eLearningCenter
LAREDO COLLEGE

ZOOM Best Practices & Recommendations
(Faculty)

Zoom has numerous security features designed to control online classrooms, prevent disruption, and help educators effectively teach remotely. We highly encourage our community to do everything possible to secure their meetings, participants, and data and recommend the following methods of securing your Zoom meetings.

Best Practices/Before Your Meeting

Use Zoom through Canvas ONLY

Conduct your meetings through the Zoom tool in Canvas only, and **do not share Meeting IDs or Links outside of the Canvas platform**. Avoid sharing the meeting link on Twitter or other social media platforms, as those are often publicly searchable. Share the link with your students by copying and pasting it into an announcement in your course or sending them the link/invitation via the Canvas Inbox. Keeping the meeting information inside Canvas will help to secure your meetings. Remind your students not to share the Meeting ID or Links as well.

Update your Zoom Version

Zoom releases regular updates to their desktop program. It is important to ensure you are running the most recent version of Zoom so that you have the most up-to-date controls when you are hosting or joining a meeting.

If you are using a personal computer, follow these steps to update Zoom:

1. Launch Zoom from your computer
2. Click on your profile picture
3. Click **Check for Updates**

https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version has more details on how to find the latest version of Zoom.
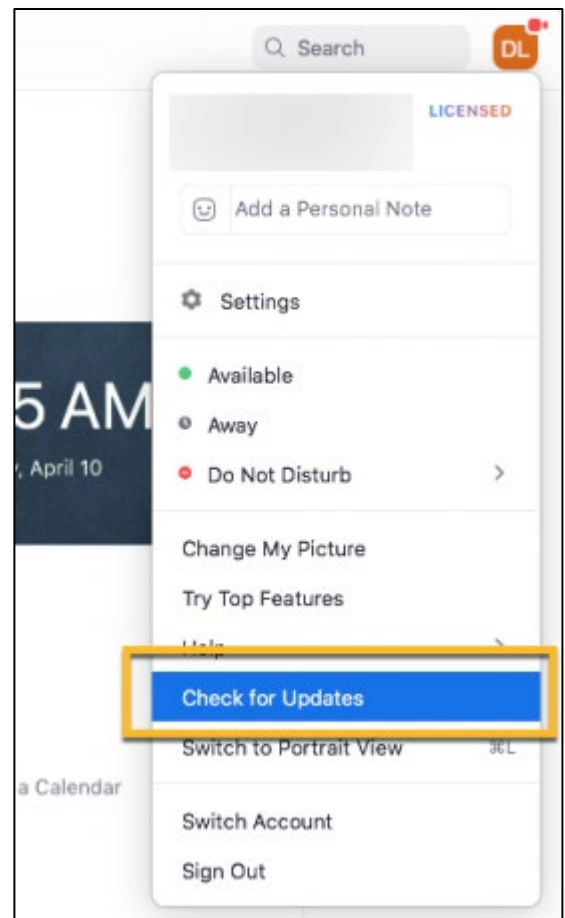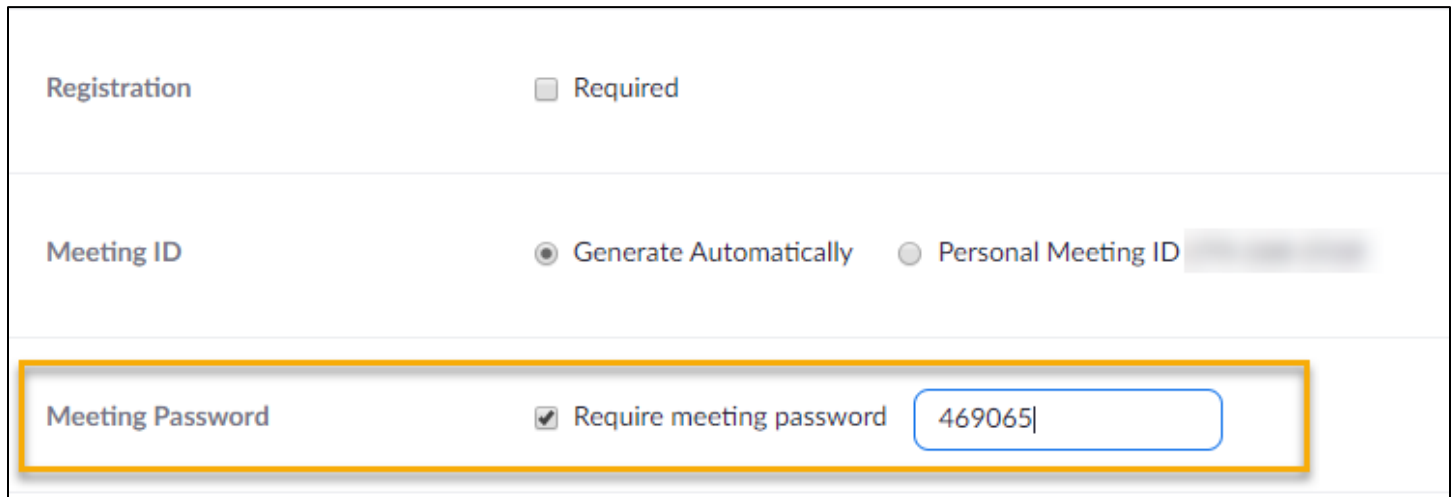
Default Settings for Laredo College

