

VIRTUAL DROP-IN HOURS

A HOW-TO GUIDE

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ZOOM SETTINGS

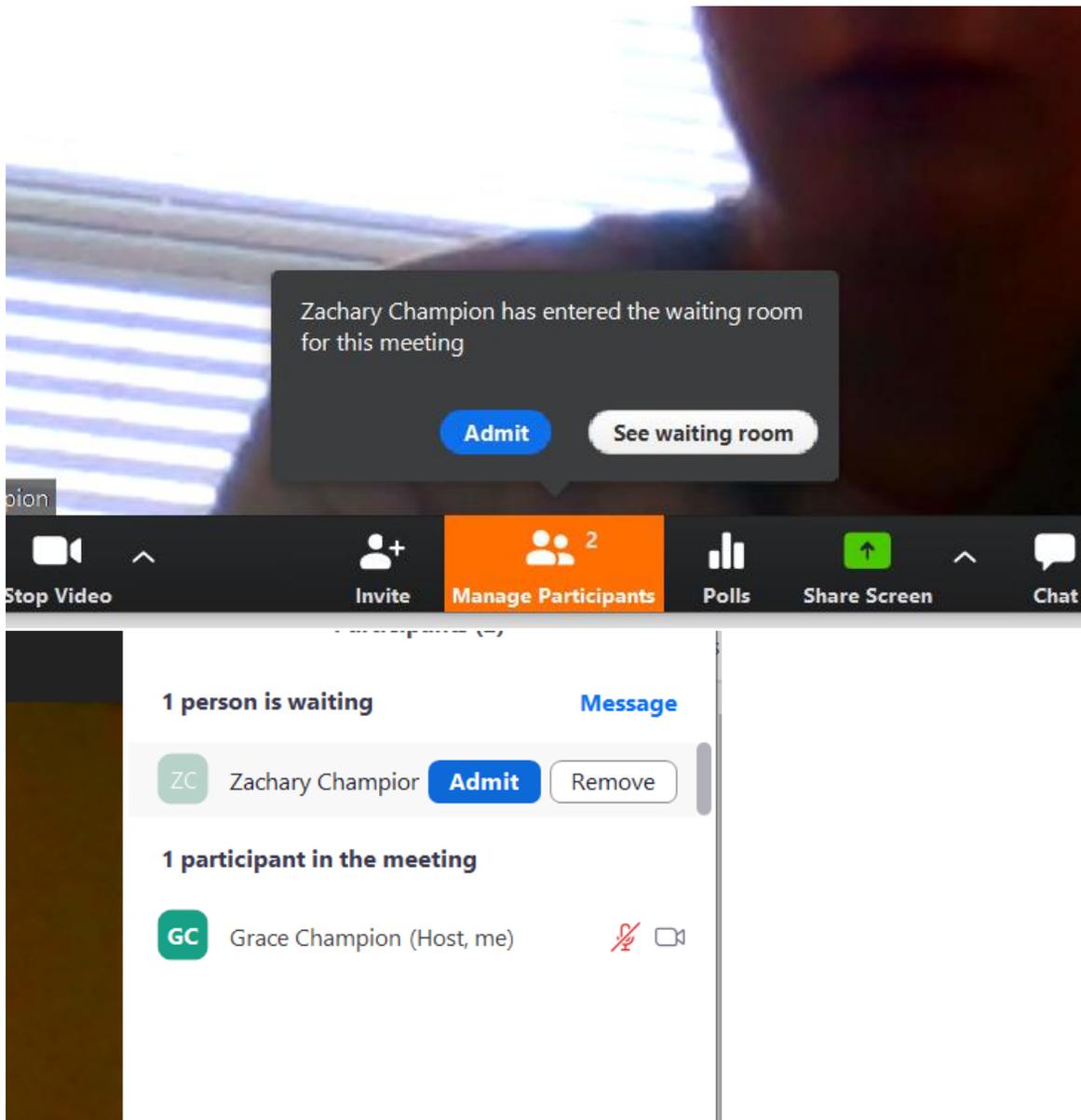
In your Zoom settings, make sure these options are turned **ON**.

