

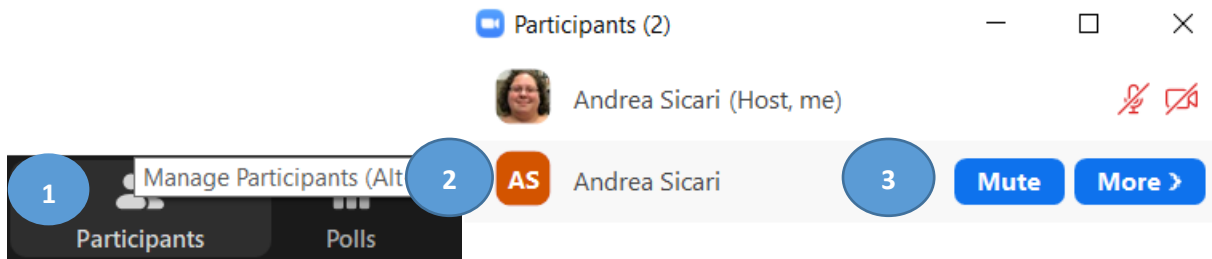


Best Practices for Using Zoom in Synchronous Classes

Note: The most important steps to provide a secure environment for your Zoom meeting is to make sure you know how to mute/remove anyone who should not be in the meeting and to set up your room with a passcode and/or waiting room.

How to Mute Participants in Zoom

Go to the Participants Panel.
Look for the name of the person you want to mute.
Click the mute button.

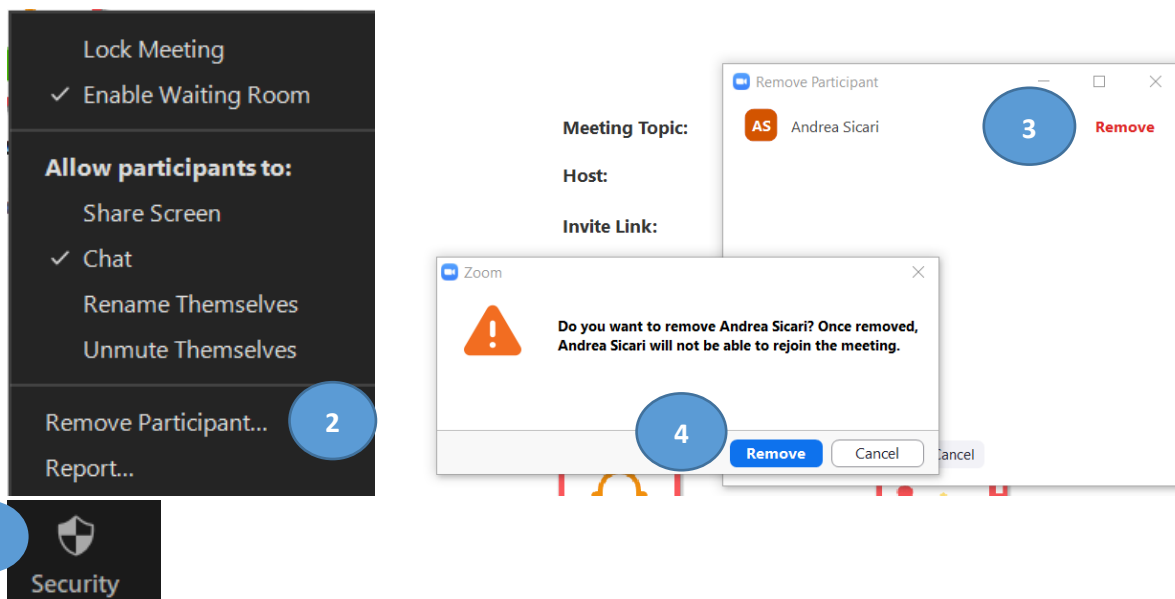


How to Remove Participants in Zoom (2 Ways)

Option 1:

