

A few district level changes have been made to our Zoom settings that should help with safety and appropriate use:

- Participants can no longer join before the host (locked for all users)
- Turned off private chat (locked for all users)
- Turned off file transfer (locked for all users)
- Only the host can share their screen (locked for all users)
- Participants start the meeting with video off (locked for all users)
- Mute participants upon entry (locked for all users)

If you have scheduled all of your Zoom meetings prior to March 24, you will need to ensure that these change are in effect when you initially log in on March 24.

If you need assistance, please contact your school level Tech Designee or one of the Instructional Coaches.

TIP #1: Preventing students from sharing screens

- Select “Advanced Sharing Options”
- Select “Only Host”

Zoom Meeting ID: 497-212-1539

Blake Wiggs

Gallery View

Participants (2)

Blake Wiggs (Host, me)

Blake Wiggs

yes no go slower go faster more clear all

Mute All Unmute All More

Chat

To: Everyone

Type message here...

File

One participant can share at a time
Multiple participants can share simultaneously

Advanced Sharing Options...

Mute Stop Video Invite Manage Participants 2 Share Screen Chat Record Closed Caption Breakout Rooms Reactions End Meeting



Gallery View

- Participants (2)
- Blake Wiggs (Host, me)
 - Blake Wiggs

yes no go slower go faster more clear all

Mute All Unmute All More

Chat

To: Everyone
Type message here... File

Advanced Sharing Options

How many participants can share at the same time?

☒ One participant can share at a time

☐ Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

☒ Only Host ☐ All Participants

Who can start sharing when someone else is sharing?

☒ Only Host ☐ All Participants

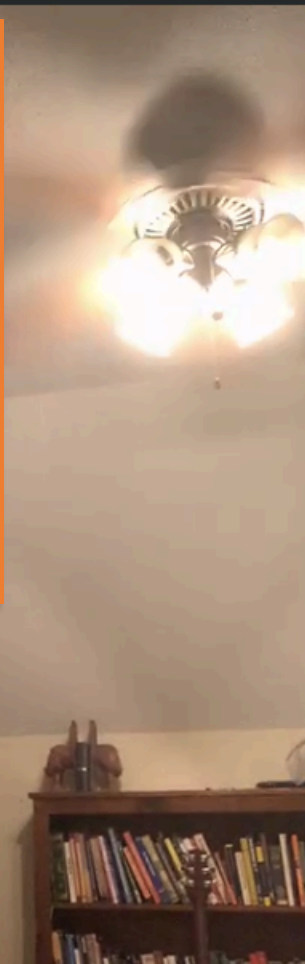


Mute Stop Video Invite Manage Participants (2) Share Screen Chat Record Closed Caption Breakout Rooms Reactions End Meeting



TIP #2: Managing the Chat Feature

- Select the “Ellipses”
- Select “Only Host”

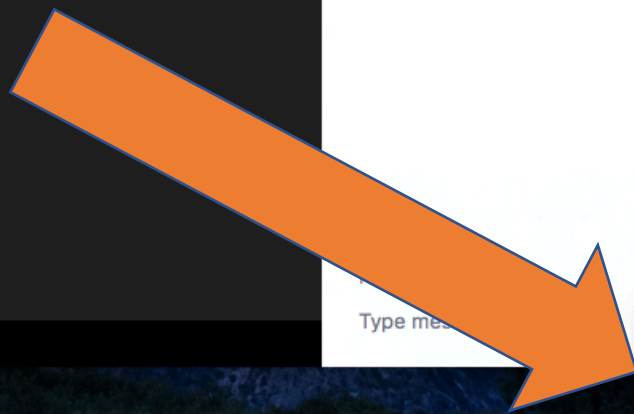


Participants (2)

	Blake Wiggs (Host, me)		
	Blake Wiggs		

yes no go slower go faster more clear all

Mute All Unmute All More ▾



Type message

File ...

