

Zoom Teaching Tips and Email Template

Last updated: 12/6/21

Table of Contents

- [Student Participation Guidelines](#)
 - [Camera Use During Zoom Meetings](#)
- [Addressing a Disruption in a Zoom Meeting](#)
- [Preventing “Zoom bombing” \(Outsider or Student Disruptions\) in Zoom Meetings](#)
- [Securing Meeting Recordings](#)
- [Student Access to Zoom Accounts](#)
- [Teaching in Zoom Best Practices](#)
- [Email to Send to Your Students about Accessing Zoom Meetings](#)
 - [Joining Our Zoom Room](#)
 - [Additional Zoom Resources](#)

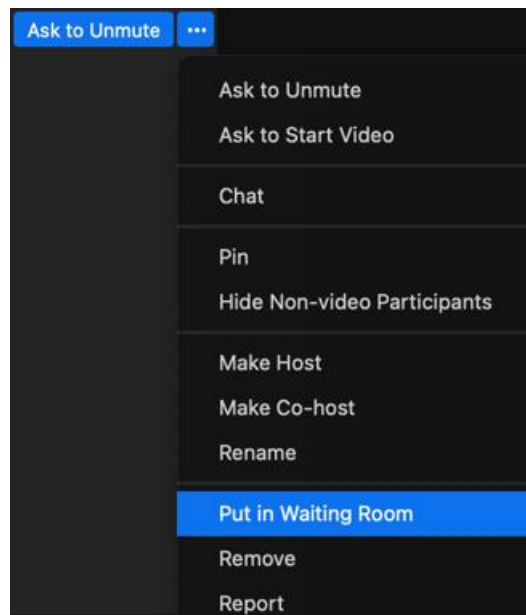
Student Participation Guidelines

Camera Use During Zoom Meetings

See the [Zoom Camera Guidelines Teaching Commons guide](#) for specific suggestions, including examples of syllabus statements that address Zoom camera use.

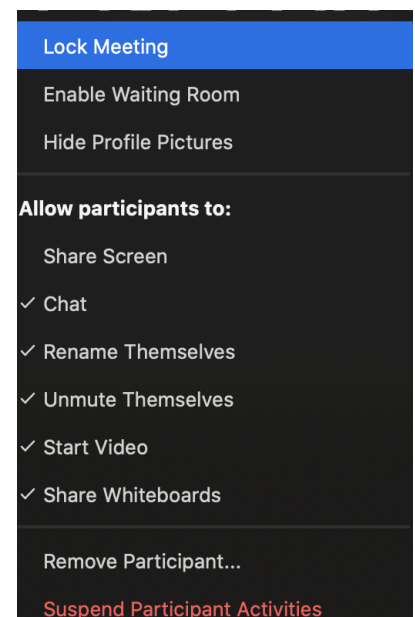
Addressing a Disruption in a Zoom Meeting

If someone becomes disruptive in your Zoom session, the quickest way to stop the disruption is to select the **three dots** on that person's video feed and select **Put in Waiting Room**.



The Security button in the main toolbar includes multiple features for managing disruptions:

- **Lock Meeting** prevents new participants from joining the session.
- By default, students are not allowed to share their screens, but if you want to allow students to do so, you can check the **Share Screen** option.
- If someone is disruptive in Chat, you can quickly un-check **Chat** to freeze the chat area.
- If you're concerned about students changing their names to something inappropriate or anonymous, you can un-check the option for students to **Rename Themselves**.



If you are a faculty or staff member leading a Zoom meeting and you experience a disruption, please use this [Incident Report Form](#) to report the issue.

Preventing “Zoom bombing” (Outsider or Student Disruptions) in Zoom Meetings

Please see the guide for [Creating a Zoom Meeting](#) for information on accessing the settings discussed here.

1. Don't share your Zoom meeting link publicly. To share it with your students, email it to them or post it in D2L.
2. Restrict meeting attendees in the meeting settings:
 - Select **Only authenticated users can join** to prompt students to log in to their Zoom accounts to access your meeting.
 - *Note:* Be sure to ask your students to set up their Zoom accounts before enabling this setting. See instructions below.
 - Require a meeting passcode. Be sure to share the passcode you select when sharing the meeting link with students.
 - Enable the Waiting Room if you'd like to individually admit each student to your meeting.
 - *Note:* For all of these options, give students a little extra time to complete the steps to access your room. For the waiting room, you'll need to manually admit all students.
3. Confirm that screen sharing is disabled for all but the host at the start of the meeting. You can change this later if you want students to share their screens.
 - Click the arrow next to the Share Screen button.
 - Click **Advanced Sharing Options**.
 - Under “Who can share?”, select **Only Host**.
4. Ask students to provide their full names when joining. Students can rename themselves by placing their cursors over their video feed, clicking the “...” button, and selecting **Rename**. As the host, you can also rename students, and you can remove students' ability to rename themselves by clicking Security and un-selecting the “Rename Themselves” option.
5. If someone disrupts the class, you can remove them. Place your mouse over their name in the Participants panel, click **More**, then click **Remove**.
6. If your meeting is “bombed,” you can delete that meeting link in your Zoom account to inactivate it. Set up a new meeting link to share with your students.


