Zoom: Settings and Links

Columbia Public Schools
Settings overview and Linking to Schoology

This is a 30 minute overview with the information shared in this presentation. It is informal and great for learners that prefer to talk through the process.
All teachers have a ‘Basic’ Zoom account.

Note that the Personal Meeting ID URL will begin with cpsk12.zoom.us

Note that the Sign-in Email is linked to a CPS Google account AND is a SSO (single sign-on) account.
Settings: New Meetings

Start a Personal Meeting room or Create a new, standing meeting / class
Settings: Meeting security

The Personal Meeting ID for this user can be found by clicking on the Personal Meeting Room link.

Faculty can choose to create a meeting passcode or enable the waiting room. Either option adds a layer of security.

Do not choose this meeting option. We do not require students to log in to Zoom to join your session.
Zoom: Default Meeting Settings

You can determine meeting settings / user rights under Settings >> Meetings. I am making these adjustments by logging in to Zoom.us rather than adjusting settings in the Zoom application on your computer. (Although the end result will be the same!) Remember to log in with your CPS Google account.
Meeting Settings: Security

Waiting Room
When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host. Notice that I have this toggled ‘off.’

Waiting Room Options
The options you select here apply to meetings hosted by users who turned ‘Waiting Room’ on
- [ ] Everyone will go in the waiting room

Edit Options Customize Waiting Room

Require a passcode when scheduling new meetings
A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a passcode for instant meetings
A random passcode will be generated when starting an instant meeting

This option requires a passcode by default when new meetings are scheduled. Notice this is toggled ‘on.’
Meeting Settings: Security cont.

Embed passcode in invite link for one-click join
Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

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

Only authenticated users can join meetings
The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Only authenticated users can join meetings from Web client
The participants need to authenticate prior to joining meetings from web client

The meeting password can be embedded in a link with this option.

Please do not require students to authenticate prior to joining a session. We are not asking students to log in to Zoom to join a session.
Meeting Settings: Schedule Meeting

In this section, the default settings should be retained. Please make sure the Personal Meeting room is toggled on.

### Schedule Meeting

- **Host video**
  Start meetings with host video on

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

### Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit Personal Meeting Room to change your personal meeting settings. Learn more
Meeting Settings: In Meeting (Basic)

These settings should be adjusted based on personal teaching style / preference.

Private chat should be toggled off for most classes. If private chat is toggled on, please make sure to ‘Auto Save chats’ for review later if necessary.
Meeting Settings: In Meeting (Basic)

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

Annotation
Allow host and participants to use annotation tools to add information to shared screens
- Allow saving of shared screens with annotations
- Only the user who is sharing can annotate

Whiteboard
Allow host and participants to share whiteboard during a meeting
- Allow saving of whiteboard content
- Auto save whiteboard content when sharing is stopped

These settings should be adjusted based on personal teaching style / preference.

Screen sharing should be turned off for all participants in settings. During a live Zoom session, access to share screen can be granted to individual attendees as needed.

The Whiteboard / Annotation options can be toggled on and off. These can be a blessing and a curse! I suggest turning them on and off intentionally and for an instructional use!
Meeting Settings: In Meeting (Basic)

Nonverbal feedback should be toggled on. This allows students to raise their hand within the program.

Meeting reactions include emojis. This varied based on Zoom versions:
Meeting Settings: In Meeting (Advanced)

<table>
<thead>
<tr>
<th>In Meeting (Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report participants to Zoom</strong></td>
</tr>
<tr>
<td>Hosts can report meeting participants for inappropriate behavior to Zoom’s Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.</td>
</tr>
<tr>
<td><strong>Breakout room</strong></td>
</tr>
<tr>
<td>Allow host to split meeting participants into separate, smaller rooms</td>
</tr>
<tr>
<td>Allow host to assign participants to breakout rooms when scheduling</td>
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<tr>
<td><strong>Remote support</strong></td>
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<tr>
<td>Allow meeting host to provide 1:1 remote support to another participant</td>
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<tr>
<td><strong>Closed captioning</strong></td>
</tr>
<tr>
<td>Allow host to type closed captions or assign a participant/third party device to add closed captions</td>
</tr>
<tr>
<td><strong>Save Captions</strong></td>
</tr>
<tr>
<td>Allow participants to save fully closed captions or transcripts</td>
</tr>
<tr>
<td><strong>Language Interpretation</strong></td>
</tr>
<tr>
<td>Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.</td>
</tr>
</tbody>
</table>

These settings should be adjusted based on personal teaching style / preference.

