



Academic Outreach & Innovation

LEARNING INNOVATIONS

Welcome!

Please visit

<https://li.wsu.edu/teaching-tool-boxes/emergency-tool-kit-for-extended-distance-delivery/>

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

Zoom Virtual Classroom

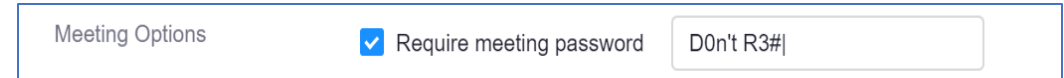
Advanced Features & Security Settings

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



Meeting Options Require meeting password

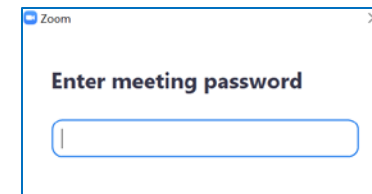
- Prevents war dialing - Programs that attempt to join Zoom meetings by randomly generating meeting IDs
- 1-10 characters in length
- Can be added to a preexisting meeting

Participants join via

- Clicking authenticated link OR
- Manually entering password if they only have the Meeting ID



Invite Attendees Join URL: <https://wsu.zoom.us/j/963108528?pwd=bWZ3c21KVmhsN0dlMysxKzVXcmNVUT09>



Zoom
Enter meeting password

Concerns

- When participants join, authenticated link can be extracted and shared
- Won't work with all video conference room systems

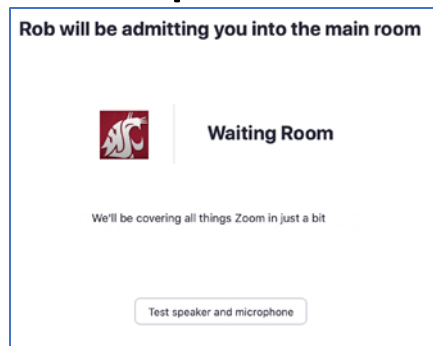
Meeting Scheduling – Security (cont.)

Further Steps

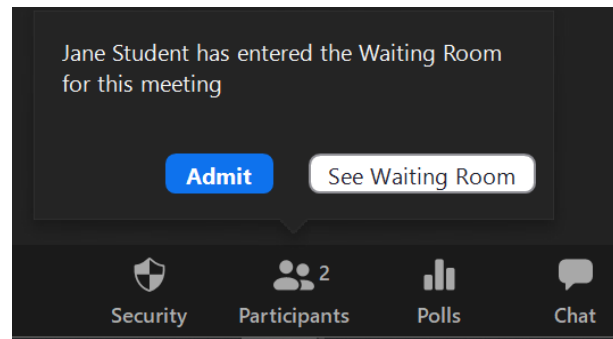
- Enabled Waiting Room to approve admission

Enable waiting room

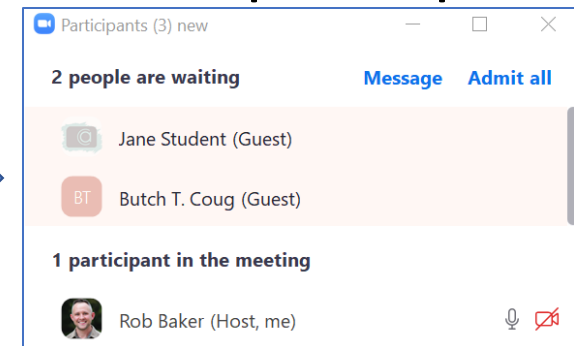
Participant view



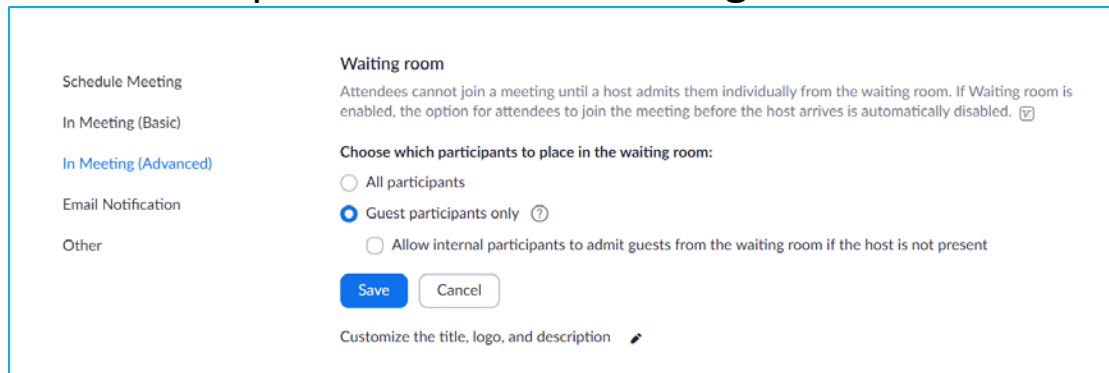
Host view



Confirm participants



- Additional options available in **Settings** at wsu.zoom.us



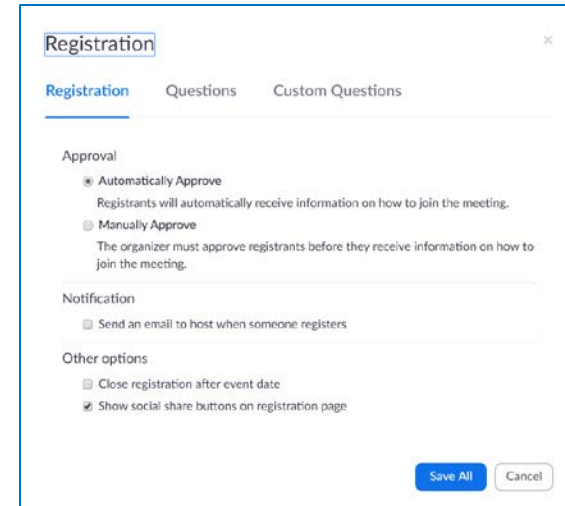
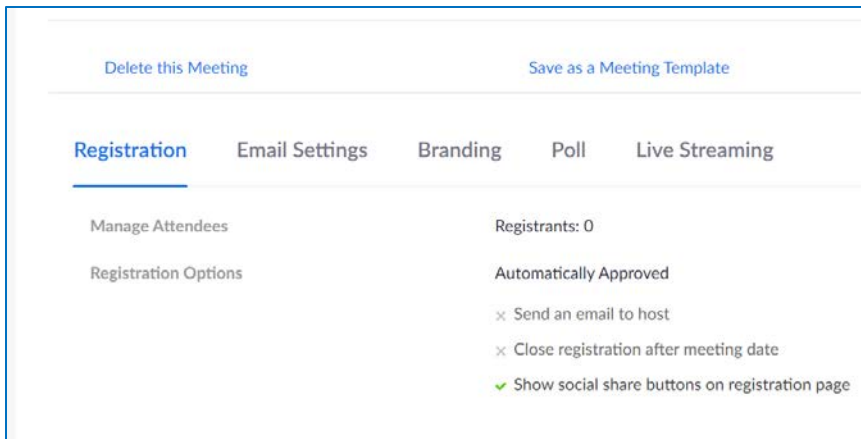
Orange (Guests) are not using a WSU Zoom account

Meeting Scheduling – Security (cont.)

Further Steps

Require Registration Registration Required

Go to wsu.zoom.us to configure Registration settings



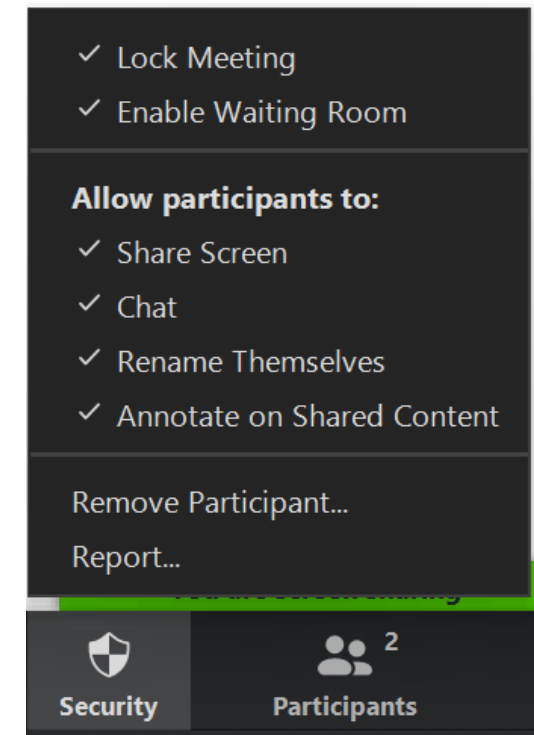
- Participants get a unique link to join, but it can be shared

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.