- File Sharing
- Waiting Room
- Breakout Rooms

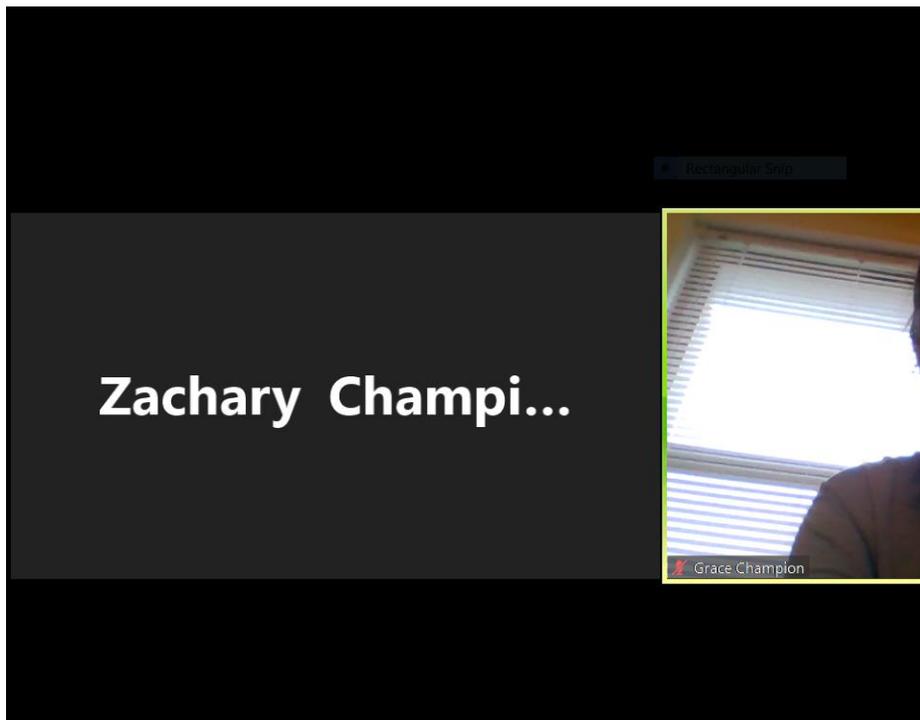
LOGISTICS

Drop-In Captain information is bolded. Captain Schedule can be found at the end of this document. The Captain should always be the meeting host.

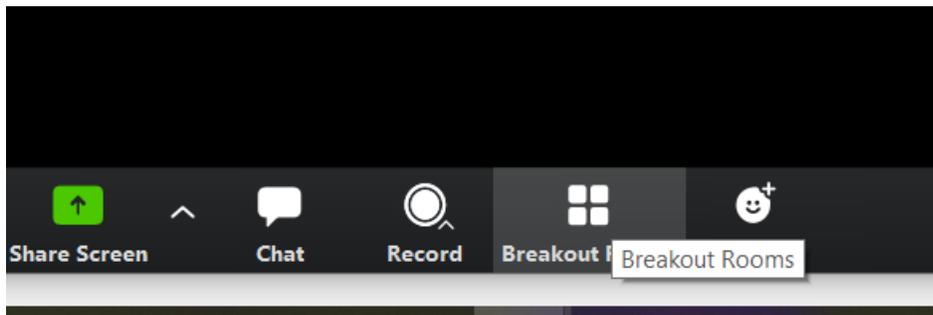
1. Log in to Zoom here: <https://zoom.us/j/636427466>. **It is best for the Captain to get there first. The first to log in is the meeting Host, but you can always give Host away to the Captain as needed.**
FYI- students will not be able to access this link outside of the regular 11-2 hours, so a student should never beat you there.
2. **When a student arrives between the hours of 11am-2pm on M-F, they will enter the waiting room. The image below is what the Captain will see. The Captain will "Admit" the student into the room. It may be easiest to select "Manage Participants" to see the participants on the side (see second picture).**



3. Afterwards, the student will show up in the main meeting room. If they do not have their video up (which is fine, they don't have too) it will appear like this. **The Captain will welcome the student and collect their UGA MyID. They will later enter this MyID into Handshake via a Check-In Kiosk.**

