

USER

ZOOM

The Grand Oral on Zoom

GUIDE

SciencesPo

DFI – Pôle Central / DSI – service formation aux usages numériques

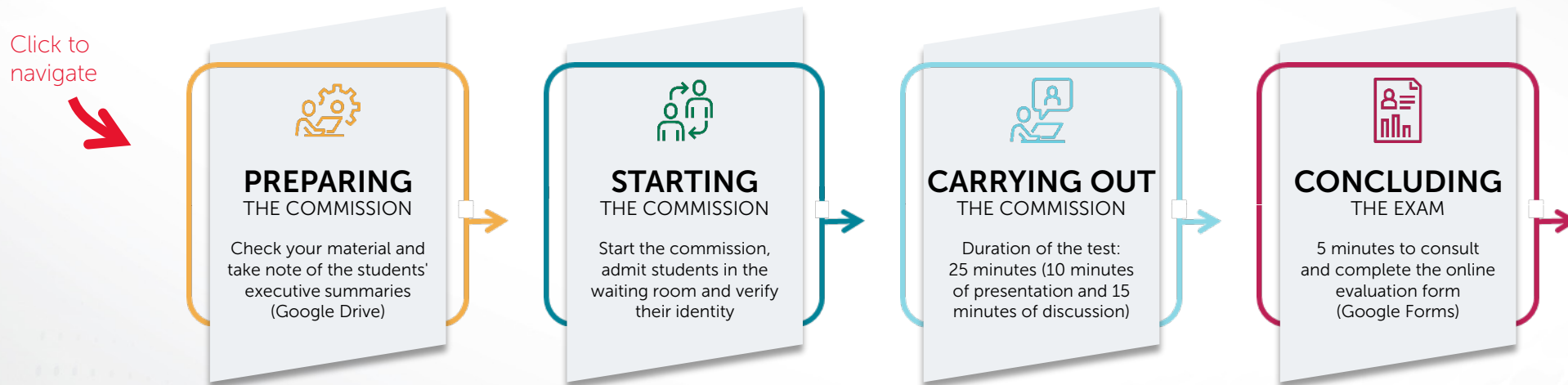
HOW WILL MY COMMISSION BE ORGANISED?

HOW WILL THE GRAND ORAL BE CONDUCTED REMOTELY?

Grand Oral commissions will be held remotely using the Zoom video conferencing tool. Everything has been put in place to guarantee the confidentiality and security of the information exchanged. Getting started with the Zoom tool is relatively easy. It is nevertheless advisable to try it a first time and to be aware of some simple technical and organizational elements to make the best use of it.

This guide aims to provide you with this necessary information, to help you to get started with the Zoom tool.

Setting up and holding the commission is divided into four stages:



WHO DO YOU CONTACT IF YOU HAVE ANY QUESTIONS?

In case of questions about the organization of the commission, contact the Central Services: pole.central@sciencespo.fr

In case you have any questions or technical problems especially during the commission, contact the IT Helpdesk: sos@sciencespo.fr / 01 45 49 77 99

PREPARING THE COMMISSION

WHAT EQUIPMENT SHOULD I HAVE FOR THE COMMISSION?

To facilitate your commissions, you will need the following equipment:



A webcam (built-in or USB) **NECESSARY**

A high-speed Internet connection **NECESSARY**



A computer (do not forget your AC charger) **NECESSARY**

A watch (or other tool for timing commissions) **ADVISED**



The Zoom software (installed on your computer and your Zoom Pro Sciences Po account) **NECESSARY**

A headset with mic (USB or Bluetooth) **ADVISED**



Your phone (to quickly reach Sciences Po in case of difficulty) **ADVISED**



We recommend that you test your equipment before your first commission (see next page). Reminder: in case of technical problems, contact the IT Helpdesk without further delay: sos@sciencespo.fr / 01 45 49 77 99

To learn more about Zoom, also visit the dedicated page of [the online tools site](#)

