

Zoom Testing Checklist – Parties

Item	Task	Check
1	Start the meeting	<input type="checkbox"/>
2	Set Chat to “with Host only”	<input type="checkbox"/>
3	Manually create LSO Breakout Room and Licensee Breakout Room	<input type="checkbox"/>
4	Under “Options” for the breakout rooms set the following: <ul style="list-style-type: none"> • Enable: Move all participants to breakout rooms automatically • Enable: Allow participants to return to main session at any time • Disable: Breakout rooms will close automatically after 30 minutes • Enable: Countdown after closing breakout room <ul style="list-style-type: none"> ○ Set countdown timer to 30 seconds 	<input type="checkbox"/>
5	Move parties from “Waiting Room” to main session and unmute them.	<input type="checkbox"/>
6	Show them how to switch between “Speaker” and “Gallery” view.	<input type="checkbox"/>
7	Show them how to mute and unmute themselves	<input type="checkbox"/>
8	Ask them to send you a message via Chat. Let them know that during the hearing they can only sent chat messages to you, no one else.	<input type="checkbox"/>
9	Mute a participant and stop their video. Show the parties how to “Hide non video participant”	<input type="checkbox"/>
10	Explain that you have set up breakout rooms for them and that:	<input type="checkbox"/>
	While in there, no one in the main session will see or hear them.	<input type="checkbox"/>
	While in there, the only way to communicate with you is for them to use the “Ask for help” feature. They cannot chat with you while they are in the breakout room.	<input type="checkbox"/>
	You will send a Broadcast to all the breakout rooms. This could be a notice to return to the main session or that the parties have asked for more time, etc. It will look like a small blue banner with white text at the top of their Zoom window.	<input type="checkbox"/>
	They may leave the Breakout room by clicking on the “Leave Breakout Room” on the bottom right of their screen.	<input type="checkbox"/>
	When leaving the breakout room, they must select “Return to main session” not “Exit meeting”.	<input type="checkbox"/>
11	Let them know that you will assign them to a breakout room and that when you do, there will be a pop-up on their screen advising that they are being moved to the breakout room.	<input type="checkbox"/>
12	Ask them to try the “Ask for help feature” once they are in the breakout room. Let them know that you will send a broadcast so that they can see what it looks like before joining them in the breakout room.	<input type="checkbox"/>
13	Assign the parties to their respective breakout rooms, then open the breakout rooms.	<input type="checkbox"/>
14	Wait a few moments for them to try the “Ask for help” feature, then send a broadcast: This is what a broadcast will look like.	<input type="checkbox"/>
15	Join each Breakout Room. Ensure that each party is comfortable with asking for help and know what a broadcast will look like. Show them how to “Leave the room”.	<input type="checkbox"/>
16	Close the breakout rooms. Tell them that the room is closed and when you reopen it they will again see the pop-up.	<input type="checkbox"/>
17	Open the NOA PDF. Share your screen with the parties. Highlight a paragraph, scroll to next page, etc. Use “Annotate” feature to spotlight something.	<input type="checkbox"/>
18	Allow other participants to share screen. Then ask the LSO representative to share his/her screen. Ensure that he/she is comfortable with this.	<input type="checkbox"/>
19	Repeat for the Licensee or his/her representative.	<input type="checkbox"/>

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20	Ask them if they are confident with all features of Zoom. Ask them if they would like you to repeat any aspect of the demonstration or if they have any questions that you have not covered.	<input type="checkbox"/>
21	Remind the parties that if they accidentally exit or leave session that they can go back into the link in the original invite. If they are having difficulties with this, they may rejoin the hearing by using one of the call-in numbers provided.	<input type="checkbox"/>