

How to make your Zoom class secure and private

We will begin shortly. Please
answer the brief poll question.

Ron Owston, PhD

Research Associate, Contact North
Professor Emeritus, York University

Agenda



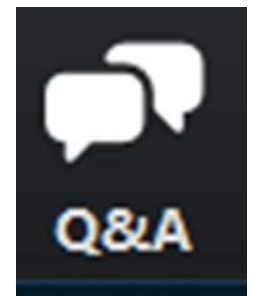
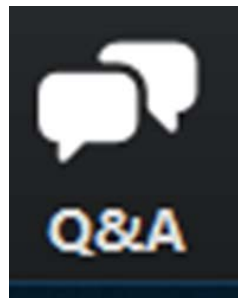
Setting up your
class



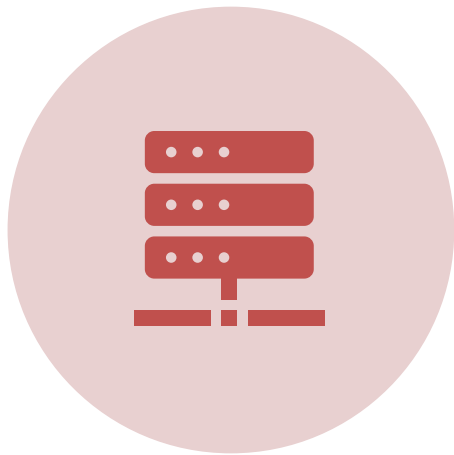
Beginning your
class



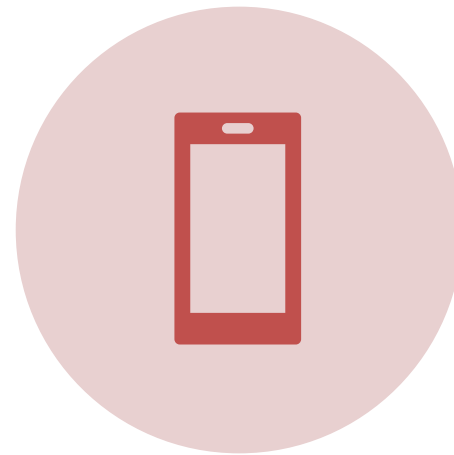
During your
class



Zoom has two components

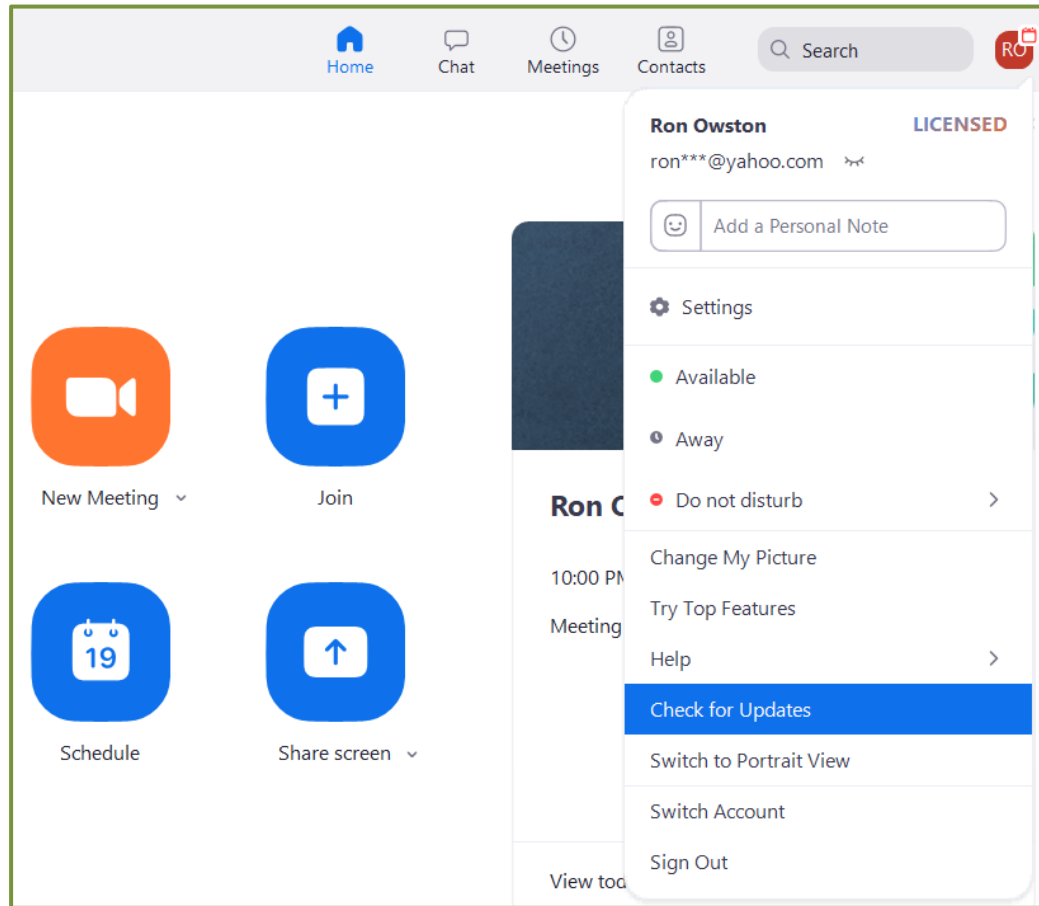


NAME.ZOOM.US

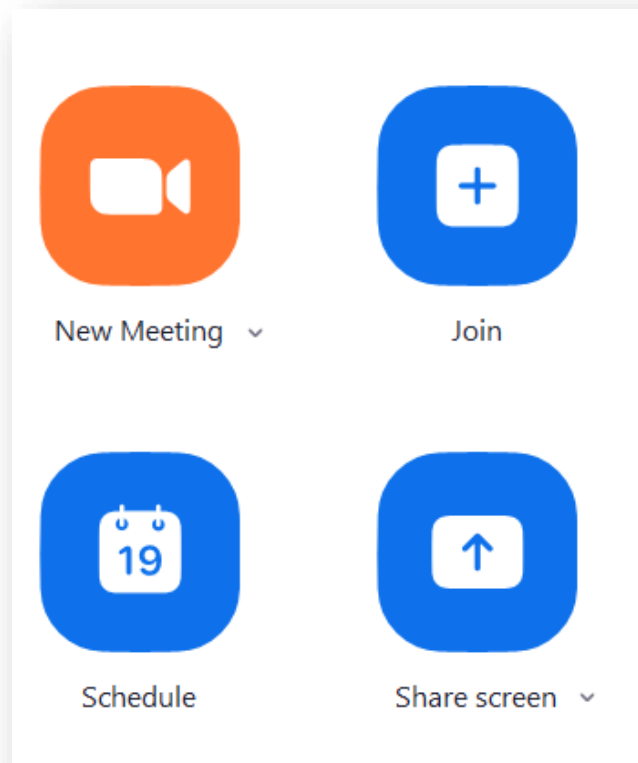


DESKTOP APP

Always check for updates!



1. Setting up your class securely



Schedule Meeting

Topic

Ron Owston's Zoom Class

Start:

Fri June 5, 2020



10:00 PM



Duration:

1 hour



0 minute



Recurring meeting