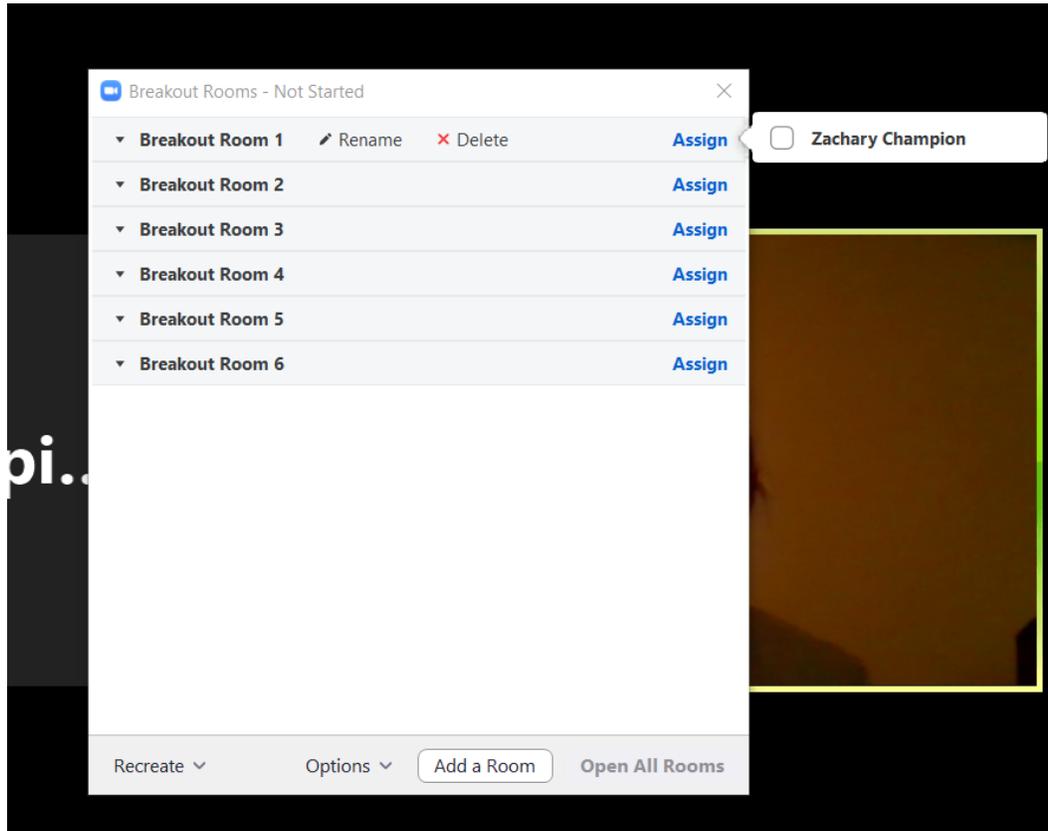


4. It is the responsibility of the Captain to place participants in the breakout rooms. There should always be 5 rooms pre-made, but if for some reason there isn't, make 5 rooms and assign them manually.

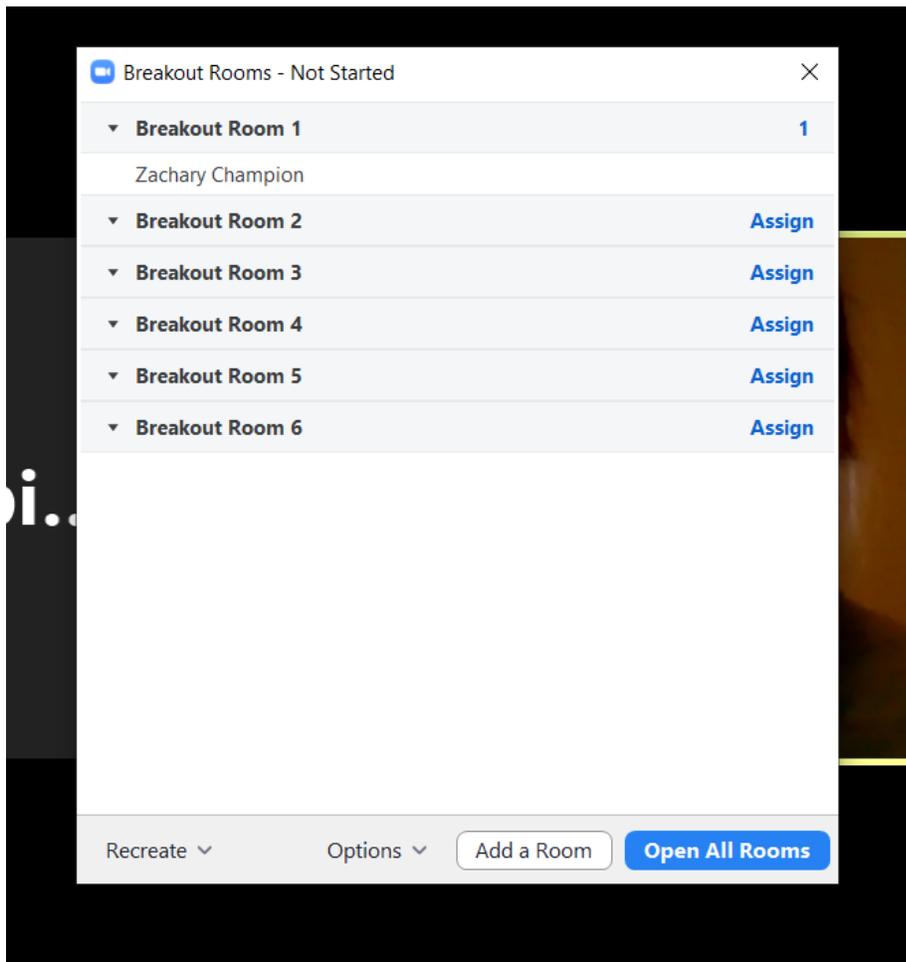


5.

