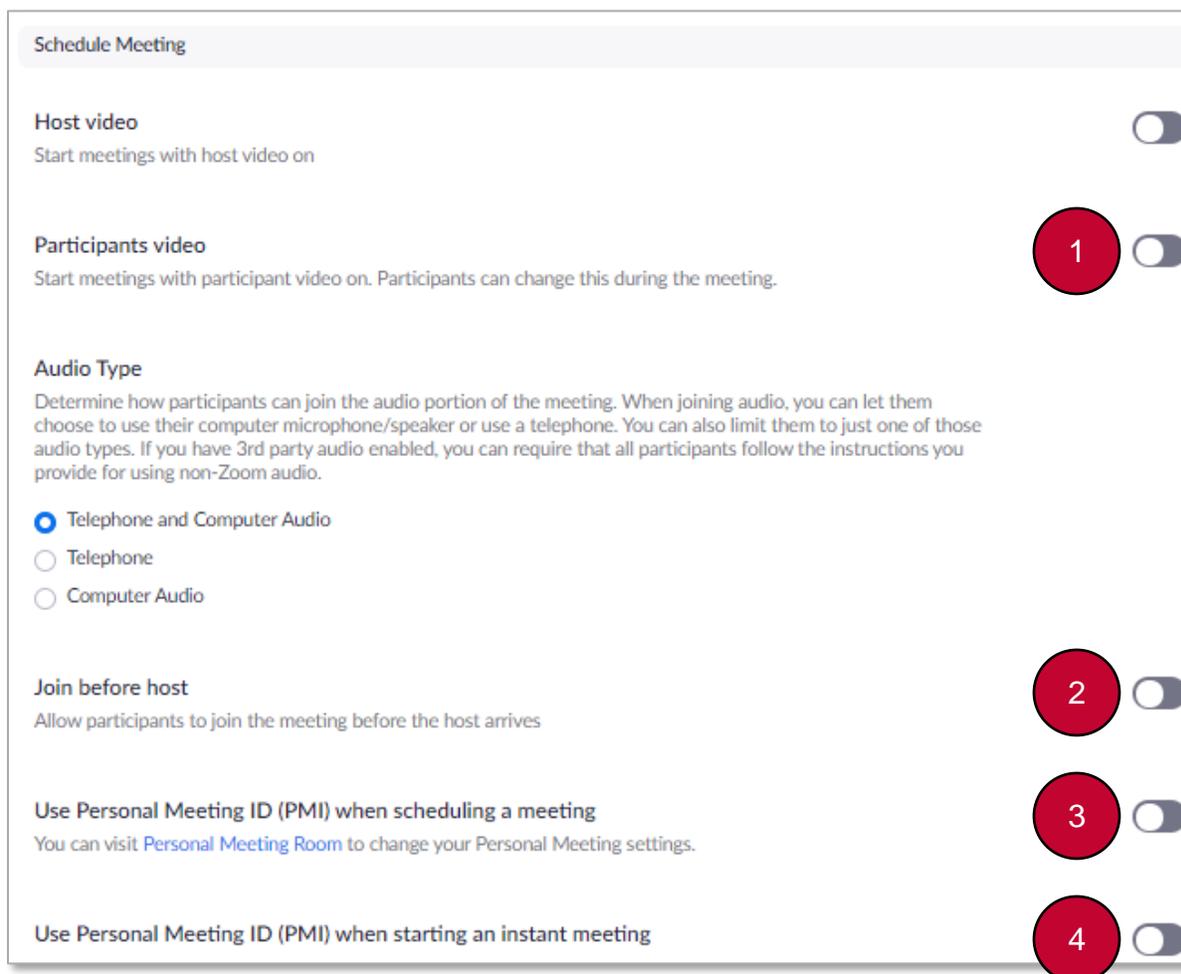


Settings to Adjust in your Zoom Account

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 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.

