



SAFER
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CREATING A SAFE ONLINE CLASSROOM USING zoom



Join a Meeting

Sign In

Before creating an online classroom using Zoom, it is highly recommended that you download the Zoom desktop client as the desktop client provides more security, even if you are utilizing the enterprise license.

You can Host a Meeting Immediately or Schedule a Meeting for later



New Meeting ▾



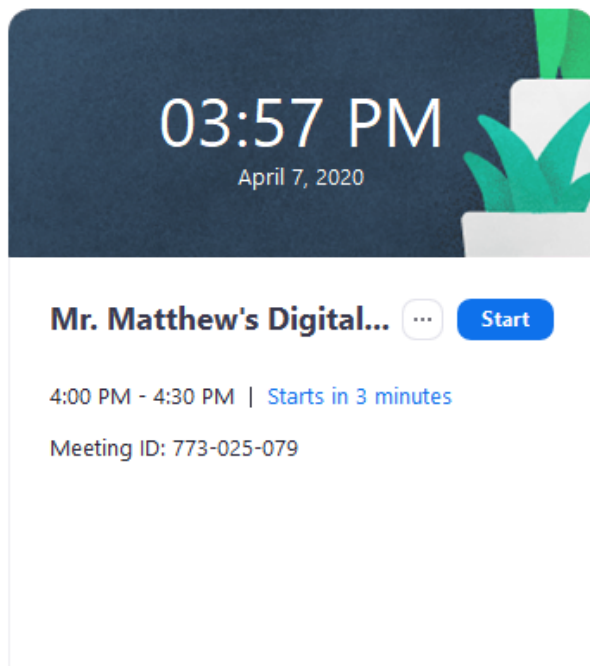
Join




Schedule



Share screen ▾



03:57 PM
April 7, 2020

Mr. Matthew's Digital...  [Start](#)

4:00 PM - 4:30 PM | Starts in 3 minutes

Meeting ID: 773-025-079

Schedule a Meeting

1. Create a Name/Topic

Schedule Meeting

Topic

Mr. Matthew's Class

2. Choose a date/time & duration

Start:

Mon April 27, 2020

10:00 AM

Duration:

1 hour

30 minutes

3. If you are going to have this 'meeting' every Monday at 9:00 am, for example, you can choose to make this 'meeting' recurring

Recurring meeting

Time Zone: Pacific Time (US and Canada)

4. Create a strong Password for your 'meeting'. Do **not** share this Password publicly - only share it with your students and/or their parents

Password

Require meeting password

MrM-0427



5. Decide whether or not participants can show their video

Video

Host: On Off

Participants: On Off

6. If your students do not have access to an internet-enabled device, you can select 'Telephone' under 'Audio' to allow them to phone into the call instead. If students phone in, they will only be able to access the audio portion of the 'meeting'

Audio

Telephone

Computer Audio

Telephone and Computer Audio

[Edit](#)

7. Under 'Meeting Options', Enabling the 'Waiting Room' feature and Disabling the 'Join Before Host' features is highly recommended. This way, students will have little to no private, unsupervised interaction with each other before you join. You may also choose to 'Mute Participants Upon Entry'; you will have to 'Unmute' your participants later in order to hear them

Advanced Options [^]

