



## **Novice Webex Users: Preparing for Oral Thesis/Dissertation Defenses using Webex**

The Graduate College does not anticipate any changes to thesis/dissertation office hours, which are currently held remotely on Tuesday/Thursday from 12-2 p.m. Email [grad.td@unlv.edu](mailto:grad.td@unlv.edu) at least 48 hours in advance to schedule a time to meet online.

Students should work with their advisory committees to determine appropriate timelines for their defenses. Given current events, all thesis/dissertation defenses should be held remotely via Webex.

For remote defenses, programs should utilize UNLV's Webex online meeting platform and share the call-in and link information to ensure there is a public component of their defense. If the student and faculty committee members have individual Zoom accounts and prefer this platform, they may use it; however, UNLV does not have a contract with Zoom so there is no support available for this platform through OIT. Either way, the Webex (or Zoom) meeting information for the defense will also need to be sent to [gradrebel@unlv.edu](mailto:gradrebel@unlv.edu) when [announcing the date/time of the defense](#).

We encourage students to work with a member of their committee, usually the committee chair or designee committee member who is comfortable with using Webex to set up a Webex room for the remote defense. If this is not possible, please email [gradrebel@unlv.edu](mailto:gradrebel@unlv.edu) for assistance.

## **Recommendations for Meeting Format**

1. Students and Graduate Advisory Committee (GAC) members should ensure that software installation is complete and audio and video is tested prior to the defense date and time. Please see Notes below.
2. GAC Chairs (or committee designee who is an experienced Webex user) should be the host of the defense and set up the Webex for the student who is defending. Chairs, see the [Host Webex Guide](#). Committee members, see [Attendee Webex Guide](#).
3. At the start of the meeting, the GAC Chair/ host should remind the participants that when they are not speaking, they need to mute their mics and videos.
4. The GAC Chair/host can share the screen with the student so that a PowerPoint presentation or other documents may be projected during the defense.
5. When it is time for the student to present, Webex allows the student to easily share the slide presentation. Important: To be heard clearly, the student must present the slides while sitting in front of the computer.
6. During the private deliberations part of the defense with the GAC members only, the GAC Chair can ask the public participants and the student to sign out of the Webex session (leave the meeting). Important: The GAC Chair should check all visible participants active in Webex to ensure only the GAC members are present prior to private deliberations.

7. The GAC Chair can text/call the student by phone when the GAC committee is ready for the student to rejoin the session.

### **Notes**

- Students can discuss with the GAC Chair whether the public portion of the defense may be recorded prior to the defense date. Students and GAC Chairs should discuss the expectations of the session prior to the defense.
- Students and GAC Chairs/committee members should exchange phone numbers and email addresses in case some technological issues arise. Have the list readily available during the day of the defense.
- Students should email the documents for the defense to all GAC members prior to the defense.
- Students and GACs should ensure that they have a stable high-speed internet connection.
- Students and GACs should feel comfortable with Webex and practice with others (if needed) prior to the defense.
- Students may invite colleagues, friends and family members to attend the public part of their defense by sending them a link to the meeting. This same link must match the one sent to [gradrebel@unlv.edu](mailto:gradrebel@unlv.edu).

### Resources

NorthCentral University: <https://www.ncu.edu/student-experience/online-education-guide/dissertations/preparing-for-dissertation-defense#gref>

Texas A&M: <https://www.youtube.com/watch?v=edQv9OKvfdU>