

## How to Prevent Zoom Bombing!

### Be proactive and configure your Zoom settings through Moodle.

1. Log in to your course Moodle.
2. Turn editing on.
3. Add Zoom as an activity to your course. For more details on How to setup Zoom in Moodle, please review the Learning Technology Services' [guide on how to use Zoom to deliver a lecture](#).
4. Turn editing off.
5. Click on the Zoom activity.
6. Go to 'Schedule a New Meeting.' This will allow you to reconfigure the settings for your Zoom meeting.
  - To more effectively manage your Zoom class, please **mute participants upon entry**. You can enable this meeting option by checking the box beside this feature.

#### General recommendation for students

- To alleviate student concerns about access to Zoom meetings, it is highly recommended that students download and install the Zoom application on their end. Once they have done so, they can join Zoom meeting with the SSO option. For more information, please see this [guide on how to join Zoom with SSO \(PPY\)](#).
- If you would like two PowerPoint slides to add to your Moodle for students (a guide to downloading Zoom and joining with SSO), please use the slides created by Anita Lam, Associate Dean Teaching & Learning. For more details, students can also be directed to the [Zoom@YorkU Quick Start Guide](#).

### Increase the levels of security for accessing your Zoom meeting

Below we outline the four levels of security that can be added to your Zoom meeting, whether that meeting is a lecture, seminar, tutorial session, or an office hour. **At minimum, please add the first layer of security. You can increase the security of your Zoom meeting, by enabling more features in the exact order that we have listed below.**

#### 1. Require a meeting password

- Please ensure that this setting is enabled by checking it.
- Please do not change the password to an easier one (e.g., 1000). Easier passwords reduce the security of your Zoom meeting. At minimum, please keep the password that has been automatically generated by the system.

Meeting Options

Require meeting password

←

Enable join before host

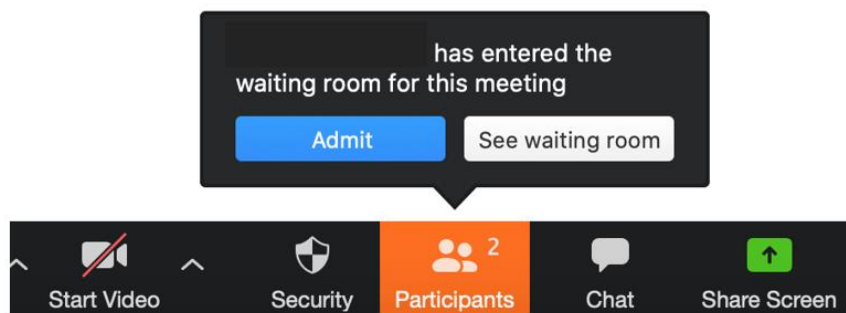
Mute participants upon entry

## 2. Only allow authenticated users to join your Zoom meeting

- When you check the box 'Only authenticated users can join,' a drop-down menu will appear. Please select the Passport York authentication. This will mean that all enrolled students will need to input their Passport York (PPY) credentials in order to access the Zoom meeting.
- Please let your students know that they will need to join your Zoom meeting(s) with their PPY username and password. For any PPY account issues, please refer students to the following website: [Student Passport York Account](#).
- This authentication option will generate a report for the meeting. In the event that an uninvited guest disturbs your Zoom meeting, this report will be important for investigating the matter. If the uninvited guest is a York student, the report will provide evidence in a potential case of student misconduct according to the [Code of Student Rights and Responsibilities](#).

## 3. Enable waiting room

- When a waiting room is enabled, all participants will have to wait for the host to admit them to the Zoom meeting. As a result, this feature works best in smaller classes (e.g., seminars and tutorials). If an instructor would like to enable this feature for a large, lecture class, please let students know in advance that they will need to log in to the Zoom meeting a half-hour in advance of class time. This will allow the instructor to check the names of participants in the waiting room before admitting them to the Zoom lecture.



- If you suspect that one of the participants in the waiting room is not an enrolled student, you have the choice to remove that specific participant. This will remove the individual from the meeting. If individual persists and returns to the Zoom meeting, they will be placed in the waiting room.