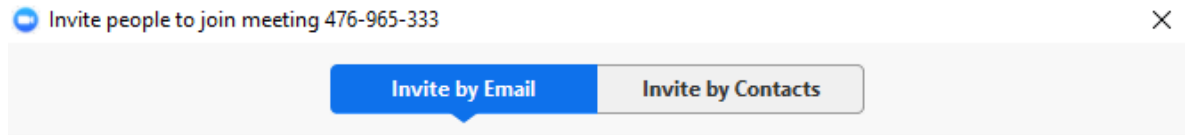
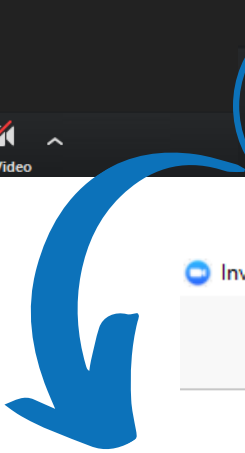
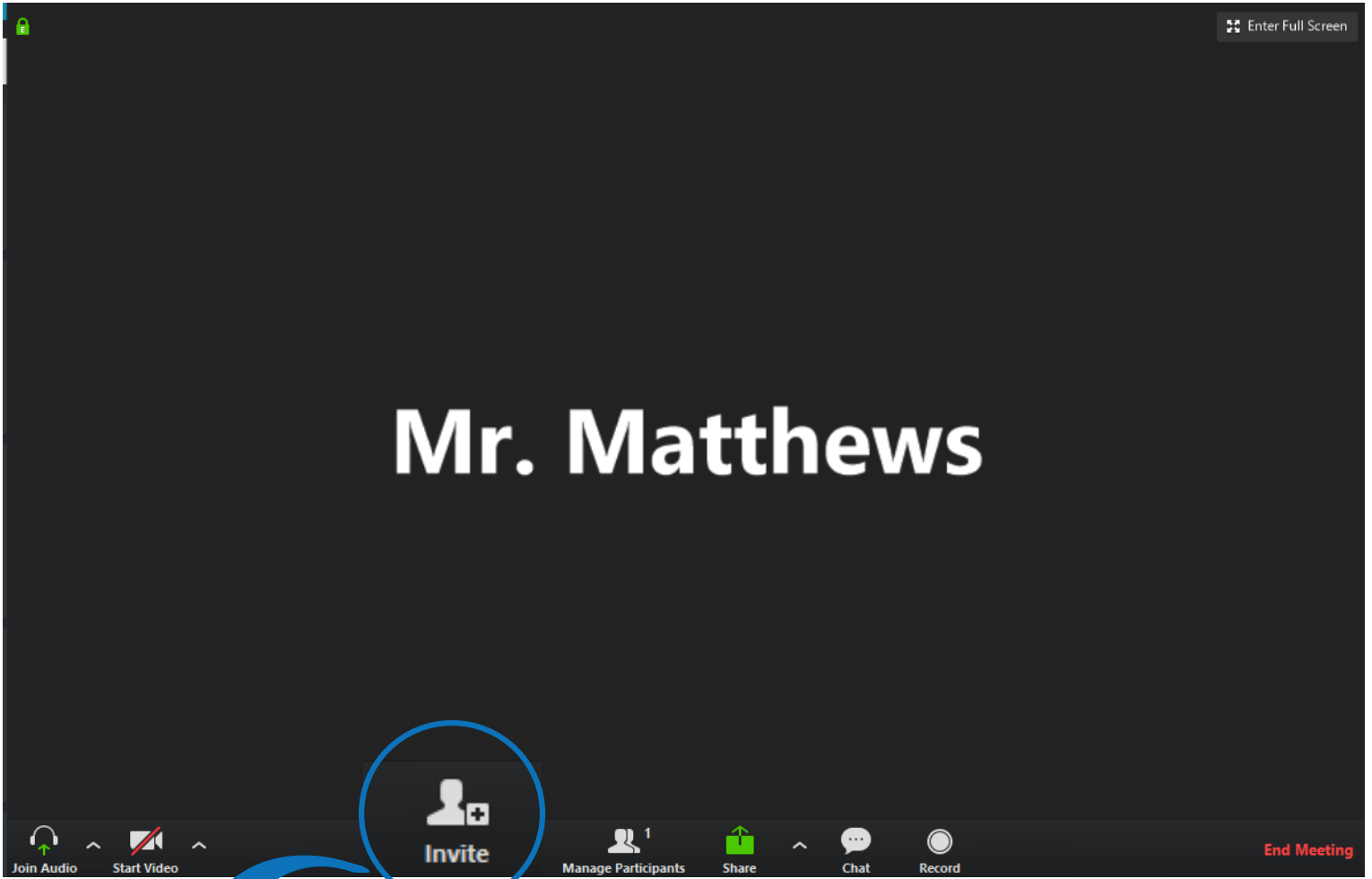
- Enable waiting room
- Enable join before host
- Mute participants on entry
- Automatically record meeting on the local computer

