



Teaching Toolkit: Zoom Teaching

Zoom can support remote teaching and learning but it can be difficult to know what resources to use during class and how they can help your students. Here are some frequent remote teaching questions and how you can use Zoom to solve them.

Instructions for viewing this document in Canvas:

Click the link and then click the preview to open the document.

Getting Class Started

[ASU Zoom Remote Teaching FAQ](#)



Ideas

Getting Class Started

[ASU Zoom Remote Teaching FAQ](#)

[What are some best practices for teaching in Zoom?](#)

[How can I Share my Class link?](#)

[How can I record a Video of my Class?](#)

[Best Practices for Zoom Classroom Management](#)

[Avoiding Zoom Fatigue](#)

Communicating with Students

[What are some things I can say to my students about attending class remotely?](#)

[How can I Chat students in Zoom?](#)

[How can I manage my students in a Zoom class?](#)

Sharing Information in Class

[How can I use the Whiteboard?](#)

[How can I share my Screen?](#)

[How can I play a video during a remote class?](#)

Formative Assessment

[How can I poll my students in a remote class?](#)

Group Work

[How can I use a Breakout Room for group work?](#)

[What are some quick tips for using breakout rooms in Zoom?](#)

After Class

[How can I share a recording of class with students?](#)

[How do I post a recorded Zoom lecture in Canvas?](#)

[How can I check Attendance?](#)

Secure Your Zoom Meeting

Whether you use your Personal Meeting ID (PMI) or a scheduled meeting link, it's recommended that you secure your Zoom room to ensure a safe teaching environment. Below are some essential security options to help manage and secure your Zoom classes.

Basic Security Setup

Enable the Waiting Room

The Waiting Room allows you to screen who can enter your Zoom meeting session, preventing unwanted guests from joining.

Instructions:

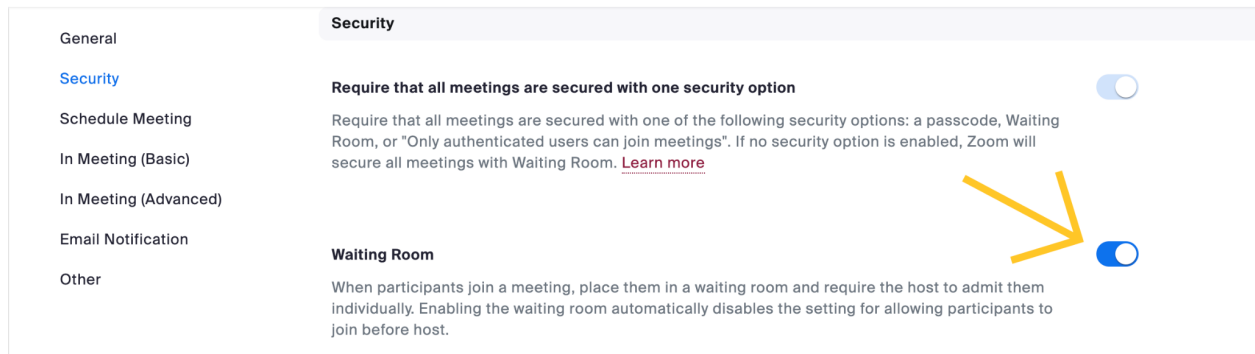
- From the Zoom desktop app:
 - Click on **Meetings** in the top menu.
 - Click **Edit** for your Personal Meeting ID, or toggle on the Waiting Room option when scheduling a future meeting.
 - Check the box for **Enable Waiting Room**.

The screenshot shows the Zoom Workplace interface. At the top, there's a navigation bar with icons for Home, Meetings, Team Chat, Phone, Workspaces, Whiteboards, and More. Below this, the 'Upcoming' tab is selected, showing a card for 'My personal meeting ID (PMI)'. To the right, the 'My personal meeting ID (PMI)' section displays a personal link: <https://asu.zoom.us/j/...>. Below the link are buttons for 'Start', 'Copy invitation', 'Edit', and 'Join from a room'. A yellow arrow points to the 'Edit' button. Below these buttons is a link that says 'Show meeting invitation'.

