

Instructions for student participation in BlueJeans virtual defense

For the purpose of these instructions, your Supervisor will be the “Moderator” of the BlueJeans videoconference session.

Before your defense begins, please provide your Supervisor with a phone number and/or an email address where you can be contacted to rejoin the videoconference once the Committee has completed its deliberations after the presentation and questioning phases of your defense (see point 6 below).

With the exception of you, your supervisory committee, the external examiner, and the Chair, all “audience” members must join via audio only, and must keep their microphones muted throughout. We encourage you to ask audience members to join the conference via the toll-free phone number that is provided in the BlueJeans information that you will have received.

Steps for your participation in the defense:

1. Please sign in to the videoconference using the link provided by your unit’s graduate secretary. This should be done 30 minutes before the start time in order to check your audio and video feeds.
2. Once the Moderator has confirmed that your supervisory committee, the external examiner, and the Chair have all joined the videoconference, the defense will begin.
3. If you are giving an opening presentation (e.g. PowerPoint) at the beginning of the defense, you will use the “Share Screen” button at the top center of the screen to enable the other participants to see the presentation. Once your presentation is done, click the “Stop Sharing” button to return to the regular videoconference mode.
4. After your presentation, the questioning phase of the defense will commence. After this phase ends, the Chair will ask you to exit the videoconference as the committee begin its deliberations.
5. Once the committee completes its deliberations the Moderator will contact you via the phone number or email address that you provided beforehand and you will be asked to rejoin the videoconference using the same link that you used earlier.
6. The committee will deliver its decision, after which your defense is complete.