

# Using Zoom: Security, Privacy and Best Practices for Classroom Management

## Settings to Adjust in your Zoom Account

Several settings are available to adjust to control the environment for your Zoom class. To access these settings, sign into your Zoom account at [zoom.us](https://zoom.us) and navigate to the Settings tab found on the left side of the screen. Below are a few settings that you may choose to adjust depending upon how you are using Zoom within your course.

### Schedule Meeting Settings

1. Participants video: Off
2. Join before host: Off
  - To prevent students from coming in before the instructor and having unmonitored conversations, leave this setting turned off.
3. Use Personal Meeting ID (PMI) when scheduling a meeting: Off
  - Using your PMI instead of a randomly generated link makes it easier for individuals to enter your meeting
4. Use PMI when starting an instant meeting: Off
  - Using your PMI instead of a randomly generated link makes it easier for individuals to enter your meeting

The screenshot shows the 'Schedule Meeting' settings page in Zoom. It includes sections for 'Host video', 'Participants video', 'Audio Type', 'Join before host', 'Use Personal Meeting ID (PMI) when scheduling a meeting', and 'Use Personal Meeting ID (PMI) when starting an instant meeting'. Four red circles with numbers 1 through 4 are overlaid on the right side of the page, pointing to the toggle switches for 'Participants video', 'Join before host', 'Use Personal Meeting ID (PMI) when scheduling a meeting', and 'Use Personal Meeting ID (PMI) when starting an instant meeting' respectively. All four settings are currently turned off.

**Schedule Meeting**

**Host video**  
Start meetings with host video on

**Participants video**  
Start meetings with participant video on. Participants can change this during the meeting.

**Audio Type**  
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☒ Telephone and Computer Audio  
☐ Telephone  
☐ Computer Audio

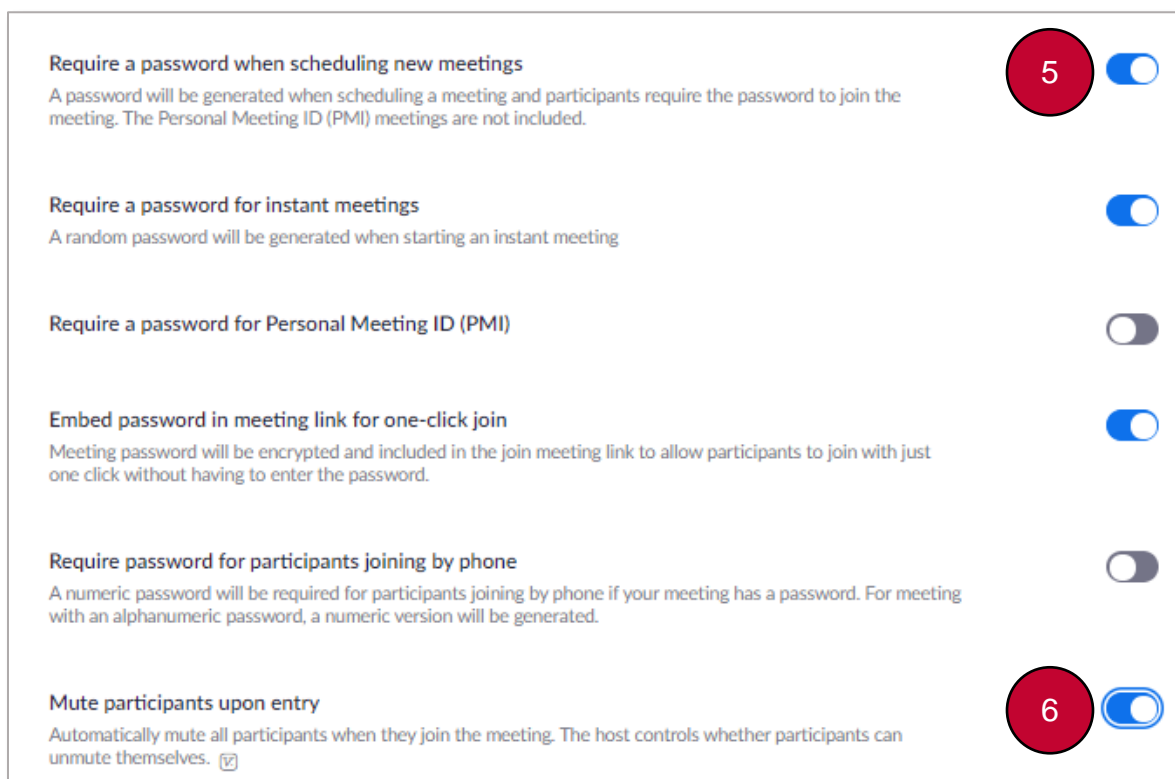
**Join before host**  
Allow participants to join the meeting before the host arrives