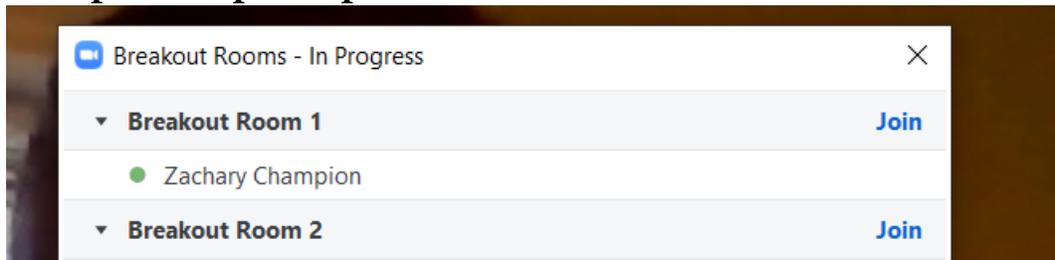
6. The Captain may re-name the Breakout Rooms if they would like. The Captain will then assign each GA a room and place students in the rooms as needed.



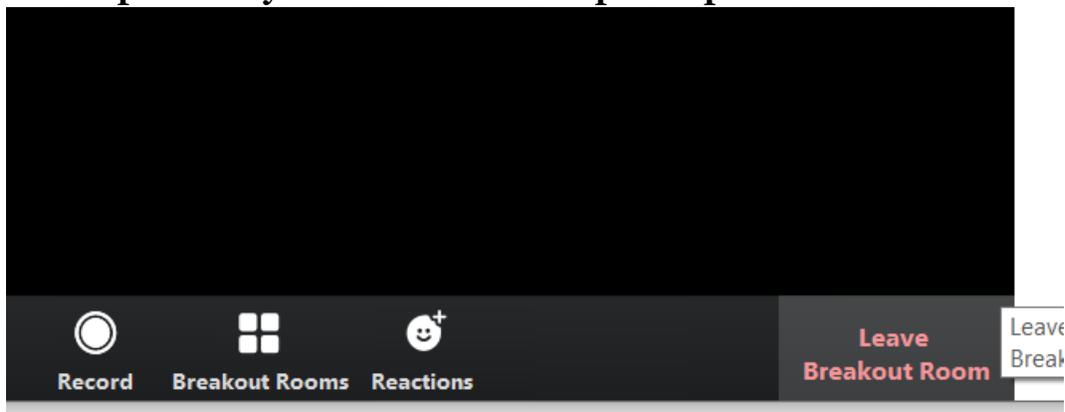
7. To launch the breakout rooms, press "Open All Rooms"



8. **The Captain may join any Breakout Room (if they would ever need to) once you have placed a participant in the breakout room.**

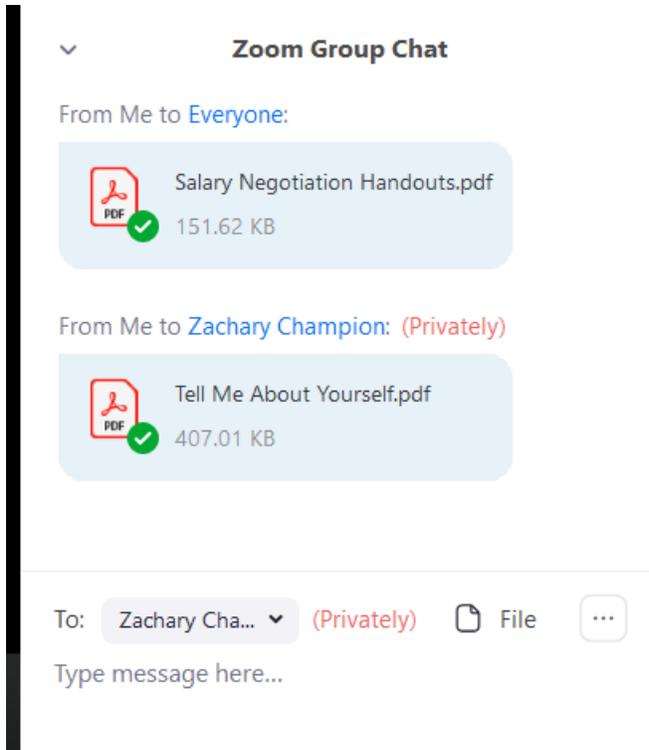


9. To come back to the main room, select “Leave Breakout Room”
The Captain may also “call back” all participants if needed.