The 'Personal Meeting ID Settings' modal is open in the foreground. It has a title 'Personal Meeting ID Settings' and a section for 'Personal Meeting ID' with a text input field. Below this is the 'Security' section with three options: 'Passcode' (unchecked), 'Waiting Room' (checked), and 'Only authenticated users can join' (unchecked). A yellow arrow points to the 'Waiting Room' checkbox. Below the 'Security' section is the 'Video' section with 'Host' and 'Participant' settings, both set to 'Off'. Below that is the 'Audio' section with 'Telephone and Computer Audio' selected. At the bottom of the modal is the 'Advanced Options' section with a dropdown arrow. At the very bottom of the modal are 'Cancel' and 'Save' buttons. A yellow arrow points to the 'Save' button.

- From the **asu.zoom.us** Settings menu:
 - Once you are logged in, Navigate to **Settings > Meeting > Security**
 - Find the **Waiting Room** and turn the toggle on.

- Customize your waiting room message with event rules or guidelines.

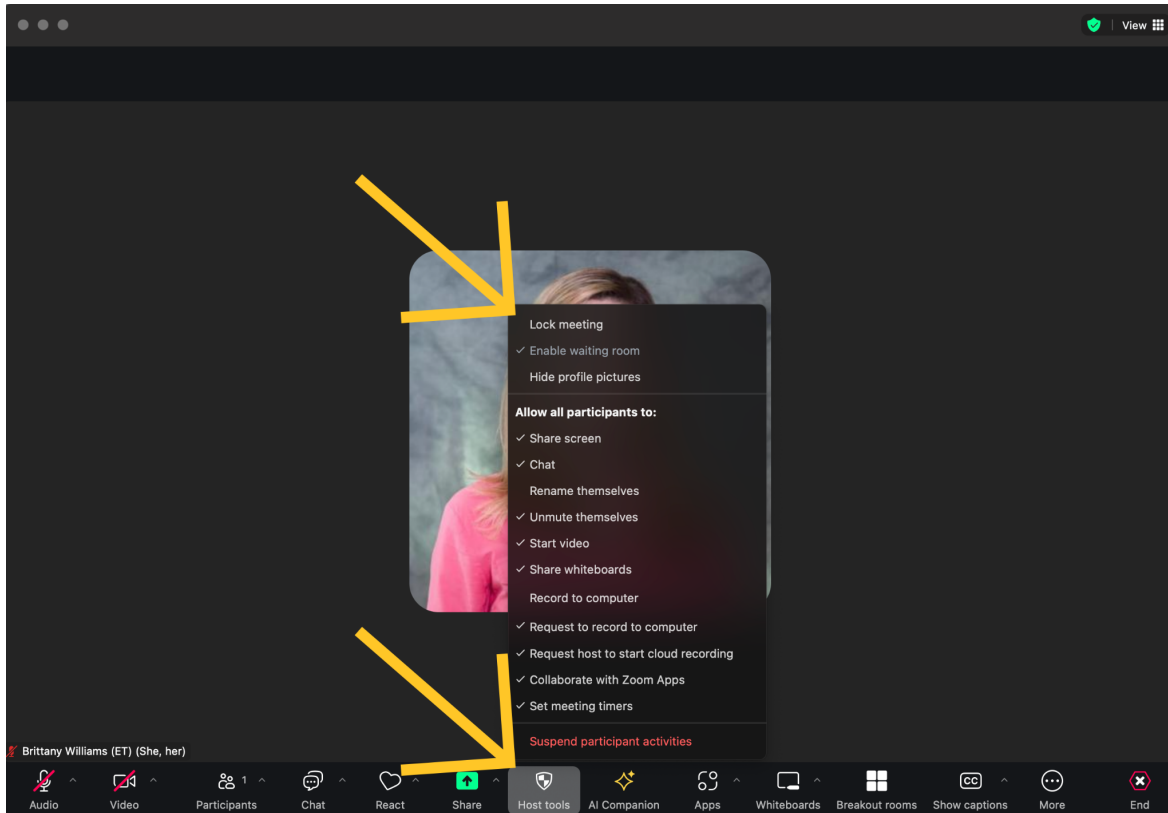


Lock Your Meeting

Once all participants have joined, you can choose to lock the meeting to prevent anyone else from entering.

Instructions:

- Once the Zoom meeting has started and your expected participants have joined:
 - Click on **Host Tools** in the Zoom toolbar.
 - Check **Lock Meeting**.
 - To unlock, uncheck **Lock Meeting**.



Require a Meeting Passcode

A passcode adds an additional layer of security to ensure only invited participants can join.

