

TIPS AND TRICKS FOR TEACHERS USING ZOOM

Recently there have been several instances of Zoom bombing in many places around the world. Zoom bombing is a new term to describe the recent trend of internet trolling where a participant interrupts e-learning meetings and classes. Recent incidents [in Norway](#) and [the U.S](#) have demonstrated the need for stronger professional development for teachers on how to use zoom with students. This document is meant to be a guide for helping teachers who are using zoom with students as part of synchronous classroom instruction.

Asynchronous vs. Synchronous

There are many benefits and challenges to both types of e-learning whether you are using zoom or not. In this guide, we will try to address how to adapt the zoom settings to address synchronous learning. Below is a chart that describes some advantages and disadvantages of both types of e-learning.

	Advantages	Disadvantages
Synchronous (same time, different place)	<ul style="list-style-type: none">• Communication is in 'real time'• Immediate reinforcement of ideas• Supports activation learning strategies (brainstorming)• Provides peer support/collaboration	<ul style="list-style-type: none">• Scheduling at same time/not flexible• Requires dedicated instructor• Does not provide for self-pacing• Classroom management issues
Asynchronous (different time, different/same place)	<ul style="list-style-type: none">• Provides time for reflective thought• Scheduling is flexible and convenient• Allows for self-pacing	<ul style="list-style-type: none">• No live interaction• Longer completion times• High drop-out/incompletion rates• Delayed reinforcement of ideas

Zoom can be used for both e-learning environments. Settings for your zoom classroom will mostly need to be considered for synchronous learning which will be the focus of this guide. There will be less difficulty in preventing zoom bombing or other distractions if using zoom for asynchronous e-learning in which a teacher would just record the lesson and share it later.

Considerations before Zooming with students

Remember, any images or recordings that include students' faces or names make these materials an "education record" according to [FERPA, which has strict rules](#) around how photos and videos can be accessed, stored and shared. Never have students enter their full name when joining zoom, they should use their first name only in Zoom, especially if you are recording.

When you send your Zoom link invite to students and parents, be sure to include some expectations for student behavior. Also, include tips for students and parents like, only include your first name when entering the meeting and setting up their camera in a shared public space in their home. Remember this is a new environment for both your students and their parents. Below are some other items you may want to include in your tips for parent and students.

- Instead of using a Wi-Fi connection have students use a wired connection if they can.
- Be sure your device is fully charged or plugged in.
- Close out any unnecessary applications, browser windows, and turn off any unnecessary devices that may be taxing your bandwidth.

- ☑ Set a dedicated learning spot that's comfortable and well lit
- ☑ Consider using headphones during the learning to help with hearing and focus.
- ☑ Make sure you are dressed appropriately and be aware of the camera.
- ☑ Set your phone to airplane mode or remove it from the space to prevent distractions.
- ☑ Suggest to students how they should ask questions; use the chat, wave at the camera etc.
- ☑ Encourage active participation (not just vocal, teaching tools like thumbs up thumbs down etc.)
- ☑ Discourage cheating on assignments (teaching tip – use more student demonstration, project based and personalized questioning techniques vs. just right or wrong questions and worksheets)

Considerations when using Zoom synchronously with students

Here are some things to consider when you meet with students synchronously. The 10 tips are listed below have more detailed instructions which appear later in the document and demonstrate how to actually change your Zoom settings to accomplish the guidelines. The number of the tip will follow the heading in the instructions to help you connect the tip from the list with its directions. Example:

Setting a random meeting ID (2)

Note, that not all of the guidelines have additional instructions.

