Zoom Classroom Management
Adapted from Sable Cantus, CISSP

The following Zoom settings are explained to assist you with classroom management within Zoom. They can also assist you with avoiding "Zoombombing."

Join before host

Explanation: this setting controls whether students are able to join the meeting before the host instructor.

Mute participants upon entry

Explanation: This option allows you to, by default, mute students/participants when they enter a meeting. Barking dogs and crying babies can take over your meeting unintentionally. So can the participant who is singing their favorite heavy metal song at the top of their voice.

Another option is to disallow participants to unmute themselves. In that case participants can use the “Raise hand” feature or the chat room to indicate when they want to speak. You can manually unmute them.
Private chat

Explanation: The chatroom is one of the key ways to get live feedback and participation with your participants. We want to see all the communication that is happening. Disabling private chat prevents students from sending each other private messages (messages that the whole group can’t see). Students would still be able to send messages in Zoom chat to the entire group.

File transfer

Explanation: The ability to send files to your participants can be handy for you. But keep in mind that if this is turned on, students will also be able to send files through the Zoom chat area.

Allow host to put attendee on hold

Explanation: Sometimes participants have environmental considerations that require you to step in and pause them. The participant could have someone enter the room. They could have a TV running behind them. They might have forgotten to dress appropriately…

Recommendation: Turn on
Screen sharing

Explanation: Participants can also share their screens if the second question is set to "All Participants."

If you want participants to be able to share their screen when the host relinquishes sharing, select "All Participants" in the first question.

Recommendation: Turn on “Host Only” for the second question

Disable desktop/screen share for users

Explanation: If this setting is turned off, participants will be able to share their entire desktop if/when they have the ability to share screen. If it is turned on, participants will only be able to share a specific Application (PowerPoint, Firefox, Chrome, PowerShell, etc.) when/if they are able to share.

Recommendation: Optional
**Annotation**

Explanation: Annotation gives you the ability to “draw” over the screen. It also gives that to your participants the ability to annotate the screen if this is turned on.

**Recommendation:** Optional

**Remote control**

Explanation: This is a handy support feature in a 1:1 session. You don’t want participants constantly requesting remote control of your desktop during meetings.

**Recommendation:** Turn off

**Allow removed participants to rejoin**

Explanation: When you remove someone from your meeting for any reason, if this is turned off (as shown below), they will not be able to return.

**Recommendation:** Turn off
Turn Off Participant's Video

Explanation: This setting allows the host/instructor to turn off the students'/participants' video by default when they enter the meeting. This can be helpful so students aren’t being filmed through their webcam without being aware of it. Participants can turn on their video manually if they decide to.

Recommendation: Turn on