Instructions:

- From the Zoom desktop app:
 - Click **Meetings** in the top menu.
 - Click **Edit** and check the box next to **Passcode**.
 - Enter a passcode and share it with your students privately. Only users who have the passcode can join the meeting.

Personal Meeting ID Settings

Personal Meeting ID
[Redacted]

Security

☐ **Passcode** ⓘ
Only users who have the invite link or passcode can join the meeting

☒ **Waiting Room**
Only users admitted by the host can join the meeting

☐ **Only authenticated users can join:** asu.edu, asu-health.asu.edu, asuep.org, asu-prep.zoom.us

Video

Host: ☐ On ☒ Off Participant: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio

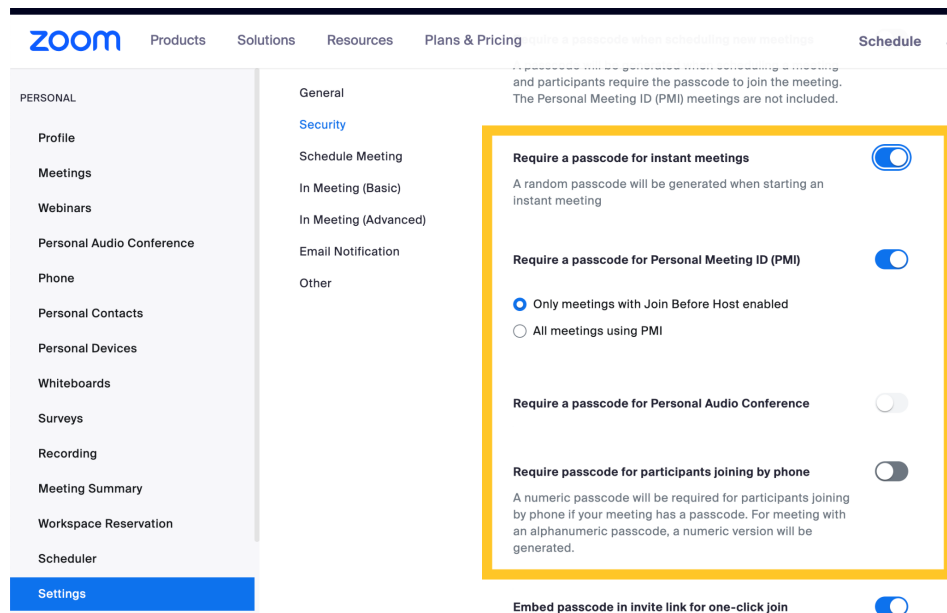
☒ Telephone and Computer Audio

Dial in from United States [Edit](#)

Advanced Options ▾

Cancel Save

- From **asu.zoom.us**:
 - Click on **Settings** in the left menu.
 - Click on **Meeting** in the center menu options.
 - Toggle on **Require a Passcode** for the passcode options.