PREPARING THE COMMISSION

CHECKING MY AUDIO AND VIDEO SETTINGS

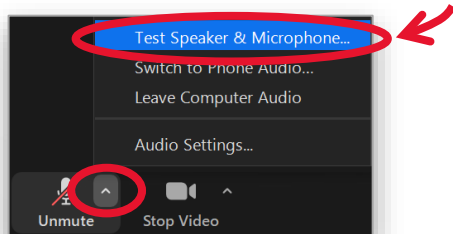
1 To perform sound and video testing, start your Zoom software and create a new meeting:

- On the Zoom home screen, click "New meeting" and then click "Join audio by computer"

TESTING AUDIO (SPEAKER AND MIC)

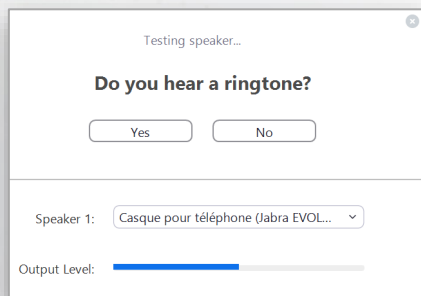
2 From your new test meeting:

Click on the audio menu button and then on "Test speaker & microphone...":

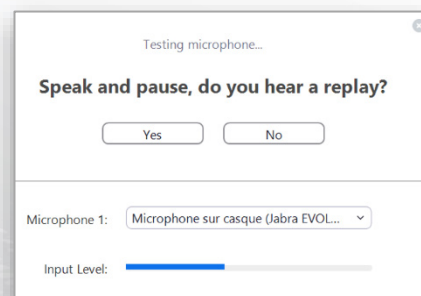


3 Perform speaker and microphone testing:

Follow the instructions to perform the tests



Speaker testing

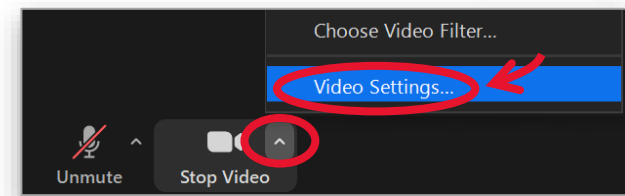


Microphone testing

TESTING VIDEO (WEBCAM)

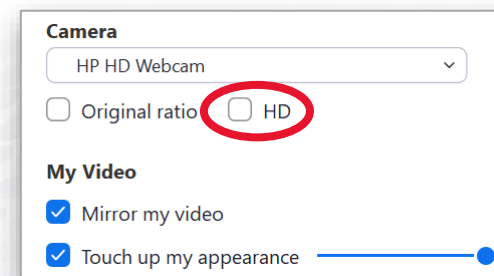
4 From your new test meeting:

Click on the video menu button and then on "video settings...":



5 Adjust your webcam settings if necessary:

Disable HD video to preserve your bandwidth



6 You can also choose a virtual background to hide your private environment

PREPARING THE COMMISSION

PREPARATION IN TWO STAGES

AHEAD OF THE COMMISSION

1

We put at your disposal on Google Drive :

- The list of your students
- Their executive summaries, which we invite you to consult before their passages
- The instructions of the Grand Oral



THE DAY OF THE COMMISSION

2

We invite you to prepare your commission 10 minutes before the first student. This time allows you to start up your equipment and raise any issues with the other member of commission, if needed.



Everything is ready for your commission!