10 guidelines for using Zoom in a synchronous environment with students

1. Never share your meeting link or invitation on a website, social media platform, or public forums. Also, do not post screen shots of your class anywhere online.
2. Use random meeting IDs as often as possible, avoid using your Personal Meeting ID (PMI) for public meetings. If you must use your PMI be sure you are following the other steps on this list.
3. Set your waiting room up and prevent users from joining the meeting before you.
4. Prevent users from screen sharing during the call by locking screen share in your meeting settings. You can adjust these as needed during the meeting if necessary.
5. Send the meeting invite through email, especially if the participant does not have a zoom account. Also, clicking the link is usually easier for younger students over typing in a join code.
6. Once all users have joined the meeting, lock the meeting so no one else can jump in.
7. If an unwanted user joins remember you can remove participants from the meeting. (if you accidentally remove an incorrect participant you can “allow removed participants to join” to correct this).
8. Use the mute participants feature often during the meeting. Also, use the “mute upon entry” setting when scheduling the meeting.
9. Disable the private chat feature so students are not having unseen conversations that may be inappropriate.
10. Teachers should not use breakout rooms with students because they cannot be monitored by the teacher while in the breakout room and inappropriate behavior could occur.

Setting a random meeting ID (2)

1. To set a random meeting ID you must uncheck the **Use Personal Meeting ID** box which can be found in the **Options - Advanced Options** when the Scheduling a Meeting window is opened.

Schedule a Meeting

Topic:

Start:

Duration: Hr Min

Time Zone:

Recurring meeting

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Options

List on Public Calendar ⓘ

Require meeting password

→ [Advanced Options](#) ▾

Options

Require meeting password

Enable join before host

Mute participants on entry

→ Use Personal Meeting ID 586-981-6226

Setting up your waiting room (3)

First, enable Waiting Rooms must be selected in your Zoom account:

1. Sign in to your account in the Zoom Web Portal and access the **Settings** tab.
2. Click on the **In Meeting (Advanced)** option.
3. Search or scroll to find the **Waiting Room** option.
4. Click the button next to the **Enable Waiting Room** to enable this feature.

Meeting Options

Require meeting password *

Enable join before host

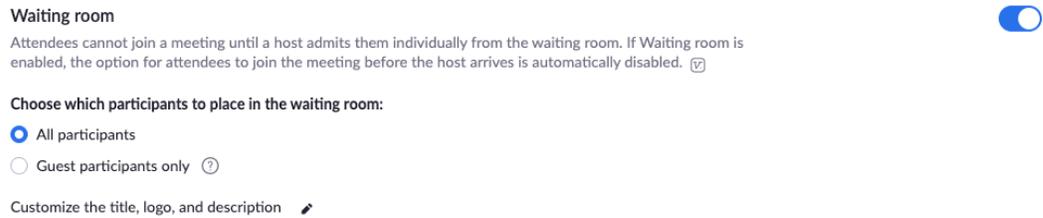
Mute participants upon entry ⓘ

Use Personal Meeting ID 317-729-4757

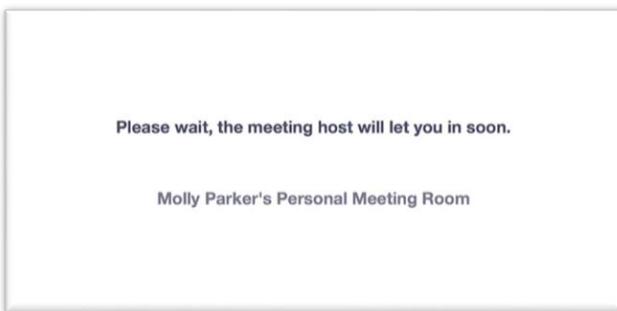
Enable waiting room

Only signed-in users can join this meeting

5. After enabling the Waiting Room feature, you can choose to send **All participants** to the Waiting Room when they join or send **Guest participants only** (external accounts) to the Waiting Room. You can also allow other internal participants (or cohosts) to admit guests from the Waiting Room if the host is not yet in the meeting.



6. Participants will see a message when they join the meeting until the host joins and add them to the meeting.



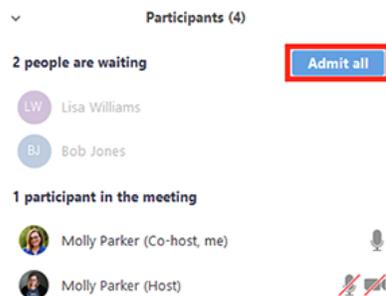
Using the waiting room during a meeting (3)

How to admit all participants from the waiting room.