Time Zone: Eastern Time (US and Canad...

Meeting ID



Generate Automatically



Personal Meeting ID 979 214 2818

Password



Require meeting password

926876

Video

Host:



On



Off

Participants:



On



Off

Audio



Telephone



Computer Audio



Telephone and Computer Audio

Dial in from Canada [Edit](#)

Calendar



Outlook



Google Calendar



Other Calendars

Advanced Options



Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join

Any Zoom Account



Any Zoom Account

Passport York

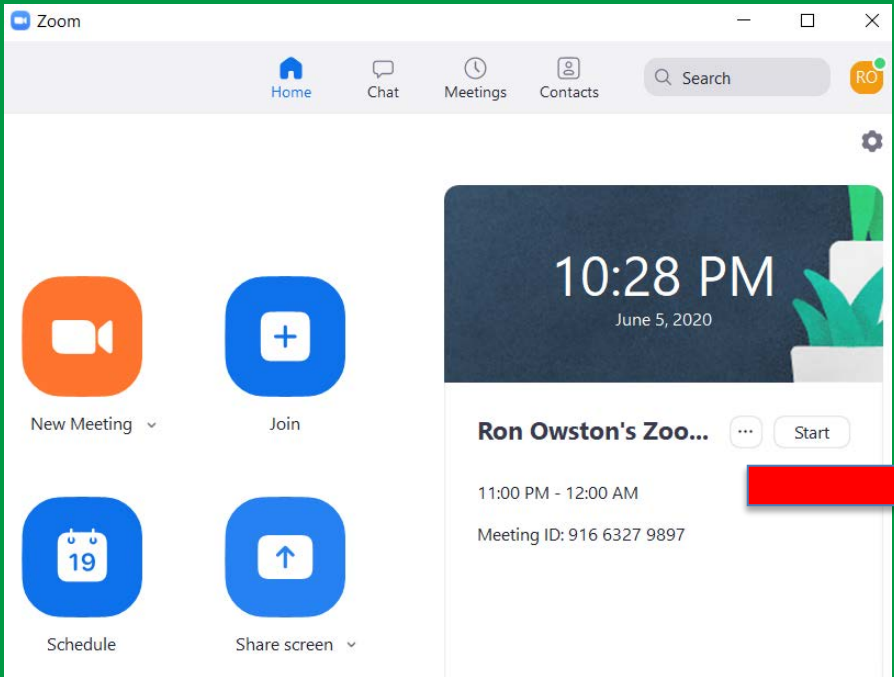
Example:john@company.com;peter@school.edu

Interpretation

- Enable language interpretation

Schedule

Cancel



Ron Owston's Zoom Meeting

11:00 PM - 12:00 AM | [Starts in 30 minutes](#)

Meeting ID: 916 6327 9897

[Start](#) [Copy Invitation](#) [Edit](#) [Delete](#)

