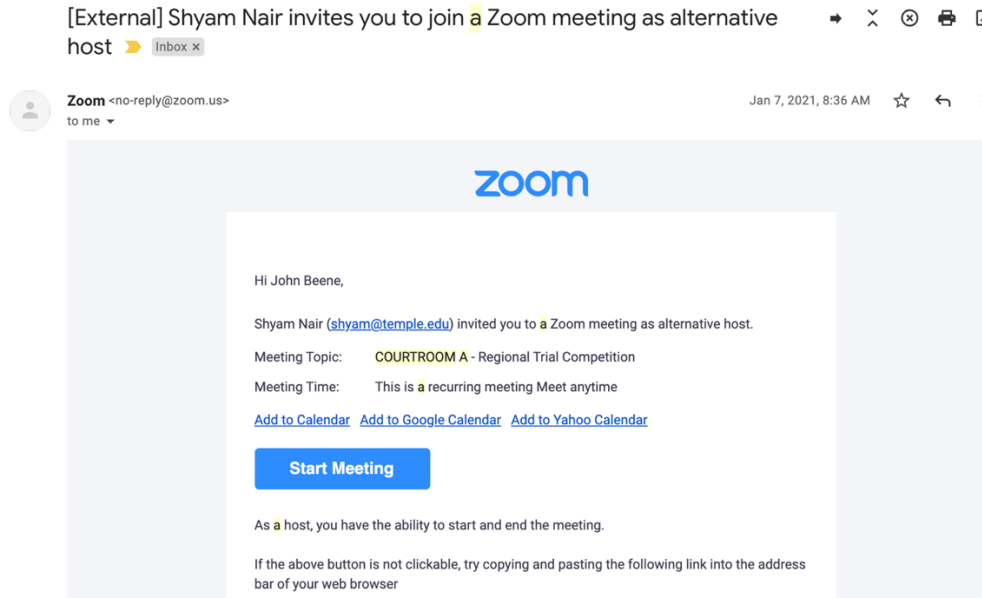




## HOW TO HOST THE ZOOM COURTROOMS AS A BAILIFF

### OPENING THE ZOOM COURTROOM PRIOR TO THE ROUND:

1. Find the email invitation for your courtroom and click ‘Start Meeting’.  
-The email will be from [no-reply@zoom.us](mailto:no-reply@zoom.us) and will look similar to the example below.



2. Click ‘Sign in to Start’

zoom

If you are the meeting host, sign in to start the meeting **914 1930 7939**

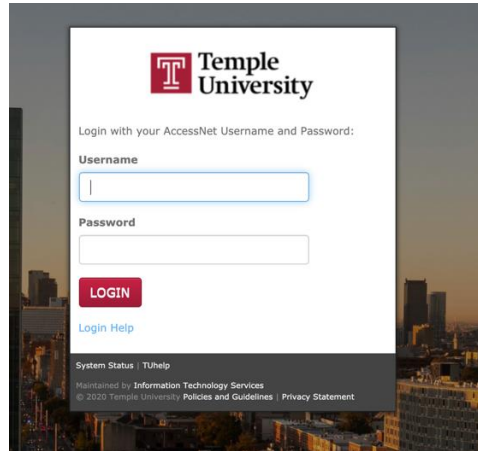
Sign in to Start

I'm not the meeting host, [Join Meeting as an Attendee](#)

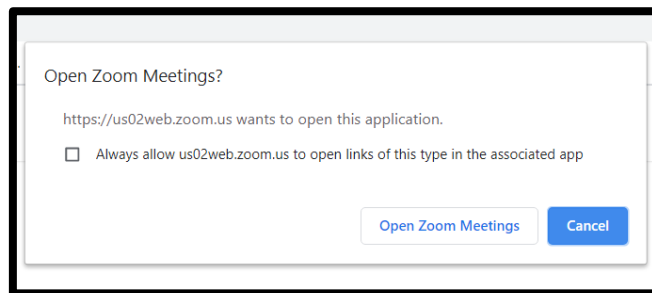
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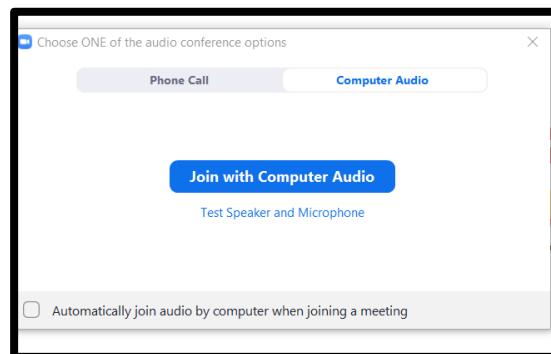
3. Then sign in using your Temple credentials