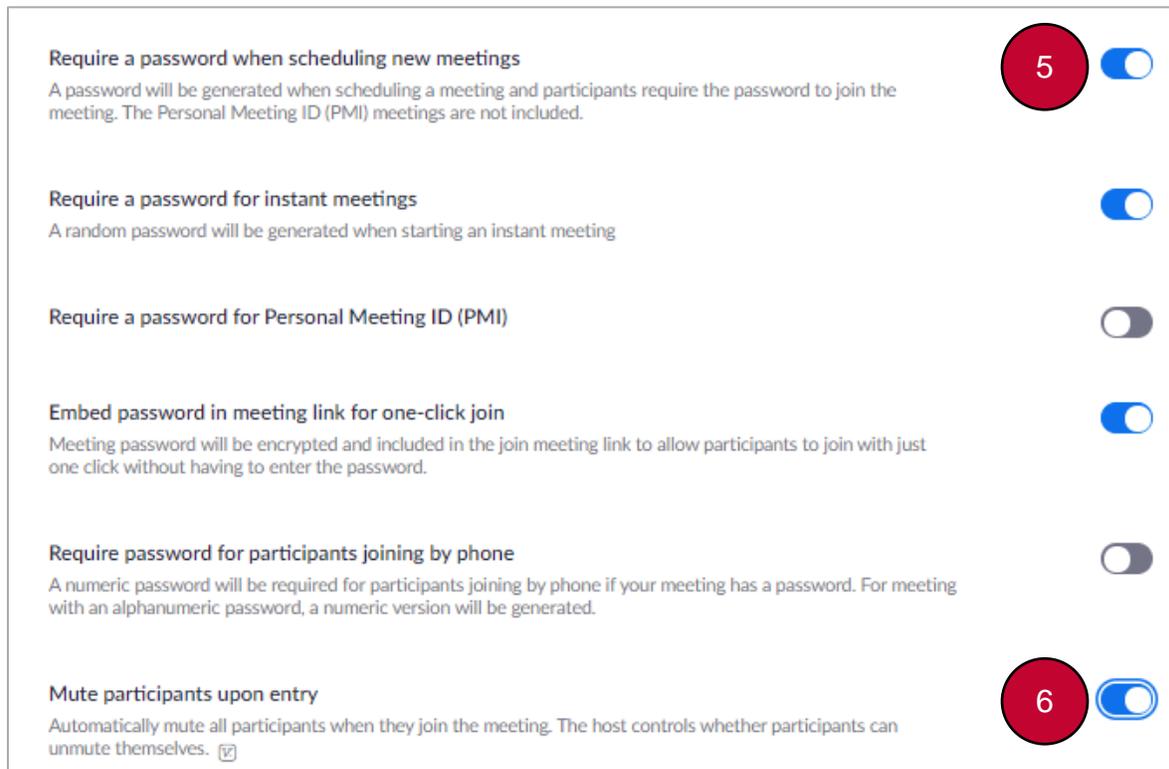
Schedule Meeting Settings

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



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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).