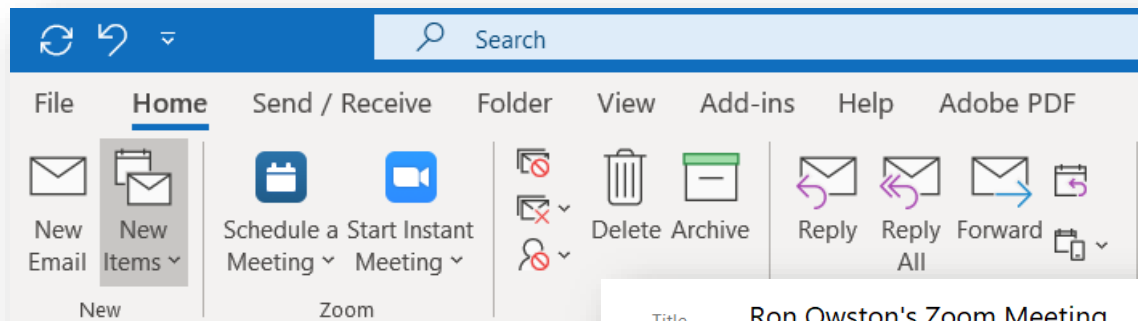
[Hide Meeting Invitation](#)

Join Zoom Meeting
<https://yorku.zoom.us/j/91663279897?pwd=S1BVLzgxWFNYa1h4V2dnekFESWNIQT09>

Meeting ID: 916 6327 9897
Password: 104573
One tap mobile
+16475580588,,91663279897#,,1#,104573# Canada
+17789072071,,91663279897#,,1#,104573# Canada

Dial by your location
+1 647 558 0588 Canada
+1 778 907 2071 Canada
+1 438 809 7799 Canada
+1 587 328 1099 Canada
+1 647 374 4685 Canada
Meeting ID: 916 6327 9897
Password: 104573

Scheduling within email – e.g. Outlook



Title Ron Owston's Zoom Meeting

Required

Optional

Start time Mon 2020-06-08 10:00 PM All day Time zones

End time Mon 2020-06-08 11:00 PM [Make Recurring](#)

Location <https://contactnorth.zoom.us/j/98891948387>

[Join Zoom Meeting](#)

Phone one-tap: Canada: [+16475580588](tel:+16475580588), [98891948387#](tel:+16473744685) or [+16473744685](tel:+16473744685), [98891948387#](tel:+16473744685)

Meeting URL: <https://contactnorth.zoom.us/j/98891948387>
Meeting ID: 988 9194 8387

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: Canada: +1 647 558 0588 or +1 647 374 4685
US: +1 646 876 9923 or +1 646 518 9805

Meeting ID: 988 9194 8387

Scheduling within LMS e.g. Moodle

GS/EDUC5860 A - Issues in Digital Technology in Education
(Fall 2020-2021)

[Dashboard](#) / [Courses](#) / [2020-2021](#) / [Faculty of Graduate Studies](#) / [Fall](#)
/ [GS/EDUC5860 A - Issues in Digital Technology in Education \(Fall 2020-2021\)](#) / [General](#) / [Zoom test](#)

Zoom test



zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [✎](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#)