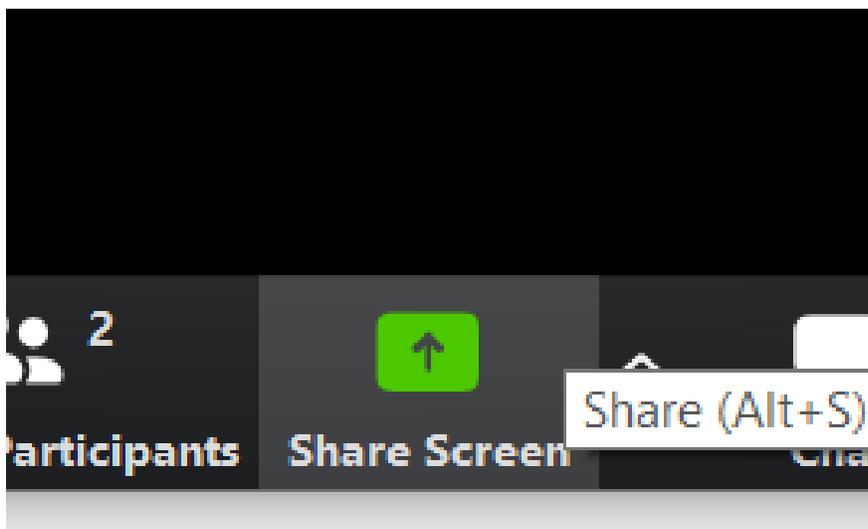


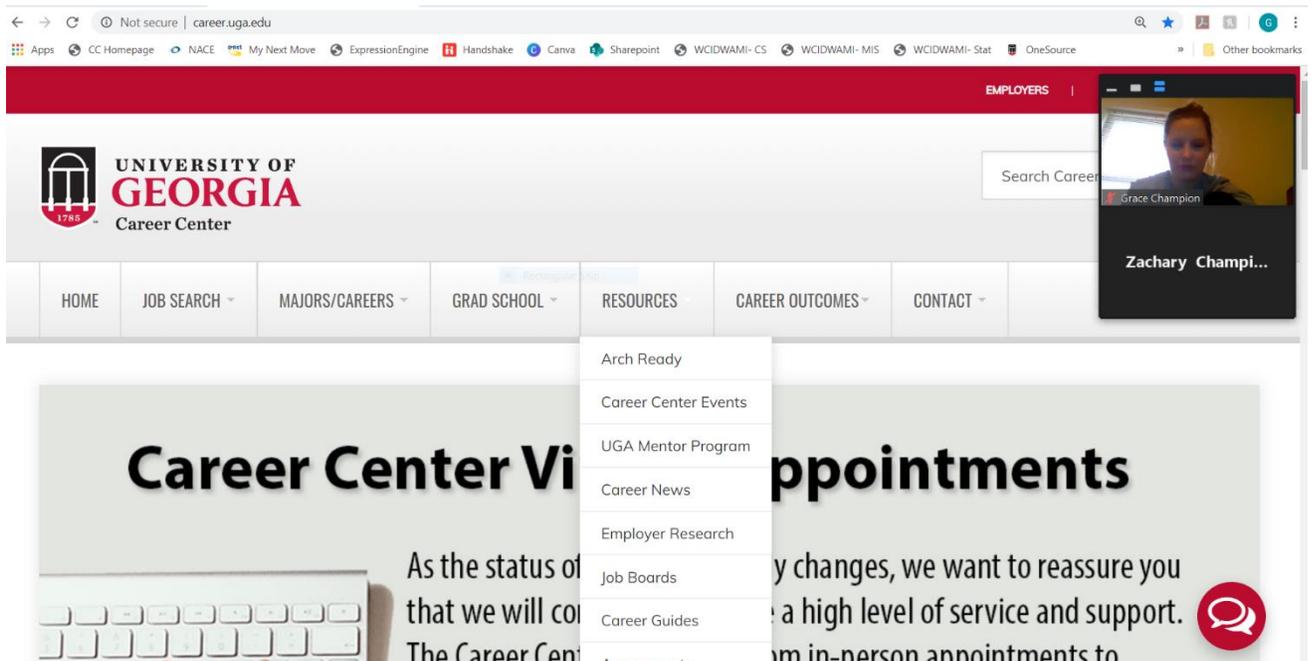
ZOOM FUNCTIONS

Chat/File Send: You can send someone a file by opening up the Chat function. Note the difference between sending something to everyone vs sending it to a specific student. Your breakout room chats will be private.