Breakout rooms are a great teaching tool. Pre-assigning participants is not allowed in the Basic version of Zoom.

Closed captioning can be added manually to sessions and language interpreters can be assigned if available. These are specialized (but valuable!) uses of Zoom.
Meeting Settings: In Meeting (Advanced)

Virtual background
Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

- Allow use of videos for virtual backgrounds

Manage virtual background

Virtual background should be toggled on. If a student adds a distracting / inappropriate background, a 1-1 conversation is suggested.
**Meeting Settings: Email Notification and Other**

These settings are a personal preference and apply to meeting facilitators only.

<table>
<thead>
<tr>
<th>Email Notification</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a cloud recording is available</td>
<td>Blur snapshot on iOS task switcher</td>
</tr>
<tr>
<td>Notify host when cloud recording is available</td>
<td>Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot displays as the preview screen in the iOS task switcher when multiple apps are open.</td>
</tr>
<tr>
<td>Send a copy to the person who scheduled the meeting/webinar for the host</td>
<td>Invitation Email</td>
</tr>
<tr>
<td></td>
<td>Your meeting attendees will receive emails in language based on their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.</td>
</tr>
<tr>
<td>Send a copy to the Alternative Hosts</td>
<td>Choose email in language to edit</td>
</tr>
<tr>
<td></td>
<td>Send me a preview email</td>
</tr>
<tr>
<td>When attendees join meeting before host</td>
<td>Schedule Privilege</td>
</tr>
<tr>
<td>Notify host when participants join the meeting before them</td>
<td>You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.</td>
</tr>
<tr>
<td>When a meeting is cancelled</td>
<td>Assign scheduling privilege to</td>
</tr>
<tr>
<td>Notify host and participants when the meeting is cancelled</td>
<td>+</td>
</tr>
<tr>
<td>When an alternative host is set or removed from a meeting</td>
<td>I can schedule for</td>
</tr>
<tr>
<td>Notify the alternative host who is set or removed</td>
<td>No one</td>
</tr>
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<td></td>
<td></td>
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<tr>
<td>When someone scheduled a meeting for a host</td>
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<tr>
<td>Notify the host there is a meeting scheduled, rescheduled, or cancelled</td>
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<tr>
<td>When the cloud recording is going to be permanently deleted from trash</td>
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<tr>
<td>Notify the host 7 days before the cloud recording is permanently deleted from trash</td>
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</tbody>
</table>
Linking in Schoology

Session information can be found in the Meeting or Personal Meeting room. Click on the session title for the invitation.

Notice my Invite link includes the embedded passcode.

09:00 AM - 10:00 AM
Math class -- Week of September 9th
Meeting ID: 929 3423 1249

https://cask12.zoom.us/j/92934231249?pwd=ZlQwQmVrVDE5SkI1eEZUROR2aGqDQT09
Linking in Schoology

Session information can be found in the Meeting or Personal Meeting room.

A session invitation can also be copied.

When sharing with students, the link, Meeting ID and phone number for joining are important to include.
Linking in Schoology (cont.)

Zoom links can be shared with students in two ways:

1. Via a new page
2. Via a link (make sure it opens in a new window!)

Be sure to make this a hyperlink when adding it to the page.
Additional resources

Lesson resources for teaching K-8 students how to Zoom (created for Digital Literacy lessons):

- Lesson
- Presentation

Zoom help: [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)

CPS Library Media Specialists:
[https://sites.google.com/cpsk12.org/cpslibrarymedia/home](https://sites.google.com/cpsk12.org/cpslibrarymedia/home)