Show my course meetings only

Start Time

Topic

Meeting ID



So far we have learned



Check for updates



Enable waiting room



Authenticate students



Don't use personal meeting room

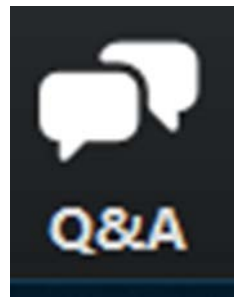


Use passcodes



Student video/audio off

Questions and poll



2. Beginning your class



1. Do I want to use waiting room?



2. Allow screen share?

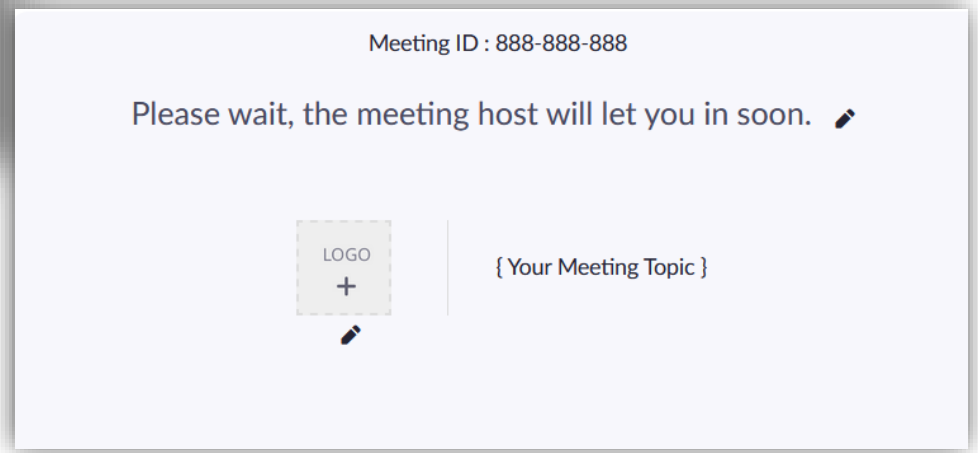
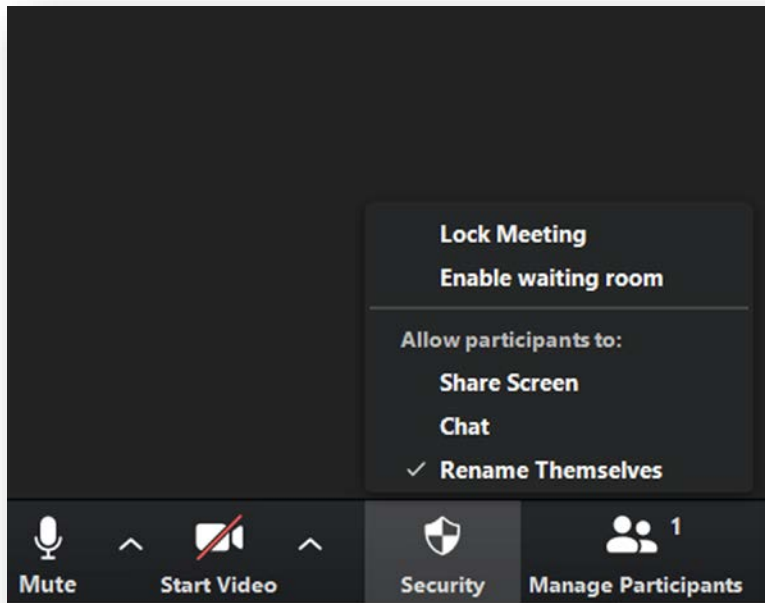


3. Should I allow Chat?



4. Should I allow student audio and video?

1. Should I enable waiting room?



Whitelisting students to bypass waiting room

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains

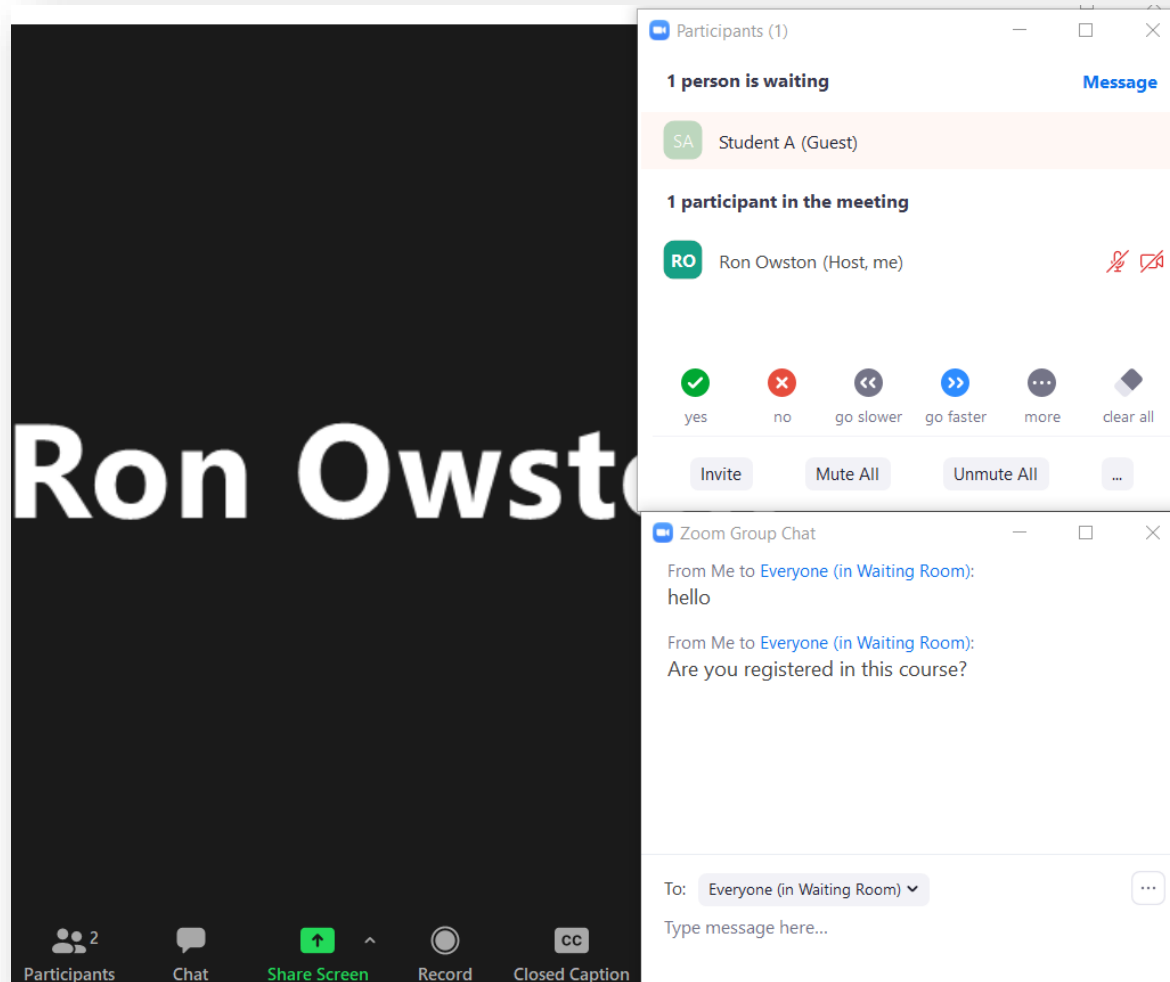
Who can admit participants from the waiting room?

