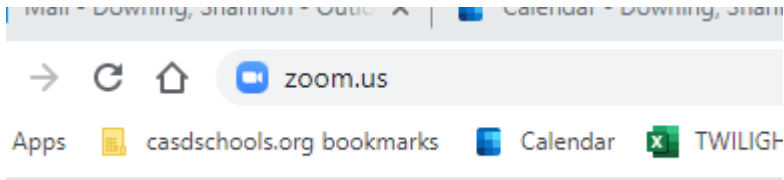


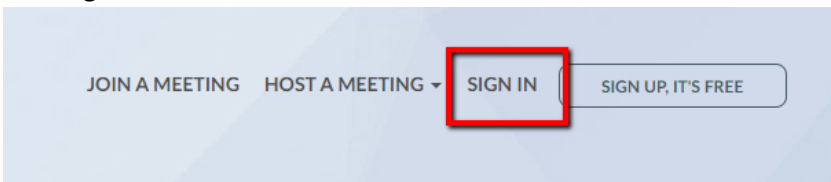
Set-up and Secure Your Zoom Meeting Space

The following instructions will take you through logging into zoom as well as setting up your meeting space to ensure that student-to-student interactions are limited when you are not present.

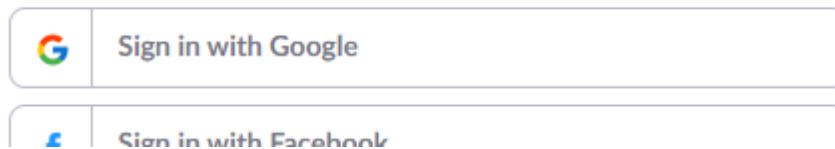
1. Go to zoom.us



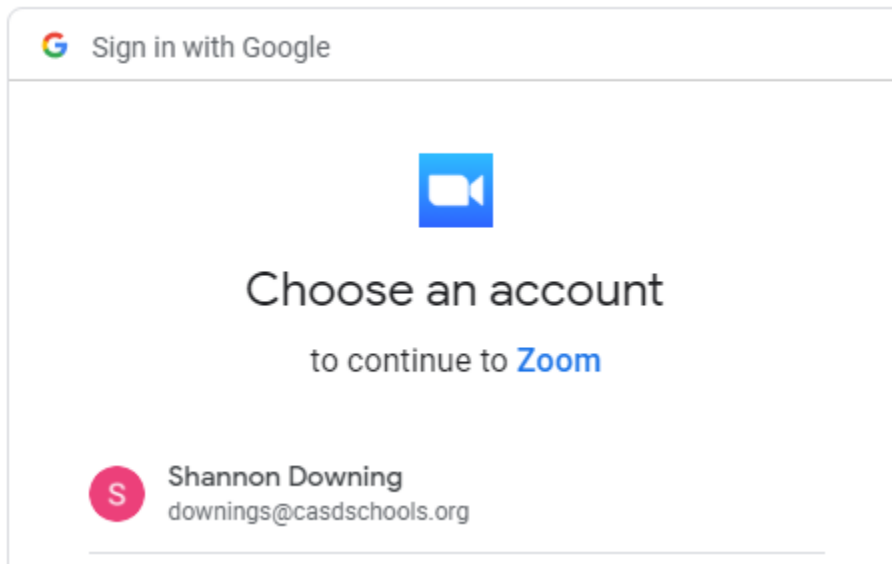
2. Click sign in



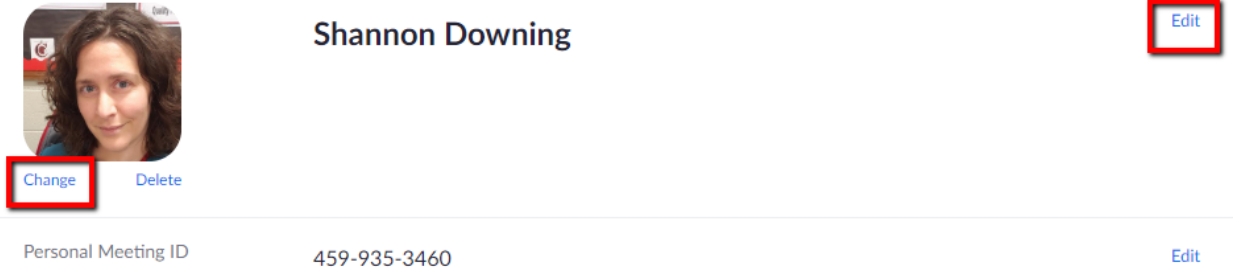
3. From the log in screen, scroll till you see "Sign in with Google".