- Alternatively, there is a button for instructors to 'admit all' to the Zoom class without vetting each individual.

#### 4. Require all participants to register

- Under the Registration section, make Registration required by checking the box.

Time Zone

Recurring meeting

Registration  Required

- This will require students to register for your Zoom meetings. They will be prompted to input the following information: First name, Last name and YorkU email address. For students who are unable to access their YorkU email address (e.g., some international students in home countries where these email accounts are inaccessible), they can be reassured that the YorkU email address is used to identify them as YorkU students. They will not need to access their YorkU email account in order to access the Zoom meeting, especially if they sign in their SSO. For more information, please see this [guide on how to join Zoom with SSO \(PPY\)](#).

Meeting Registration

[f](#) [t](#) [in](#) [e](#)

Topic

Time May 15, 2020 04:00 PM in Eastern Time (US and Canada)


First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

\* Required information

I'm not a robot 

**Register**


Please use your YorkU email address only

- Once students register, they will receive a link to the Zoom meeting.

Meeting Registration Approved

Topic

Time May 15, 2020 04:00 PM in Eastern Time (US and Canada)

 [Add to calendar](#)

Meeting ID: 947

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://yorku.zoom.us/j/94748249704?tk=IF78umnVrF6IMLMXYXhiMWhC0Fzd7NlgqvPINYASpNo.DQIAAAAWD2->

To Cancel This Registration

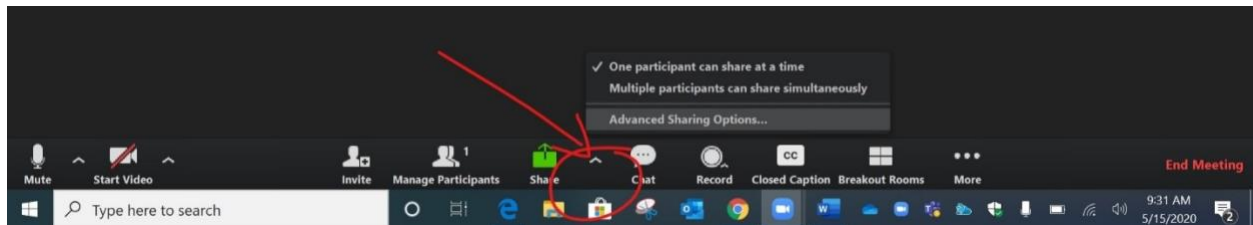
You can [cancel](#) your registration at any time.

## Managing the Zoom classroom

Before your Zoom class starts, please log in and start your Zoom meeting 10 to 15 minutes earlier than your scheduled meeting time. This will allow you to Manage Participants, Chat and Screensharing before the start of your class. By managing these Zoom features, you will be able to proactively manage virtual classroom activities.

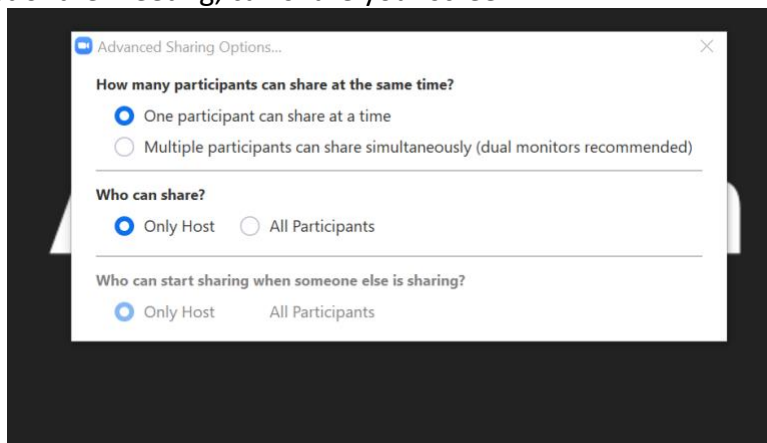
### 1. How to prevent inappropriate imagery from being shown via screen sharing during a class

As host, you can restrict screen sharing by clicking on the upward arrow to the right of the Share button.