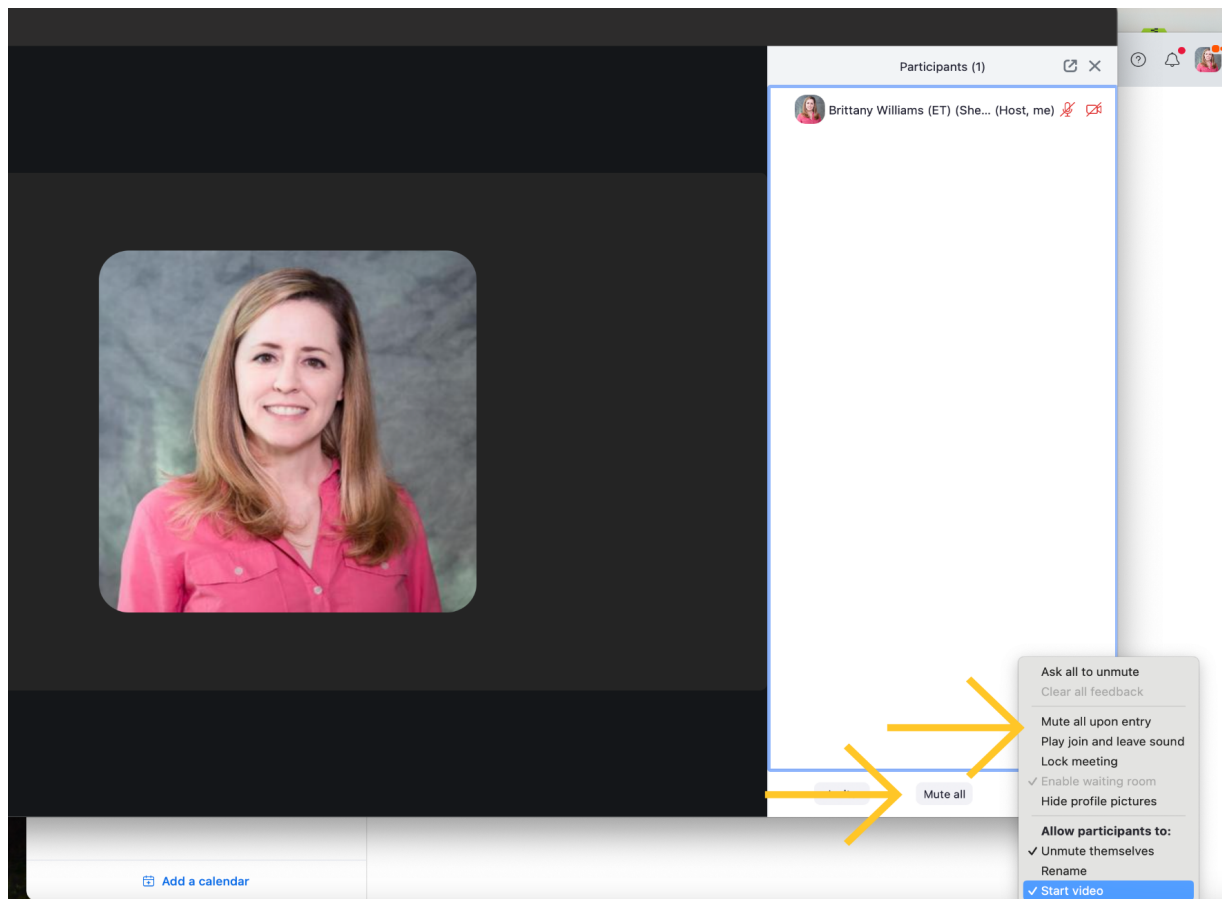
Managing Participants During the Meeting

Mute All Participants

Muting participants helps minimize distractions and ensures that all mics are muted, except yours.

Instructions:

- Click on **Participants** in the Zoom toolbar.
- Click **Mute All** to mute everyone.
- You may also want to consider muting all participants as they enter your meeting. Select **Mute all upon entry**, this ensures that participants join without causing any disruptions.

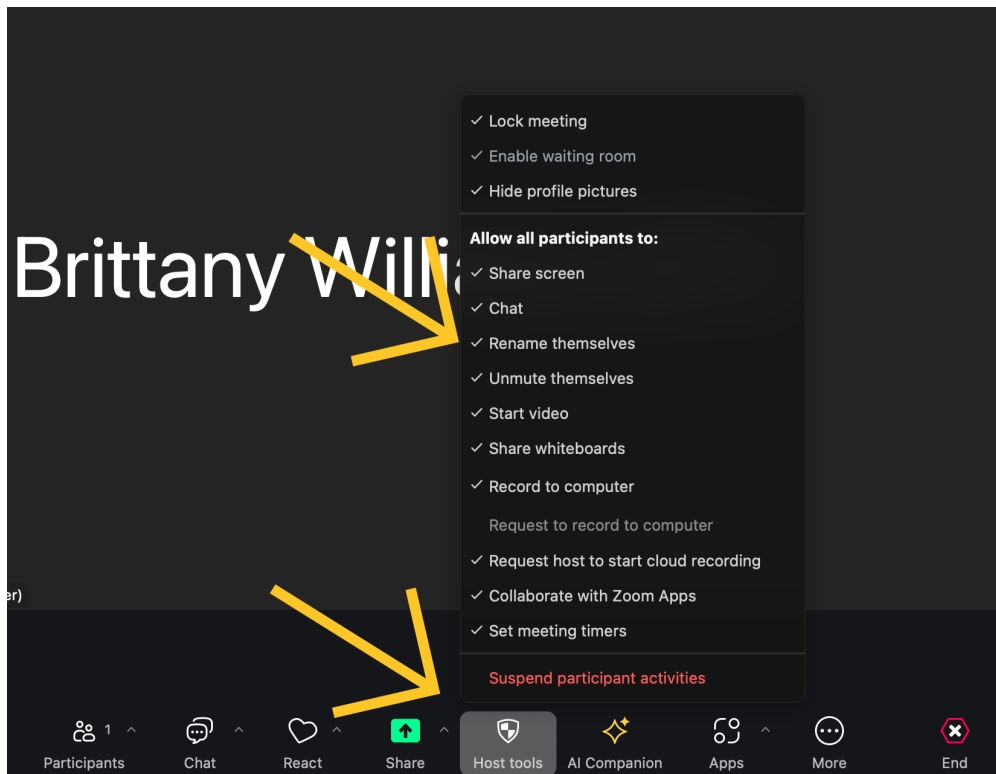


Rename Themselves

To allow participants to rename themselves during a meeting:

