

# Zoom Classroom Management

Adapted from Sable Cantus, CISSP

The following Zoom settings are explained to assist you with classroom management within Zoom. They can also assist you with avoiding "Zoombombing."

## Join before host



Explanation: this setting controls whether students are able to join the meeting before the host instructor.

### Join before host

Allow participants to join the meeting before the host arrives



## Mute participants upon entry

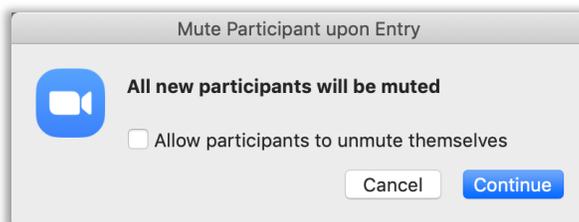


Explanation: This option allows you to, by default, mute students/participants when they enter a meeting. Barking dogs and crying babies can take over your meeting unintentionally. So can the participant who is singing their favorite heavy metal song at the top of their voice.

Another option is to disallow participants to unmute themselves. In that case participants can use the "Raise hand" feature or the chat room to indicate when they want to speak. You can manually unmute them.

### Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



## Private chat



Explanation: The chatroom is one of the key ways to get live feedback and participation with your participants. We want to see all the communication that is happening. Disabling private chat prevents students from sending each other private messages (messages that the whole group can't see). Students would still be able to send messages in Zoom chat to the entire group.

### Private chat

Allow meeting participants to send a private 1:1 message to another participant.



## File transfer



Explanation: The ability to send files to your participants can be handy for you. But keep in mind that if this is turned on, students will also be able to send files through the Zoom chat area.

### File transfer

Hosts and participants can send files through the in-meeting chat. 



## Allow host to put attendee on hold



Explanation: Sometimes participants have environmental considerations that require you to step in and pause them. The participant could have someone enter the room. They could have a TV running behind them. They might have forgotten to dress appropriately...

**Recommendation:** Turn on

### Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.



## Screen sharing

Explanation: Participants can also share their screens if the second question is set to "All Participants."



If you want participants to be able to share their screen when the host relinquishes sharing, select "All Participants" in the first question.

**Recommendation: Turn on "Host Only" for the second question**

**Screen sharing** 

Allow host and participants to share their screen or content during meetings

**Who can share?**

Host Only  All Participants 

**Who can start sharing when someone else is sharing?**

Host Only  All Participants 

## Disable desktop/screen share for users



Explanation: If this setting is turned off, participants will be able to share their entire desktop if/when they have the ability to share screen. If it is turned on, participants will only be able to share a specific Application (PowerPoint, Firefox, Chrome, PowerShell, etc.) when/if they are able to share.

**Recommendation: Optional**

**Disable desktop/screen share for users** 

Disable desktop or screen share in a meeting and only allow sharing of selected applications. 

## Annotation



Explanation: Annotation gives you the ability to “draw” over the screen. It also gives that to your participants the ability to annotate the screen if this is turned on.

**Recommendation: Optional**

**Annotation** 

Allow participants to use annotation tools to add information to shared screens 

## Remote control



Explanation: This is a handy support feature in a 1:1 session. You don't want participants constantly requesting remote control of your desktop during meetings.

**Recommendation: Turn off**

**Remote control** 

During screen sharing, the person who is sharing can allow others to control the shared content

## Allow removed participants to rejoin



Explanation: When you remove someone from your meeting for any reason, if this is turned off (as shown below), they will not be able to return.

**Recommendation: Turn off**

**Allow removed participants to rejoin** 

Allows previously removed meeting participants and webinar panelists to rejoin 

## Turn Off Participant's Video



Explanation: This setting allows the host/instructor to turn off the students'/participants' video by default when they enter the meeting. This can be helpful so students aren't being filmed through their webcam without being aware of it. Participants can turn on their video manually if they decide to.

**Recommendation:** Turn on

### Participants video

Start meetings with participant video on. Participants can change this during the meeting.