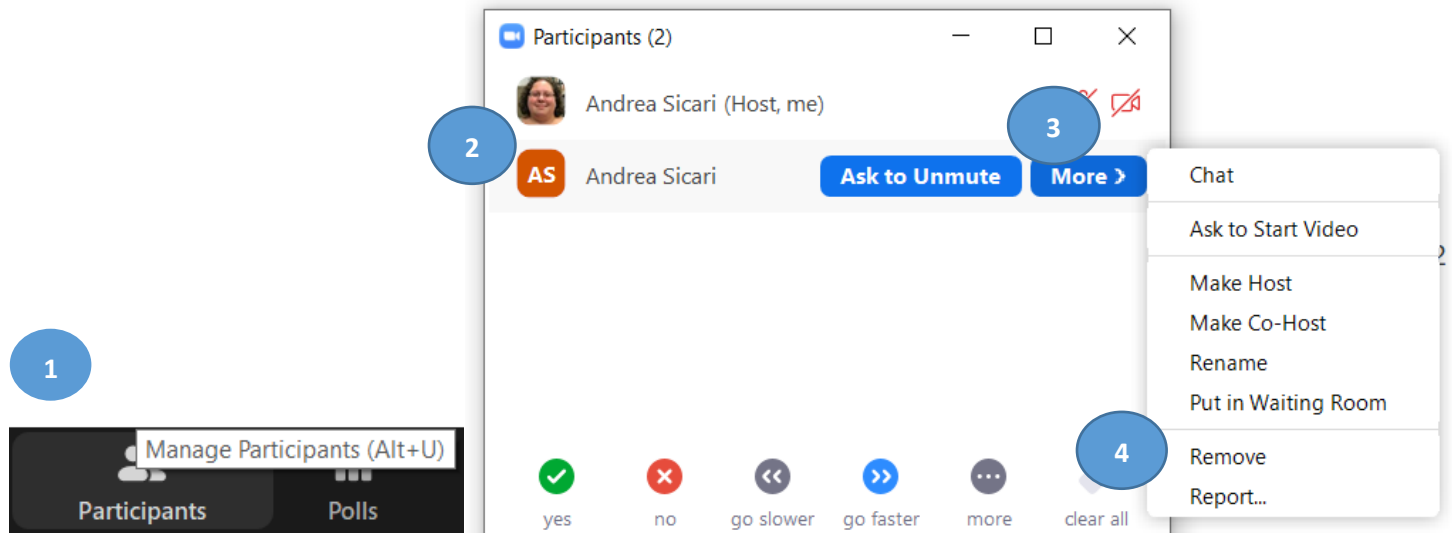
Click on the Security Icon in the bottom panel.
Click on Remove Participant and look for the name of the person you want to remove.
Click on the Remove Button.

NOTE: Once you Remove the participant, they will not be able to log back into that room with the account they were removed from.

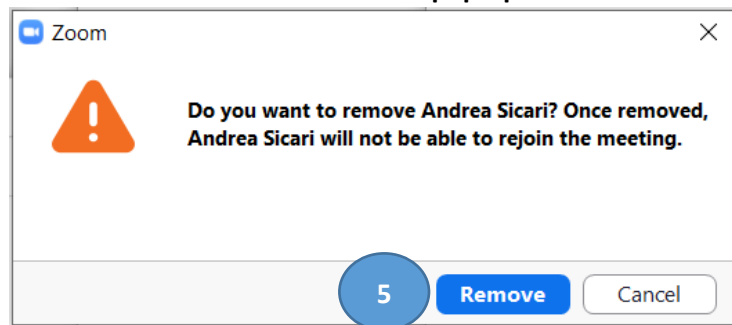


Option 2:

Go to the Participants Icon and click on it.
Look for the name of the person you want to Remove.
Click on the More Button and then the Remove button.
Click on the Remove Button in the pop-up window.



Click on the Remove Button in the pop-up window.



How to set up your Zoom meeting to include a passcode and/or waiting room.

From within your Canvas Course:

Click on the Zoom link in the left-hand navigation and then the Schedule a New Meeting button.

Syllabus
Assignments
Discussions
People
Grades
Studio
New Analytics
Pages
Quizzes
Files
Outcomes
Rubrics
Conferences
Collaborations
Class Notebook
Wiley Course Resources
Quickly Attendance
Zoom **1**

zoom
Your current Time Zone is (GMT-05:00) Eastern Time (US and Canada).
All My Zoom Meetings/Recordings **Schedule a New Meeting**

2

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings

Show my course meetings only

Start Time	Topic	Meeting ID
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Enter the name and date of the meeting and scroll down to the Security settings. Make sure to set a Passcode that your students will need to enter to access the session. You can also set up a Waiting Room so that students enter that space first and you add them to the live room.

Security

3



Passcode

3019bL

Only users who have the invite link or passcode can join the meeting



Waiting Room

Only users admitted by the host can join the meeting



Require authentication to join

Click Save.

Alternative Hosts

Example: john@company.com, peter@school.edu

4



Save

Cancel