Meeting Settings

When you schedule a meeting, make sure you have the settings below:
https://zoom.us/meeting/schedule

ZOOM   SOLUTIONS ▾

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1. Enable Generate Automatically next to where it says Meeting ID (It is easier to compromise a meeting room that always has the same ID which is the case if you use Personal Meeting ID.

Meeting ID   ⦿ Generate Automatically   ◯ Personal Meeting ID 767-466-4178

2. Require a meeting password (set it to something simple, but not 12345 or password. GoJackets20! or something similar would be memorable--please don't everyone use GoJackets20!)

Meeting Password   ☑ Require meeting password   ●●●●●●●●●● 🔒

3. For Video - Both Host and Participant video should be off (This can be turned on once you are in the call)

Video   Host   ◯ on   ⦿ off

                Participant   ◯ on   ⦿ off

4. Next to Meeting Options: Do not allow joining before host or automatically recording on the local computer, but do Mute participants upon entry and Enable waiting room. (See note at the end regarding recording Zoom meetings.)

Meeting Options   ☐ Enable join before host

                       ☑ Mute participants upon entry 🖉

                       ☑ Enable waiting room

                       ☐ Record the meeting automatically on the local computer

Conducting a Zoom Meeting

Use the information below for conducting a zoom meeting.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

5. To enter a scheduled meeting, go to the Meetings Tab and find your scheduled meeting. Click Start.

Meeting ID
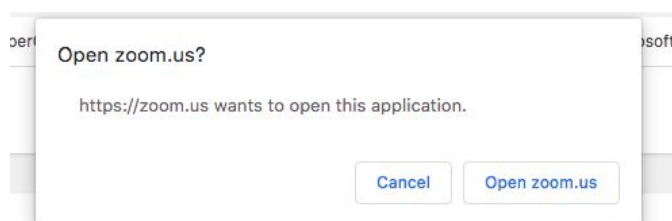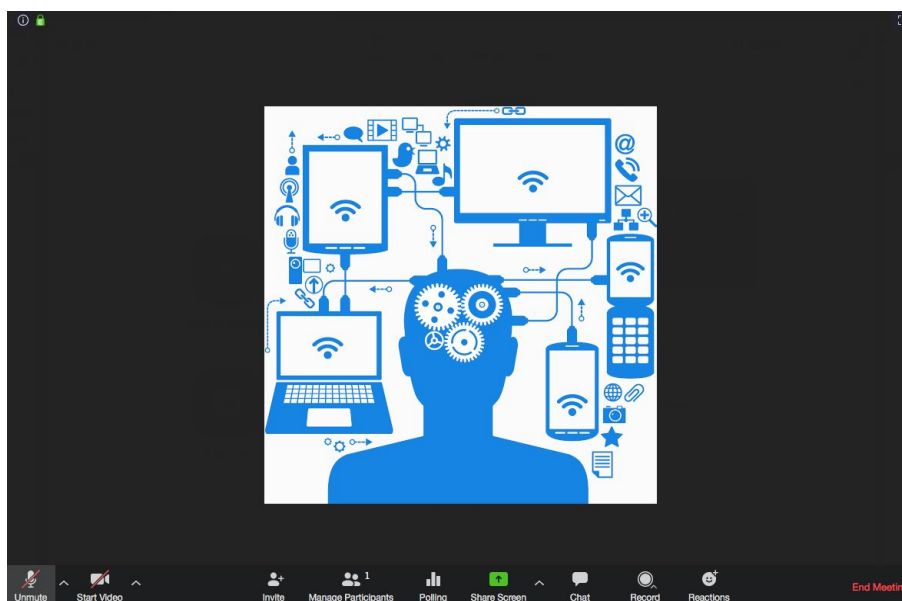
537-256-515   Start   Delete

6. You may be prompted to open the App or Extension. Accept the prompt.

Open zoom.us?

https://zoom.us wants to open this application.

Cancel   Open zoom.us

7. Once the meeting is open, you will see a screen like below. From here, you can manage the meeting's settings and turn sound or video on/off.

(Your Image may be different on your screen. It may have a different image or appear all black)
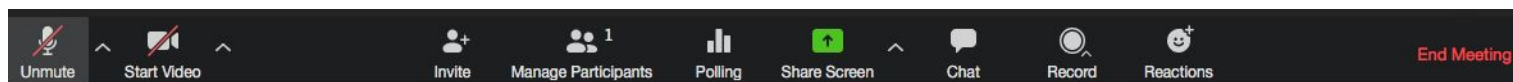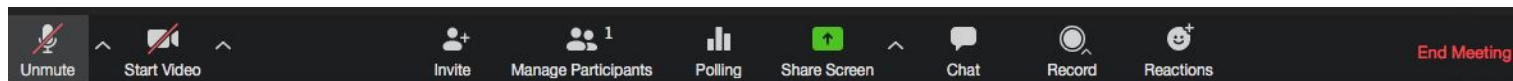

The image above shows the controls you have during the meeting. The button functions are listed on the next page from left to right.