Once you are finished configuring the Meeting Options, click 'Save'

Save

Cancel

Once in your Zoom 'meeting', you should see your 'meeting' screen



Choose your email service to send invitation

Click ' Invite' to invite your students by email. You can also copy the URL link to the meeting to distribute



Default Email

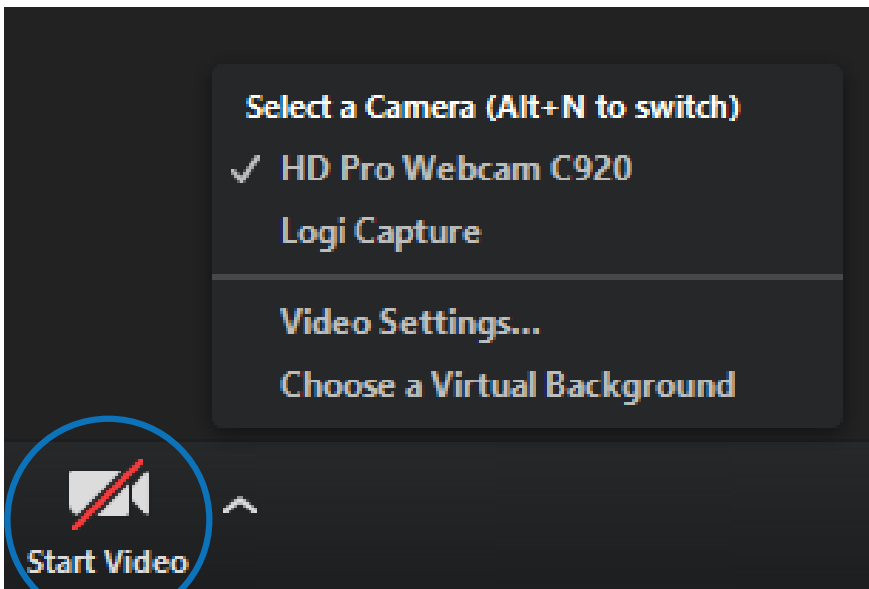


Gmail



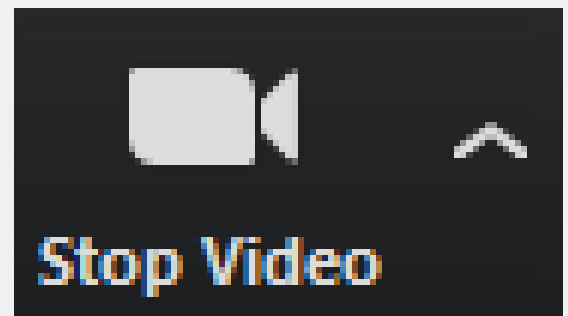
Yahoo Mail





The 'Start Video' button will share your video with your students. You can click the ^ button beside it to configure your video settings or choose which camera you wish to share, if you have more than one

Additionally, you can choose to 'Stop Video' by pressing the same button. You will know if your video is on or off depending on if there is a strike through the camera button



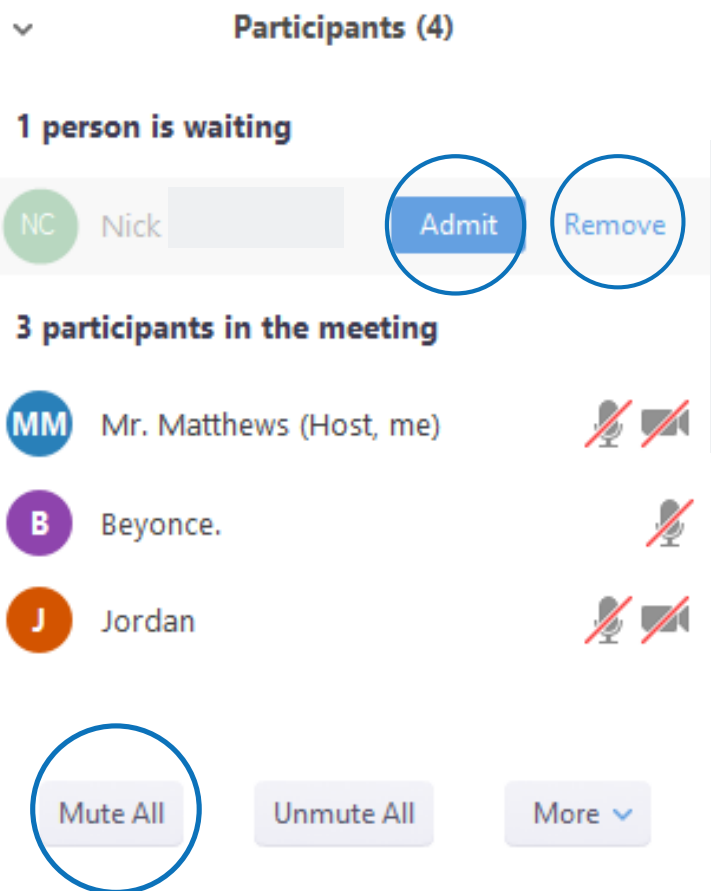
When multiple people join, you will be able to see them on your screen - this is an example of the 'Gallery View'



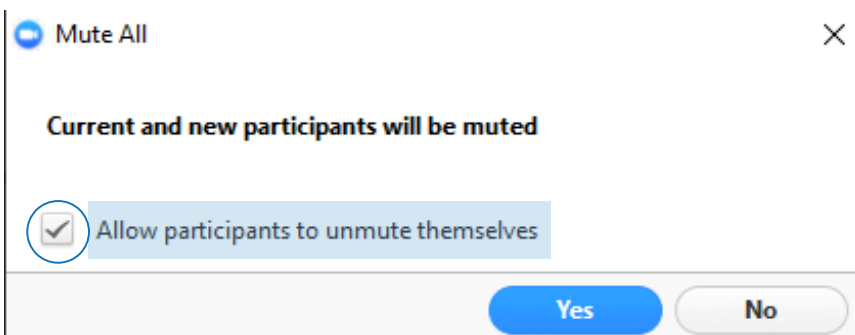
Here you can see everyone who has joined or is trying to join if you have created a 'Waiting Room' by clicking on 'Manage Participants'

The Participants tab will open up to the right of your screen

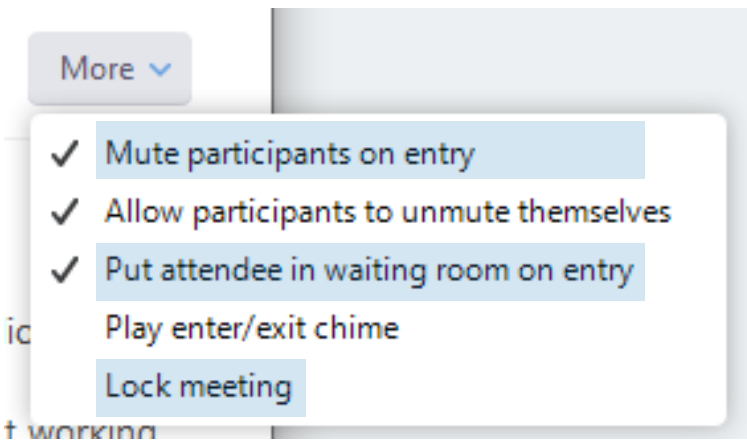
Nick is waiting to be admitted into the classroom! We can either 'Admit' or 'Remove' if he is an unwanted guest



Depending on your settings, you may also want to 'Mute All' to turn off the audio from all students