The settings below are set as default for Laredo College.
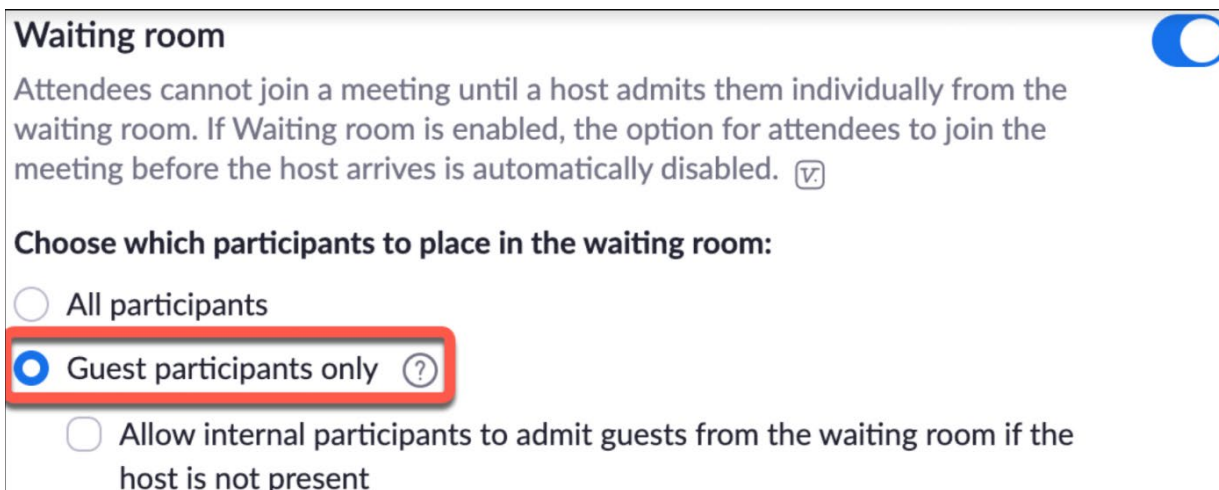
1. Meeting Passwords

    Requiring a password to access a Zoom session is a straightforward way to increase the security of your meeting. When scheduling a meeting, you will be prompted to set a password. Remember to specify a strong password. Participants will be asked for this password in order to join your meeting. See Meeting and Webinar Passwords for more information.
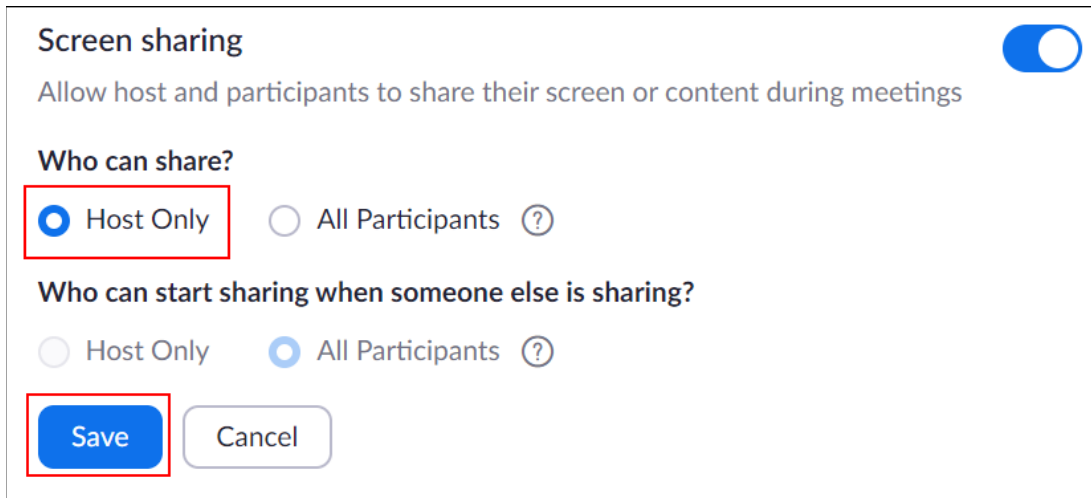

2. Waiting Room

    The **Waiting Room** is on by default. Attendees who are "Guests" will not be able to join the meeting unless the host admits them individually from the waiting room.