1. As the meeting host, click **Manage Participants**.



2. Then select **Admit all**.

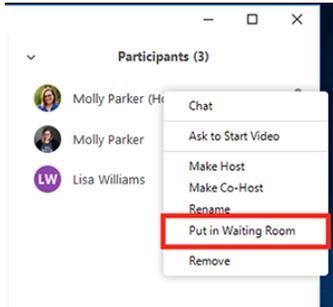


How to send participants to the waiting room during the meeting.

1. As the meeting host, click **Manage Participants**.

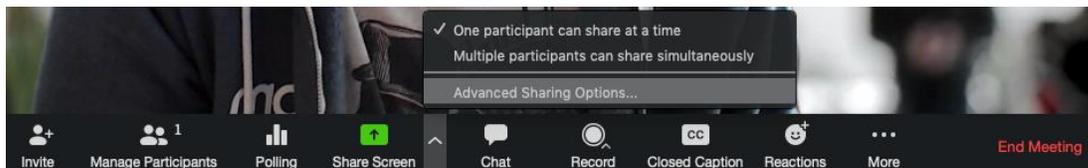


2. Click **More** next to the participants name and choose **Put in Waiting Room** from the list.

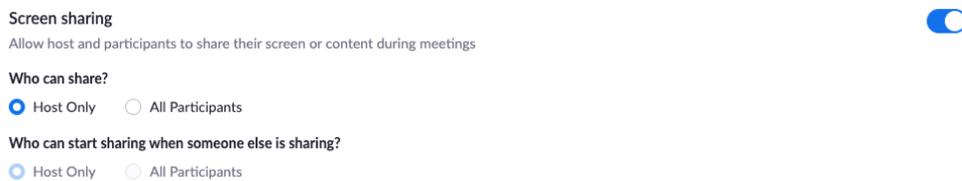


Prevent participants from screen sharing during the meeting (4)

1. Click the arrow next to **Share Screen** and choose **Advanced Sharing Options** from the drop down menu.



2. Under **Who can share?** choose **Host Only** and close the window. You can also lock screen share for all of your meetings in your web settings.



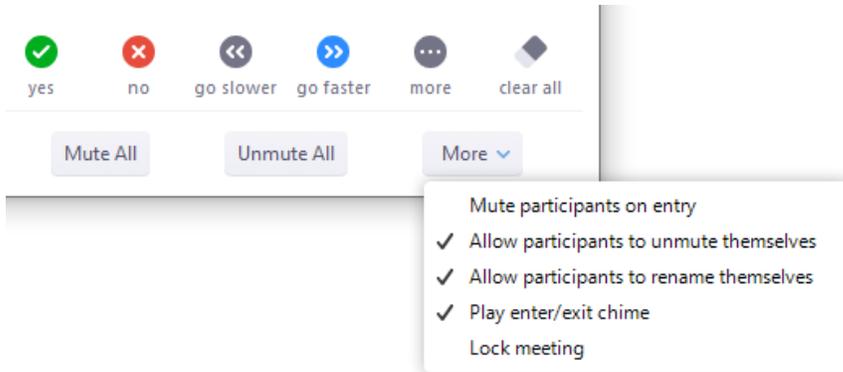
Locking the meeting (6)

Locking the meeting once you begin will prevent any new users from joining. This can be helpful to preventing zoom bombing but be sure that everyone is in the meeting before you turn it on.

