

Zoom Tip – Control Student Video and Audio Sharing

As stewards of the learning environment, we set rules and norms for our students while in the face-to-face classroom. The digital classroom is no different. Take some time at the beginning of your first Zoom sessions to lay out some ground rules for students about being good classmates. One important way that you can begin to set up the classroom is to control what is being shared by students.

First, you should always schedule your meeting with the participants' video off. This prevents the inadvertent showing of participants' video without them being ready to be shown.

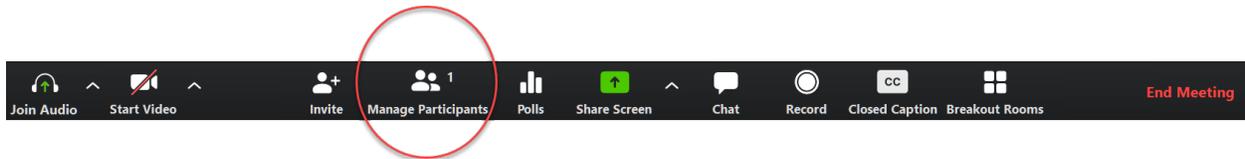
When you are scheduling your session, in the video section, select Off for both Host and Participant. This allows you and your participants to turn on their Cameras and prevents from Cameras turning on automatically for you and your students. Another meeting option recommendation is Mute participants upon entry.

The screenshot shows the Zoom meeting scheduling interface. The 'When' section is set to 03/27/2020 at 10:00 AM. The duration is 1 hour and 0 minutes. The time zone is GMT-04:00 Eastern Time (US and Canada). The 'Recurring meeting' checkbox is unchecked. The 'Registration' section has 'Required' unchecked. The 'Video' section is circled in red, showing 'Host' and 'Participant' both set to 'off'. The 'Audio' section has 'Both' selected. The 'Meeting Options' section has 'Require meeting password' (429854), 'Enable join before host', 'Mute participants upon entry' (circled in red), 'Use Personal Meeting ID 8817380300', 'Enable waiting room', and 'Record the meeting automatically in the cloud' all checked. The 'Alternative Hosts' section is empty.

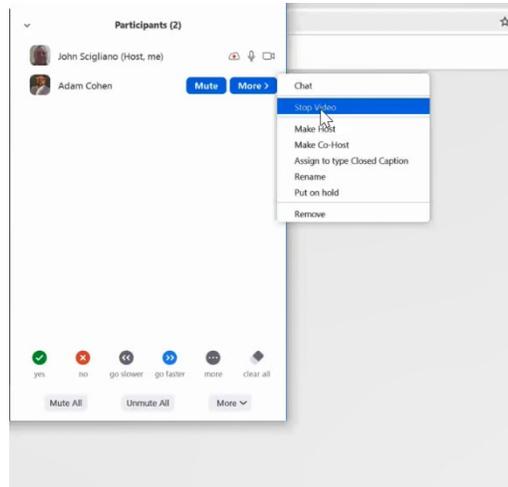
Just as you would scan the room in the classroom environment, scan the room by taking a look at students' webcam videos that they are presenting. If you find that someone is presenting an image that is not acceptable for the learning environment, you have the ability to prevent them from sharing their webcam.

To manage the participants, in the Toolbar for the session, click on Manage Participants.

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Then on the panel that opens up, select the participant. You can Mute their microphone as well as Stop their video stream. Once you have been able to chat with the student about the infraction, you can unmute them and enable their video again.



We hope that this tip helps you to manage your Zoom sessions for the benefit of all students.