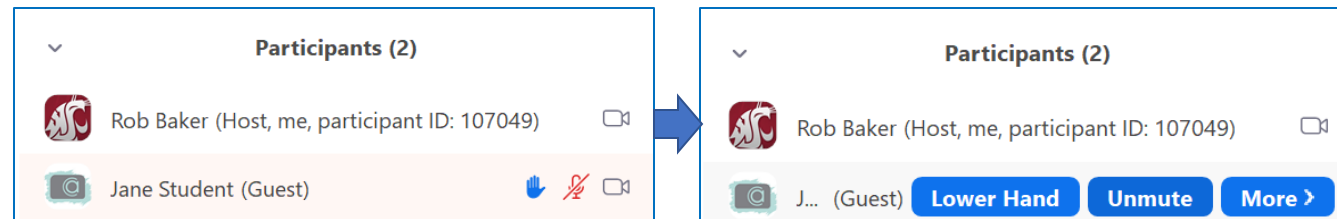
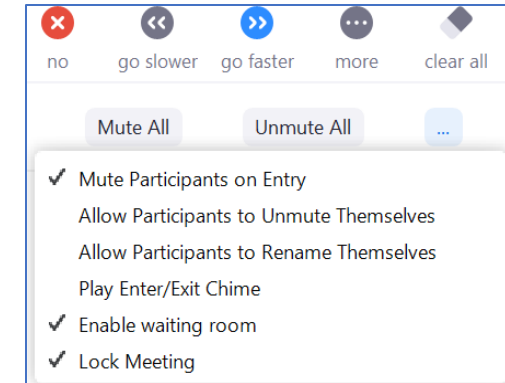


*Can be set for your account at wsu.zoom.us

Security During the Session (cont.)

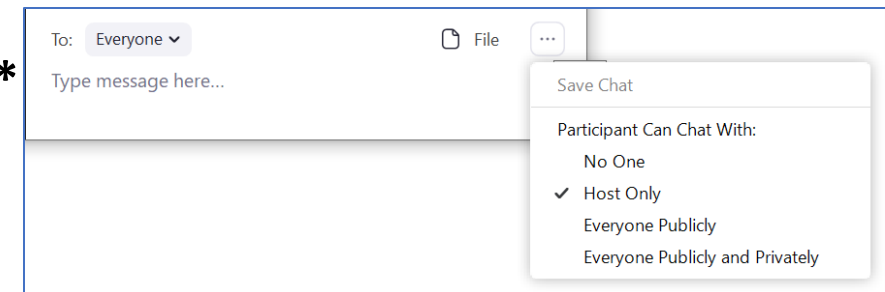
Manage Participants Panel > More (...)

- 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?***

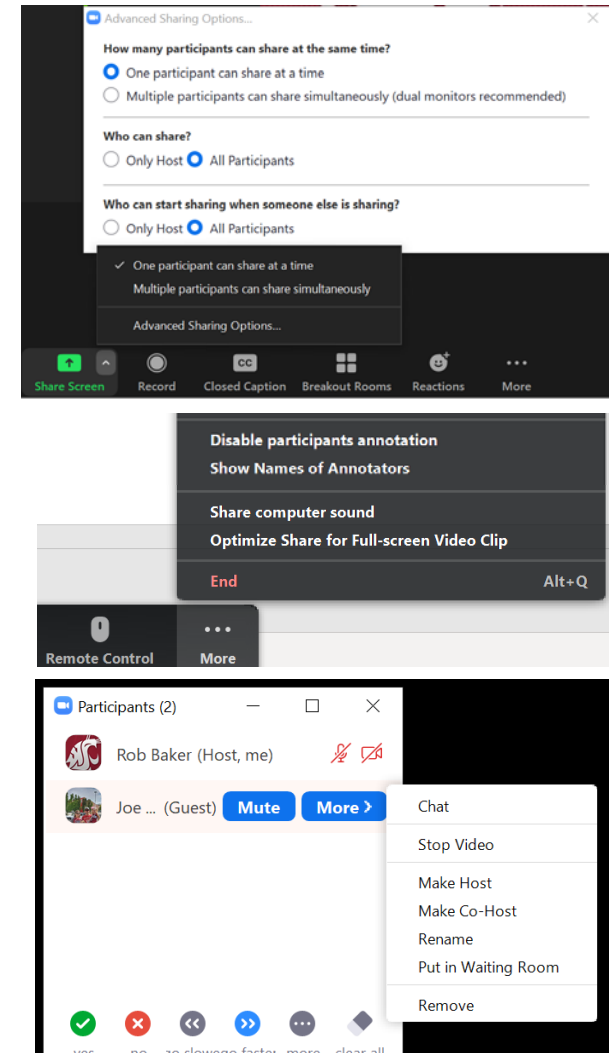
Zoom Toolbar > More (available after you start sharing)

