# Zoom Classroom Security

HOW TO MANAGE ZOOM SECURITY IN YOUR CLASSROOM

Before your Zoom class/lecture starts, please log in and start your Zoom meeting 10 to 15 minutes earlier than your scheduled meeting time. This will allow you to adjust Security, Participants, Chat and Screensharing options/settings. By managing these Zoom features, you will be able to proactively manage virtual classroom activities.

## 1. How to setup Zoom meeting for your classroom.

In Zoom Portal

> During meeting creation or editing, navigate to Security section.
> Ensure that the following options are checked off:
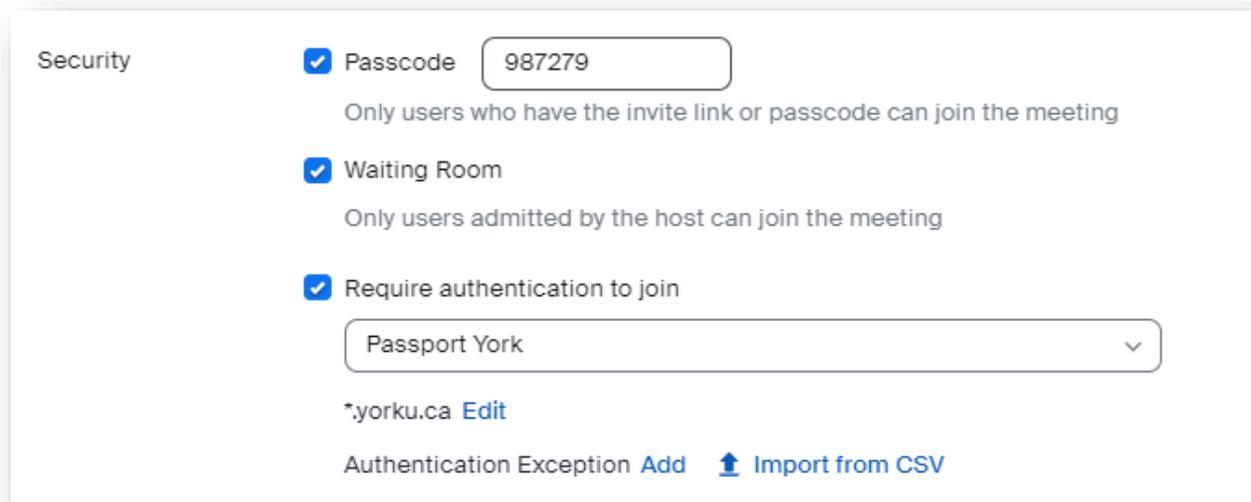
> For students: participants sign in with SSO before joining the meeting.
> For guests/speakers: follow instructions on how to add guest speakers as an authentication exception.
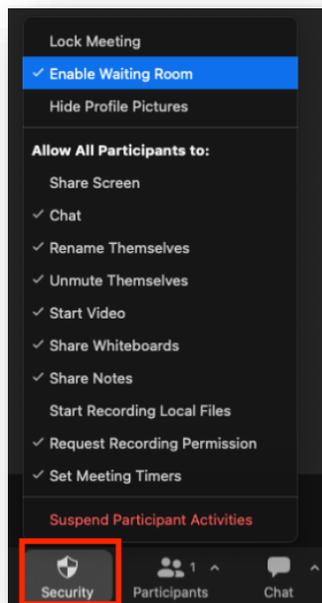
In eClass

> Navigate to your Zoom meeting settings and confirm that the following options are checked off:

YORK U
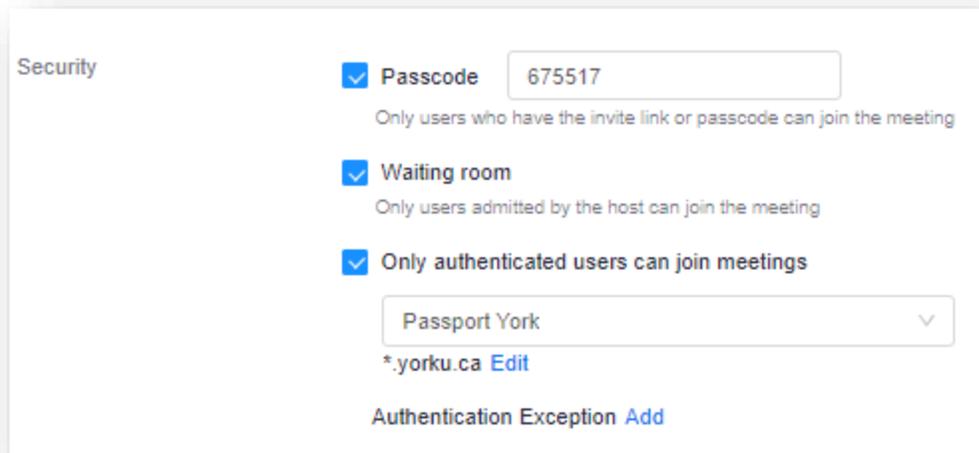
❯ Students must sign in with SSO. These instructions should be sent either as an announcement prior to the class or placed as a URL link above the Zoom meeting.

