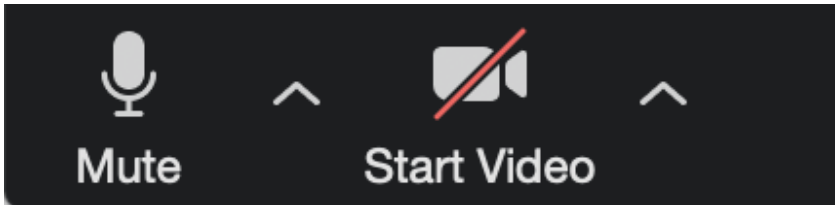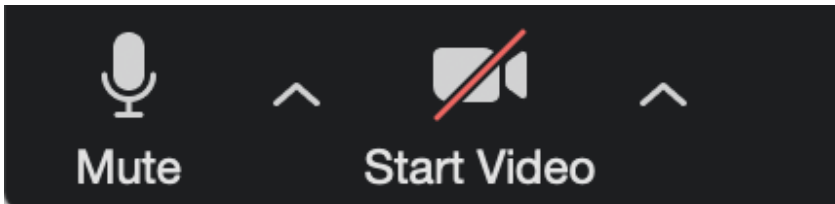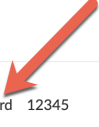# Zoom Setting for Secure Class  Meetings

Teachers/Hosts of Zoom meetings need to log into their Zoom account at [Zoom.us](Zoom.us) and check that these settings are turned off/on for their meetings.
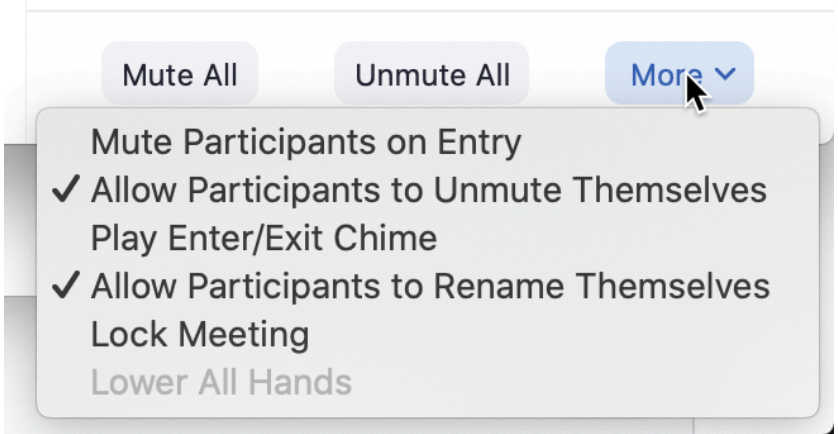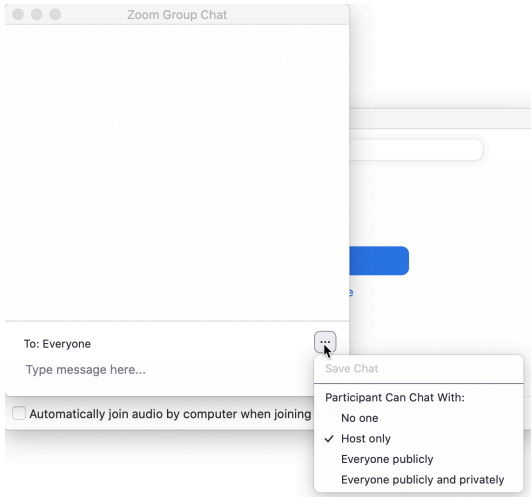
When you have your Zoom.us account setting set up, you must verify that the individual meeting settings are also set correctly. Go into your individual class meeting, click the "Edit this meeting" button at the bottom, and make the recommended changes.