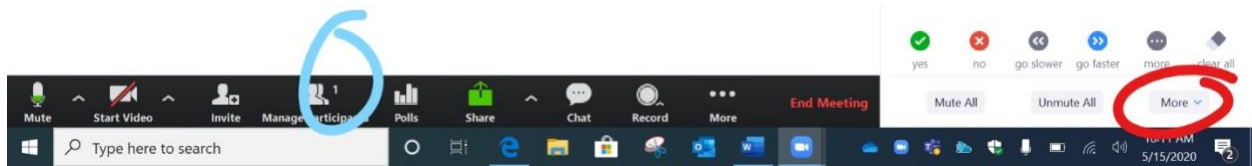
Click on Advanced Sharing Options:

- Ensure that 'Only one participant can share at a time' is checked.
- Check 'Only Host' under the section on 'Who can share?' This will ensure that only you, as host of the meeting, can share your screen.

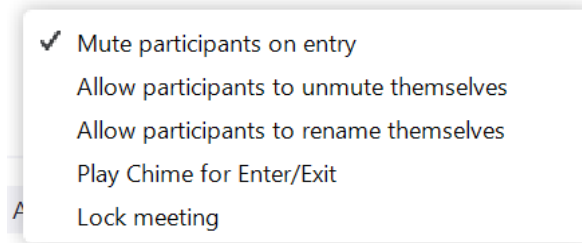


## 2. How to manage participants while in class

Click on Manage Participants. Once the screen opens to the right. Click on 'More.'

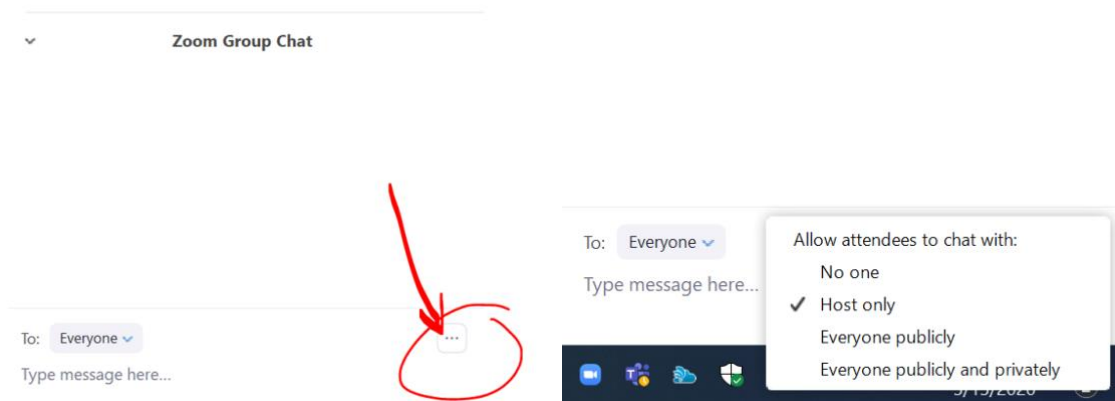


Under 'More,' enable the first option (mute participants on entry) because this will allow for a quieter learning environment. Instructors can also disable the next two functions (allow participants to unmute and rename themselves) depending on how they would like to manage their virtual classroom (e.g., if the class is a large lecture or a small seminar). If instructors are concerned that uninvited guests are disturbing their classes in the guise of York students, they can disallow participants from renaming themselves.



## 3. How to secure the chat room

Click on the Chat button. When the Chat screen opens to the right, click on the Ellipsis button at the bottom of the screen.



Once the Ellipsis button has been clicked, you can choose different options. You can choose to disable the chat altogether (attendees are allowed to chat with no one). Or you can choose to only allow attendees to chat with the host only. With this second option, the instructor (acting as host) can conduct their lecture, and at the end of lecture, answer questions that have been posted in the chat. Only the instructor will be able to see activity in the chat room.