

ZOOM “Safe Tips” Adapting to PSR – Faith Formation

Guide Overview

1. Scheduling a Meeting – Options to Choose
2. Being a Zoom “Host” – Being an Online Teacher

1. Scheduling a Meeting

As many of you know, Zoom is getting hacked OR “ZoomBombed”. Please follow these recommendations:

a. Let Zoom generate a Meeting ID and Meeting password.

Schedule Meeting

Topic
Jill Duffy's Zoom Chat

Date
3/28/2020 9:00 PM to 3/28/2020 9:30 PM
 Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID [REDACTED]

Password
 Require meeting password 08[REDACTED]

b. In Advanced Options:

- Enable a Meeting Room
- Disable “Enable Join Before Host”
- Mute participants upon entry

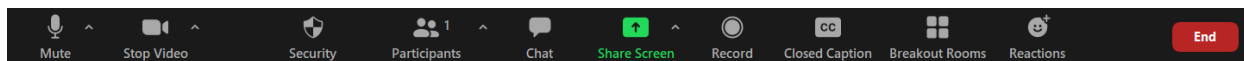
Video
Host on off
Participant on off

Audio
 Telephone Computer Audio Both
Dial from [Edit](#)

Meeting Options
 Enable join before host
 Mute participants upon entry
 Enable waiting room
 Record the meeting automatically on the local computer

2. Being a Zoom “Host” – Being an Online Teacher

The host controls will appear at the bottom of your screen if you are not currently screen sharing.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
- **Start/Stop Video:** This allows you to start or stop your own video.
- **Security:** Allows you to: lock meeting, enable waiting room.
Allows you to set participants to: share screen, chat, rename themselves, or unmute themselves.
- **Manage Participants:** Opens the window to manage participants and invite others to join the meeting.
- **Share Screen:** Start [sharing your screen](#).

- **Screen Share controls (click ^ next to Share Screen):**

How many participants can share at the same time?

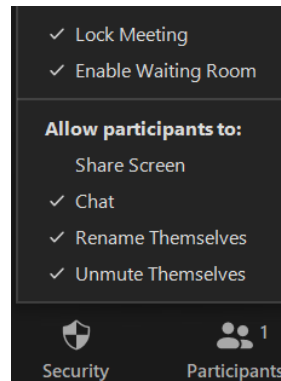
- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

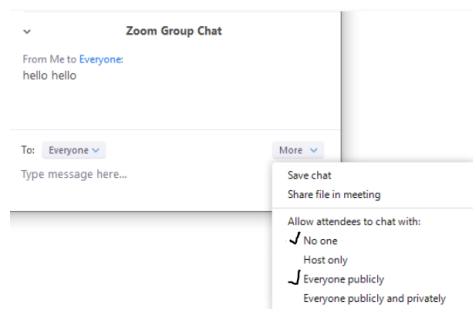
- Only Host
- All Participants

Who can start sharing when someone else is sharing?

- Only Host
- All Participants



- **Chat:** Access the chat window to chat with the participants.
 - * The Chat screen will pop open
 - * Click on the ellipsis (3 dots).
 - * Choose “Everyone Publicly” OR “No one”



- **Record:** Start or stop a local recording.
- **Closed Caption:** This means someone you assign will type out the conversation.
- **Breakout Rooms** (only available to the host)
 - Can assign students to certain rooms
 - You, as teacher, can come in and out, of rooms
 - You, as teacher, can make text announcements, to rooms
 - You, as teacher, can “automatically” move students back to main room after a set amount of time
- **End** (only available to the host): Display the following two options.
 - **End Meeting for All:** End the meeting for yourself and all participants.
 - **Leave Meeting:** Leave the meeting. You will be prompted to assign a host so that the meeting can continue.