**Use Personal Meeting ID (PMI) when scheduling a meeting**  
You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

**Use Personal Meeting ID (PMI) when starting an instant meeting**

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5. Require a password when scheduling new meetings: On
6. Mute participants upon entry: On
  - To prevent disruptions as students enter the Zoom class, turn this setting on. Please note that by default, students will be able to unmute themselves. This setting can be updated within the meeting once it is running (see Adjust Settings In-Meeting).



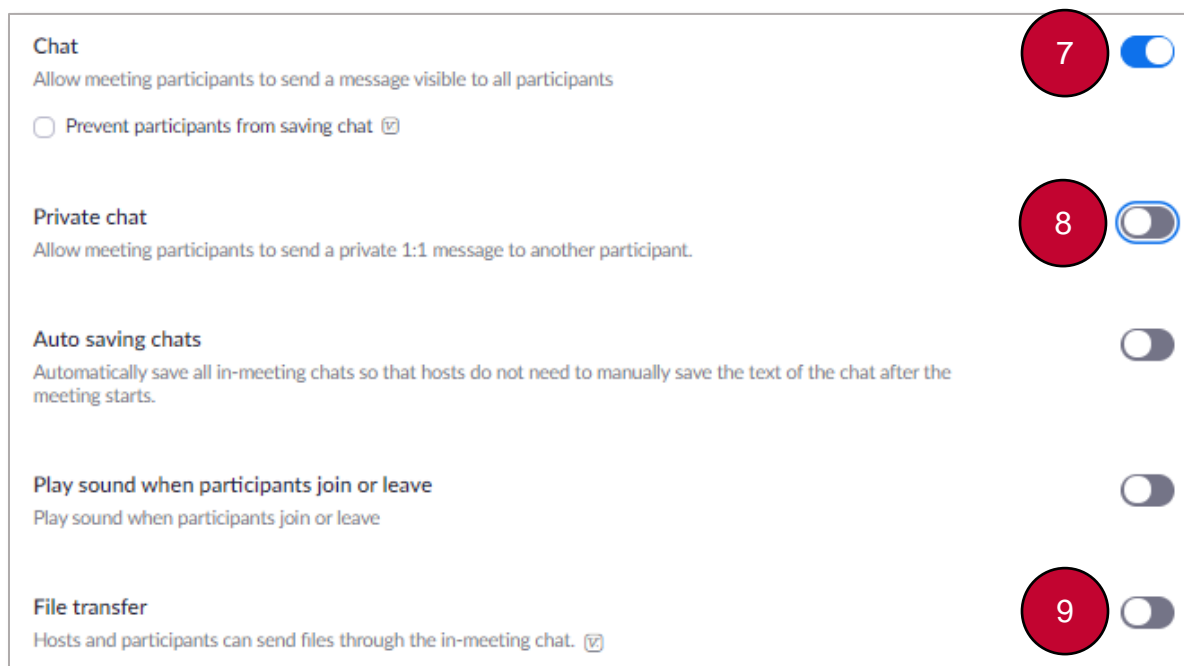
The screenshot displays the Zoom meeting settings interface. A red circle with the number '5' highlights the 'Require a password when scheduling new meetings' toggle, which is turned on. Below it, the 'Require a password for instant meetings' toggle is also on. The 'Require a password for Personal Meeting ID (PMI)' toggle is off. The 'Embed password in meeting link for one-click join' toggle is on. The 'Require password for participants joining by phone' toggle is off. At the bottom, a red circle with the number '6' highlights the 'Mute participants upon entry' toggle, which is turned on. The description for this setting states: 'Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. [v]

Setting	Status
Require a password when scheduling new meetings	On
Require a password for instant meetings	On
Require a password for Personal Meeting ID (PMI)	Off
Embed password in meeting link for one-click join	On
Require password for participants joining by phone	Off
Mute participants upon entry	On

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### In Meeting (Basic) Settings

7. Chat: On or Off
  - The Chat function can be a powerful tool for collecting student question. However, it can also be misused. Depending upon your class, you may choose to disable the chat function.
8. Private Chat: Off
  - Students are unable to send private messages to other users.
9. File Transfer: Off
  - This will prevent participants from sharing pictures, GIFs, memes or other content through the in-meeting chat.