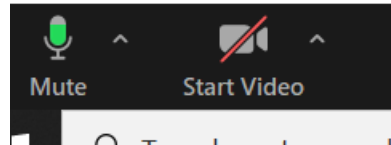
4. You may be asked if you want to Open Zoom Meetings either on your browser or in a pop-up screen such as below.



5. Click on “Open Zoom Meetings.” When you do so, the Zoom room will open and you will be asked how you want to join with audio. Choose “Join with Computer Audio.”

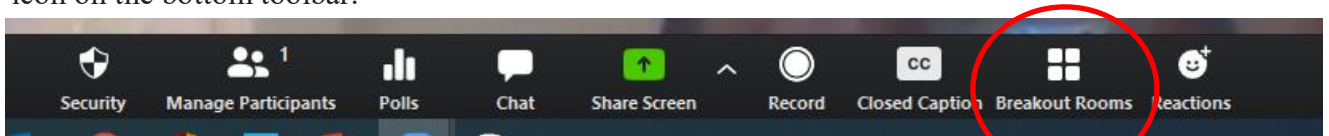


6. Turn on your video feed by clicking on the “Start Video” button on the bottom toolbar.

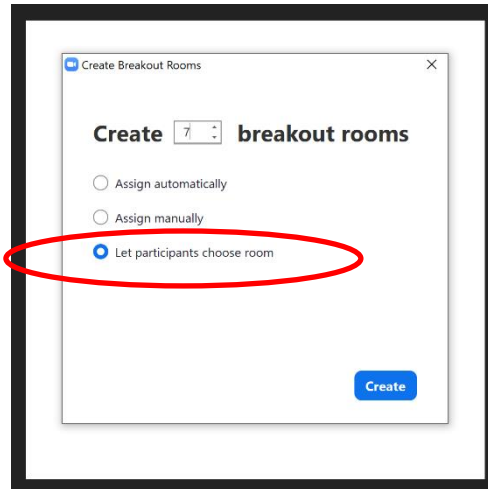


### OPENING BREAKOUT ROOMS

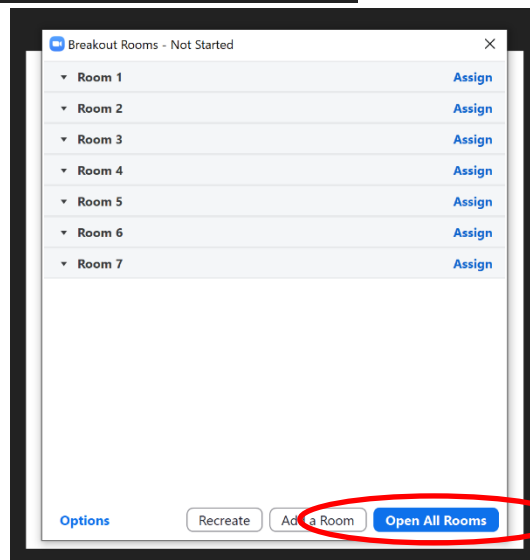
1. As an alternate host, you will have the ability to open and control breakout rooms. There will be seven breakout rooms pre-configured in the individual Zoom courtrooms. (Remember, the trials will happen in the main Zoom room, but the breakout rooms will be used for witness prep and advocates’ conferencing.) To open the breakout rooms, click the Breakout Rooms icon on the bottom toolbar.



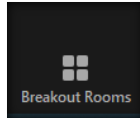
2. Select the option to allow participants to choose their own room. Then click Create.



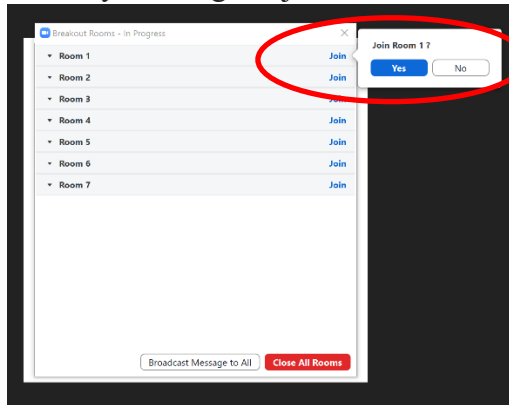
3. On the next screen, click  
Open All Rooms.



