Securing Your Zoom Session

1. Maintain the Code of Conduct
    a. Remind students that the Student Code of Conduct.
2. Turn off the Annotation feature to prevent distractions
3. Turn on auto saving for chat
    a. This allows you to keep track of questions asked by students
    b. Only allow meeting participants to send a message to everyone
4. Screen Sharing have setting to host only
    a. This setting can be changed during meeting if someone needs to share
5. Using the security icon during meetings
    a. If you wish after the meeting has started you can lock the meeting to prevent new participants
    b. If someone is being disruptive remove participant and enable the waiting room this also prevents new participant entry
    c. Enable and Disable Share Screen allows you to prevent or allow screen sharing
6. Mute All selection during a meeting can block any excess background noise except from the host
    a. When selected you will be prompted with an option to prevent them from unmuting
    b. A co-host could mute all but be aware if co-host mutes all it will also mute the host
7. Securing Zoom meetings
    a. Can be saved either to the cloud or device you are using
    b. If covering sensitive topics think about not sharing the recording as the are ways to download file from third parties
    c. Note remind students they cannot record your lecture
8. Chat transcripts if saved
    a. Usually will be found in a Zoom folder under Documents
    b. Might vary depending on users' preferences that were set
    c. If it was disruptive behavior this might be supporting evidence