- Host and co-hosts only
- Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)

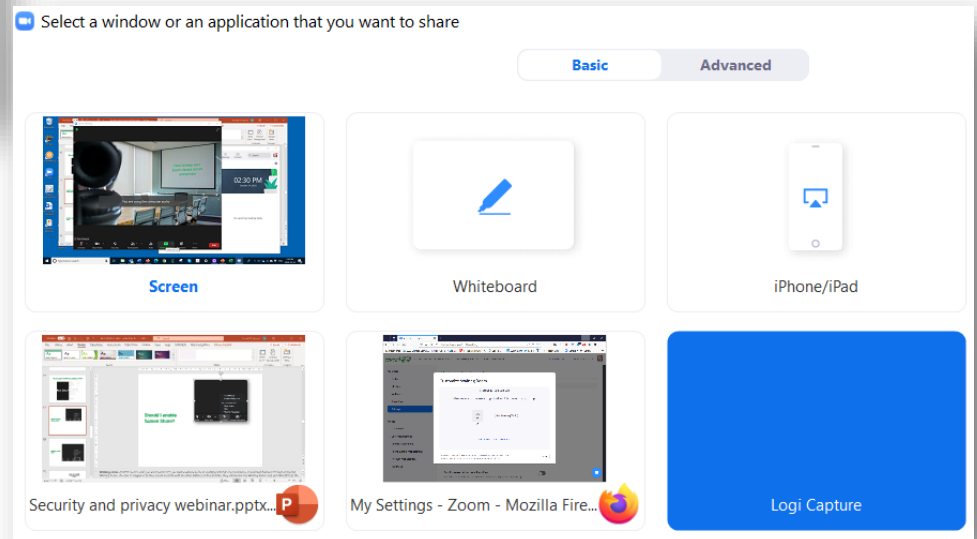
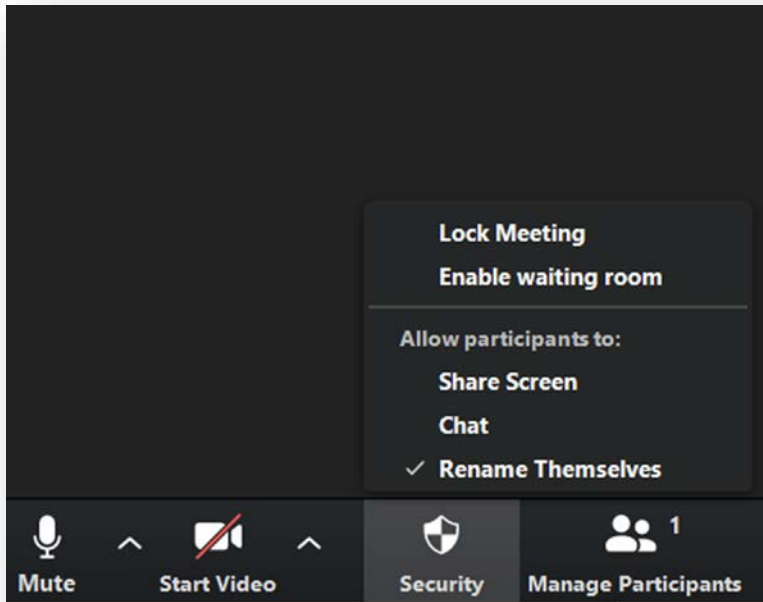
Continue