❯ You can also add guest speakers as an authentication exception.

2. How to adjust overall Security settings before your class.

As a Zoom host, you have access to Security settings that would allow you to control Meeting behaviour and what participants can/cannot do.

YORK U

Click on Security Badge Button:

❯ Ensure "**Enable waiting room**" option has a check mark: i.e., a virtual lobby where participants "wait" before being allowed into the main meeting room. For large classes, you can "Admit All" participants at the same time.
❯ Look through "**Allow All Participants to:**" list to ensure that the selected options (i.e., the checkmark is on, or off which defines what a participant can or cannot do) reflect how you would like your Zoom meeting to behave.

3. How to prevent inappropriate imagery from being shown via Share Screen during a class.

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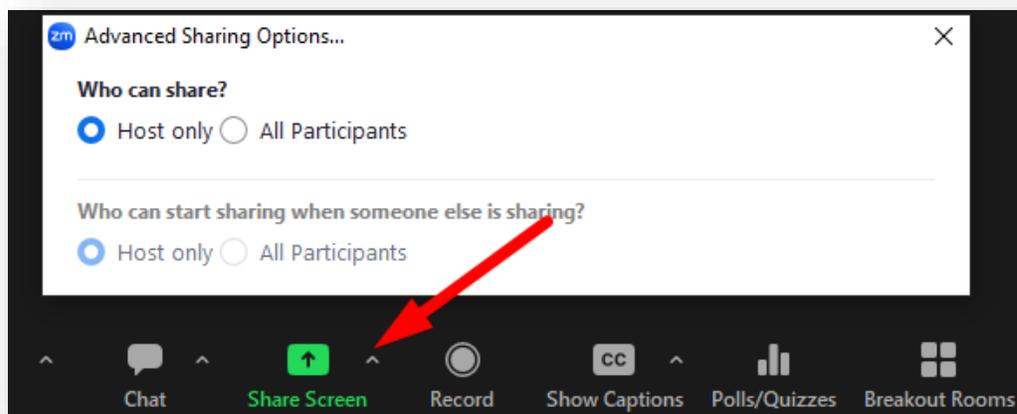

Under Advanced Sharing Options:

❯ 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.

Managing Zoom Classroom

YORK U

4. How to manage participants during a class.

Click on Participants. Once the screen opens to the right. Click on the horizontal ellipsis.
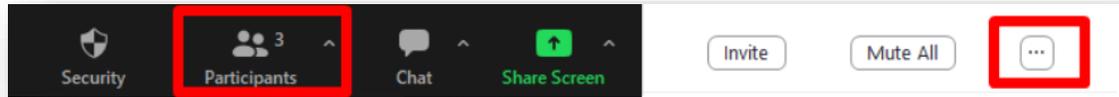

Under "**More,**" enable the option (mute participants on entry) because this will allow for a quieter learning environment. Instructors can also disable the functions (allow participants to unmute and rename themselves) depending on how they would like to manage their virtual classroom (e.g., if the 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.
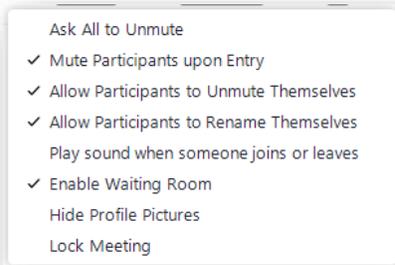
5. How to secure the chat room.

Click on the Chat button. When the Chat screen opens to the right, click on the Ellipsis (…) button.
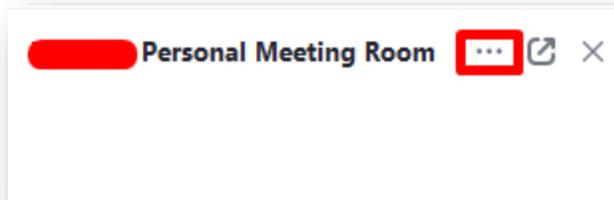
Once the Ellipsis button has been clicked, you can choose different options:

> **No one**: You can choose to disable the chat altogether (participants can chat with no one).

YORK U

> **Host and co-host**: You can choose to only allow participants to chat with the host and co-hosts 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.
> **Everyone**: You can choose to allow students to chat publicly only. No direct/private messages could be sent between students.
> **Everyone and anyone directly**: This is the default option. The students can chat with anyone via direct/private or public messages.

Participant Can Chat with:
No One
Host and co-hosts
Everyone
✓ Everyone and anyone directly

YORK U