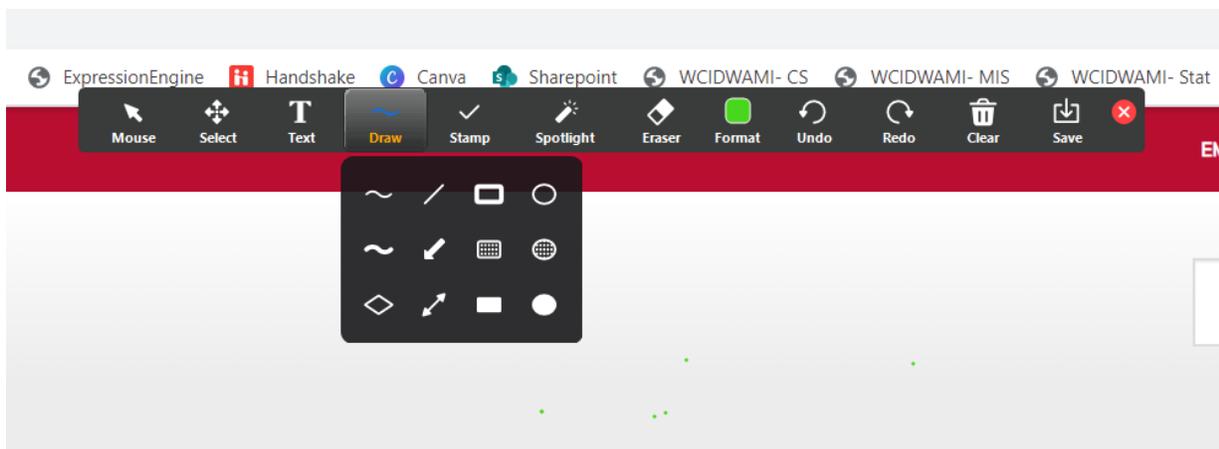
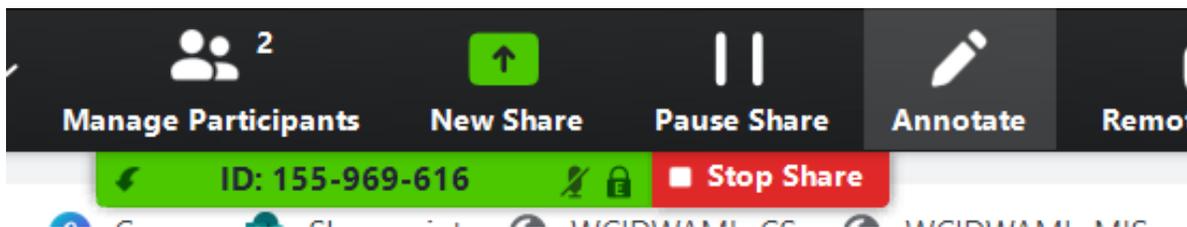