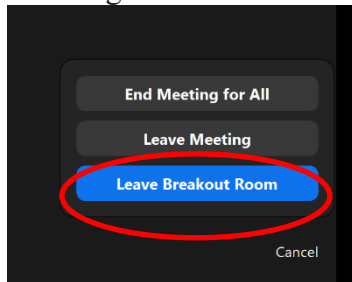
4. Click the red X to close out of the Breakout Rooms dialogue box.
5. If you need to enter any of the breakout rooms (e.g. to let advocates know the witness prep period has ended or to advise advocates to return to the main room for the judges' post-round critique), you can choose to join any of the breakout rooms by again clicking on the Breakout Rooms icon on the bottom toolbar.



6. You can join any breakout room by clicking the join button next to any room.



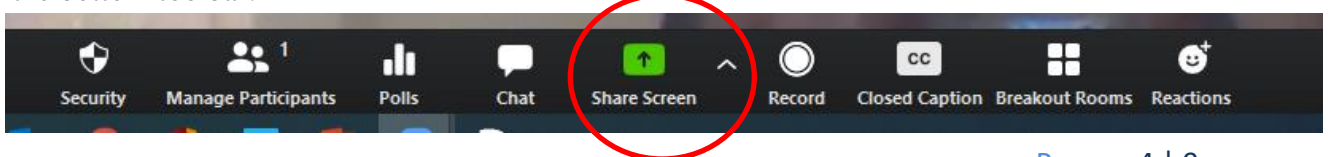
7. To leave a breakout room once you've entered, click Leave Breakout Room. (N.B. do NOT click End Meeting for All or Leave Meeting!) You will return to the Main Session.



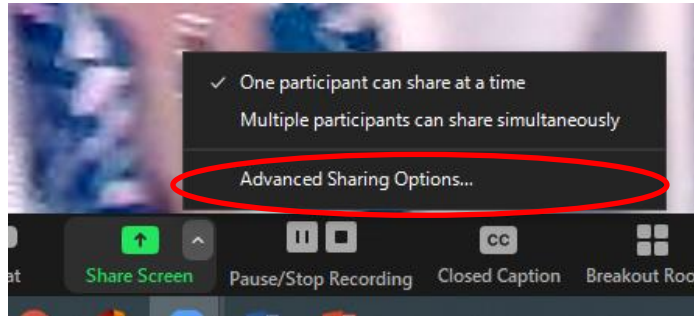
## ENABLING SCREEN SHARING

In order for the advocates to publish exhibits and demonstratives to the witnesses and the jurors, you will need to enable screen sharing for all participants.

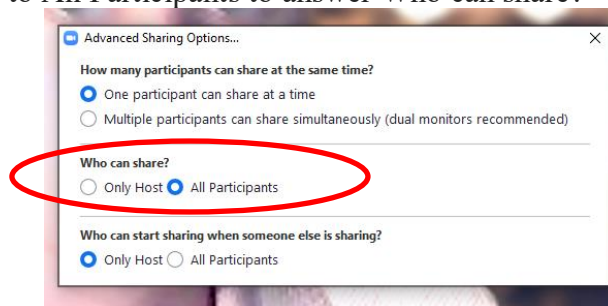
1. Once you open the Zoom room, click on the upward-facing arrow on the Share Screen icon on the bottom toolbar.



8. The default should be set to NOT allow screen sharing. Click on Advanced Sharing Options.



9. Select the button next to All Participants to answer Who can share?

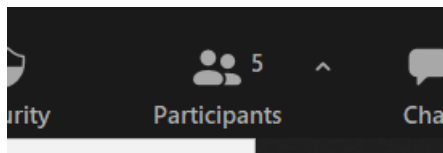


10. X out of the Advanced Sharing Options Box to save screen share permissions.

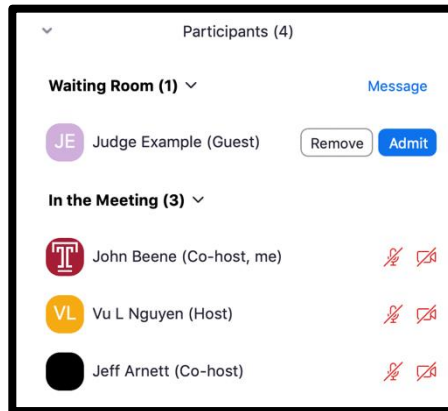
**ADMITTING PEOPLE INTO THE ZOOM COURTROOM:**

As the bailiff, you will be provided a spreadsheet of the individuals who will be in your courtroom/Zoom room. You will need to admit them into the Zoom room from the waiting room.