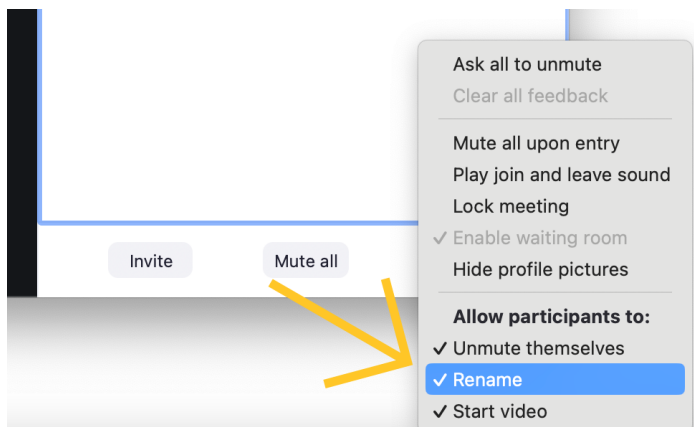
1. Click on **Host Tools** in the Zoom toolbar.

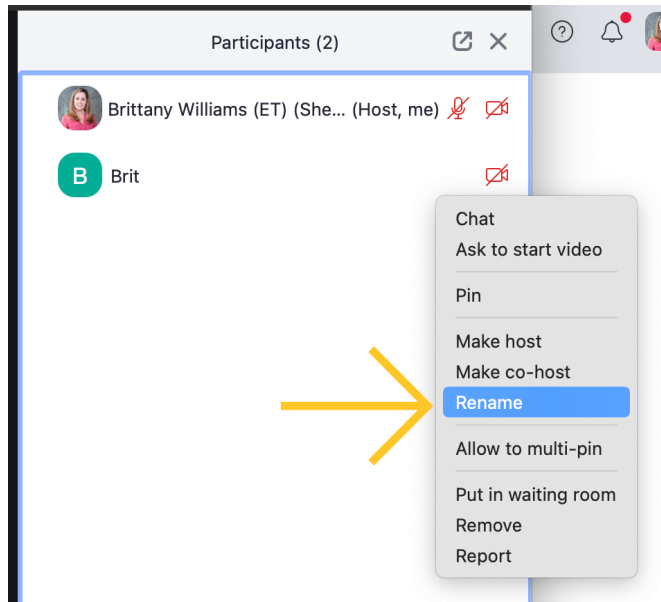
2. Check **Rename Themselves** to permit participants to change the name that appears in the Participants window.



Alternatively, you can:

1. Click on **Participants** in the Zoom toolbar.
2. Click the ellipsis (...) for more options.
3. Ensure **Allow Participants to Rename Themselves** is checked. If unchecked, participants will not be able to rename themselves.



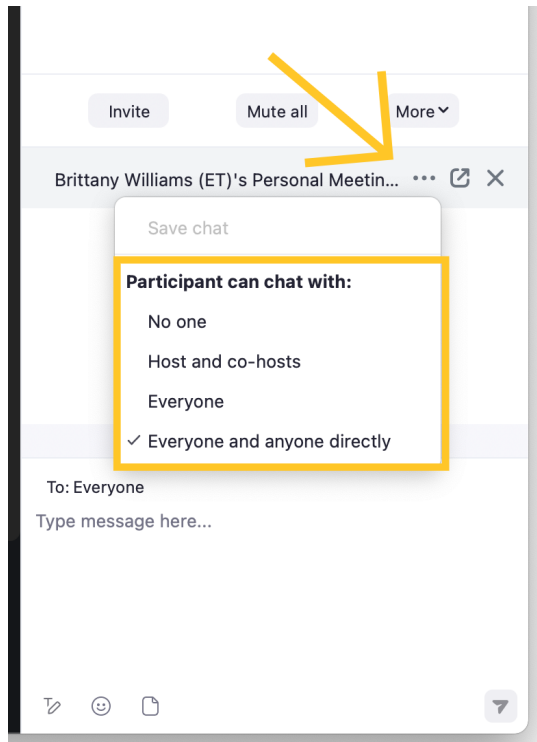


Disable Participant Chat

To prevent distractions or inappropriate messages during the meeting, you can choose to disable the chat during your meeting.