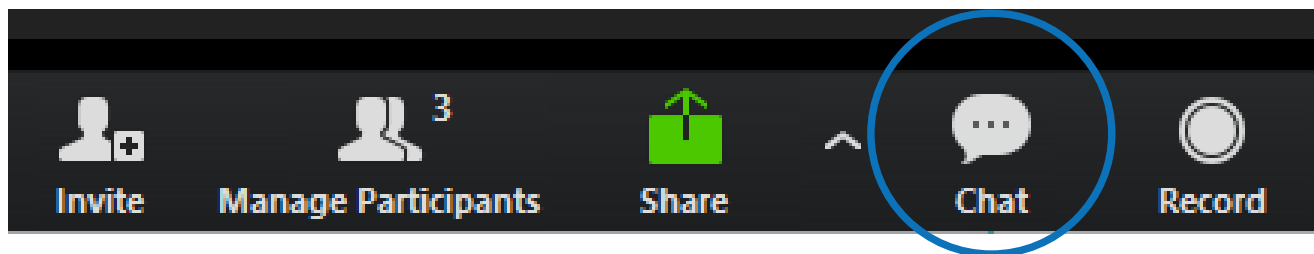


If you do choose to 'Mute All', you can also give them the privilege of allowing them to unmute themselves, or not, depending on what is going to work for your classroom

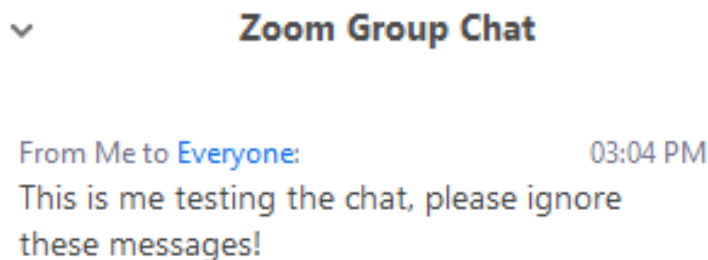


These audio & entry settings can always be found and changed later under the 'More' button beside the 'Mute All' and 'Unmute All' buttons in the 'Manage Participants' tab

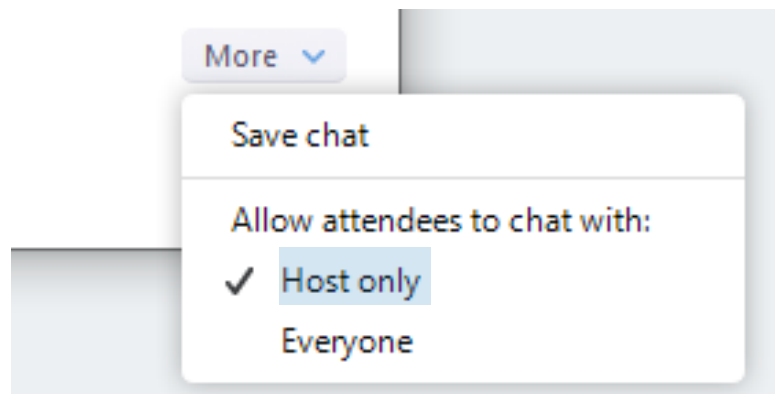
It is highly recommended that you enable the 'Lock Meeting' function once all of your participants have arrived in order to exclude others from entering

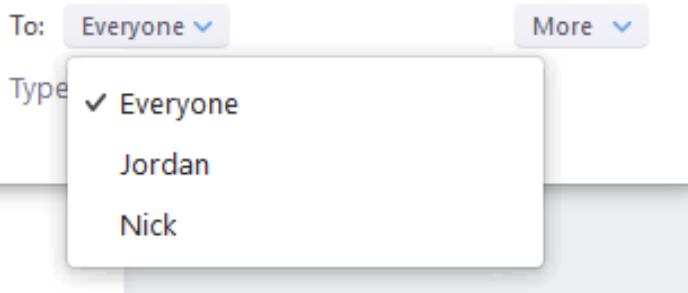


Click the 'Chat' button to open the chat log on the right-hand side of your screen

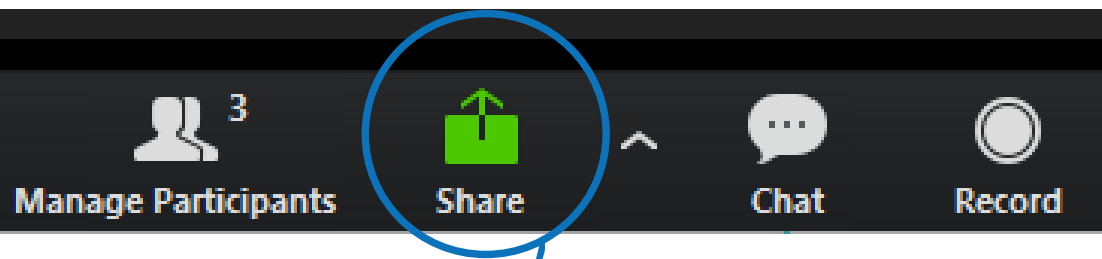


At the bottom of the chat, there is a 'More' button, click this button to change the chat settings - it's a good idea to "Allow attendees to chat with: **Host Only**" in order to avoid unattended interaction between students