1. Once you open the Zoom room, click on the participants icon on the bottom toolbar.



2. You will see a pop up screen that shows the participants in the Zoom room.

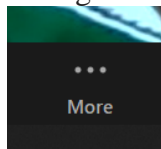


3. Admit the people into the Zoom room that are listed on your spreadsheet by clicking on the blue “Admit” button.

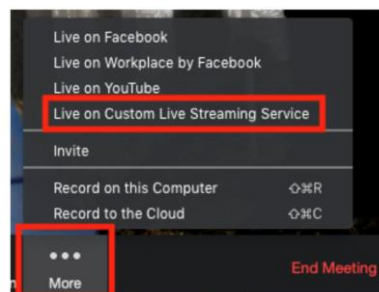
**STARTING THE ROUND AND THE YOUTUBE STREAM:**

After everyone is in the Zoom room, ask all student advocates to turn their video feed on so that you can conduct a conflict check to see whether any judges or jurors recognize any of the students. Once you determine there are no conflicts, begin streaming via YouTube and begin the round.

1. Click on the More ellipses on the bottom right of the Zoom toolbar.



2. Once you see the pop-up options, click on “Live on Custom Live Streaming Service.”



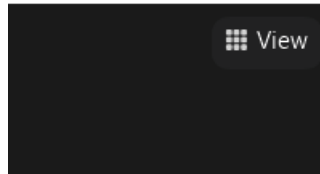
3. By clicking on “Live on Custom Live Streaming Service,” the Zoom room will begin streaming to your YouTube Channel.
4. The Temple Trial Advocacy YouTube will pop-up on your computer. You can exit that screen by clicking on the red x in the upper right-hand corner.



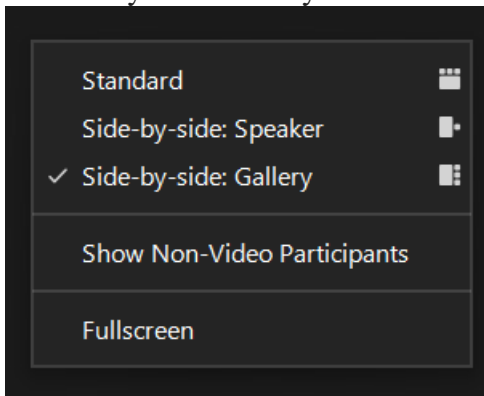
**BEST SCREEN VIEWING OPTION – GALLERY VIEW:**

For best viewing options when there are many participants in a Zoom room, choose Gallery View.

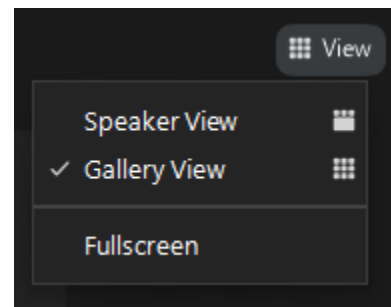
1. Ensure you are in Gallery View. To do so, put your mouse over your computer screen and look in the top right-hand corner. Click on the button that says “View.”



2. When you click on “View,” you should see the below options. The best option to choose is “Side-by-side: Gallery.”



(Host only sees this when someone is screen sharing)



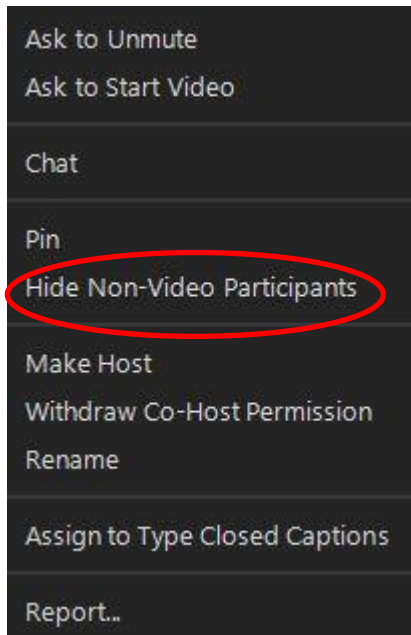
(These are the options if not screen sharing)

