

Zoom Settings for Classroom Use

v.1

ETMS, Schulich IT

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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](#)



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