STARTING THE COMMISSION ON ZOOM

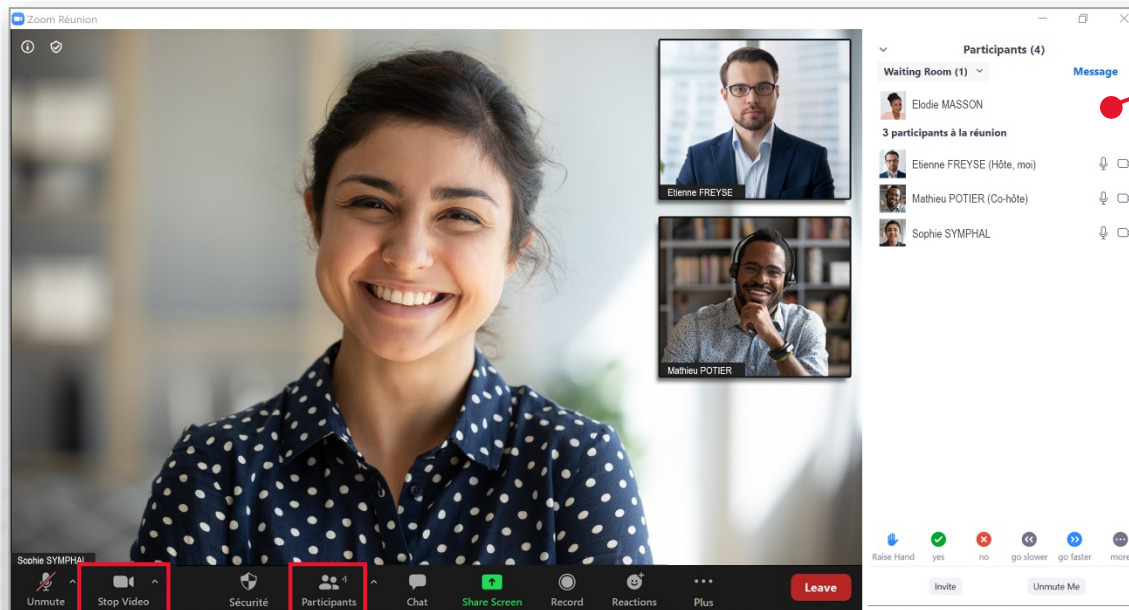
IMPORTANT

STARTING THE COMMISSION AND ADMITTING A STUDENT

The link to start the commission will have been sent to you by email in advance by the Central Services at Sciences Po. Before clicking on the link to access the meeting, make sure that:

- You have launched the Zoom app
- You are logged in with your Sciences Po account

Only then you can click on the access link to the commission called "**Commission N°X - Grand Oral - TEACHER NAME**". In the window that appears, click "**Open Zoom**" and then "**Join with Computer Audio**"



Waiting Room

Students who connect to the commission are **automatically placed in the Waiting Room**. They appear in the list of participants.

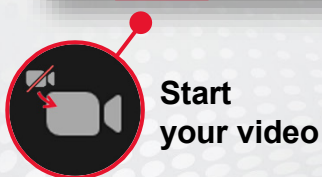
To admit a student:

- Hover over their name in the list of participants and click "Admit"

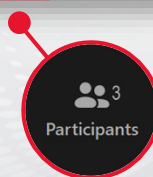


Please ask the student to present his/her student card in front of the camera

Be sure to admit the next student only when the previous one has been removed from the commission.



Start your video



Show participants

CONDUCTING AND CONCLUDING THE GRAND ORAL

RECOMMENDATIONS

OPTIMISING YOUR ENVIRONMENT



Sound: it is recommended to use headphones with a mic. In case of background noise at home, you can momentarily mute the sound from your microphone.



Camera: It is recommended to place the camera at eye level and facing you.



Lighting: the main light source must be facing you. Avoid back lighting.

VERIFYING STUDENT IDENTITY



Before starting the commission, you must distinctly see the student's **first name, last name** and **identifying number** on the student card that they will show in front of the camera.



RESPECTING TIMING



Be sure to respect the start time and end time of the slot previously announced to the student.
Planned timing per student:

- 1 Student presentation: 10 minutes**
- 2 Discussion with the student: 15 minutes**
(on the subject presented by the student: his/her project/professional experience and his/her studies)
- 3 Consultation and evaluation: 5 minutes**
(Evaluation form in Google Forms format)

FILL OUT THE ONLINE EVALUATION FORM



- Save the link to the online form to your internet favorites.
- Open as many forms as there are students in your commission.
- Accurately fill out the information on the form specific to each student based on the list of your students available on Google Drive.
- At the end of your commission, validate all the questionnaires