Securing Meeting Recordings


Zoom cloud recordings will have a passcode set by default. Instructors should receive the passcode along with the link to the recording via email when it is available.

To set or change the password on a cloud recording, follow these steps:


1. Log in to your account at depaul.zoom.us and go to the Recordings section.
2. Select the **share** button next to a specific recording
3. Select **share settings**.

Shareable Link

<https://depaul.zoom.us/rec/share/JygDw00gxnGVT6A1ivwjQ6wZ9FY...>  Copy


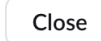
Passcode: ***** 

Who can view

Everyone with the recording link 

Share with specific people

Enter a name or email address

 [Share Settings](#) 

4. Enter a password and select **Save**.
5. Select **Done**.
6. Copy the link and share it with your students. Make sure to include the password wherever you share the link (email, D2L news item, D2L content item, etc.).

Student Access to Zoom Accounts

If students would like Zoom accounts to host meetings of their own, they can follow these steps. See the [Zoom Student Success page](#) for more information on using Zoom as a student.

- Go to depaul.zoom.us and sign in with your Campus Connect credentials.
- Visit zoom.us/download to download the Zoom Client for Meetings. You can also download the mobile and desktop apps from this site.
- When using the app, log in using your new Username@depaul.edu email address and existing Campus Connect password. Choose the “Sign in with SSO” option and specify the “depaul.zoom.us” domain, if prompted.

Teaching in Zoom Best Practices

Muting: Ask your students to please keep their audio muted, unless they’re actively speaking. As the host, you have the power to mute participants.

Gallery View: You'll likely want to use Gallery View so that you can see as many of your students as possible.

Notifications: If you're speaking, remember that your class will be able to hear any audio coming through your computer. You should turn off your notifications before starting your Zoom session.

Chat: You should let students know how you want them to use the Chat function. For example, you might tell them to put questions or responses there, and you'll respond to them in order. Or, if you don't intend to pay attention to the chat, you should let them know that, too.

Raise Hand: You can ask students to use the Raise Hand function to let you know when they want to unmute and participate. You can call on them when you're ready to hear from them.

Share Screen: If you share your screen, select only the application that has the content you want to share with students (PowerPoint, a browser window, etc.). If you're sharing a browser window, close any tabs you don't want to have visible.

Email to Send to Your Students about Accessing Zoom Meetings

Once you've determined how you'll be teaching your course(s) for the first two weeks of winter quarter, it's important to [email your students](#) and [post a D2L News item](#) to let them know your plan. You can modify this template to fit your needs:

Hi, everyone -

As you learned from the 12/3 email from the university, the first two weeks of winter quarter will be offered online. Here's what that means for our class:

Class meetings: [Let students know how you're planning to hold class sessions.]

Syllabus and course materials: [Let students know that they can find your syllabus and other course materials in your D2L course site.]

Other important information: [Share any other details pertinent to your course, such as assignment due in the first two weeks, etc.]

Joining Our Zoom Room

We will be meeting on [Insert date/time]. [Be sure to specify CST.]

Our class will meet using this link: [Insert link here.]

If prompted for a passcode, enter: [Insert passcode here if you set one for the meeting.]

You can access Zoom from a computer, a tablet, or a cellphone. If you're using a tablet or phone, you should [download the Zoom app](#) before joining the meeting.

If you have trouble with the link or app, you can also call a phone number to listen in on the meeting. Call one of these numbers:

- +1 312 626 6799 (best option if you're in or near Chicago)
- +1 646 876 9923 (best option if you're closer to New York)
- +1 669 900 6833 (best option if you're closer to San Francisco)

Then, enter our Meeting ID: **[Insert Meeting ID here]**

Additional Zoom Resources

[Joining and Starting Zoom Meetings](#)

[How to Join a Meeting](#)

[Student Success Zoom Guide](#)