10. Allow host to put attendee on hold: On
  - Putting an attendee on hold allows you to temporarily disable the attendees' video and audio connections. This can be used to buy time if there are issues that need to be dealt with.
11. Screen sharing -Who can share? Host Only
  - This setting can be adjusted within the meeting if you need to allow a student to share their screen (*i.e.*, presentation, office hours, etc.) (see Adjust Settings In-Meeting)
12. Annotation: Off or On
  - If you do not intend to use the annotation tool, turn this setting off. If you would like to be able to annotate while screen sharing, you can turn off participant annotations within the meeting (see Adjust Settings In-Meeting)
13. Whiteboard: Off or On
  - If you do not intend to use the whiteboard tool, turn this setting off. If you would like to be able to use the whiteboard tool, you can turn off participant annotations within the meeting (see Adjust Settings In-Meeting)

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**Allow host to put attendee on hold**

Allow hosts to temporarily remove an attendee from the meeting.

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11

**Always show meeting control toolbar**

Always show meeting controls during a meeting [\[v\]](#)

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12

**Show Zoom windows during screen share** [\[v\]](#)

☐

13

**Screen sharing**

Allow host and participants to share their screen or content during meetings

**Who can share?**

☒ Host Only ☐ All Participants

**Who can start sharing when someone else is sharing?**

☒ Host Only ☐ All Participants

☒

14

**Disable desktop/screen share for users**

Disable desktop or screen share in a meeting and only allow sharing of selected applications. [\[v\]](#)

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**Annotation**

Allow participants to use annotation tools to add information to shared screens [\[v\]](#)

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16

**Whiteboard**

Allow participants to share whiteboard during a meeting [\[v\]](#)

☐

14. Allow removed participants to rejoin: Off

14

**Allow removed participants to rejoin**

Allows previously removed meeting participants and webinar panelists to rejoin [\[v\]](#)

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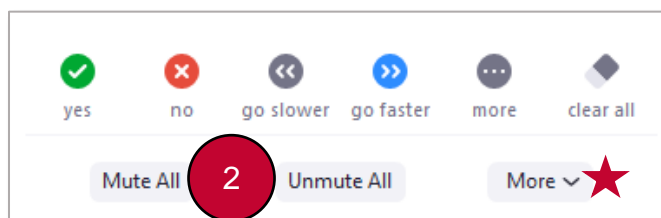
## Adjust Settings In-Meeting

### Mute All Participants

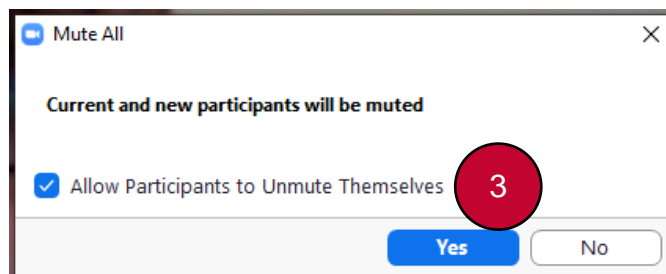
1. When you are ready to begin your class, make sure that all participants are muted. This can be done by opening the “Manage Participants” tab.



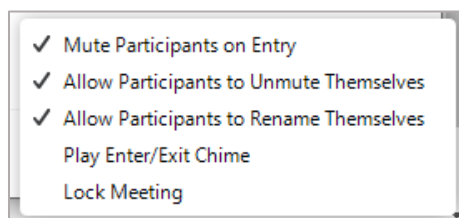
2. Select “Mute all”.



3. You will see the following window. If you do not want students to be able to unmute themselves, deselect “Allow Participants to Unmute Themselves”. Click “Yes” to close the panel.