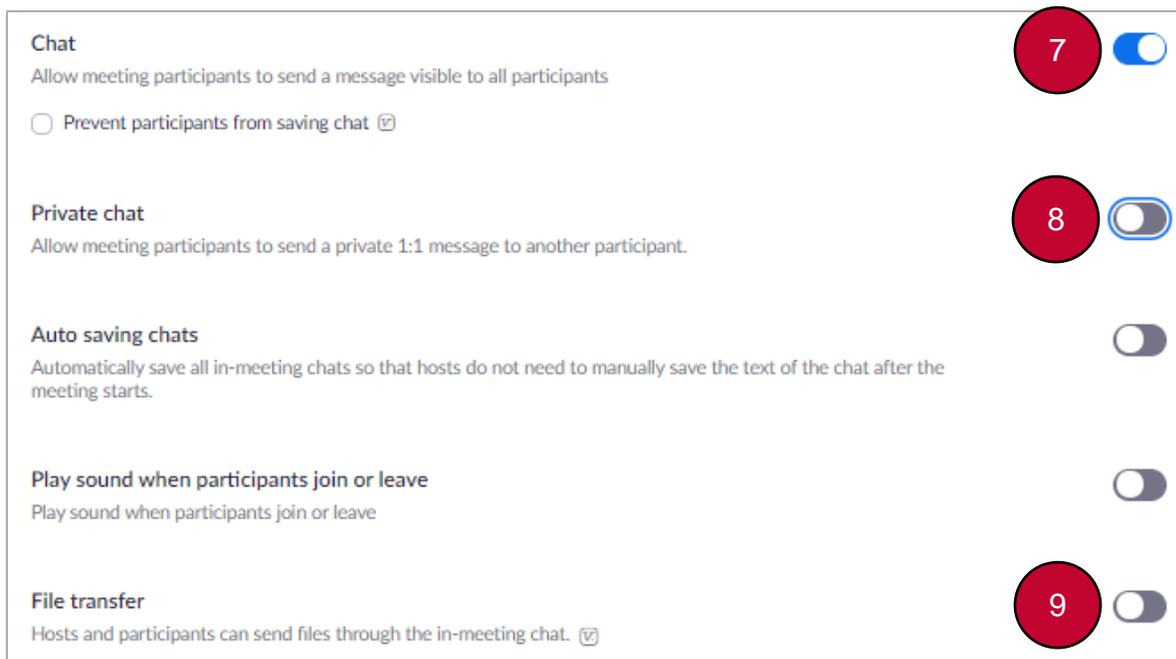


The screenshot displays the Zoom meeting settings interface. It features a list of security and privacy options, each with a descriptive text and a toggle switch. A red circle with the number '5' highlights the 'Require a password when scheduling new meetings' setting, which is currently turned on. Another red circle with the number '6' highlights the 'Mute participants upon entry' setting, which is also turned on. The other settings shown are '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), and 'Require password for participants joining by phone' (off).

Setting	Description	Status
Require a password when scheduling new meetings	A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	On (5)
Require a password for instant meetings	A random password will be generated when starting an instant meeting	On
Require a password for Personal Meeting ID (PMI)		Off
Embed password in meeting link for one-click join	Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.	On
Require password for participants joining by phone	A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.	Off
Mute participants upon entry	Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. [v]	On (6)

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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10 Allow host to put attendee on hold
Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar
Always show meeting controls during a meeting

Show Zoom windows during screen share

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

Who can share? **11**
 Host Only All Participants

Who can start sharing when someone else is sharing?
 Host Only All Participants

Disable desktop/screen share for users
Disable desktop or screen share in a meeting and only allow sharing of selected applications.

12 Annotation
Allow participants to use annotation tools to add information to shared screens

13 Whiteboard
Allow participants to share whiteboard during a meeting

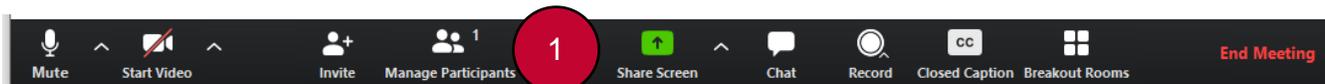
14. Allow removed participants to rejoin: Off

14 Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin

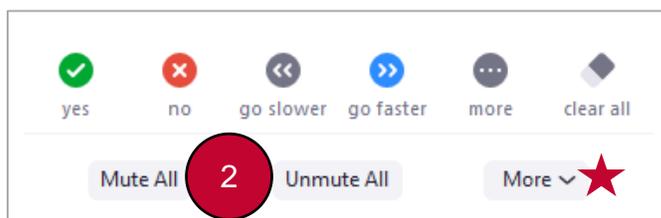
Adjust Settings In-Meeting

Mute All Participants

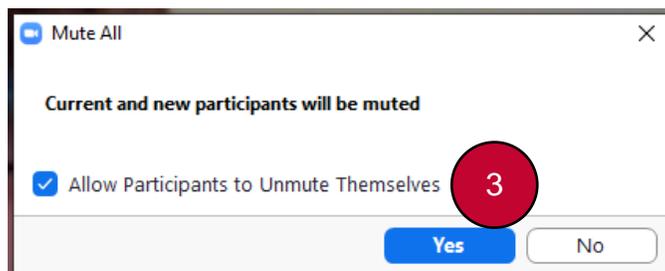
1. When you are ready to begin your class, make sure that all participants are muted. This can be done by opening the “Manage Participants” tab.