3. Screen Sharing

Sharing privileges are set by default to **Host Only**, so instructors are the only ones who can share content in class.

However, if students need to share their work with the group, you can allow screen sharing in the host controls. Click the arrow next to **Share Screen** and then **Advanced Sharing Options**. Under **Who can share?** choose **Only Host** and close the window. You can also change the default sharing option to **All Participants** in your Zoom settings. For more information, see How to manage screen sharing.

4. Join Before Host

Join Before Host is disabled by default. Students cannot join the class before the instructor joins and will see a pop-up that says, "The meeting is waiting for the host to join."

During Your Meeting

Changing Security Settings During the Meeting

If you have already begun a Zoom meeting, click the **Security** button to:

- **Lock** or **Unlock** the meeting
- Enable the **Waiting Room**
- Allow participants to **Chat**, **Share their Screen**, or **Rename Themselves**
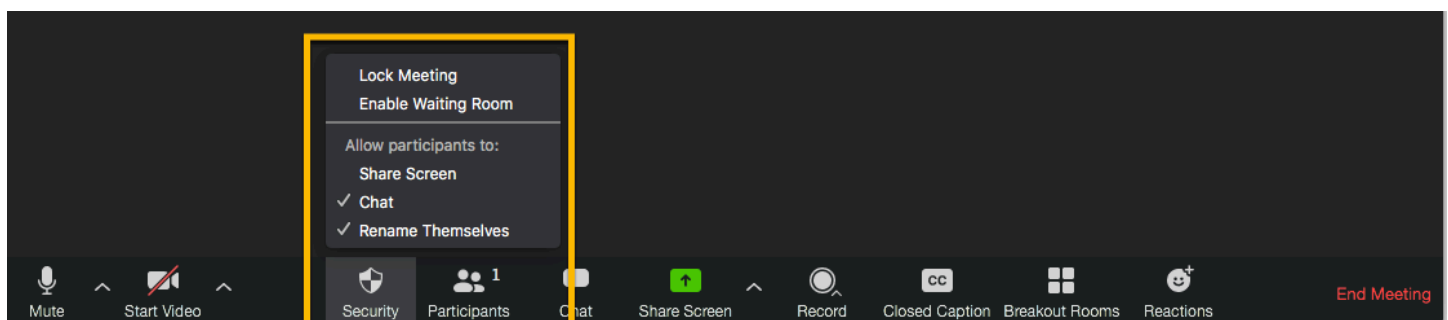
Using the Zoom Host Controls, you may choose to lock your meeting once all attendees have joined.

3

When a meeting is locked, no one can join, and the host will *not* be alerted if anyone tries to join. To be alerted when a new person is waiting to join, use the **Waiting Room** option.

NOTE: If you force a participant to stop sharing video, they will not be able to share their video feed again until you click **More** and **Ask to Start Video**. However, if you force a participant to stop sharing their screen, they can re-share their screen immediately.
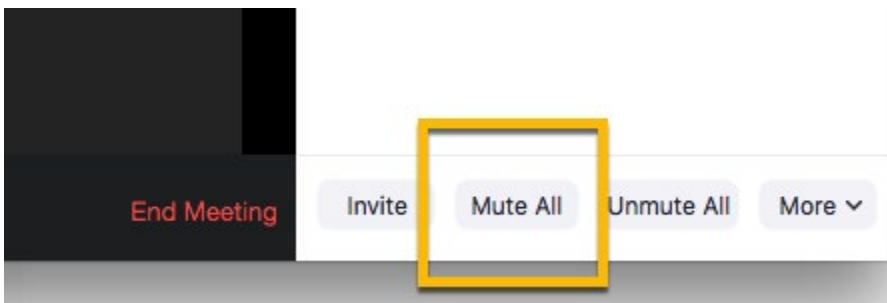
Removing Zoom Meeting Participants

