IMPORTANT ZOOM SETTINGS FOR THE HOST

There are multiple layers of menu settings found in different areas of Zoom. Some items may to be enabled in the Host's account, or when creating the meeting, so that they are accessible when the meeting begins. These suggestions are subject to change, depending on Zoom updates.

GENERAL SECURITY PRINCIPLES AND ORGANIZATIONAL SETTINGS TO KEEP IN MIND – The privacy and safety of students and their families should be kept in mind at all times, along with ease of coordination between teachers ("hosts" and "co-hosts"). Here are some general suggestions:

PRACTICAL CONSIDERATIONS

- **Free version of Zoom** has a 40-minute limit. Download the app – your computer/device will need both a microphone and a camera, if not already present.
- **Breakout Rooms** are separate virtual classrooms that can be run simultaneously - Large group meetings can be split into separate "rooms." Families with multiple children will need a separate device for each child unless they are in the same class.
- **Consider holding church school** classes at a different time of day or week than Sunday morning if needed.
- **Attention span on Zoom** may be shorter than in real life. For younger students consider 15-20-minute sessions, older students, depending on age, 20-40 minutes.
- SEND MEETING INVITE via email to all participants!

HOST ACCOUNT SETTINGS / WHEN SCHEDULING A MEETING

- **Disable "Join before host"** – Unsupervised participant time on Zoom should not be allowed.
- **Enable "Mute participants on entry"** - Less distraction during "class".
- **Enable "Sound notification"** when someone joins or leaves, for host only – might be helpful.
- **Disable "File transfer"** – Unsupervised file transfer between students should not be allowed.
- **Enable "Co-host"** - Having a co-host to help with technology makes the "classroom" run more smoothly. As teachers or other adults arrive, give them co-host privileges as needed so they can help during different parts of group presentations; having two adults present at all times is recommended.

- **Enable "Always show meeting toolbar"** – May be helpful.
- **Enable "Show Zoom windows during screen share"** – Allows participants to see each other during screen shares
- **Enable "Screen Share"** – Allows participants to see your computer screen for showing documents, pictures, etc.
- **Enable "Annotation"** for all or host only as desired. Annotate functions allow one to draw or write on the screen virtually. Can be used to "fill-in-the-blank," fill in crosswords or other writing, circle words for word search puzzles, draw pictures, award "stars;" many different colors and possibilities. The annotate bar can be found by hovering the mouse over the center top of the Zoom window. Click on the annotate button to select the various annotation features.
- **Enable "Breakout Rooms"** if desired to have different classrooms simultaneously as long as you have one or two adults for each "room".
- **Disable "Virtual backgrounds for participants"** – Children can be distracted by changing them often. If this option is not available, you may have to verbally tell the students not to use this function.
- **Disable "Local recording"** – Protect family privacy by disabling the recording function for participants. Found on the host's main account under: PERSONAL / SETTINGS / RECORDING tabs.
- **Enable "Generate automatically"** - Will set up its own link, not using your Personal Meeting ID "room" link.
- **Enable "Waiting room"** – A safety feature requiring participants to enter a "waiting room" before being manually allowed in by the host or co-host, who will see their names appear on their screen as the participants arrive. Have a teacher (host or co-host) on "waiting room duty" to monitor and let verified students into the actual meeting.

HOST SETTINGS IN THE MEETING

- Generally, hosts should start the meeting 5-10 minutes before students "arrive" to check that all the desired settings (those listed above) are still

there and make any necessary setting changes or additions.

- Some menus are clearly found by clicking on the Zoom toolbar buttons. Some more hidden menus are found by clicking on a small up or down arrow next to the buttons, clicking on three small dots to the right of the screen (as in menus for 'PARTICIPANTS' or 'CHAT'), or clicking on "options" or "advanced" buttons within the menus.

- Check through all the menus found under: SECURITY / PARTICIPANTS / SHARE SCREEN / CHAT / BREAKOUT ROOMS

  - CHAT:
    1- Enable Chat to "host only" – This will allow students or a co-host to send a message or question privately and prevent private conversations among students.
    2- Enable Chat to "everyone" – This will allow a discussion similar to a classroom where all comments/questions are seen by everyone.
    3- Consider "disable chat" as it can be distracting; this also prevents students from having private conversations with each other.

  - SECURITY:
    Consider "Lock meeting" after students have arrived - the host can still "unlock" and allow a late student to enter (a parent may need to phone the host to inform them a student is waiting). This setting keeps unauthorized people from entering and disrupting the class.

  - SCREEN SHARING:
    Who can share? Select host only (co-hosts will still be able to share)

Screen sharing multiple documents: Only one document/page can be shared at a time. When a second page is desired, the host will need to stop screen sharing, then select the next document, then restart screen sharing. Have all documents open and minimized to make transitions easier.

- **SPOTLIGHT (participant menu)** - Spotlight enables the host to select one person to be the center of the screen. This is useful if one person is doing an extended reading, or someone is leading a prayer. Remember to stop Spotlight when reading has ended.

- BREAKOUT ROOM OPTIONS
  Disable Move all participants into breakout rooms automatically
  Disable Allow participants to return to main session at any time – participants should be supervised at all times, and not allowed to go to a room without any supervision
  Enable Breakout rooms close automatically – convenient to get all classrooms to return at the same time
  Enable Notify me when time is up
  Countdown after closing breakout rooms, 2 min - Convenient to let teachers know they need to wrap up their individual classes before being returned to the Main Session

These options can be adjusted to different degrees in the following three menus:
  1- Settings on The Host's Account
  2- Settings in Create / Edit / Scheduling A New Meeting
  3- Settings in The Actual Meeting

Advance practice with these settings is highly recommended!