Welcome!

Please visit


For a more detailed explanation of information presented in these slides.
Zoom Virtual Classroom

Advanced Features & Security Settings
New Security Measures – April 2020

• Web browser use has been disabled
  – Participants can no longer be in a Zoom meeting running in a web browser
  – They must use a desktop client, mobile application, phone, or room system
  – They still access the join links via a web browser, but it launches into the client/app

• Authentication is required
  – All WSU-hosted meetings require the user to be signed into a Zoom account
  – A WSU Zoom account is recommended, but any (i.e. Gmail) account will work

• Passwords on by default for new meetings
  – Existing meetings are not automatically changed to password protected
  – You can disable password protection

• Other
  – Attention tracking and title bar Meeting ID display disabled. Security button added.
  – Invite button moved to Participants Panel
Meeting Scheduling - Security

Require a Password
• Prevents war dialing - Programs that attempt to join Zoom meetings by randomly generating meeting IDs
• 1-10 characters in length
• Can be added to a preexisting meeting

Participants join via
• Clicking authenticated link OR
• Manually entering password if they only have the Meeting ID

Concerns
• When participants join, authenticated link can be extracted and shared
• Won’t work with all video conference room systems
Meeting Scheduling – Security (cont.)

Further Steps

• Enabled Waiting Room to approve admission

  Participant view
  
  Host view

• Additional options available in Settings at wsu.zoom.us

  Confirm participants

Orange (Guests) are not using a WSU Zoom account
Meeting Scheduling – Security (cont.)

Further Steps

Require Registration

Go to wsu.zoom.us to configure Registration settings

- Participants get a unique link to join, but it can be shared
Security During the Session

Security Button
- Lock Meeting
  - Will prevent participants from joining/rejoining

Enable Waiting Room
- Can now be activated after meeting start

Unselect Allow participants to Share Screen*
- Additional options under Share Screen > Advanced Sharing Options...

Unselect Allow participants to Chat*
- Additional options in Chat Panel

Unselect Allow participants to Rename Themselves*

Unselect Allow participants to Annotate on Shared Content*
  - Only available when sharing content

Remove Participant... permanently remove someone

Report... send Zoom an email reporting a specific participant, including a screen shot.

*Can be set for your account at wsu.zoom.us
Security During the Session (cont.)

Manage Participants Panel > More (...)
- Enable **Mute Participants on Entry***
- Unselect **Allow Participants to Unmute Themselves**
- Unselect **Allow Participants to Rename Themselves***
- **Lock Meeting**
  - Will prevent participants from joining/rejoining
- Announce that mic use will be approved by **Raising Hand** from the participants panel, allowing host or cohost to unmute them

Chat Panel
- Enable **Participant Can Chat With Host Only** or **No One***

*Can be set for your account at wsu.zoom.us
Security During the Session: Other Options

Share Screen > Advanced Sharing Options...
- Select Only Host for Who can start sharing when someone else is sharing?* or
- Select Only Host for Who can share?*

Zoom Toolbar > More (available after you start sharing)
- Disable participants annotations*

Other Options
- Be on standby to Stop video for a bad participant
- Spotlight your video, so unwanted video would only be in the small gallery view
- Be on standby to Remove participant from meeting to lock them out

*Can be set for your account at wsu.zoom.us
Zoom Security Recommendations

• Run the latest version of the application from the Zoom desktop client
  1. Click profile pic in top right corner
  2. Click **Check for Updates**
  3. Update if needed
     - Some departments restrict user updates

• Only share applications, not your entire screen, to prevent unintentionally displaying sensitive content

• Use a virtual background to prevent displaying personal belongings
## Zoom Meeting Reports via Learn

### Course Space

#### Zoom Meeting Name

#### Zoom ID

#### Table of Names and Emails

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Breakout Rooms - Preassign

SETUP
• Created at wsu.zoom.us via web form or upload CSV file
• Web form accesses everyone with an activated WSU Zoom account
• Search via first and last name, confirm via listed e-mail address
• CSV file allows you to add non-WSU emails
• Once the CSV file is uploaded, you can edit via the web form

DURING
• The host must use version 4.4.5 or above of the Zoom client
• Students must use their WSU Zoom account to be identified
• Refresh the breakout rooms if students join after the first time launched
• Co-hosts can move between rooms after joining their assigned room
• Co-hosts cannot manage other participants
Polls

Creation

• Add to an existing meeting via .csv at Learn
• Add to an existing meeting via web from at wsu.zoom.us
• You can view or delete, but not edit, existing Polls at Learn

Reports

• Can be accessed on Previous Meetings Tab
• Displays user name, email, date/time submitted, poll question & participant answer
Share Screen - Advanced

Smooth Transitions
• Click **New Share** to choose a new source without stopping your current share

• Click **Pause Share** to freeze your current screen to viewers, while being able to work in the background

• **Advanced > Portion of Screen** to display a window cutout, such as the current slide while in PowerPoint Presenter View
LEARNING INNOVATIONS

Welcome!
Virtual attendees, please sign-in at:
https://tinyurl.com/AOIEventAttendance

Please visit
For a more detailed explanation of information presented in these slides.
Zoom Resources

https://li.wsu.edu/academic-tech-tools/webconference-zoom/

Distance Delivery: