Host Video - OFF (Host can turn this on after meeting starts)

Participant video - **OFF** (Best setting if participant has weak internet signal. Participants can turn this on after video starts

Audio Type - Telephone and Computer Audio (allows participants to call into meeting via phone)

Join before host - OFF

Only authenticated users can join meetings (**Uncheck in meeting setting**)

Because of issues with students being able to sign-in and access meetings, this setting has been temporarily disabled.

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 - ON

Embed password in meeting link for one-click join - OFF

Require password for participants joining by phone - ON

Mute participants upon entry - ON

Chat

OFF - Chat is off for everyone in the meeting

ON - Chat is on but can be restricted to just the Host or Co-Host. This setting is found in the 3 dots at bottom of the chat window in the meeting.

Co-host - 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.)

Allow host to put attendee on hold - **ON** (removes participants from the meeting temporarily.)

Screen sharing - ON

 Who can share - Host only (Host can give participant ability to share screen while in the meeting.

Nonverbal feedback - ON (Participants can use icons to give non-verbal feedback to host)

Allow removed participants to rejoin - **OFF** (If you have to remove a participant from the meeting this denies their access to the meeting you removed them from.)

Waiting room - **ON** (This setting allows you to choose who to let into your meeting. Co-host can manage the entry of participants)

Choose which participant to place in the waiting room - All participants

Annotation

ON - Participant can annotate on a shared screen

Teachers can disable this setting from the Zoom meeting also. When the screen is shared they click on the More button the Zoom toolbar and select Disable Annotation.

OFF - Participant can not annotate on shared screen

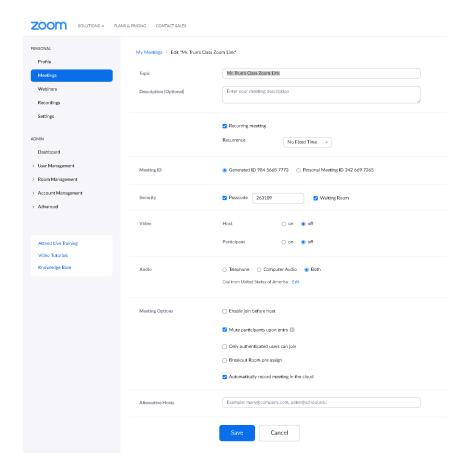
Whiteboard

ON - Participant can share whiteboard IF share screen is on for participants

OFF - Participant can not share whiteboard

Meeting Settings Snapshot

This is how your individual meetings should be set up.



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 th	e cloud
Record active speaker with shared screen Record gallery view with shared screen ? Record active speaker, gallery view and shared screen screen Gallery view Active speaker Gallery view Shared screen	eparately Active Speaker includes anyone who
Record an audio only file	is speaking including
Save chat messages from the meeting / webinar	students. Make sure
Advanced cloud recording settings	those boxes are
Add a timestamp to the recording ①	unchecked.
Oisplay participants' names in the recording	
✓ Record thumbnails when sharing ⑦	
Optimize the recording for 3rd party video editor ①	
Save panelist chat to the recording ?	

In the specific meeting settings the last checkbox should be set to Automatic Recording and Cloud Recording should be selected. Meetings recorded and saved to the host's computers will record all screens and participants.

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