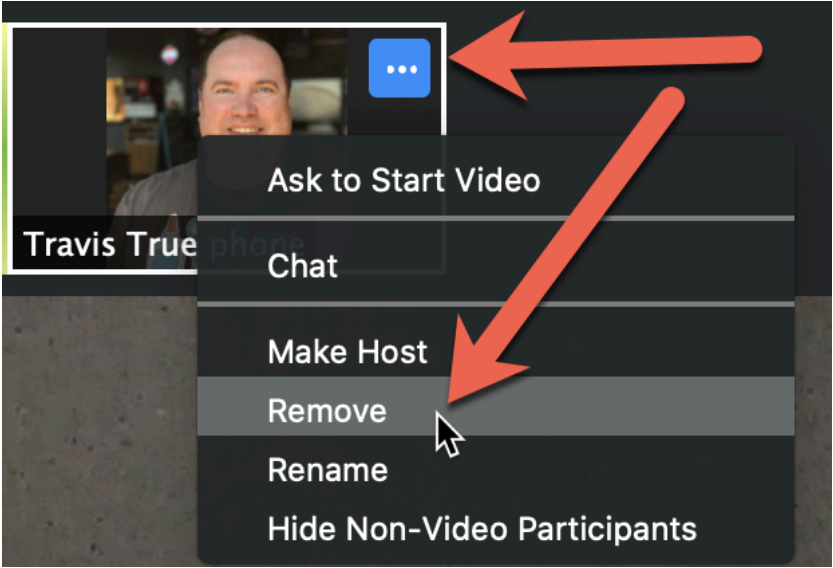| | |
|---|---|
| **Host Video**<br><br>**OFF** | This will disable your camera when you initially start the meeting. Having the camera off will help with buffering issues with poor/low internet signals.<br><br>Your camera can be turned on when you are ready. Click the Start Video button in the lower left corner of your Zoom window to turn your camera on.<br><br> |
| **Participant video**<br><br>**OFF** | This will disable the camera of your students/participants when they initially start the meeting. Having the camera off will help with buffering issues with poor/low internet signals.<br><br>Their camera can be turned on when they are ready. Click the Start Video button in the lower left corner of your Zoom window to turn your camera on.<br><br> |
| **Audio Type** | Telephone and Computer Audio will be selected so students/participants can call into the meeting if Internet / other devices are not available. |
| **Join before host**<br><br>**OFF** | This will prevent your students/participants from entering the Zoom room before you start the meeting. |

# Zoom Setting for Secure Class Meetings

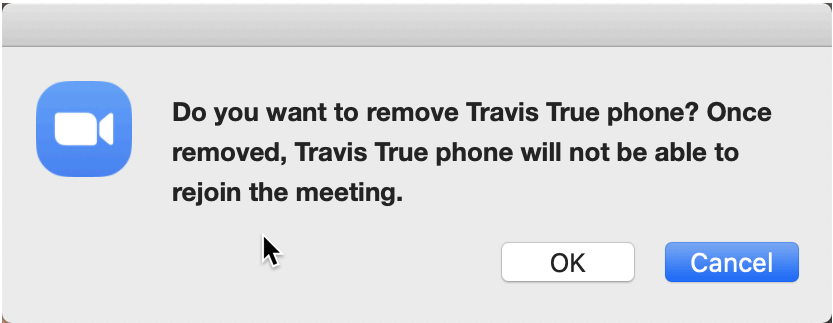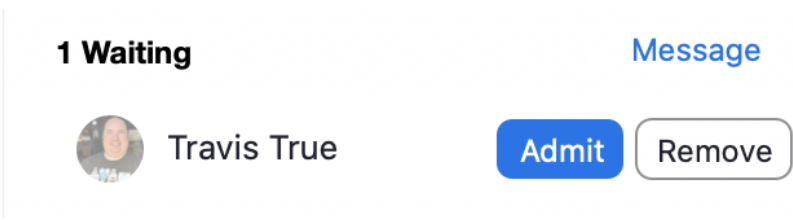| | |
|---|---|
| **Only authenticated users can join meetings**<br><br>**Uncheck in meeting setting** | Because of issues with students being able to sign in to meetings, this setting has been temporarily disabled.<br><br>In the individual meeting setting verify that the box next to the Authenticated User setting is uncheck (turned off) |
| **Require a password when scheduling new meetings**<br><br>**ON** | This will assign a random password to your meetings. You will need to provide the password to your students.<br><br>If you customize the password DO NOT PUT A SPACE IN THE PASSWORD!<br><br>My Meetings > Manage "My Meeting"<br><br>Topic — My Meeting<br><br>Time — Apr 3, 2020 03:00 PM Central Time (US and Canada)<br><br>Add to: 31 Google Calendar   0 Outlook Calendar (.ics)   Y! Yahoo Calendar<br><br>Meeting ID — 803-981-991<br><br>Meeting Password — ✓ Require meeting password   12345 |
| **Embed password in meeting link for one-click join**<br><br>**OFF** | If a password is embedded into the link, the link can be shared and the meeting access with anyone without the password.<br><br>NOTE: One-click access increases exposure to risk. |
| **Require password for participants joining by phone**<br><br>**ON** | Anyone who calls into the meeting will be asked to enter the meeting ID and the meeting password. Make sure you share that information with anyone who plans on doing this. |
| **Mute participants upon entry**<br><br>**ON** | When students/participants join your meeting they will be muted. There is a setting in the Host's Zoom window to disable the ability for your students/participants to unmute themselves when the meeting starts. Co-hosts can unmute any participant.<br><br>In the Zoom window, click the Participants button. At the bottom of the Participation window, click the More button, |