- Disable participants annotations*

Other Options

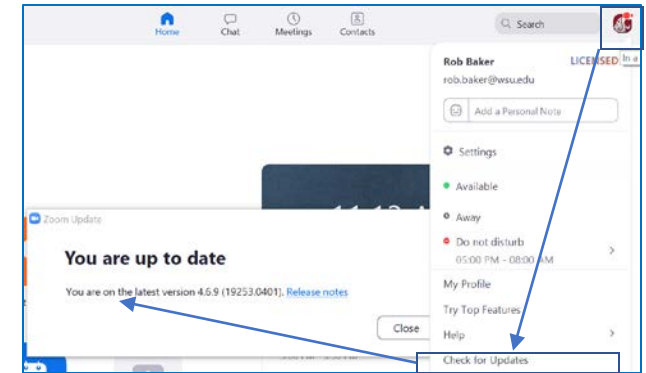
- Be on standby to **Stop video** for a bad participant
- **Spotlight your video**, so unwanted video would only be in the small gallery view
- Be on standby to **Remove** participant from meeting to lock them out

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



Zoom Security Recommendations

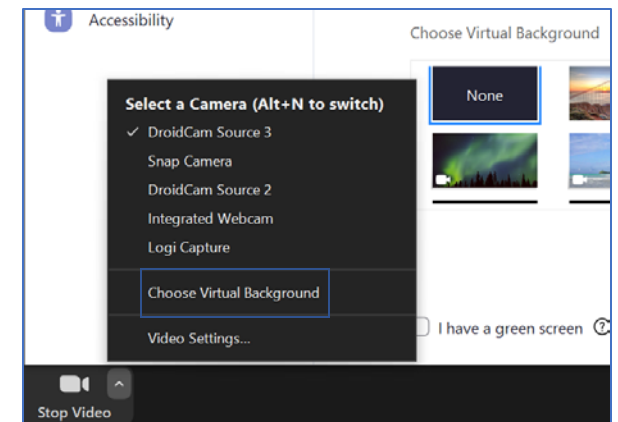
- Run the latest version of the application from the Zoom desktop client
 1. Click profile pic in top right corner
 2. Click **Check for Updates**
 3. Update if needed
 - Some departments restrict user updates



