

Making Your TA a Co-Host

❖ WHAT IS THIS RESOURCE?

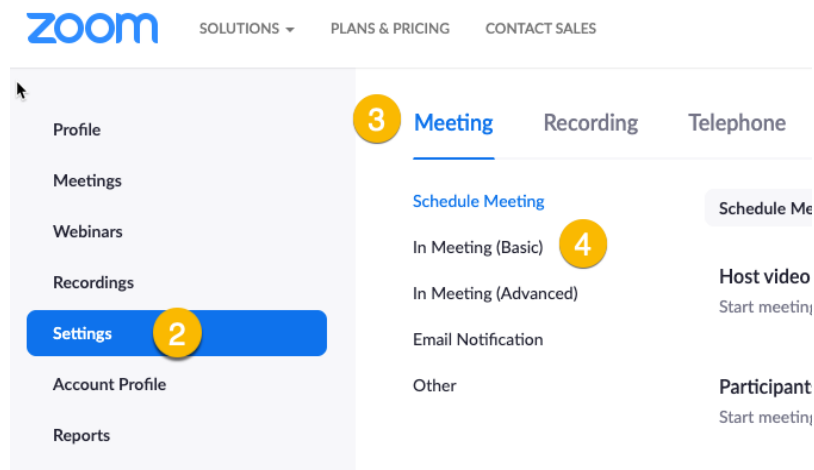
A guide to making your TA or Course Assistant a Co-Host in a Zoom Meeting.

❖ HOW DO I USE IT?

Follow the steps to make a participant in your course a Co-Host. The Co-Host feature allows you to share hosting privileges with another user. This can be useful to allow another user to manage the administrative side of the meeting, such as muting participants, monitoring the chat function, monitoring the raise hand function or starting and stopping the recording. You can designate an unlimited number of participants in your class session Co-Host privileges.

Enabling the Co-Host Function

1. Sign into the Zoom web portal (usc.zoom.us)
2. Select **Settings** from the left-hand menu
3. Select **Meeting** from the top menu
4. Scroll down to **In Meeting (Basic)**



5. Navigate to the Co-host option and verify that the setting is enabled.
 - a. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

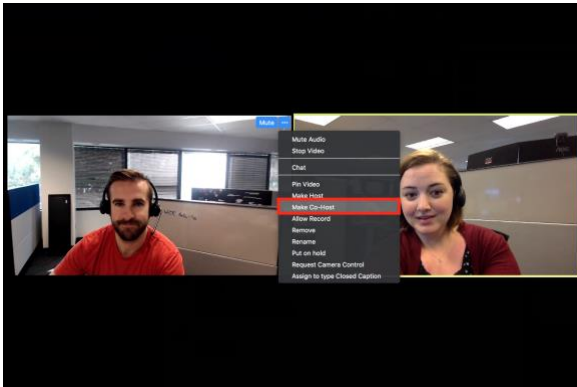


Granting Co-Host Privileges

1. The host (the original person who scheduled the session) should start the class

MAKING A PARTICIPANT A CO-HOST USING THE IMAGE

2. In the class, the host hovers over the user's video, clicks on the three dots and chooses Make Co-Host

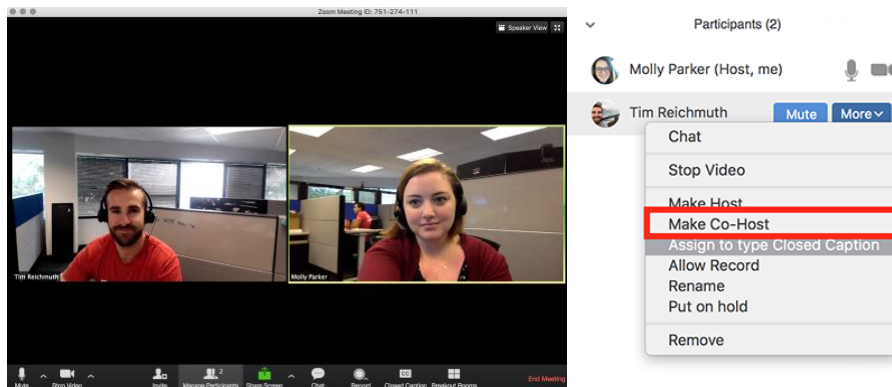


MAKING THE PARTICIPANT A CO-HOST THROUGH THE PARTICIPANTS WINDOW

1. Click on Manage Participants in the Zoom toolbar



2. Hover over the name of the participant who is going to be a co-host, and choose More
3. Select Make Co-Host



Co-Host Capabilities

- Mute/Unmute All: have the option to mute/unmute all participants in class
- Lock Screen sharing: prevent other participants from sharing their screen
- Mute on Entry: specify that participants are automatically muted as they enter the class
- Play Enter/Exit Chime: specify that a sound is played as participants join and leave the class
- Remove: dismiss a participant from the class
- Rename: change the attendee name that is displayed to other participants
- Record: record to the cloud (the recording will be available in the host's Zoom account)

Note: The Co-Host will not be able to

- End the meeting
- Make another user the host
- Create polls
- Manage breakouts