Zoom Settings for Classroom Use

v.1
ETMS, Schulich IT
helpdesk@schulich.uwo.ca
For AV assistance: ETMS 519-661-2111 Ext 83035
To arrange recording/zoom support: https://servicedesk.schulich.uwo.ca/
3 Main Groups of Settings to Consider:

Security
Interaction
Support
Security

- Security is set at the profile level. A host’s security settings are applicable wherever the host logs-in.

- Hosts should know their own security settings, their impact and how they work.

- Zoom calls should employ at least one security measure:
  - Waiting Room
  - Password
  - Authenticated Users Only

- Know how to use the following security features to deal with unwanted participants:
  - Lock Meeting
  - Mute all Mics
  - Disable Cameras & Chat
  - Remove participant

- Knowing your security settings eliminates guesswork when troubleshooting.
  - To check / change your security settings, login to https://westernuniversity.zoom.uwo.ca
Interaction

• What sort of interaction does the Zoom portion of the class / event require?

• Interaction settings are set at the host-profile level. There is no one-size fits-all formula.

• Personal / office Zoom settings may not be appropriate for classroom use:
  • Dual monitor setting may not translate well in a single-monitor classroom

• Consider the use of the following interactive tools and know your settings:
  • Screen Share. Host Only or Anyone? Who should have the ability to override a screen share?
  • Chat. Public or Private or both?
  • Polling. Would polling on-demand be a helpful feature for your class / event?
  • Non-Verbal Feedback & Reactions
  • Annotation & Whiteboard

• To check / change your interaction settings, login to https://westernuniversity.zoom.uwo.ca
Support

• What sort of support does the Zoom portion of the class / event require?
  • A co-host to act as moderator for chat / interactive tools?
  • A co-host to moderate the waiting room (if applicable)?

• Is there a plan for technical support? Do you know who to contact (and when) for the space in use?
  • Classroom audiovisual support:
    • CTG for Western classrooms/spaces
    • Schulich IT for Schulich classrooms/spaces
  • Zoom support:
    • WTS for Zoom connectivity & login issues
Helpful Links

• Schulich “Zoom Instructions” VOD Channel

• Schulich Conference Calls & Team Meetings Page

• Zoom Help Centre