1. Select the **Manage Participants** button.



2. In the Participants window go to the bottom and select **More**.



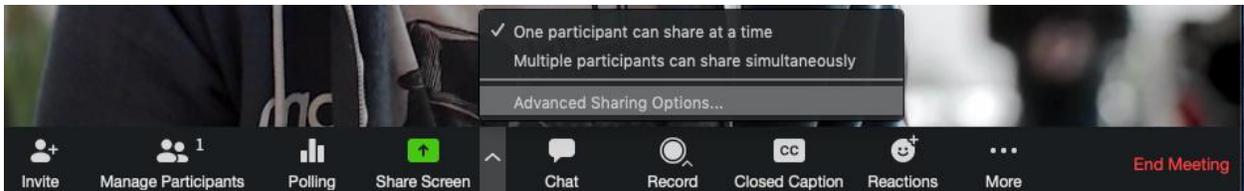
3. Choose **Lock meeting**.

What to do if an uninvited attendee appears (7)

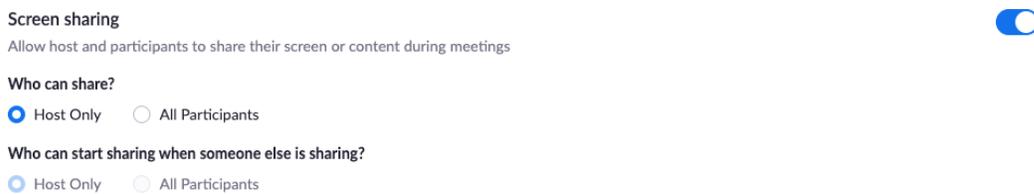
If a disruptive or uninvited attendee appears in your meeting, the first thing you should do is take a deep breath. Focus on managing the situation, as opposed to engaging with the individual. Then start with these steps:

First, to stop unwanted screen sharing and switch back sharing your own screen. (skip this step if the screen sharing is not on)

1. In the Zoom toolbar, select the caret next to **Share Screen**



2. In the **Advanced Sharing Options** window, find **Who can share?** select **Host Only**.



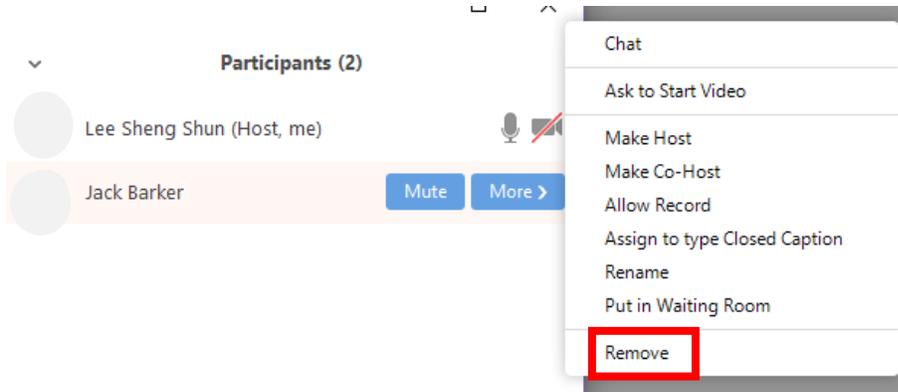
* If you get to a point in your meeting that you want students to share again, simply return to the same Advanced Sharing Options and adjust the settings.

Second, remove the person from the meeting:

1. Click **Manage Participants** in the host controls to display the participants list.



2. Next to the person you want to remove, click **More**.

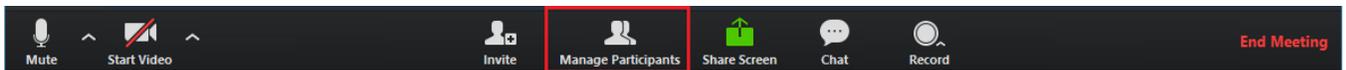


3. From the list that appears, click **Remove**.

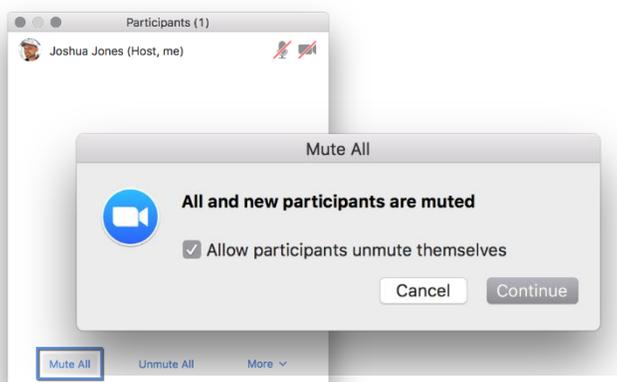
How to mute and unmute participants (8)

You can mute all participants in the meeting as well as new participants joining the meeting.

