Zoom Background settings for Virtual Sim

1. Schedule/Create a Meeting
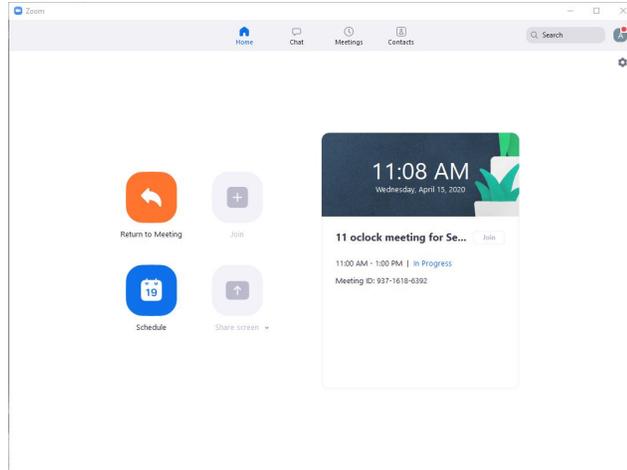
2. Name it

3. Make it a Recurring Meeting- It's easier this way. You can launch your simulation session whenever you want. At least that's my opinion. See what works best for you.

4. Set a Password

5. Video/Audio- Might as well leave the video on. Audio is best set to telephone and Computer audio. This way satisfies the needs of everyone despite their tech.
6. Calendar- If you want to synch your scheduled sessions with your Outlook/Google calendar here's your chance.
7. **ADVANCED OPTIONS-** click it. Then select **Enable waiting room**, **Enable join before host,** and **Alternative Host**. The waiting room is the velvet rope of your virtual simulation center. EVERYONE stops there before entering. Firstly, participants waiting in it know that they are in the right place. Secondly, if you are expecting 8 residents and there are 9 people in the waiting room and 2 of them have user names that describe parts of the male anatomy… well you might have some Zoom Bombers circling. It's an added layer of protection. Join before host just allows people to join the waiting room before you launch the meeting, which is a must for someone like me who is chronically... just on time. An Alternative Host is a person the host designates to start a meeting if they can't. It's a great idea if you like to sleep in, or think you might need to hide under your desk one day.
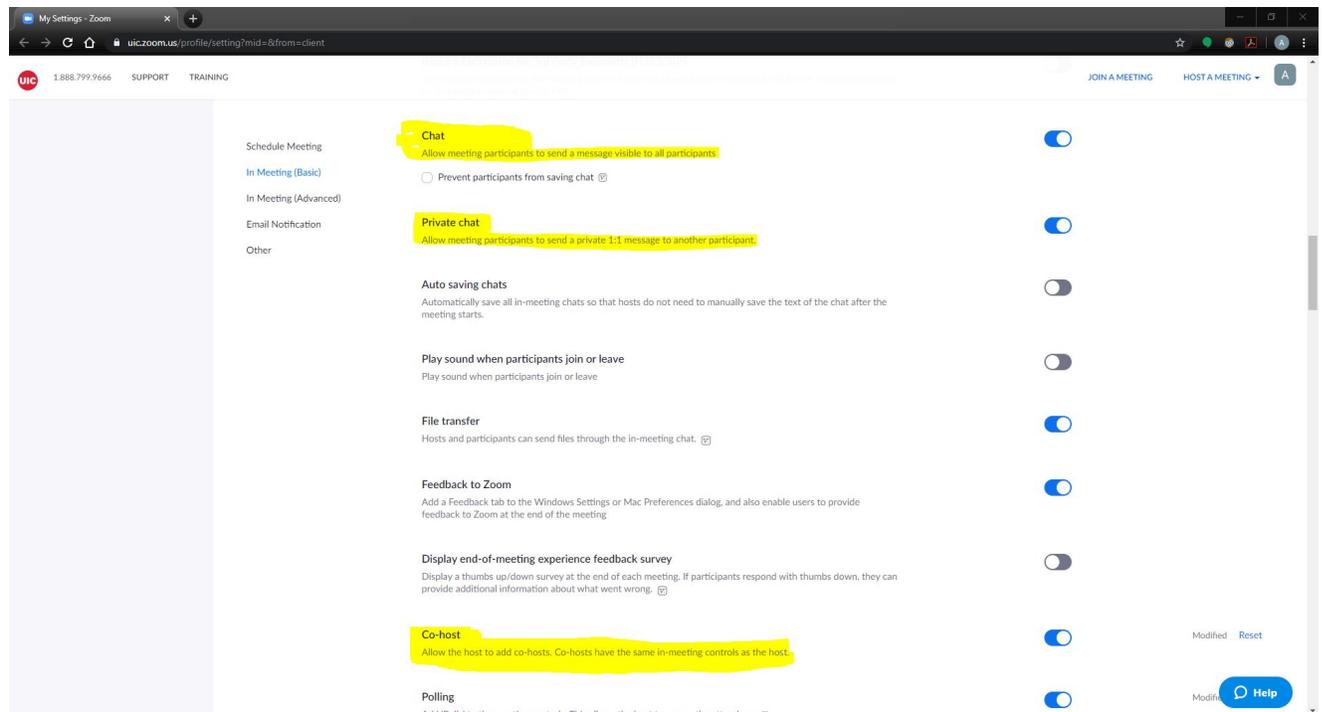