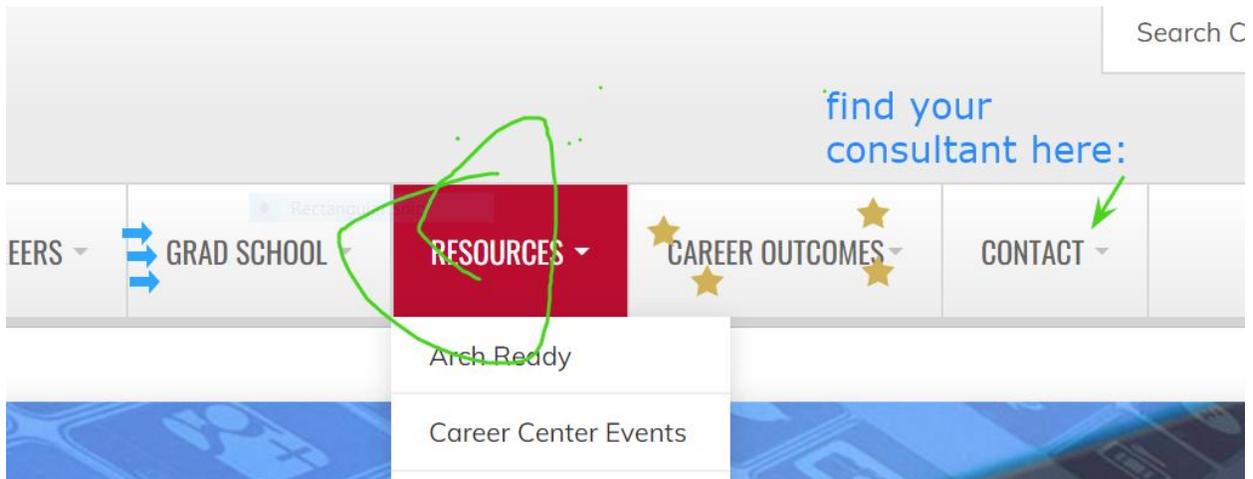
Screen Share: You can share your screen with the student to show them something online or look at their resume together.





Annotate: When screen-sharing, note that you can draw on the screen for both of you to see. Note that the drawings are attached to their location on the screen, not the document, so you will want to delete them before continuing on. There are a lot of different features here, like stamps and arrows.





CAPTAIN SCHEDULE:

The Captain does not work every hour of every drop-in day, so it is the Captain's responsibility to assign a Co-Captain when they are not present.

March 23-27: Paige (I believe in you!)

March 30-April 3: Dominic

April 6-10: Tori

April 13-17: April

April 20-24: Summer

April 27-28: Alexes

SUGGESTED CAPTAIN WELCOME:

"Ahoy!" (JK)

"Hello! Welcome to Career Center Drop-In Hours. I'm ____ and I'm a Graduate Assistant in the Career Center. In order to maintain everyone's safety and wellbeing, the Career Center has moved Drop-In Hours to Zoom. In just a moment, I will place you with a GA who can help you. Before I do that, can I get your MyID? That's the beginning of your email with the numbers and letters. *Writes down MyID* Thank you. It looks like ____ is now available. You'll have about 15 minutes with them. If you need more time than that, you're welcome to exit out of the system and come back in. We just want to make sure everyone gets a chance to get help if there are others waiting. Sound good? Great! Have a good meeting!" *Puts them in a room*

I suggest doing this one-by-one.

Admit, Welcome, Assign Room. Admit, Welcome, Assign Room.

HOW TO CREATE A CHECK-IN KIOSK IN HANDSHAKE

The Captain will be responsible for placing MyIDs in the Handshake Waiting Room via a Handshake Check-In Kiosk.

- 1. Log in to Handshake. To create the kiosk, click "Check-In Kiosk" on the Appointments page. (This is right next to "Waiting Room")**

2. You will have a few options here. Make sure your options match the ones here:

- a. UGA Career Center
- b. UGA Career Center
- c. Check
- d. Check

Then click “Launch Kiosk”

Launch Check-in Kiosk

What is the Check-in Kiosk?

The check-in kiosk allows students to easily check in to appointments, events, interviews and career fairs by entering their username or email address. By default your account will be put into a limited access mode when the kiosk is launched to prevent unintended access to your account. If you'd like to keep your account in full access mode, you may use the below option.

Attendees can checkin using either their email address or username. For attendees that are not students at your school they will have to use their email address.

Choose an Office Location

UGA Career Center

Choose a Career Center

UGA Career Center

Keep me logged in

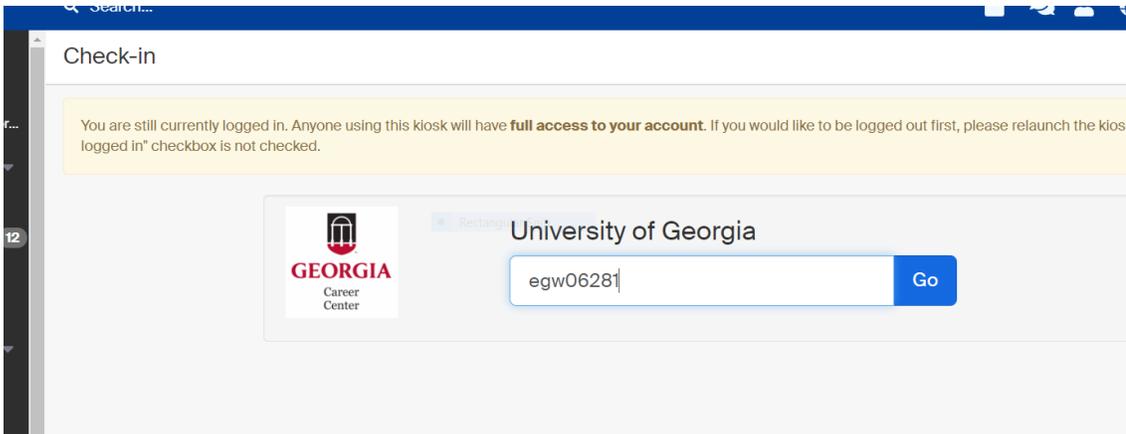
It is strongly recommended that you do not stay logged in, because doing so will allow anyone using the Kiosk **full access to your account.**