1. Select **Manage Participants**.



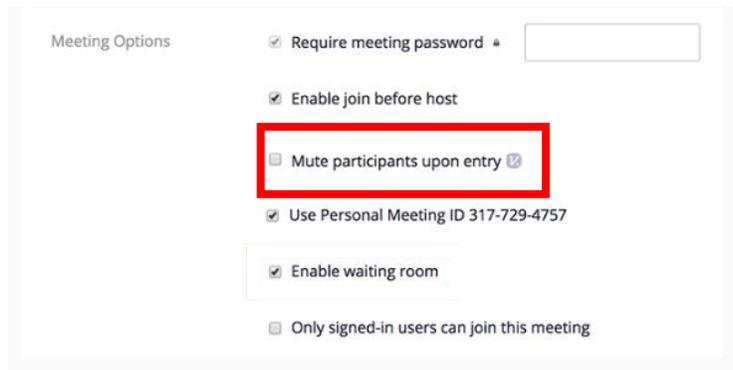
2. Select **Mute All** at the bottom of the window.



3. A window will open which will allow participants to unmute themselves, Clicking **Continue** will mute all current and new participants. You can unclick the box if you do not want participants to be able to unmute themselves.

Set users to mute when entering the meeting (8)

1. Sign in to your account in the Zoom Web Portal and access the **Settings** tab.
2. Click on the **In Meeting (Advanced)** option.
3. Search or scroll to find the **Mute Participants Upon Entry** option.

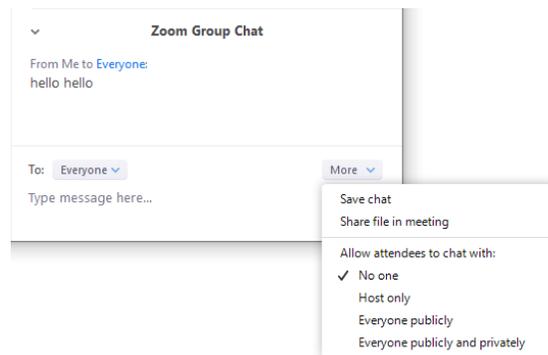


Controlling chat access (9)

1. Once a meeting has begun, click **Chat** on the meeting controls.



2. At the bottom of the Zoom Group chat window, click **More** and then choose the **No One, Host Only** or **Everyone publicly** option.



Saving Chat

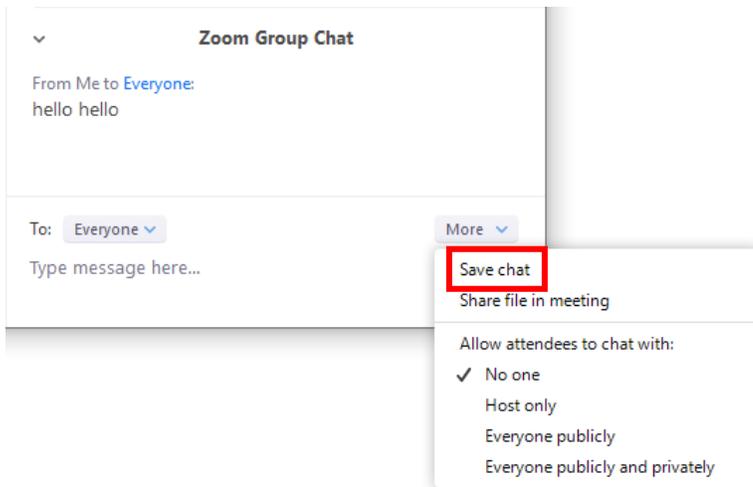
You may also want to consider saving the in-meeting chat to your computer or the Zoom cloud in case you would like to review it again later. If you save locally to your computer, Zoom will save all chats sent to you and all chats sent to everyone. If you choose to save to the cloud it will save chats sent to everyone and messages sent during the recording (if you don't record you will not get these).