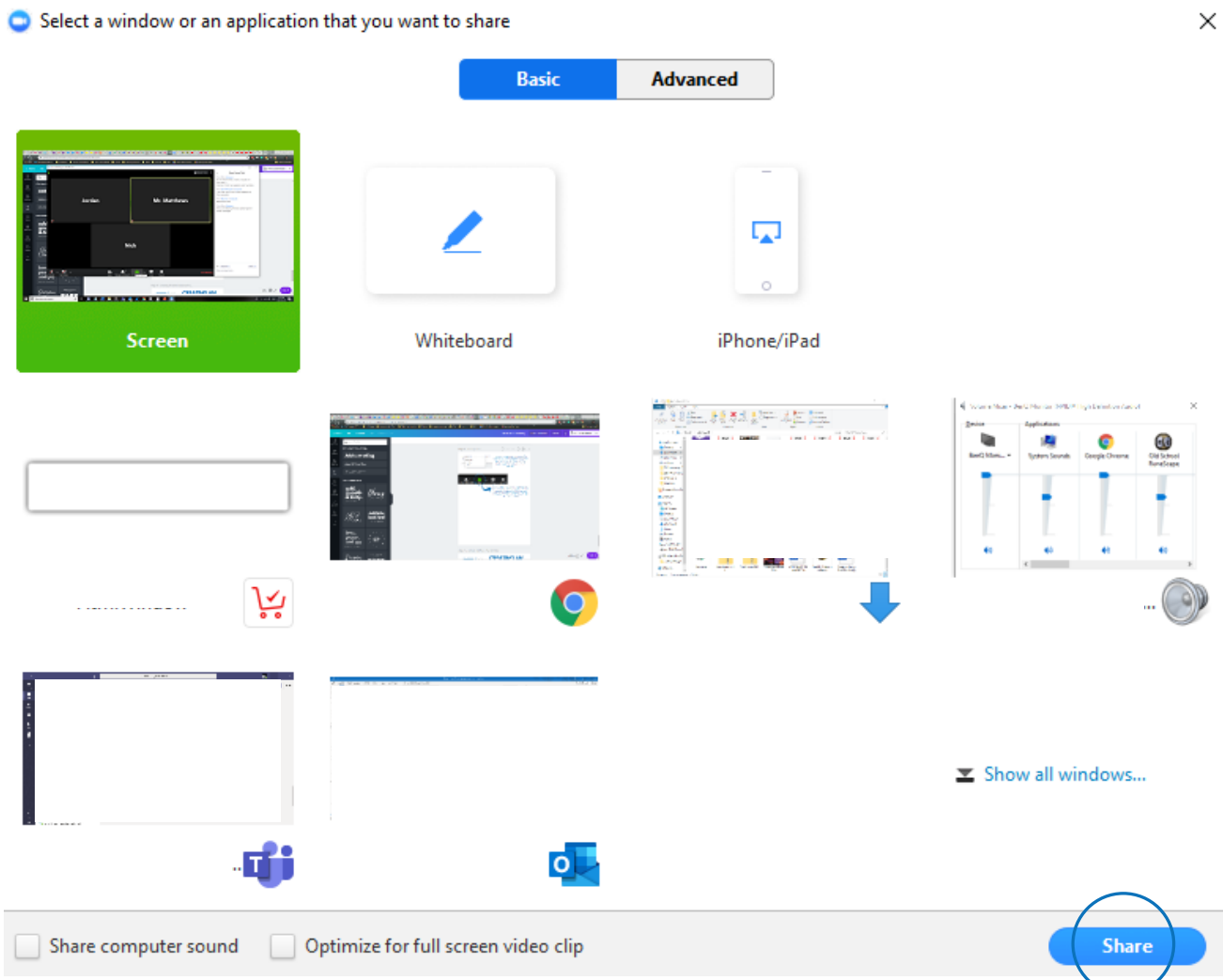




The host may also choose who they want to send their instant message to - the whole room, or maybe just one student who needs to calm down or has a private question