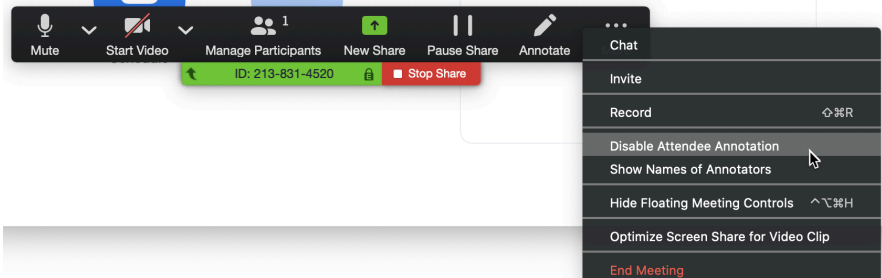| | |
|---|---|
| | and UNCHECK the "Allow Participants to Unmute Themselves". Co-hosts can unmute themselves and others. <br><br> Mute All  Unmute All  More ˅ <br><br> Mute Participants on Entry <br> ✓ Allow Participants to Unmute Themselves <br> Play Enter/Exit Chime <br> ✓ Allow Participants to Rename Themselves <br> Lock Meeting <br> Lower All Hands |
| **Chat** <br><br> **ON** | In the users Settings, Private Chat should be shut off. <br><br> **Private chat** <br> Allow meeting participants to send a private 1:1 message to another participant. <br><br> In the Zoom meeting, the host can decide who will see the chats. In the lower right corner of the chat window, it is recommended that the host sets chat so participants can only chat with the host. <br><br> Zoom Group Chat <br><br> To: Everyone <br> Type message here... <br> ☐ Automatically join audio by computer when joining <br><br> Save Chat <br> Participant Can Chat With: <br> No one <br> ✓ Host only <br> Everyone publicly <br> Everyone publicly and privately |
| **Co-host** <br><br> **ON** | Co-hosts must have TPS Zoom accounts and have most controls during meetings that host has. Utilize the co-host to help manage chat and participants during the meeting. |

# Zoom Setting for Secure Class Meetings

| | |
|---|---|
| | Co-hosts emails should be entered at the bottom of the specific Meeting Settings page in the "Alternative Host" section.<br><br>**Alternative Hosts** [ Example: mary@company.com, peter@school.edu ]<br><br>[ Save ]  [ Cancel ] |
| **Allow host to put attendee on hold**<br><br>**ON** | Putting an attendee on hold will block them from the meeting, but not remove the participants from the meeting.<br><br>Hosts can remove participants from the meeting temporarily. Unwanted participants can be removed permanently from the meeting.<br><br>On the participant you want to remove, click the 3 dots in the top right corner of their window and click remove. Then click OK. |