Instructions:

- From the Zoom toolbar:
 - Click **Host Tools** and uncheck **Chat**.
 - To enable chat, simply click on the Chat option again so that a checkmark appears next to it.
- To limit the chat options for your participants:
 - Click **Chat** in the toolbar.
 - Click the ellipsis (...) and choose who participants can chat with:
 - No one
 - Host and co-hosts
 - Everyone
 - Everyone and anyone directly

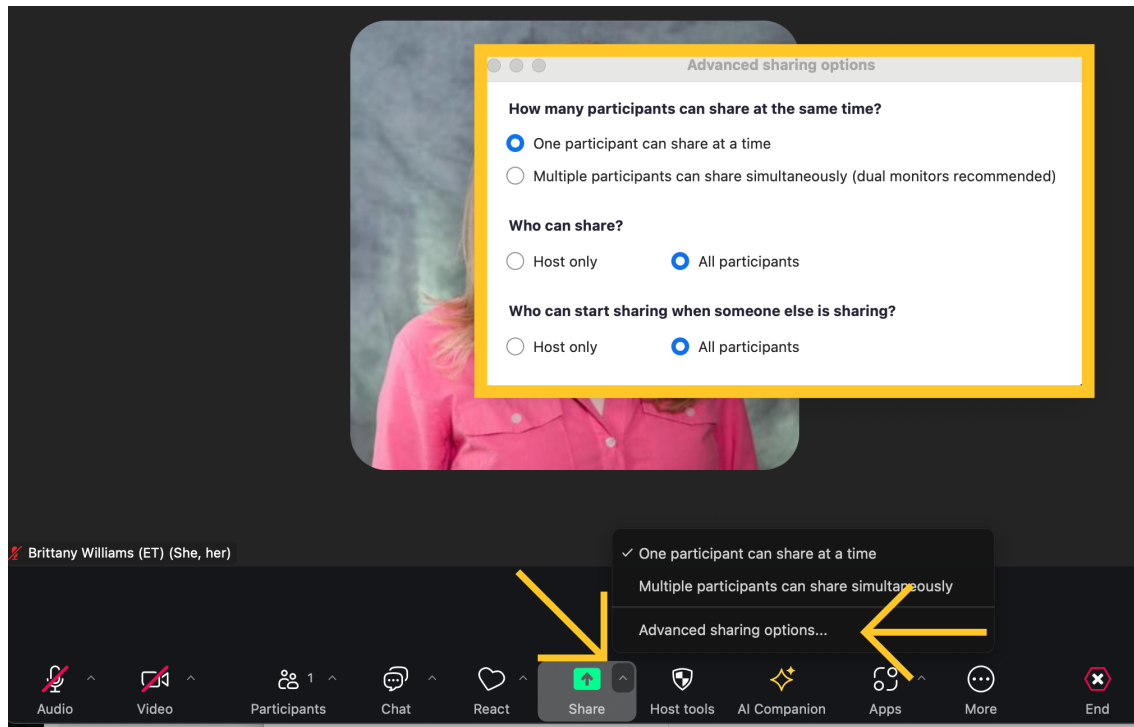


Control Screen Sharing

Prevent participants from sharing their computer screen unless you allow it.

Instructions:

- Click the arrow next to **Screen Share** in the toolbar.
- Click **Advanced Sharing Options**.
- Set **Who Can Share?** And **Who can start sharing when someone else is sharing?** to **Host Only**