Cancel

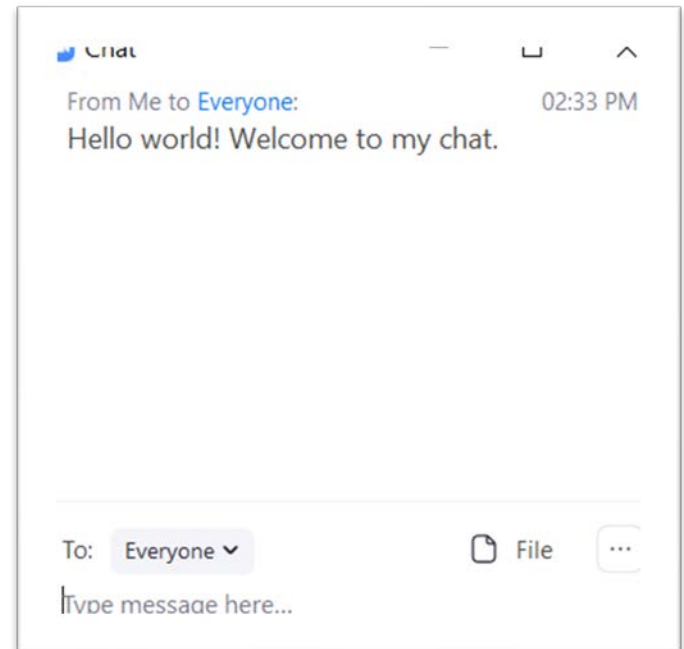
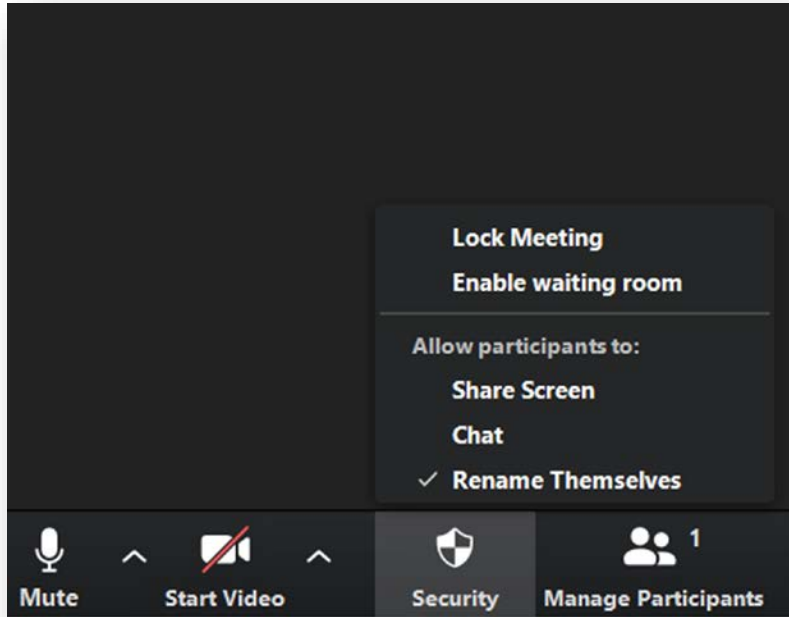
Messaging students in waiting room



2. Should I enable Screen Share?



3. Should I enable Chat?



**Return to Scheduling
menu if you want to
change**

**4. Should I allow
audio and video
initially?**

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from Canada and United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry

3. During your meeting



1. Should I lock meeting?



2. Require students to turn on cameras?



3. Allow private [chat](#)?

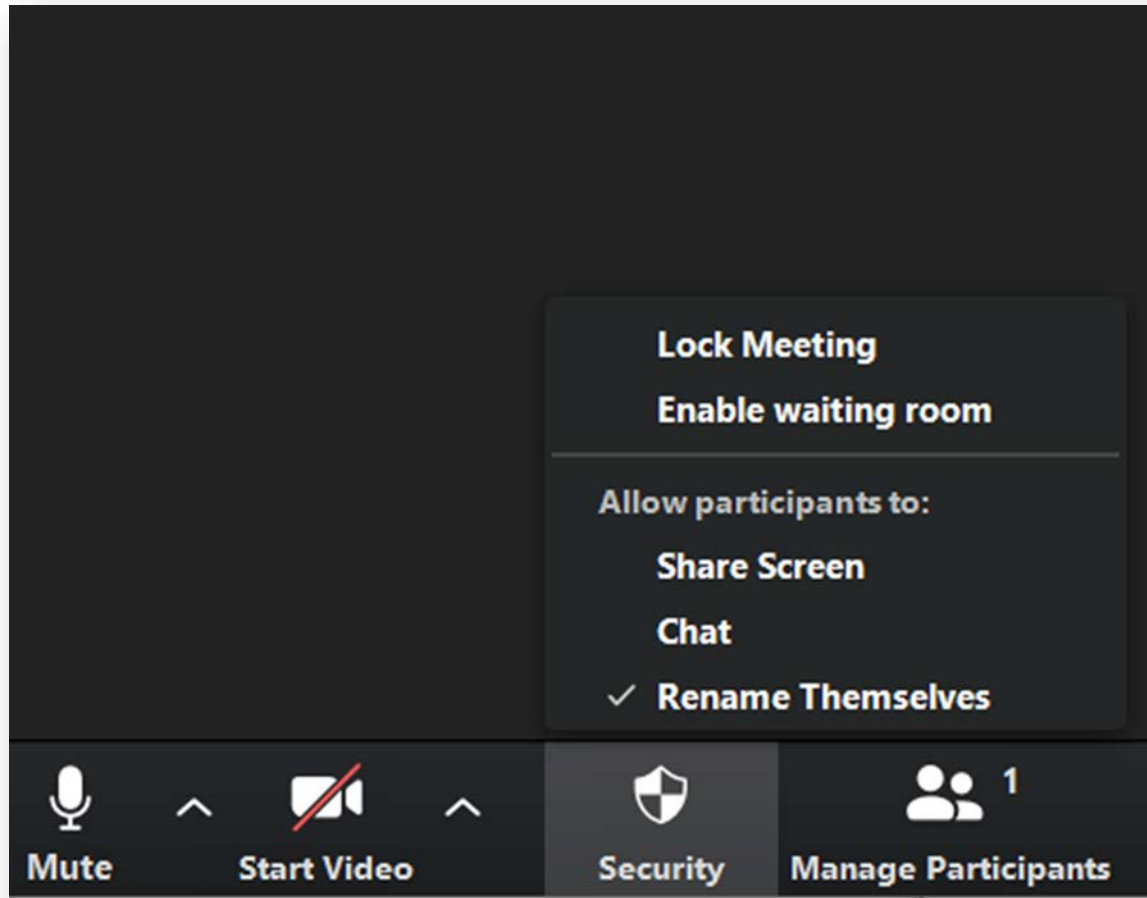


4. Record meeting?



5. Virtual [background](#)?

1. Lock meeting?



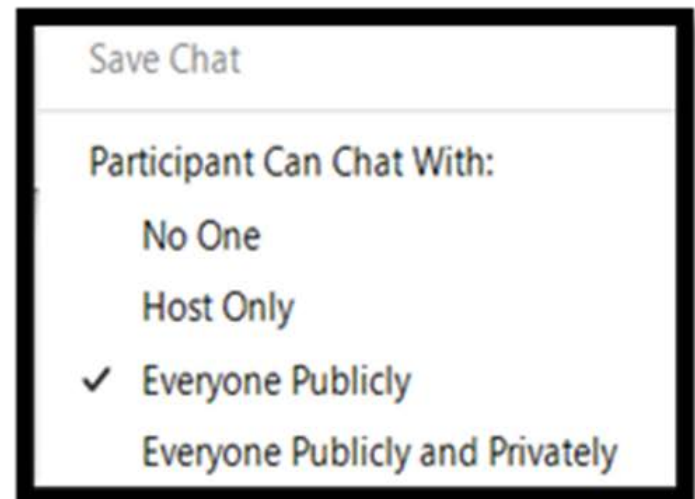
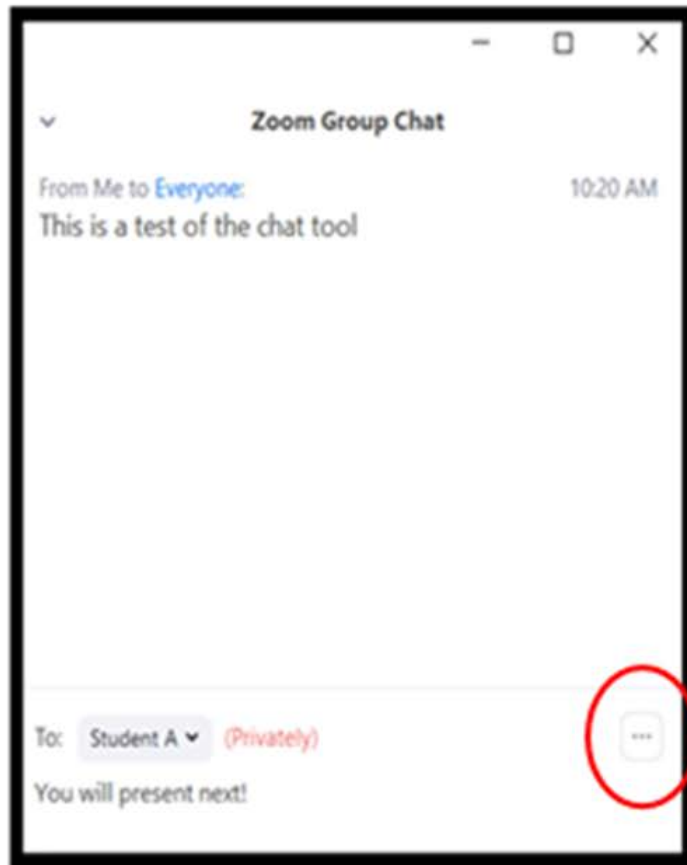
2. Require cameras (video/audio) on?



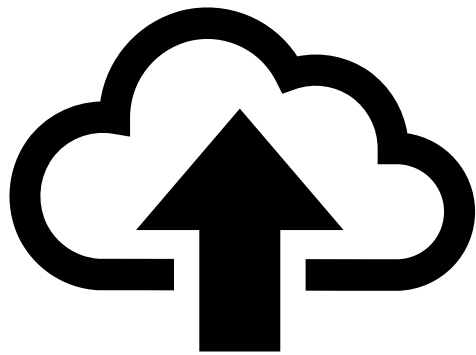
A screenshot of a meeting interface. The top part shows a list of participants: 'Participants (2)'. The first participant is 'Ron Owston (Host, me)' with a green 'RO' icon and red icons for mute and video. The second participant is 'Student A (Guest)' with a green 'SA' icon and a red video icon. Below the list is a control bar with icons for 'yes' (green checkmark), 'no' (red X), 'go slower' (double left arrow), 'go faster' (double right arrow), 'more' (three dots), and 'clear all' (diamond). At the bottom are buttons for 'Invite', 'Mute All', 'Unmute All', and a three-dot menu.

A bottom navigation bar with five icons and labels: 'Security' (shield icon), 'Participants' (two people icon with '2'), 'Polls' (bar chart icon), 'Chat' (speech bubble icon), and 'Share Screen' (green square with white arrow icon).