# Zoom Setting for Secure Class Meetings

| | |
|---|---|
| | **Do you want to remove Travis True phone? Once removed, Travis True phone will not be able to rejoin the meeting.**<br><br>OK   Cancel |
| **Screen sharing**<br>**ON**<br><br>**Who can share**<br>**Host only** | Host can give participants the ability to share screen while in the meeting. Co-hosts can also share their screen.<br><br>**CAUTION**!! It is **NOT RECOMMENDED** to allow others to share their screen. You have no control over what someone will show. |
| **Nonverbal feedback**<br>**ON** | Participants can use icons to give non-verbal feedback to the host. |
| **Allow removed participants to rejoin**<br>**OFF** | If you have to remove a participant from the meeting this denies their access to the meeting you removed them from. |
| **Waiting room**<br>**ON**<br>**Choose which participant to place in the waiting room**<br>**All participants** | This setting allows you to choose who to let into your meeting. Co-host can manage the entry of participants.<br>Hosts and Co-hosts can admit students/participants into the meeting. They can remove them from the waiting room and not allow them to access the meeting. They can also send a message to people in the waiting room. Those in the waiting room cannot reply to the message.<br><br>**1 Waiting**   Message<br>Travis True   Admit   Remove |
| **Annotation** | **ON** - Participant can annotate on a shared screen<br>The Teacher can shut off annotation during screen share by clicking the More button the Zoom toolbar after the screen has been shared |

## Zoom Setting for Secure Class  Meetings

| | |
|---|---|
| | and choosing Disable Attendee Annotation OR Teachers can have the names displayed of the students who are annotating on the screen.<br><br><br><br>**OFF** - Participant can not annotate on shared screen |
| **White Board** | **ON** - Participant can share whiteboard IF share screen is on for participants<br><br>**OFF** - Participant can not share whiteboard |

# Meeting Settings Snapshot

When setting up a meeting or using an already scheduled meeting, make sure you have these settings turned off/on for your meetings.

# Zoom Setting for Secure Class  Meetings



| Meeting Password Checked/ON | This will generate a password for your meeting. Make sure you share this password with all meeting participants. |
|---|---|
| Video OFF | Both Host and Participant video should be off when joining the meeting. Video can be turned on after the meeting is started. |
| Audio BOTH | This setting allows people to use their computer audio or call into the meeting with a phone. The phone number is listed in the invitation details. Users who call in with a phone number will need the meeting ID number and the meeting password. |
| Meeting Options | Enable join before host - Unchecked (OFF)<br>Mute participants upon entry - Checked (ON)<br>Enable waiting room - Checked (ON)<br>Only authenticated users can join (OFF)<br>Record the meeting automatically - Select "In the cloud" |
| Alternative Hosts | These are also known as Co-hosts. Enter the email address of the co-host. They must have a TPS managed Zoom account. |

# Cloud Recording Settings

In Settings, click the Recording tab to access these settings. Teachers should have their settings as seen below so they are only recording their screen and not student faces.

**Cloud recording**

Allow hosts to record and save the meeting / webinar in the cloud

◯ Record active speaker with shared screen

◯ Record gallery view with shared screen ⑦

☑ Record active speaker, gallery view and shared screen separately

�   ◯ Active speaker

   ◯ Gallery view

   ☑ Shared screen

☑ Record an audio only file

☑ Save chat messages from the meeting / webinar

**Advanced cloud recording settings**

◯ Add a timestamp to the recording ⑦

◯ Display participants' names in the recording

☑ Record thumbnails when sharing ⑦

◯ Optimize the recording for 3rd party video editor ⑦

☑ Save panelist chat to the recording ⑦

**Active Speaker includes anyone who is speaking including students. Make sure those boxes are unchecked.**

The recordings of the meetings can be found by clicking the Recordings tab on the left side of the page.

All cloud recording should be downloaded and uploaded to the hosts Google Drive for archival purposes.