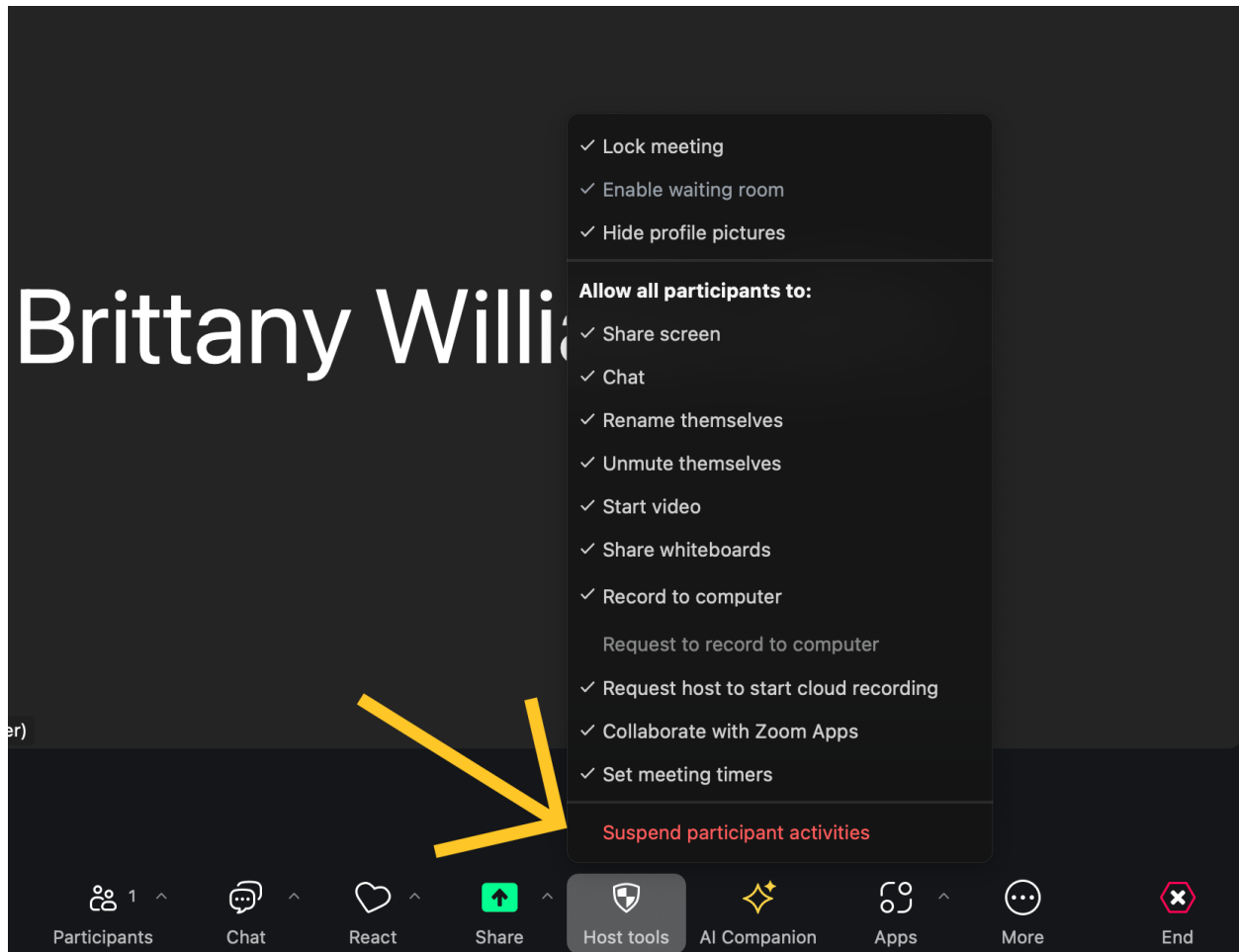
Handling Disruptions

Suspend Participant Activities

If a disruption occurs, you can temporarily pause all participant activities.

Instructions:

- Click the **Host Tools** icon in the Zoom toolbar.
- Select **Suspend Participant Activities** to pause video, audio, chat, screen sharing, and more.
- Zoom will ask you to confirm that you wish to **Suspend all participant activities** > Click **Suspend**
- You can choose whether to report the activity to Zoom.
- To resume, re-enable each feature by clicking each one individually.