If you have already begun a session, you can easily remove someone. Just mute them and then remove them from the meeting:
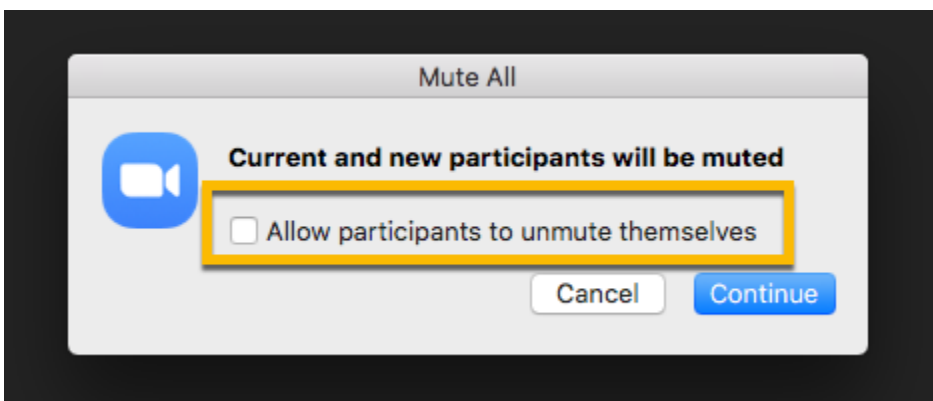
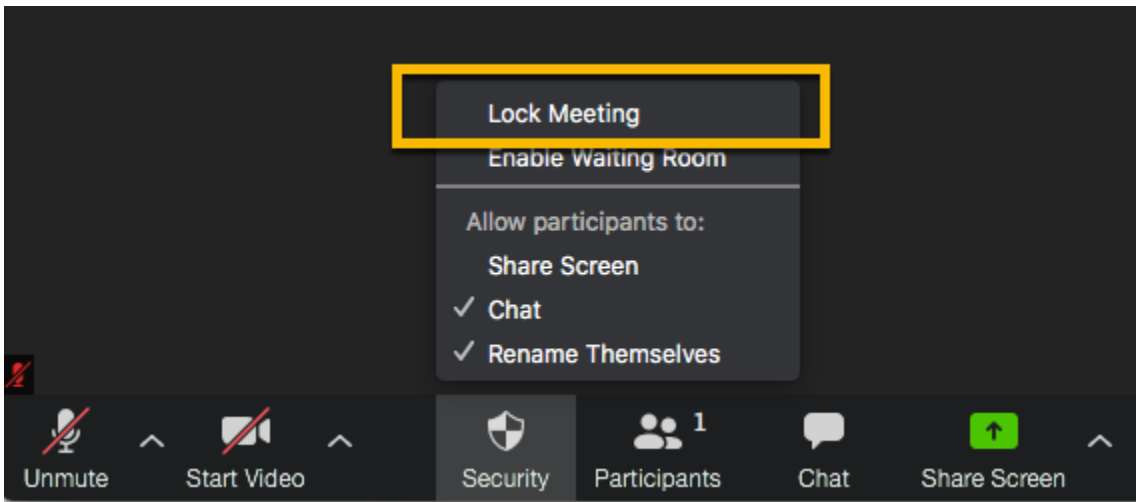1. Click **Manage Participants** at the bottom of the Zoom window.
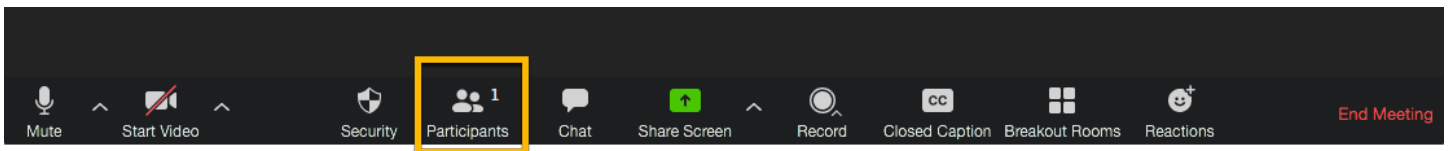
2. Click the **Mute All** button.

3. Uncheck **Allow participants to unmute themselves** then click Continue.
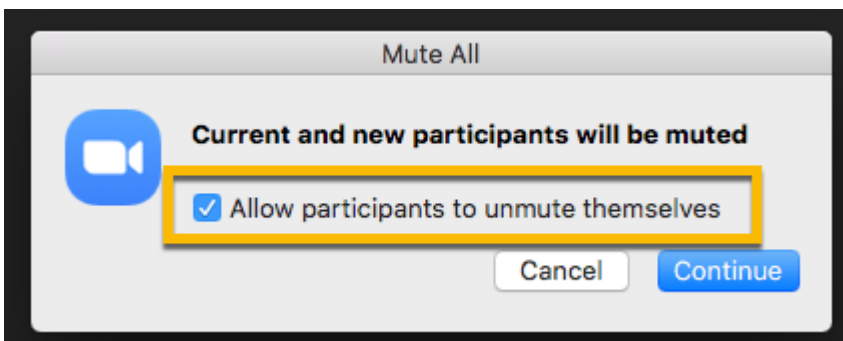
4. Click the **Security** button, then **Lock the Meeting** (this prevents them from re-joining).