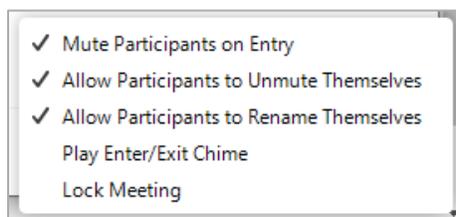
2. Select “Mute all”.



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.

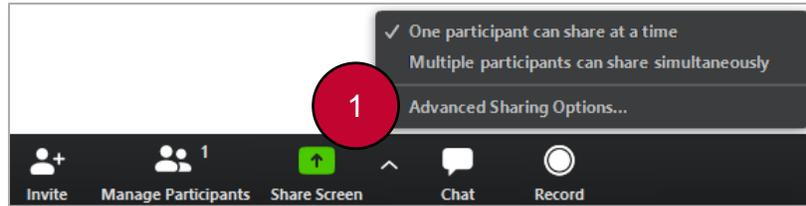


4. Allowing participants to unmute themselves can be managed throughout the class through the “More” menu within the participants tab. (see ★ and table below for available options)



Screen Sharing Options

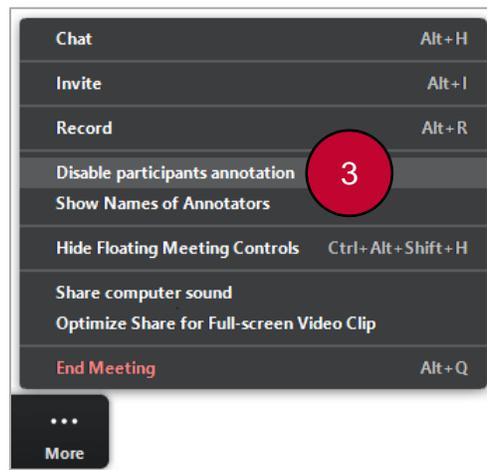
1. When preparing to share your screen or whiteboard (if available), the settings can be adjusted by opening the context menu beside “Share Screen”. Go to “Advanced Sharing Options”.



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.



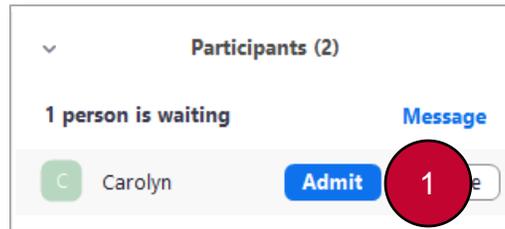
3. While sharing your screen or whiteboard, a suite of annotations tools is available (if turned on). To limit the annotations to you, hover over the “More” option at the right side of the panel to display the available options. Select “Disable participants annotation”.



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Waiting Room, Placing Participants on Hold, and Removal

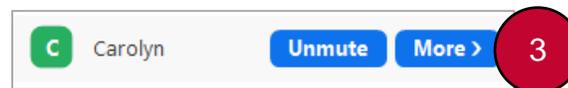
1. If you have the waiting room enabled, you will be prompted in the Participants tab to admit users to the class. This can be done by selecting “Admit” beside the name of the participant you want to allow to enter.



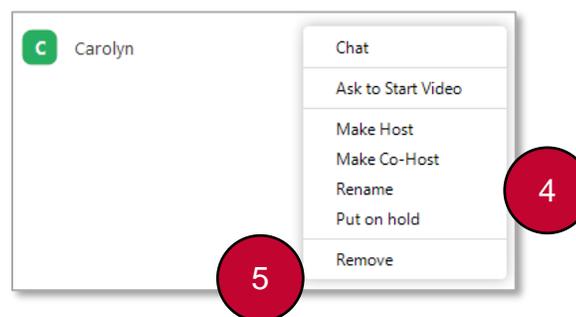
2. If you have multiple participants waiting to enter, you will have the option to “Admit All” at one time.

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.





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

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.