



MONTANA VIRTUAL COLLEGE FAIR

# VISITDAY'S ZOOM OVERVIEW & GUIDE

*\*Credits: A special Thank you to VisitDays & NACAC for collecting these questions & tips.*

## Technical Requirements

For the Fall 2020 season, we chose Zoom as the video meeting technology for Montana Virtual College Fairs. We believe it's important to provide students with as seamless an experience as possible and that the use of one video meeting technology for various components of the fairs helps accomplish that. We are technology-agnostic, however, and may change this in future seasons depending on the needs of students.

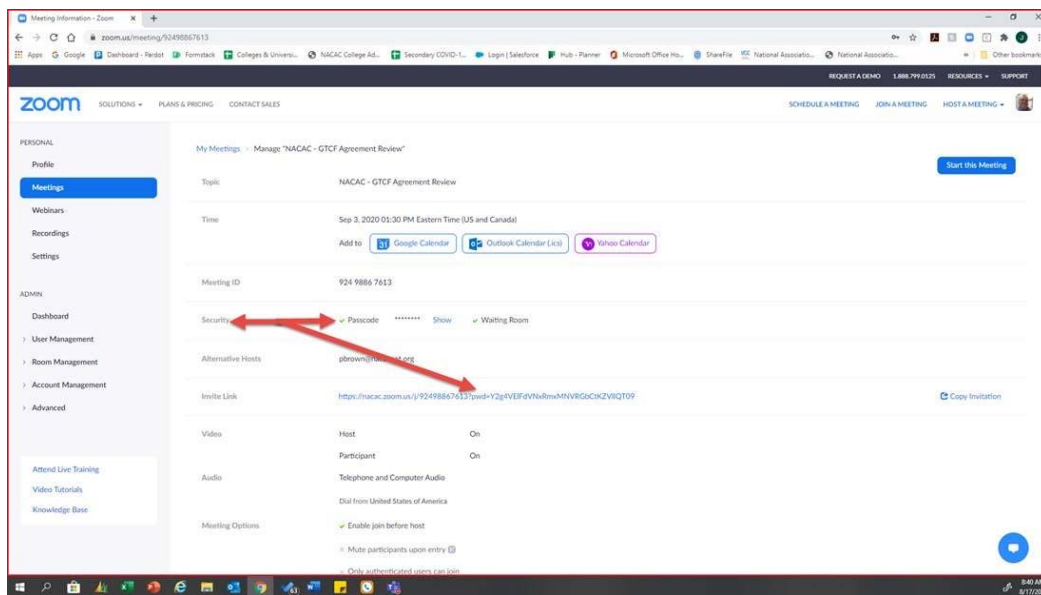
## Zoom Information

Zoom is seamlessly integrated within the platform. You'll use your Zoom account to offer live and interactive sessions as well as one-on-one meetings. To participate as an exhibitor, you'll need a [Zoom Pro](#) account or higher (not a Zoom Basic account). Most institutions already have a Zoom Pro plan or higher. With Zoom Pro, you'll be able to offer sessions for up to 100 students each. If your institution has purchased a "large meeting add-on," you'll be able to offer sessions for up to 500 or 1,000 participants each.

## Creating Zoom Links

The platform asks you to enter a Zoom link for your live sessions and one-on-one meetings. You will use a link from your Zoom account. In Zoom, set up your live sessions and one-on-one meetings as a "Zoom Meeting" rather than as a "Zoom Webinar." **Double check to make sure a passcode won't prevent people from attending your sessions or meetings.**

- First, open your Zoom application and go to the meeting you've set up for each live session or meeting. Look at the "Security" field to see if there is a checkmark next to "passcode."
  - If there's no checkmark, you're ok and there's no need to do anything else.
  - If there is a checkmark, look at the "Invite Link" field — does the URL include a question mark with "pwd=" after it? If so, you're good to go. If not, then edit your meeting by going to the "Security" setting, uncheck the passcode, and select "Save."



- Next, go to the VisitDays platform and double check the link you inserted for your session or meeting. Does it match the link in your Zoom meetings set-up screen?

If you're offering any concurrent sessions or meetings, be sure to input a different Zoom link for each since they will need to happen at the same time.

**Cross check that the times match on Zoom and on the fairs platform.** When you create your meetings in Zoom, make sure the start and end times are correct for Mountain Standard Time. (The fairs platform lists session and meeting times in MST).

## Other Tips and Information

- Do not use any Zoom registration forms.
- For one-on-one meetings, definitely enable the waiting room feature so attendees don't inadvertently interrupt each other's meetings.
- The platform defaults to a session capacity of 95. You can change this to 300 if you plan to offer a large session or make it smaller if you want the session to be more personal.
- With many staff now working from home, internet capabilities vary. Please ensure your presenters have the bandwidth to offer a Zoom session with video.
- Many security updates were included in the latest 5.0 version of Zoom released on July 1. This includes automatic passwords and waiting rooms as well as controls over screenshare and chat. We expect all colleges and universities using the NACAC Virtual College Fairs platform to use the latest version of Zoom in order to ensure a safe environment for students.
- For additional details, please review the detailed schedule on the "[Montana Virtual Fair Confirmation Page](#)."

## Browser Information

The virtual fairs platform does not include support for any version of Internet Explorer since Microsoft's end of life for the product in January 2019. Please use another browser for your own security and to enable the full functionality of VisitDays Virtual College Fairs.

## Live Zoom Sessions – FAQ's

### **Q: How do I set up a session?**

See the information in the Zoom Guide & Tips packet @ "[Montana Virtual Fair Confirmation Page](#)."  
Two key things to remember: Definitely use the waiting room feature and do not require a password.

### **Q: Can the sessions be pre-recorded or do they have to be live?**

You are welcome to show a pre-recorded video as part of your session. You'll still need someone in the Zoom room, though, to tee up the video for students who are there and to answer questions during the video and afterwards.

### **Q: Can we create sessions that overlap time-wise so long as we have different Zoom accounts for it?**

Exactly! You'll be fine offering overlapping sessions as long as you specify a different Zoom account and link.

### **Q: Can we add more than two staff members per session?**

Yes, more than one user can be added as a presenter for a live session. However, the session may only be associated with one Zoom link.

### **Q: Can everyone on our admission staff just use the same Zoom account?**

We don't recommend this. Your photo and name shows up when you use your own account. This gives the student a more personal experience with each admission counselor.

### **Q: Should we use Zoom webinar or Zoom meeting?**

Zoom meeting. It allows you to be more interactive.

### **Q: Should we use a password?**

No. Please do not add a password.

**Q: Will we know ahead of time how many students are signed up for a session?**

No. There is no registration for the live and interactive Zoom sessions so there's no way to know ahead of time how many students will attend. Students will show up when the session starts. Students can set a reminder for your session, however, and receive text messages that lets them know when the session will begin

**Q: Do you recommend holding the same session more than once?**

If you think the session will be a blockbuster, then you are certainly free to repeat it. But as a general rule, you'll want to offer several highly engaging sessions at different times since there will be a lot of competition for students' attention.

For additional details, please review the detailed schedule on the "[Montana Virtual Fair Confirmation Page.](#)"

*Please check back to the confirmation page, as this information is subject to change.*