**REMEMBER YOUR VIEW IS WHAT IS BEING STREAMED TO YOUTUBE**

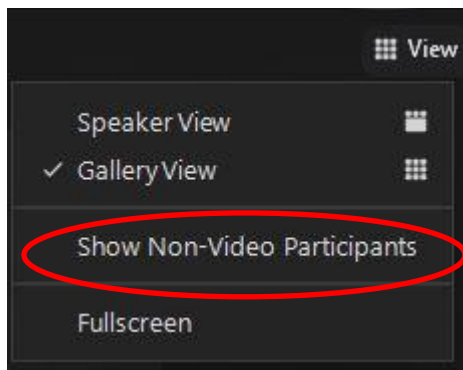
**HIDE NON-VIDEO PARTICIPANTS:**

To best simulate a courtroom viewing on the screen, hide non-video participants so that when an advocate is not conducting an opening, closing or examination of witness, their video feed is turned off and their video thumbnail is not seen on the screen. Please ask non-participants to turn off their video.

1. Click on the ellipsis (...) in the top right corner of the non-video participant tile and select Hide Non-Video Participants.

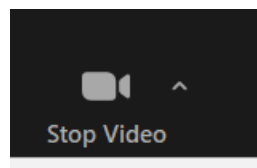


2. To show all participants, you can select the Show Non-Video Participants



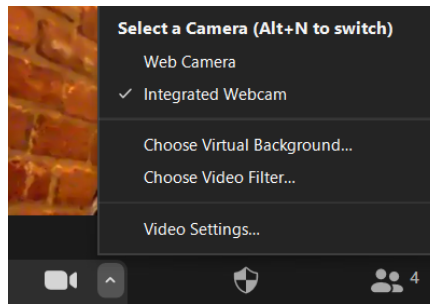
Here is another way to Hide Non-Video Participants

1. On the bottom toolbar, there is an arrow next to the video camera icon.

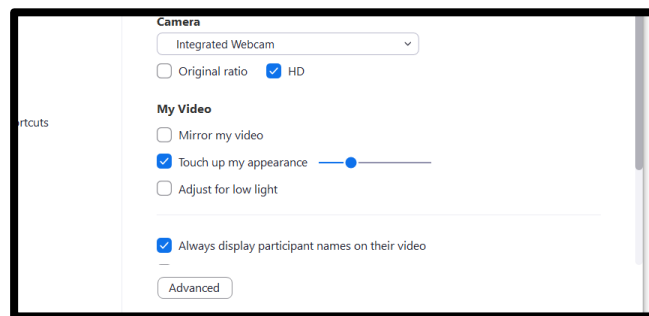




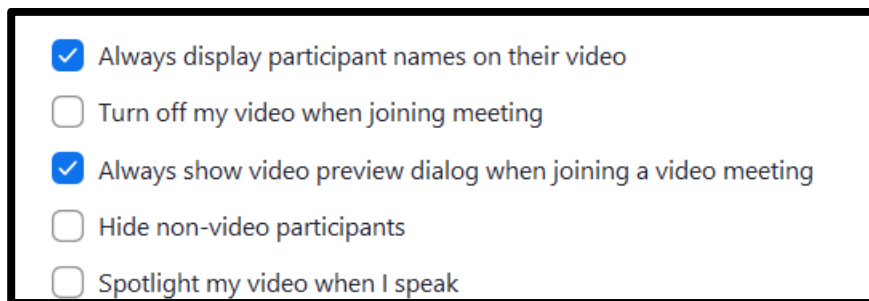
2. Click on the up arrow which provides various options to choose from.



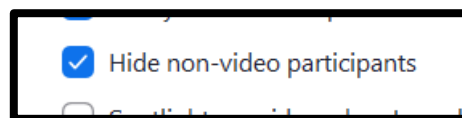
3. Click on “Video Settings...” which will provide a pop up screen that looks like the below photograph.



4. Scroll down in the middle of the pop-up screen so that you can see more options.



5. Click on the box next to “Hide non-video participants” to make sure the box is filled in with a blue check mark.



6. After hiding non-video participants, click the red box in the top right corner of the pop-up to hide the pop-up box.