

Zoom Setting for Secure Meetings

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)

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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.

Zoom Setting for Secure Meetings

zoom

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My Meetings > Edit "Mr. True's Class Zoom Link"

Topic

Mr. True's Class Zoom Link

Description (Optional)

Enter your meeting description

☒ Recurring meeting

Recurrence

No Fixed Time ▾

Meeting ID

☒ Generated ID 994 5668 7773 ☐ Personal Meeting ID 242 669 7365

Security

☒ Passcode

262109

☒ Waiting Room

Video

Host

☐ on ☒ off

Participant

☐ on ☒ off


Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry 

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☒ Automatically record meeting in the cloud

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

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.

Zoom Setting for Secure Meetings

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 ?
- ☒ 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 ?
- ☐ Display participants' names in the recording
- ☒ Record thumbnails when sharing ?
- ☐ Optimize the recording for 3rd party video editor ?
- ☒ Save panelist chat to the recording ?

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

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.