5. Click the **More** button to the left of the desired attendee, then click **Remove**.
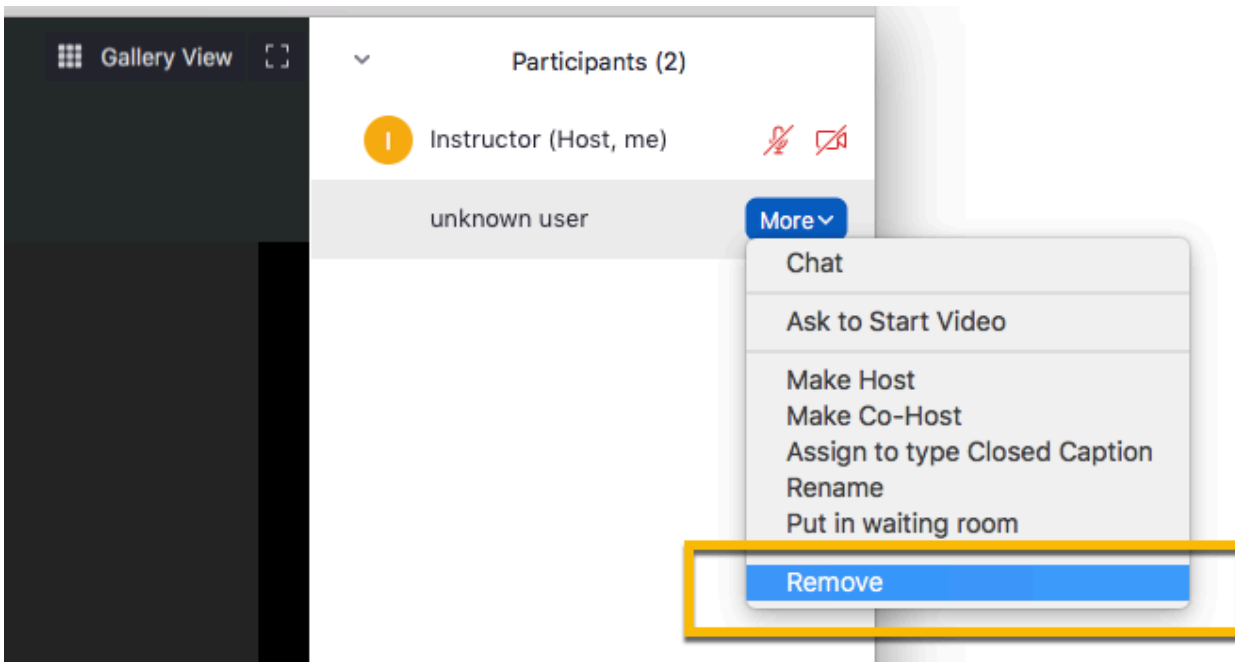
6. To let your people in your meeting speak again, click the **Mute All** button again, check the **Allow participants to unmute themselves** box, then click **Continue**.

Additional Security Options

Below are other options that assist you in providing additional security to your meetings.

Require registration: This shows you every email address of everyone who signed up to join your class and can help you evaluate who's attending.

Use a random meeting ID: The best practice is to generate a random meeting ID for your class, so it cannot be shared multiple times. This is the better alternative to using your Personal Meeting ID, which is not advised because it is an ongoing meeting that's always running.

Manage annotation: Teachers should disable participant annotation in the screen sharing controls to prevent students from annotating on a shared screen and disrupting class.

Disable video: After the meeting has started, you can turn off a student's video to block distracting content or inappropriate gestures while class is in session.

Note: When using Zoom through Canvas, some of these settings might appear a little differently.
Visit support.zoom.us or submit a ticket to the eLearning Center if you need assistance.

Zoom Retention Schedule for Cloud Recordings

Zoom recordings are deleted as per the retention schedule below and are not retrievable. Therefore, please make sure to download any recordings you would like to save.

Zoom Retention Schedule: Spring 2021 and Future Terms	
Term	**Deletion Date**
Wintermester, Spring	June 1
Maymester, Summer I and II	November 1
Fall	March 1

Resources

Zoom Training Course (eLearning Professional Development)
Zoom Video Tutorials and Quick Info Videos
Zoom Technical Support: https://support.zoom.us/
eLearning Center Technical Support: https://ehelpdesk.laredo.edu/