Participant Can Chat With:

- No one
- ☒ Host only
- Everyone publicly
- Everyone publicly and privately





TIP #3: Mute Control

- Select “more”
- Unselect “Allow Participants to Unmute Themselves”

Participants (2)

Blake Wiggs (Host, me)

Blake Wiggs

yes no go slower go faster more clear all

Unmute All More

Mute Participants on Entry

Allow Participants to Unmute Themselves

Play Enter/Exit Chime

Allow Participants to Rename Themselves

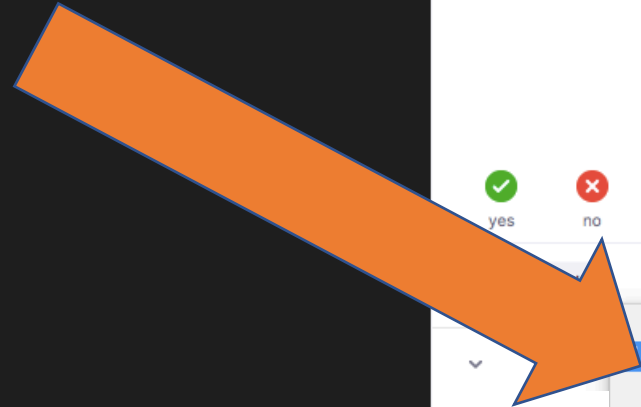
Lock Meeting

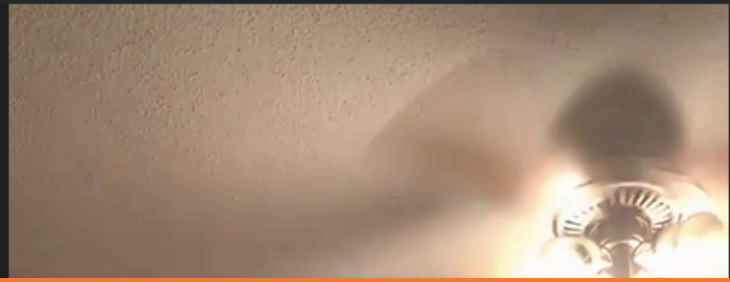
Clear All Feedback

To: Everyone

File

Type message here...





TIP #4: Stop Video When Necessary

- Select “more”
- Select “Stop Video”
- Students will not be able to “unmute” camera

Participants (2)

Blake Wiggs (Host, me)

Blake Wiggs

Mute More

Chat

Stop Video

Make Host

Rename

Put on hold

Remove

yes no go slower go faster more clear all

Mute All Unmute All More

To: Everyone

File

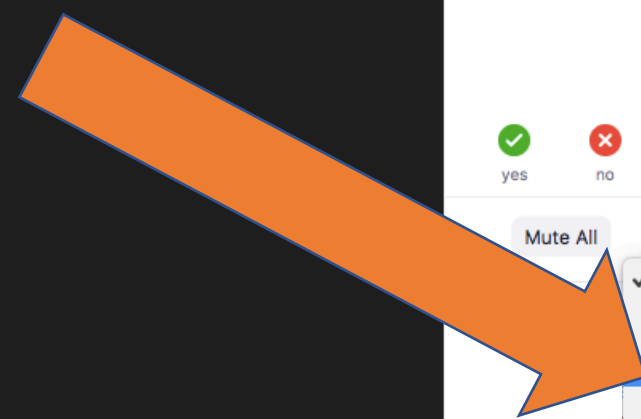
Type message here...





TIP #5: Don't allow for name changes

- Select "more"
- Unselect "Allow Participants to Rename Themselves"



Participants (2)

Blake Wiggs (Host, me)

Blake Wiggs

yes no go slower go faster more clear all

Mute All Unmute All More

- ✓ Mute Participants on Entry
- Allow Participants to Unmute Themselves
- Play Enter/Exit Chime
- Allow Participants to Rename Themselves
- Lock Meeting
- Clear All Feedback

To: Everyone

Type message here...

Dashboard

- > User Management
- > Room Management
- > Account Management
- > Advanced

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Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Participants video

Start meetings with participant video on. Participants can click [SCHEDULE A MEETING](#) during the meeting.

[JOIN A MEETING](#)[HOST A MEETING ▾](#)

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- ☒ Telephone and Computer Audio
- ☐ Telephone
- ☐ Computer Audio

Join before host

Allow participants to join the meeting before the host arrives



Use Personal Meeting ID (PMI) when scheduling a meeting

Users can visit [Personal Meeting Room](#) to change your Personal Meeting ID settings.

[Modified](#) [Reset](#)

Require Personal Meeting ID (PMI) when starting an instant meeting

Require authenticated users can join meetings

When participants need to authenticate prior to joining the meetings, they can choose one of the authentication methods when scheduling a meeting.

[Modified](#) [Reset](#)

Meeting Authentication Options:

[Help](#)

TIP #6: Do not allow participants to join before host

- Visit <https://cravenk12.zoom.us/profile>
- Under Settings: unselect "Join before host"