- 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

My Meetings > Report

Zoom Meeting Name
Zoom ID

Apr 8, 2020 1:49 PM

Meeting Report Poll Report

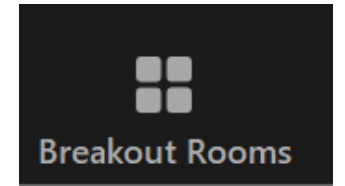
Export as CSV File

Name	Email	Join time	Leave time	Duration (Minutes)	Attentiveness Score
		04/08/2020 13:49:02	04/08/2020 15:40:09	112	
		04/09/2020 14:01:48	04/09/2020 14:10:12	9	
		04/09/2020 14:01:53	04/08/2020 14:49:16	48	
		04/09/2020 14:02:58	04/08/2020 14:49:14	47	
		04/09/2020 14:03:17	04/08/2020 14:49:46	47	
		04/08/2020 14:03:24	04/08/2020 14:49:28	47	
		04/09/2020 14:03:50	04/08/2020 14:49:10	46	
		04/08/2020 14:04:09	04/08/2020 15:00:43	57	
		04/09/2020 14:04:12	04/09/2020 14:49:24	46	
		04/08/2020 14:04:20	04/08/2020 14:49:24	46	
		04/09/2020 14:04:34	04/08/2020 14:49:51	46	
		04/08/2020 14:05:02	04/08/2020 14:05:51	1	
		04/09/2020 14:05:02	04/09/2020 15:05:14	61	
		04/09/2020 14:05:09	04/08/2020 14:49:19	45	
		04/09/2020 14:05:23	04/08/2020 14:49:46	45	

Names Emails

< 1 2 3 4 5 6 7 >

Breakout Rooms - Preassign



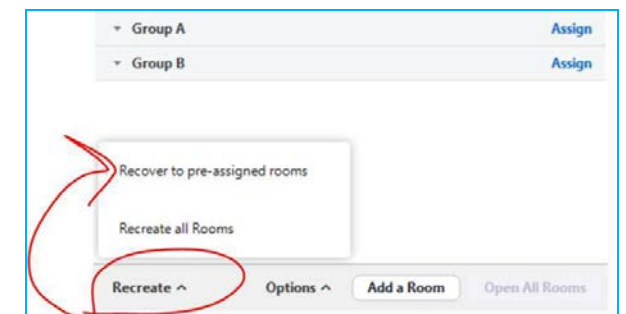
SETUP

- 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

Number of breakout rooms	Maximum number of participants per room*
20 breakout rooms	Up to 500 participants
30 breakout rooms	Up to 400 participants
50 breakout rooms	Up to 200 participants

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

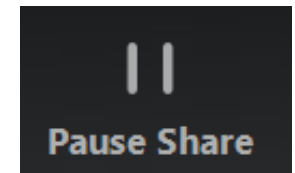
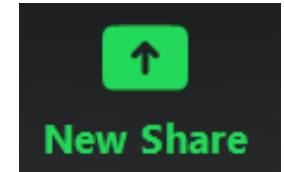
- Can be accessed on Previous Meetings Tab
- Displays user name, email, date/time submitted, poll question & participant answer

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



Screen Share – Portion of Screen

The image shows a Zoom meeting interface. On the left, a slide is being shared, titled "Academic Outreach & Innovation LEARNING INNOVATIONS". The slide content includes a "Welcome!" message, a sign-in link (<https://tinyurl.com/AOIEventAttendance>), and a request to visit another link (<https://li.wsu.edu/teaching-tool-boxes/emergency-tool-kit-for-extended-distance-delivery/>) for more information. The Zoom toolbar at the bottom shows "You are screen sharing" and "Stop Share" buttons. On the right, the Zoom interface displays "Zoom Virtual Classroom" with "Advanced Features & Security Settings". Below this, a text prompt encourages attendees to fill out paper surveys. At the bottom right, a chat window is open, showing participants "Rob Baker (Host, me, participant ID: 107234)" and "Jane Student (Guest)".

SHOW TASKBAR DISPLAY SETTINGS END SLIDE SHOW

Academic Outreach & Innovation
LEARNING INNOVATIONS

Welcome!

Virtual attendees, please sign-in at:
<https://tinyurl.com/AOIEventAttendance>

Please visit
<https://li.wsu.edu/teaching-tool-boxes/emergency-tool-kit-for-extended-distance-delivery/>

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

Next slide

Zoom Virtual Classroom
Advanced Features & Security Settings

Encourage attendees to fill out paper surveys. Encourage virtual attendees to complete the survey at the above link. Remind all attendees that they will receive a follow-up email that will include the survey link and resource links.

Participants (2)
Rob Baker (Host, me, participant ID: 107234)
Jane Student (Guest)

Zoom Group Chat

To: Everyone
Type message here...

Join Audio Stop Video Security Participants Polls New Share Pause Share Annotate Remote Control More

You are screen sharing Stop Share

Rob Baker

Connecting to audio

Slide 1 of 17

Zoom Resources

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

Distance Delivery:

<https://li.wsu.edu/teaching-tool-boxes/emergency-tool-kit-for-extended-distance-delivery/>