3. Private chat?



4. Record meeting?

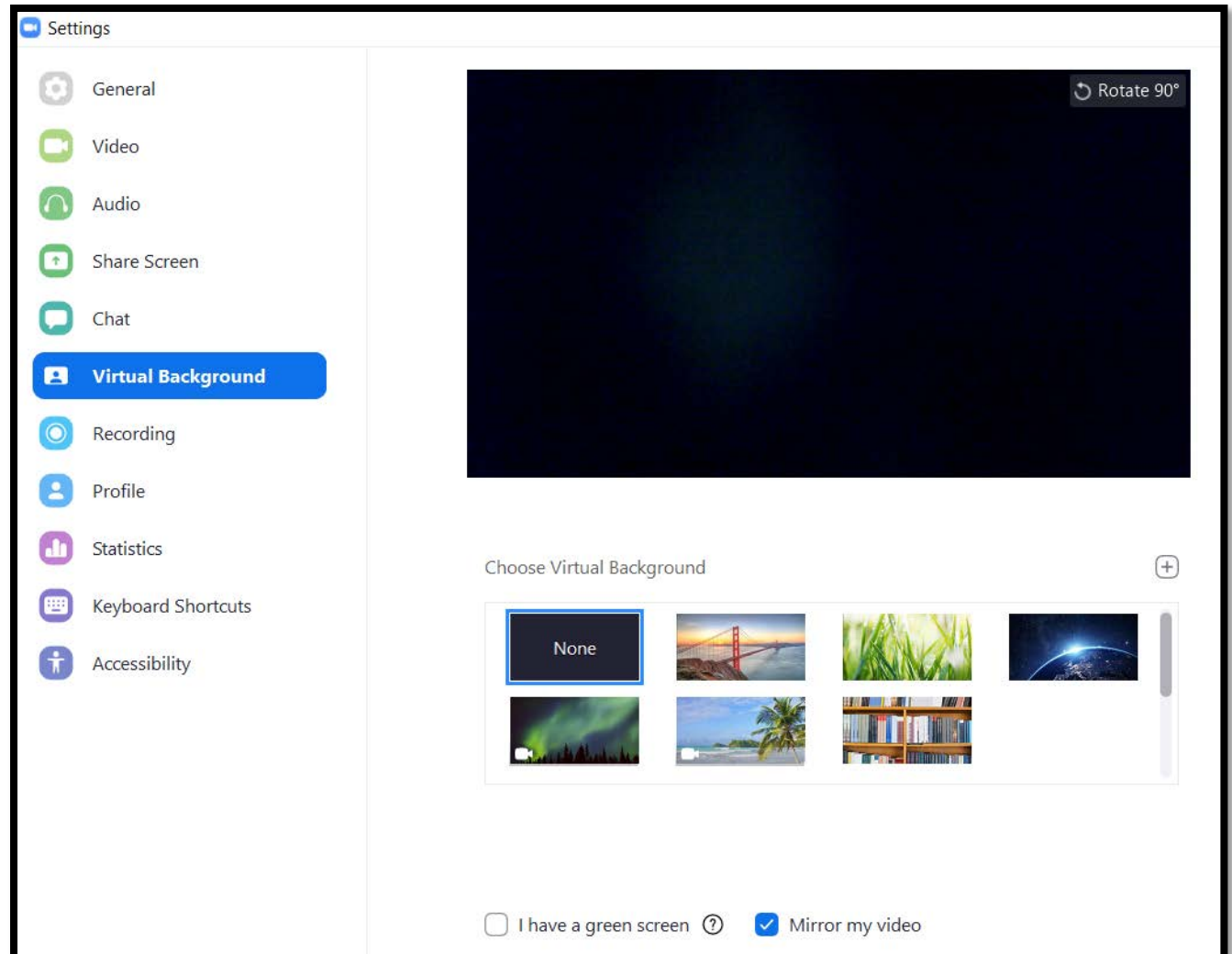


Licensed



Public version

5. Virtual background?



The image shows the Zoom application settings window, specifically the 'Virtual Background' section. On the left, a sidebar lists various settings categories: General, Video, Audio, Share Screen, Chat, Virtual Background (highlighted in blue), Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main area displays a large dark preview window with a 'Rotate 90°' button in the top right corner. Below the preview, the text 'Choose Virtual Background' is followed by a grid of seven background options: 'None', a Golden Gate Bridge scene, a green grass field, a blue planet horizon, a green aurora borealis, a tropical beach with palm trees, and a bookshelf. At the bottom, there are two checkboxes: 'I have a green screen' (unchecked) and 'Mirror my video' (checked).

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Virtual Background**
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Rotate 90°

Choose Virtual Background

None

I have a green screen ? Mirror my video

Recap of issues at start and during meeting



Waiting room?



Screen share?



Audio/video on initially?



Chat/private chat?



Require camera on?

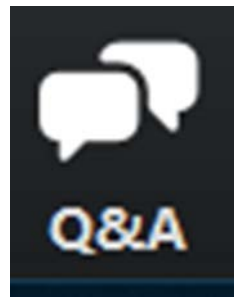


Record meeting?



Virtual background?

Questions and poll



**Challenge – try out at
least one new idea you
learned today!**

Thank you!

Next webinars Oct 29 & Nov 10

<http://ronowston.ca>