

"This age of digital learning has us all trying to figure out how to best interact with our students, and Zoom is a great option to do this. If you're using Zoom, we suggest you schedule/create a meeting from the web browser, not from the app. There are several meeting settings you will want to attend to that are not available in the app. Log into your account on zoom.us, and under personal click on settings.

Here are some things that should be OFF in the settings:

- Host Video
- Participants Video
- Join Before Host
- Private Chat
- File Transfer
- Allow removed participants to rejoin

Here are some things that should be ON in the settings:

- Mute participants upon entry
- Chat (click prevent participants from saving chat)
- Allow host to put attendee on hold - if you want/need to temporarily remove someone from the zoom
- Always show meeting control bar
- Screen sharing (click HOST ONLY) - participants will not be allowed to share their screen
- Disable desktop/screen share for users
- Waiting Room

These can be considered optional:

- Require password
- Annotation and whiteboard use
- Nonverbal feedback

Anytime we explore new technologies we are bound to make mistakes and kids will be kids. However, with some of these settings this will limit inappropriate material. Please feel free to comment and add your own suggestions or experiences that may help other educators."