If you'd like to share your screen (perhaps to view a PowerPoint together with the whole class, look at an article, or use a whiteboard function to draw) you can click the 'Share' button



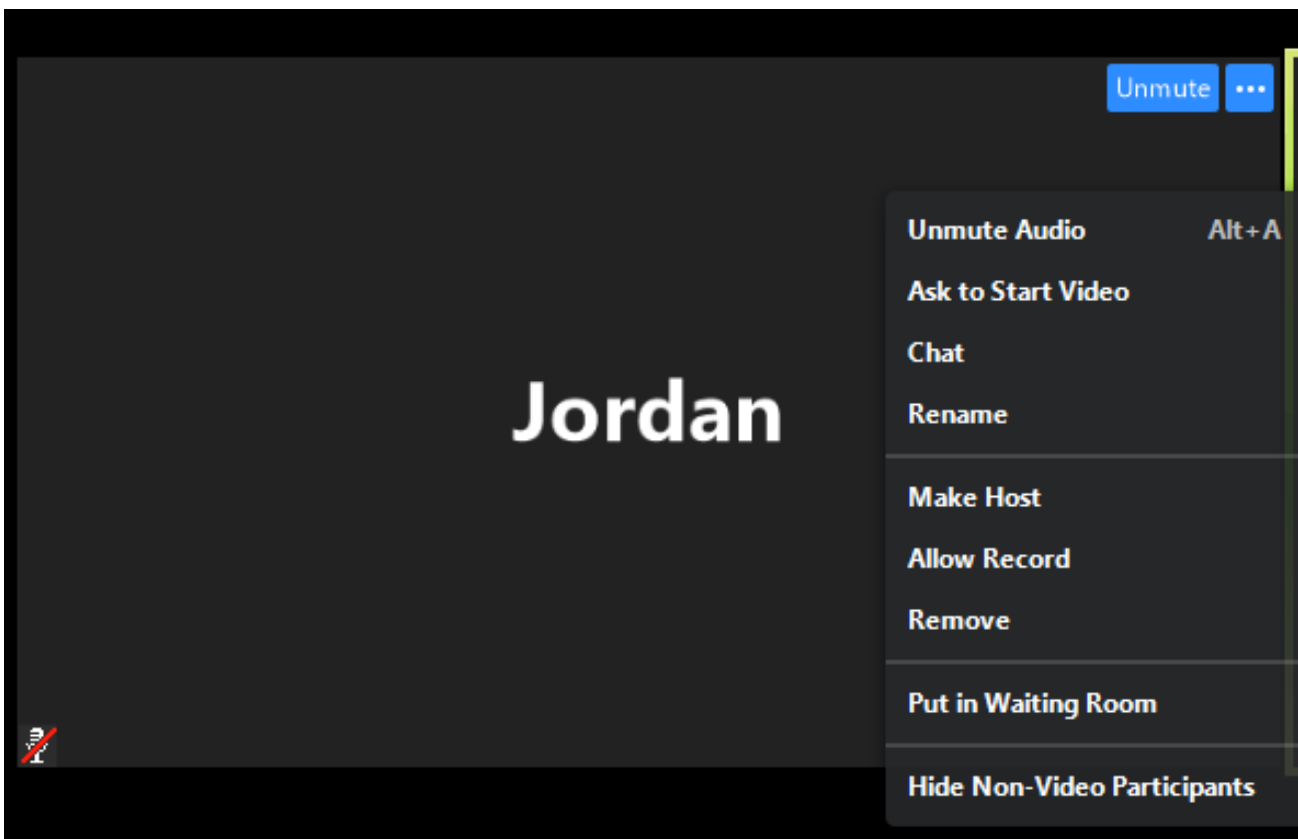
The image shows a browser window displaying the Zoom support page at <https://support.zoom.us/hc/en-us>. The page features a search bar, a 'Popular Topics' section with icons for Getting Started, Audio, Video, Sharing, Meetings & Webinars, Billing, Account & Admin, Zoom Rooms, H.323 & SIP, Messaging, Integration, and On-Premise, and a 'One Minute Video Introductions' section. Below the browser window is the Zoom meeting toolbar with icons for Mute, Stop Video, Invite, Participants, Share Screen, Chat, and Record.