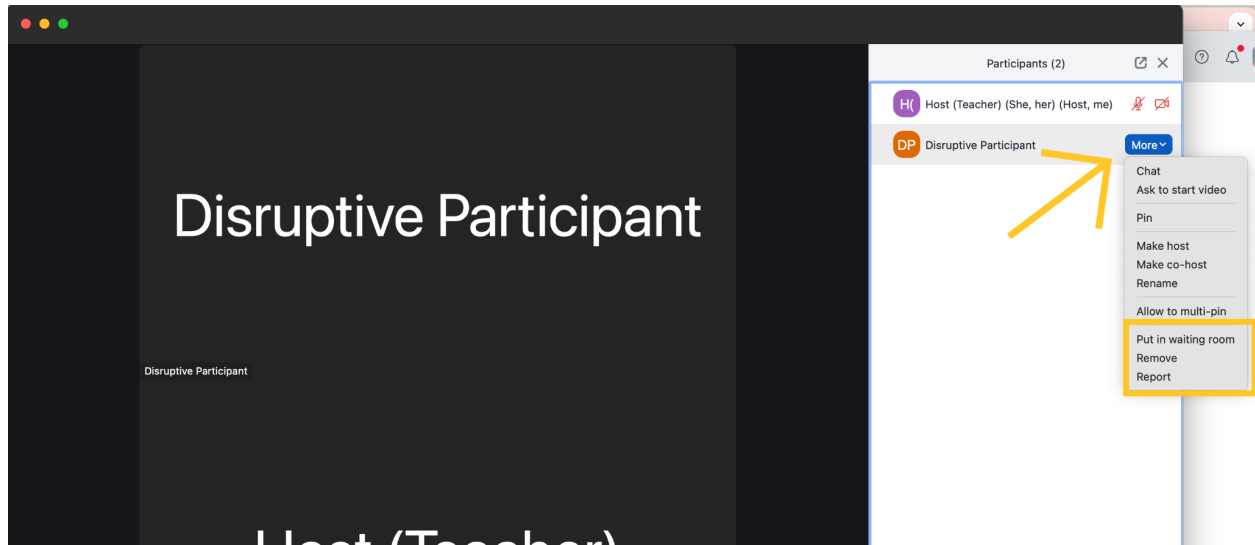


Remove Participants

As host, you can remove participants who are causing disruptions, and they won't be able to rejoin.

Instructions

- In the Zoom toolbar, click **Participants**.
- Find the participant you want to remove and hover your mouse over their name.
- Click **More**, then select **Remove**. This will dismiss the participant from the meeting, and they won't be able to rejoin using the same email address.
- Alternatively, if you want to remove them from the main Zoom room without fully removing them from the meeting, you can place them in the **Waiting Room**. This will temporarily move them out of the main session but allow them to remain in the meeting overall.



Allow Only Authenticated Users to Join

To restrict meeting access to authenticated users (e.g., ASU Zoom accounts), require authentication before joining.

From the Zoom desktop app:

- Click **Meetings** in the top menu.
- Click **Edit** and toggle on **Only Authenticated Users Can Join: asu.edu...**
- You can **edit** and specify the domains that will be recognized as authenticated.
- Click **Save**

Personal Meeting ID Settings

Personal Meeting ID
[Redacted]

Security

☐ Passcode ⓘ
Only users who have the invite link or passcode can join the meeting

☒ **Waiting Room**
Only users admitted by the host can join the meeting

☒ **Only authenticated users can join:** asu.edu,asu-health.asu.edu,asuep.org,asu-prep.zoom.us
asu-health.asu.edu,*asu.edu,a... [View/edit all 4 domains](#)

Video

Host: ☐ On ☒ Off Participant: ☐ On ☒ Off

Audio

☐ Telephone ☐ Computer Audio

☒ **Telephone and Computer Audio**
Dial in from United States [Edit](#)

Advanced Options ▾

Cancel Save

Edit domains

Sign in to Zoom with the following specified domains

asu-health.asu.edu,*asu.edu,asu-prep.zoom.us,asuep.org

Cancel Save

From the asu.zoom.us option:

- Click **Settings** in the left menu, click Security > “**Only authenticated meeting participants and webinar attendees can join meetings and webinars**” toggle on the option(s) that work best for you.
- Under **Authentication Configuration**, you can **edit** and specify the domains that will be recognized as authenticated.

Only authenticated meeting participants and webinar attendees can join meetings and webinars



Meeting participants and webinar attendees will need to authenticate prior to joining a session. Hosts can choose one of the options below when scheduling meetings or webinars.[Learn more](#)

Meetings & Webinar Authentication Options:

asu.edu,asu-health.asu.edu,asuep.org,asu-prep.zoom.us (Default)

[Edit](#)

Hide in the Selection

☒ Allow authentication exception [?](#)



This work is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](#)
Updated by Arizona State University, 2024
ASU and the ASU “sunburst logo” are registered trademarks and service marks of the Arizona Board of Regents, for and on behalf of Arizona State University and are not subject to this Creative Commons license and may not be used or reproduced without permission from ASU