To manually save the chat:

1. Once a meeting has begun, click **Chat** on the meeting controls.



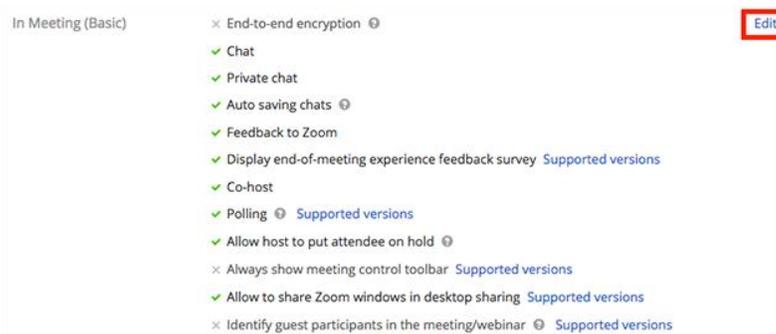
- At the bottom of the **Zoom Group chat** window, click **More** and then choose the **Save chat**.



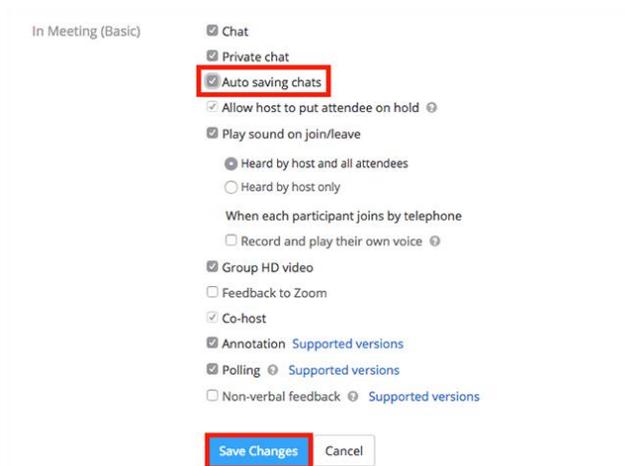
- This will save your chat to your local recording location. The default setting for this is **Documents folder – Zoom – Folder with meeting name, date and time**.

To Auto-Save Chat

- Sign in the Zoom web portal, Click **Settings**.
- Next to meeting (Basic), click **Edit** on the right side.



- Check the option for **Auto saving chats**.
- Save your changes.



Save chat to the Zoom cloud(Pro)

1. Sign in to the Zoom web portal, click **Settings**.
2. Next to Recording, click **Edit** on the right side.
3. Check the option to **Save chat text** from the meeting.
4. **Save** changes.
5. In the meeting you will need to start the cloud recording to save the chat, or have the recording automatically start.

To access the cloud recording.

1. You will receive an email when the cloud recording is available.
2. Clicking the provided link will allow 2 options. Option 1: Download the recording or Option 2: View your recording.

Using these guidelines should be helpful to keeping you and your students safe when Zoom for e-learning purposes. However, it is not a comprehensive list of all of the features that can be used by teachers. There are other helpful features teachers may want to explore for their own benefit. Below are some helpful links from Zoom if you are looking for more information.

Variety of helpful links for using Zoom:

<https://zoom.us/docs/en-us/covid19.html#resources>

Education Guide: Getting started on Zoom

<https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf>

RESOURCES:

Images were found at zoom.us support website

Links provided in the document are to be used for additional support

More FERPA guidance can be found: <https://studentprivacy.ed.gov/>