4. Choose your CASD email. *If that is not an option, you will first need to sign into google using the same log in information as you do for your computer. *



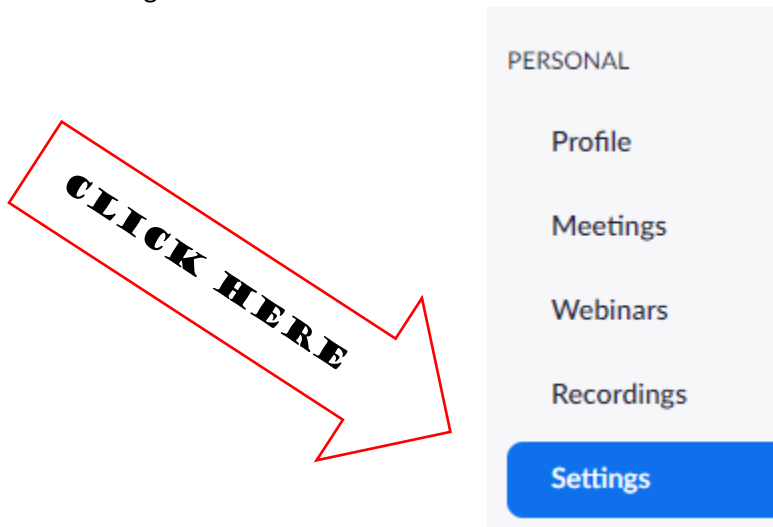
5. Change your name and picture by clicking change or edit. If I were using this primarily with students, I might set my name to Mrs. Downing. I also recommend using a clear photo in which you will be easily recognizable to your students. This is what will show if you choose not to turn on your video.



6. Note your Personal Meeting ID. This is a phone number which can be given out should you have someone who needs to zoom in. This is useful if a team wants to meet with a parent, but the parent does not have access to zoom through a computer or phone. You can give this number and your meeting password to the parent and they can call in to participate. While they can't see you, they can hear you and speak to you.

Personal Meeting ID 459-935-3460

7. Time to check out your settings. These are presented in scrolling order and not order of importance. *Please note that most items set here **cannot** be changed in the moment during a meeting.*



This does not cover all the settings. This will go through the settings that will make for a more controlled environment and better user experience.

Remember these are presented in the order you will see them while scrolling. They are NOT in the order I would consider most important. You will see this red and black star in the left margin for the ones I consider critical.



Example

Join before host – you do NOT want anyone to join your party before you arrive. So, make sure it is set to grey.

These next 3 ensure that the ID for your meeting is the same number shown in Number 6. And that those meetings will be password protected so no one can crash your party.

Join before host

Allow participants to join the meeting before the host arrives



Grey means off.

Use Personal Meeting ID (PMI) when scheduling a meeting

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



Blue means on.

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



Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings



This next one allows for people to click the link and join. They will NOT have to enter a password if they click on the link. If you want them to put the password in every time, then turn this off.

Embed password in meeting link for one-click join



Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

This next one requires phone participants to have to enter a password. I suggest using this one to discourage random callers from trying to call in.

Require password for participants joining by phone



A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

While this next one may seem tempting, I do not suggest it. If you turn this on then no one can speak until you unmute them. They cannot unmute themselves. Remember, you can mute everyone in the room at any point during the meeting. I suggest muting all participants when you are ready to begin.

Mute participants upon entry



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

The next two set up the chat feature.



Chat is a nice place for students to put questions and comments without interrupting the presentation.

Chat



Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat



Turn OFF the Private chat. If this is off students will NOT be able to chat with each other one-on-one. The only private message they can send is to you.

Private chat



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



This allows you to send a student back to the waiting room. While you cannot talk to them in the waiting room, you can chat with them. This could be used if a student needs a cool off.

Allow host to put attendee on hold



Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar



Always show meeting controls during a meeting

Show Zoom windows during screen share



The next 3 are useful if you plan on screen sharing. The first 2 ensure that when you are sharing your screen you can still see the controls. The third sets up who can screen share.



I have mine set this way so anyone can screen share, but that I can always interrupt.

This can be changed during the meeting. So, set it to what you think you will use most often.

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 [?](#)

The next two allow you to have an interactive whiteboard. Notice, I have the saved feature turned on. If you are recording you will have to save the annotation for the markings to appear later. I have it auto saving because I know I will forget about that mid-discussion!

Annotation



Allow participants to use annotation tools to add information to shared screens [?](#)

Whiteboard



Allow participants to share whiteboard during a meeting [?](#)

Auto save whiteboard content when sharing is stopped

This allows students to give you the thumbs up and other indicators that they are following along without having students have to practice their statue poses.

Nonverbal feedback




Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. [?](#)

This next one is very important! There might come a time when you need to remove a student from the meeting. You will have the option of putting them in the waiting room OR removing them all together for the session. If you turn this off, they will NEVER be able to attend another meeting held by you again. Re-read that! If this feature is turned on and you remove a student, it is permanently blocking them – FOREVER! So please turn this on so that students may join the next meeting.



Allow removed participants to rejoin



Allows previously removed meeting participants and webinar panelists to rejoin 

Do NOT use the breakout rooms! While it seems amazing in theory because you can put students into small groups, there is NO way for you to monitor all of the groups simultaneously. If you want to have them meet in small groups, set up different meetings where you are meeting with the group.

Breakout room



Allow host to split meeting participants into separate, smaller rooms

Changing the background of your chat is just fun! I suggest theme days – have everyone change their background to their favorite animal or their favorite storybook character or their favorite element!

Virtual background




Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

This next one is a great feature to use because it puts a layer between logging into the meeting and joining the meeting. Students will wait here until you allow them to join. This is also where they will go if you need to remove them for a cool off.



Waiting room



Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

And, finally, this option is useful if you have people who cannot download the app or do not want to download the app. This will be more applicable to parents who are attending meetings than students who are using their chromebooks.

Show a "Join from your browser" link



Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited