

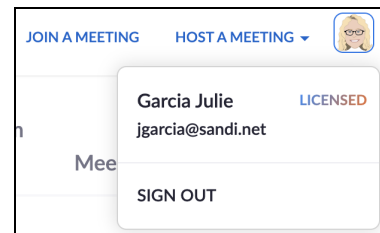
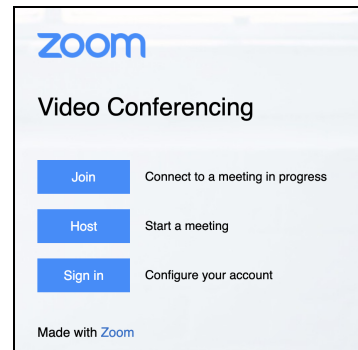
Important guidelines for Setting up your Zoom Meeting

Signing in - It is important you sign in to the proper account

1. Make sure you are in your sandi account. Sign in through

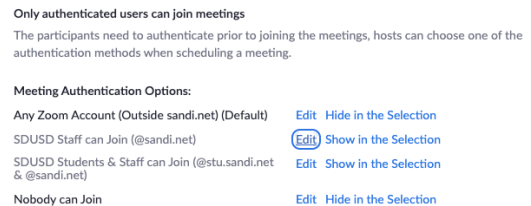
Sandiegounified.zoom.us

2. Click the Sign in button. Use your district credentials to sign in.
3. Make sure you are signed in with your sandi.net account.



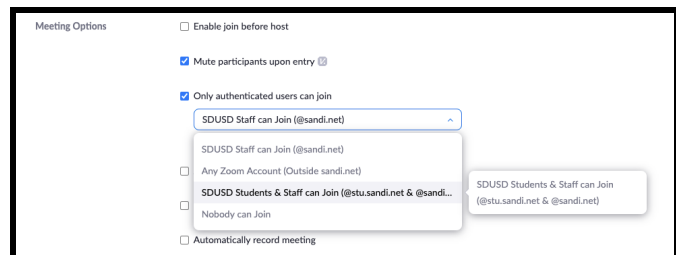
Check your settings to make sure your meetings are secure. Many of these are set by default.

1. Make sure the waiting room is enabled. This and/or a password will be on by default starting September 1st.
2. Make sure participants cannot join before the host.
3. Disable private chat
4. Do not allow students to share the screen until you have established clear expectations and norms.
5. Check meeting authentication options and make sure it is set to only staff and students can join meetings.



Scheduling a Meeting

1. Require password or waiting room
2. Check the box for authentication of sandi.net accounts and use the **drop down menu** for SDUSD staff and students.
3. Enable waiting room



Additional Topics Keep your meeting information private

Do not post the link to your meeting or the meeting ID publicly. Send it directly to trusted people and groups instead.

Lock the meeting once all participants have joined

When you are actively in a meeting and all your expected participants have arrived, you can “lock” the meeting to prevent anyone else from joining. Click Participants at the bottom of the Zoom window and select Lock Meeting.

[Tips for Students](#)

Zoom Meeting for EDU

Settings & Ideas to Consider

- Unique Meeting ID**
Prevents uninvited attendees from joining a meeting.
- Waiting Room**
Enable in Zoom settings. Forces attendees to wait until admitted into a meeting.
- Require Meeting Passwords**
If using Zoom Personal Meeting Link (PML), set a password for each meeting.
- Mute upon entry**
Once the meeting is live, toggle to mute upon entry to keep the meeting room moderated.
- Chat Settings**
Consider if attendees can chat directly to one another or the meeting host. Adjust settings in chat for each meeting.
- Recording**
Consult with school & district policy regarding recorded meetings.
- Annotation**
Zoom settings can be adjusted to enable or disable attendee annotation in a meeting.
- Nonverbal Feedback**
Zoom settings include this feature to allow for communication without a microphone.
- Breakout Rooms**
Enable in Zoom settings. Attendees can be assigned or automatically placed into rooms.
- Saving Chat Transcript**
Zoom settings can be adjusted to automatically archive a meeting chat as a .txt file.
- Screen Sharing Settings**
Zoom settings can allow only a meeting host or participants to share their screen.
- Co-Teacher**
Consider hosting meetings with a colleague to respond to chat & help navigate the meeting.

edtechteacher