The image shows a vertical gallery view of a Zoom meeting with six participants. From top to bottom, the participants are: Vanessa Simmons, Moly Parker, Adam Turner, Travis Tyler, and Nancy Williams. A 'Leave Meeting' button is visible at the bottom right of the gallery.

To stop sharing, simply click the 'Stop Share' button

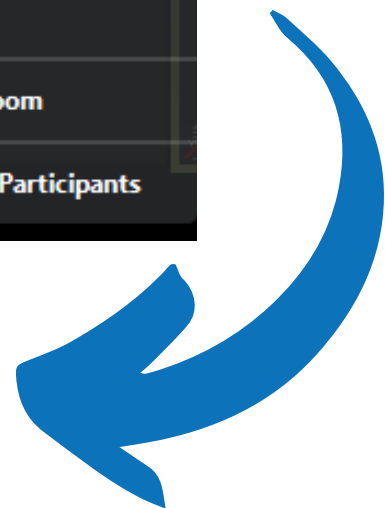
A close-up of the Zoom toolbar shows the 'Stop Share' button circled in blue. The toolbar also displays the meeting ID '476-965-333' and icons for Mute, Video, and Lock.

The image shows the Zoom drawing toolbar with the following tools: Select, Text, Draw, Stamp, Spotlight, Eraser, Format, Undo, Redo, Clear, and Save.



By right-clicking on a specific member, you can achieve a number of different settings:

- mute/unmute user
- ask user to start/stop video
- privately chat with user
- rename the user
- remove the user from the call
- put the user in Waiting Room



PLEASE NOTE: It is highly recommended that you do NOT make any students the

Host or Co-Host. If you do so, that student will have full control over the call.

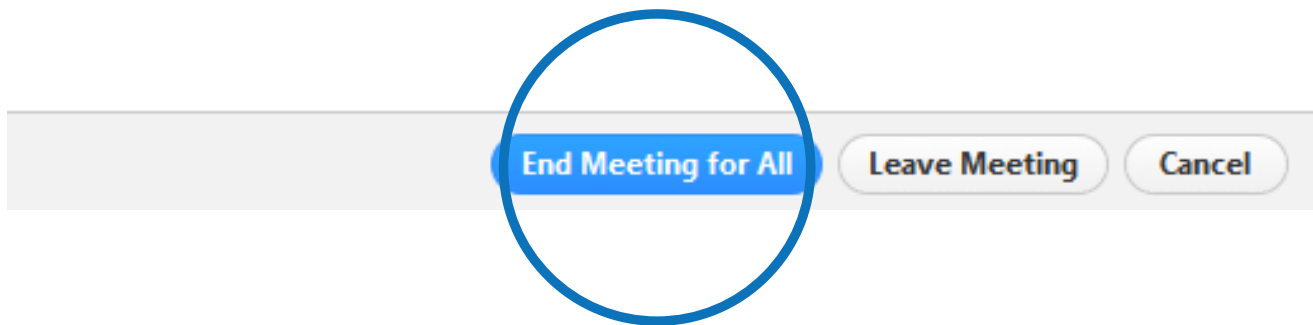
Ending your Zoom 'meeting'/class



To end your 'meeting'/class, click the 'End Meeting' button on the bottom right of the screen. This will prompt the following pop-up:

End Meeting or Leave Meeting? ×

To keep this meeting running, please assign a Host before you click Leave Meeting.



PLEASE NOTE: It is highly recommended that you 'End Meeting for All' in order to ensure students are not left unattended.



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