- **Unmute** - You can mute or unmute your microphone here. You can also click on the arrow/carrot to access more audio settings.
- **Start Video** - You can start or stop your camera here. You can also click on the arrow/carrot to access more audio settings.
- **Invite** - You can invite additional people while in a meeting, either as a reminder or if someone has misplaced their directions.
- **Manage Participants** - Here you can mute/unmute, lower "raised hands", and manage other participant settings. This is also where you will admit participants that are in the "Waiting Room". The More menu at the bottom of the Participants window provides additional options.
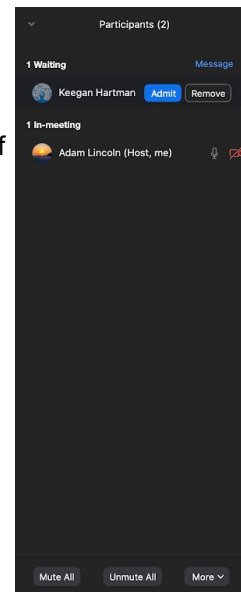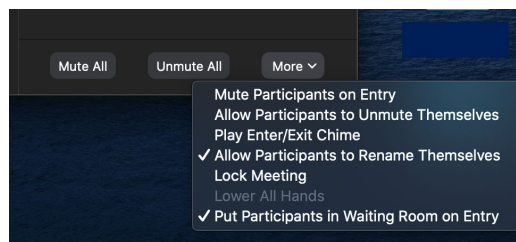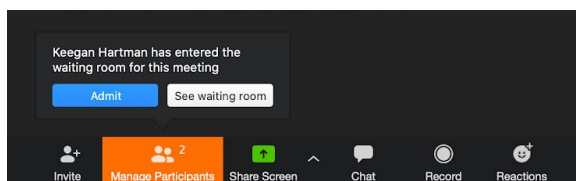

- **Polling (You may not have this button)** - Launch a quick poll for participants to respond.
- **Share Screen** - Share your own screen or a digital whiteboard. Here, you use annotation tools to write overtop of your shared screen or whiteboard. You can also enable others to share their screen by using the arrow/carrot next to Share Screen and choosing Advanced Sharing Options.
  - During Screen Sharing you will see the menu below. In order to pull down the menu shown below, hover your mouse over the green session ID.
  - In this menu, select Whiteboard for annotation tools (**Mac and PC only--Chromebooks do not allow it**) and, if allowed for participants, enable or disable annotations in the **More** menu. (See note in System Settings section to turn this feature on or off)
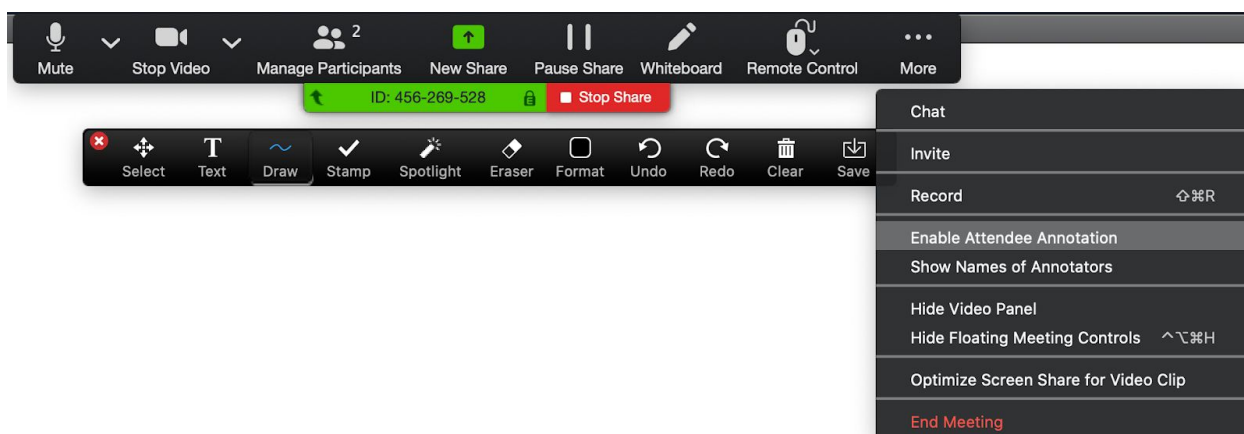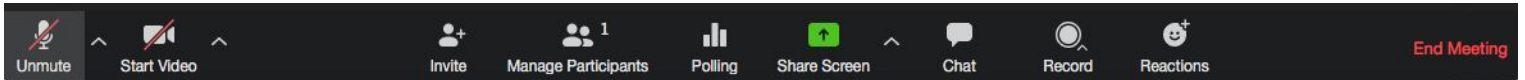
- **Chat** - Open the chat function where you can type comments seen by the whole group or with individuals.
- **Record** - Here you can access the record function. Keep in mind it records anything on your Zoom screen as well as audio. Ensure students are not being recorded for a public video to comply with federal regulations (COPPA, FERPA, CIPA)
- **Reactions** - Here, you or attendees can share a reaction to what is happening in the session.

Important Notes

1. If you record a video that has students on the call, students cannot be on video. This is important to make sure we comply with various federal laws (COPPA, FERPA, CIPA). Block students from using video.
   a. Suggestion: Record your lesson by yourself without students
   b. Do Q&A/Check-ins with students but don't record those sessions

2. In order for ZOOM to be COPPA (Child Online Privacy) compliant, students under the age of 13 need to have parental consent to be on a Zoom call. Students **should not** be using their school email to sign up for a Zoom account. **Note**: Attendees do not need a Zoom account to attend meetings. They can use the link you share to attend your meeting without the need to log in.

3. In your video chat (not in the online settings) - To share computer audio/video such as YouTube, music, etc. during screen sharing, click on Share Computer Sound (checkmark at the bottom) when you Share Screen.
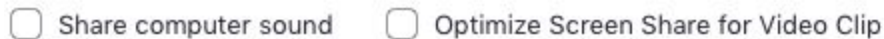
4. To use annotation tools (treat your screen like a whiteboard, or mark up a reading passage or something else online with a digital "pen") - Make sure Annotation and Whiteboard options are on.

Here is a help document that was recently created by Zoom for how to secure your sessions:
https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/

Video Tutorials can be found at:
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials