that if you remove an attendee, they cannot reenter the meeting.



Frequently Asked Questions

What is the average time allotted for revisions?

The timeline will be up to the supervisory committee but should take into account graduation deadlines. The final approved thesis/dissertation must be in our office by the deadline or else the student will not be processed for graduation until the next semester. If that is not a concern for the student, they can submit prior to the add/drop date in the next semester. For the Winter semester, if the student does not have all documentation in by April 30, they cannot attend convocation.

Deadlines may be located on the Graduate Administration website as follows:

- Master's Defence important dates and deadlines;
- Doctorate Defence important dates and deadlines.

Who obtains the signatures required post-defence?

The Chair has the final approval page, and depending on the type of pass, will circulate the signature page. The best way to manage this document is to email the document from one person to another, signing consecutively in order of the names on the document so all signatures are on one page. Signatures may also be obtained by emailing the Final Approval Page to grad-office@unbc.ca for circulation to committee members post-defence for convenience.

- For a clear pass, generally the committee members sign right away.
- For minor revisions, all members but the supervisor should sign and return the document to the supervisor once signed. The supervisor will sign once the minor revisions are done.
- For major revisions, the signature page is generally not signed until the revisions are done.

The completed signed document is emailed by the supervisor to grad-office@unbc.ca.

What are the definitions for a clear pass, pass with minor revisions or pass with major revisions?

a. Clear Pass

That the thesis, project, or practicum is acceptable as presented and the oral defence is acceptable.

In this case, all members of the examining committee shall sign the approval pages. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

b. Pass with Minor Revision

That the thesis, project, or practicum is acceptable subject to minor revision and the oral defence is acceptable.

In this case, all members of the examining committee except the supervisor shall sign the approval pages.

The supervisor shall sign the approval pages when the thesis, project, or practicum has been amended to include the changes that were requested by the examining committee. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

c. Pass with Major Revision

That the thesis, project, or practicum is acceptable subject to major revision and the oral defence is acceptable.

In this case, none of the members of the examining committee shall sign the approval pages. The supervisor shall supervise the revision of the thesis, project, or practicum. When the revisions have been completed and have been approved by the supervisor, the supervisor shall distribute the revised thesis, project, or practicum to the rest of the examining committee. If it is acceptable to the examining committee, the supervisor shall ensure that the approval pages are signed by each member of the examining committee. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project, or practicum.