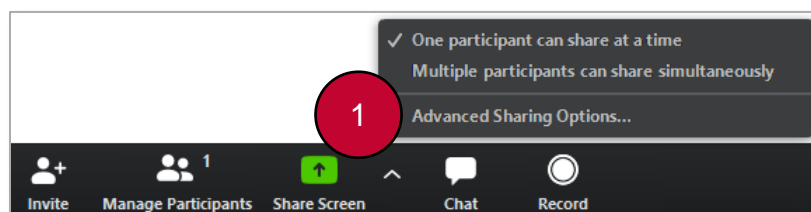
4. Allowing participants to unmute themselves can be managed throughout the class through the “More” menu within the participants tab. (see ★ and table below for available options)



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## Screen Sharing Options

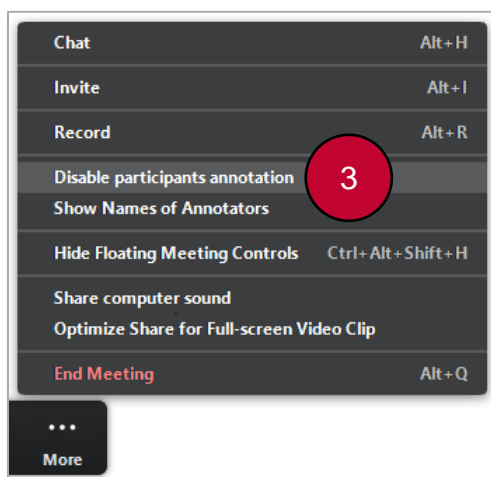
1. When preparing to share your screen or whiteboard (if available), the settings can be adjusted by opening the context menu beside “Share Screen”. Go to “Advanced Sharing Options”.



2. Within the advanced sharing options, you can determine how many people can share and who can share. Leave “One participant can share at a time” and “Only Host” as the default. If you require students to be able to share their screen, adjust the Who setting to “All participants”. These settings can be updated throughout the meeting to allow for flexibility.



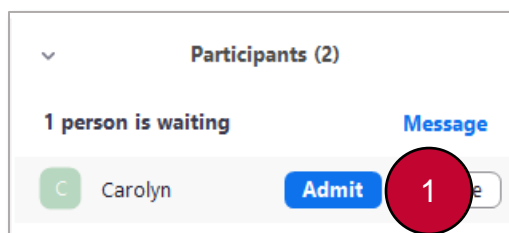
3. While sharing your screen or whiteboard, a suite of annotations tools is available (if turned on). To limit the annotations to you, hover over the “More” option at the right side of the panel to display the available options. Select “Disable participants annotation”.



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## Waiting Room, Placing Participants on Hold, and Removal

1. If you have the waiting room enabled, you will be prompted in the Participants tab to admit users to the class. This can be done by selecting “Admit” beside the name of the participant you want to allow to enter.



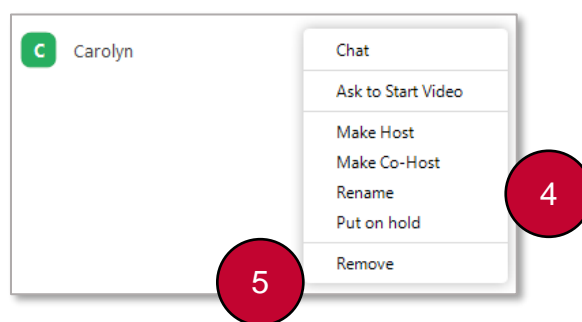
2. If you have multiple participants waiting to enter, you will have the option to “Admit All” at one time.

**Note:** If you have the waiting room enabled, you may wish to ask students to enter by a certain time so that you are not having to stop to admit students once your class has begun. Another option would be to have a TA or another instructor acting as a co-host to control this feature.

3. If a participant is being disruptive, you do have the ability to put them on hold or remove them from the class. To remove a participant from the class, hover over the individual’s name to reveal the “More” option. Click “More” to reveal a list of options.



4. Select “Put on Hold”. This will disable the participant’s audio and video connection.
5. Select “Remove” from the list. By default, removed participants cannot rejoin the meeting.





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EDUCATIONAL SUPPORT

## Using Zoom: Security, Privacy and Best Practices for Classroom Management

### **CourseLink Technical Support**

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939

Toll Free: 1-866-275-1478 (Canada and USA)

Email: [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)

### **Hours of Operation**

Monday - Friday: 8:30 a.m. - 8:30 p.m.

Saturday: 10 a.m. - 4 p.m.

Sunday: noon - 6 p.m.

Holidays: 10 a.m. - 4 p.m.

All times listed above are Eastern Time.