8. These settings are tricky, but very important to set. Hold on to yourself cause we're almost good to go. Click on your profile picture in the Zoom App and select settings
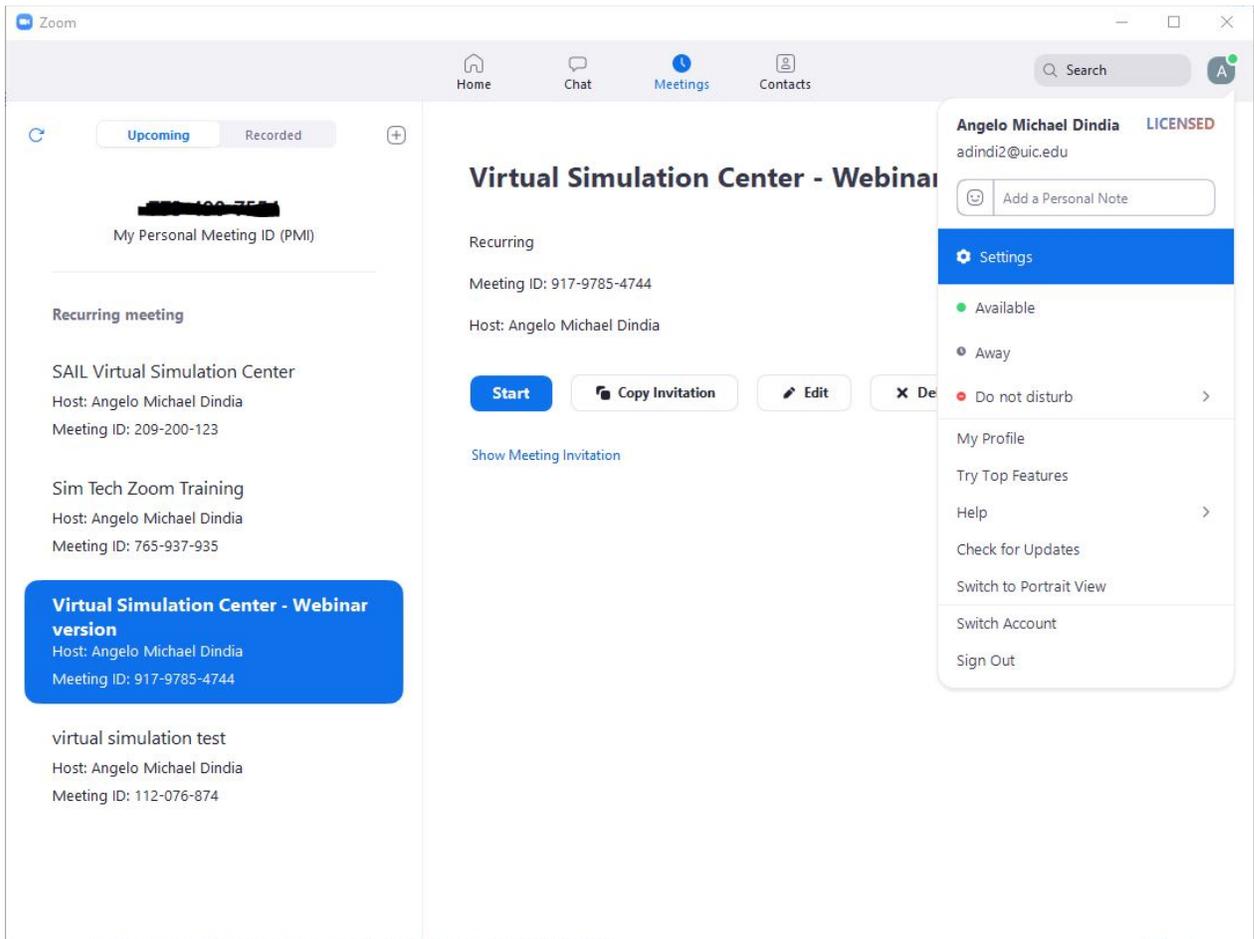
Which opens this page, on which you should click **View More Settings**-
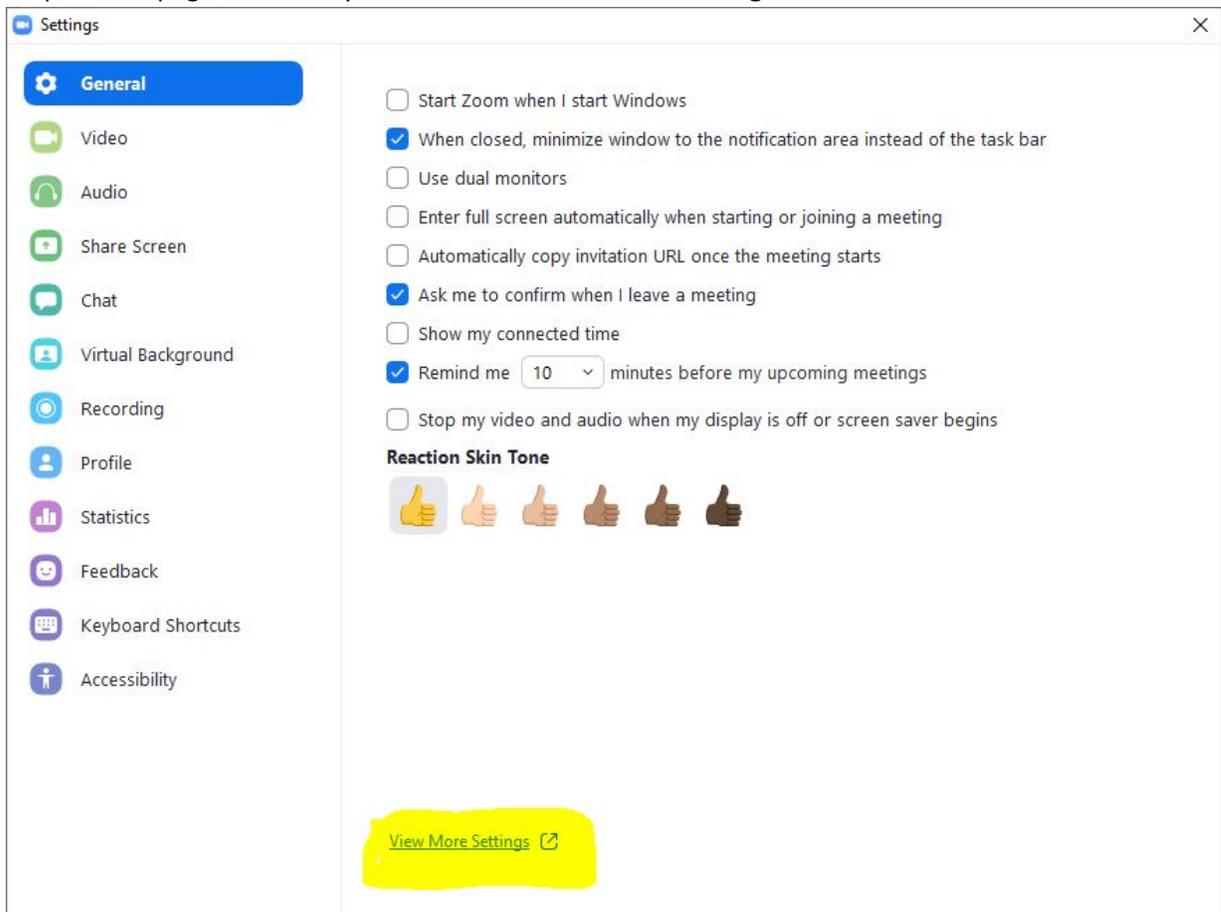
Which will open this webpage-

Enable the Chat Feature. Use it to talk to your staff during the simulation. Or for the students to have conversations while someone is talking.

Enable the Private Chat Feature. Use it to have confidential chats with you staff that the students can't see. Remember that ALL chat saves as a transcript, so keep it professional.

I cannot stress this enough which is why I'm using bold- turn on the co-host option
This allows someone designated by the host to do all the host like duties. They can make and assign people to breakout rooms, change names, mute and unmute people, and start recordings. It's good to have some help.

9. Take a break and get some coffee. You've successfully set the options necessary to do virtual simulation in the post covid age. Have the host launch the meeting, get you Operations Specialist to get their computer with the simulation software on it and join that meeting.
10. I can be reached at adindi2@uic.edu with questions. I realize that this seems like a lot. Nothing worth doing was ever easy or whatever. If we can do this, you can do this. Be careful out there.