Allow Drop-In Appointments

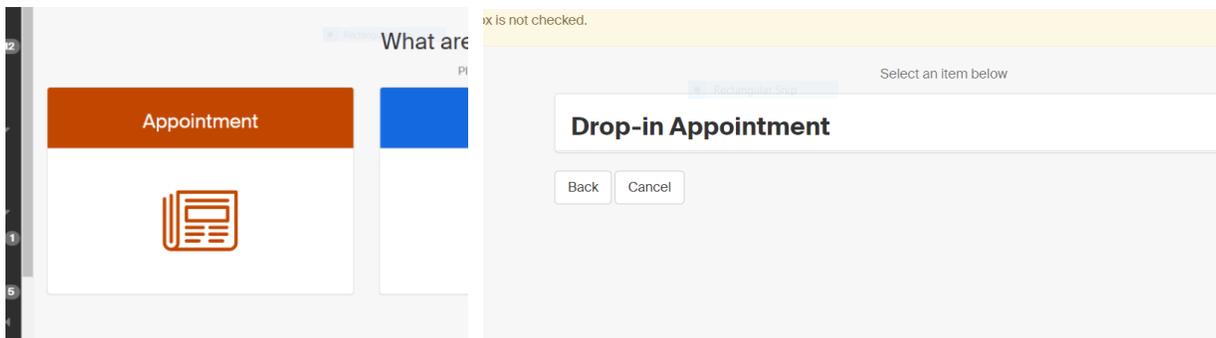
Enable this to present students with the option to check into drop in appointments.

Cancel Launch Kiosk

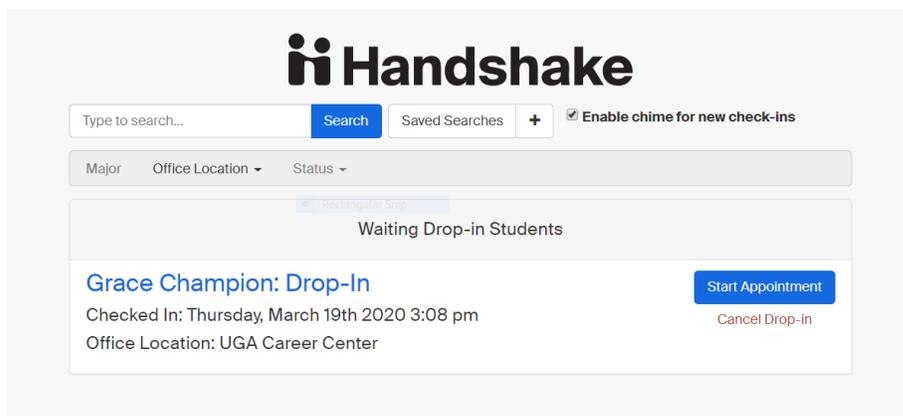
3. The Kiosk will look like this. Just enter the student's MyID and click Go.



4. Sometimes Handshake will ask you some other questions. Just click "Appointment" and "Drop-In Appointment" as many times as it may prompt you.



5. You did it! Now the student will show up in the Handshake Waiting Room like normal. It is the responsibility of each GA to go in and collect their students by the end of each day.



GENERAL EXPECTATIONS

- Please wear appropriate dress when conducting drop-ins. (A button-down, polo, cardigan, etc. would be considered appropriate. Pajamas or a hoodie would not be considered appropriate).
- Please be on-time and stay for your entire shift.
- If you are the Captain, you must assign your Captain responsibilities to a Co-Captain for the hours you will not be working.
- Please share Captain/Co-Captain responsibilities fairly. We will not be micro-managing this process, we are trusting that you will work as a team.
- If you need time off from your regular work schedule, please communicate this with Grace.
- Please communicate concerns and questions to Grace.