

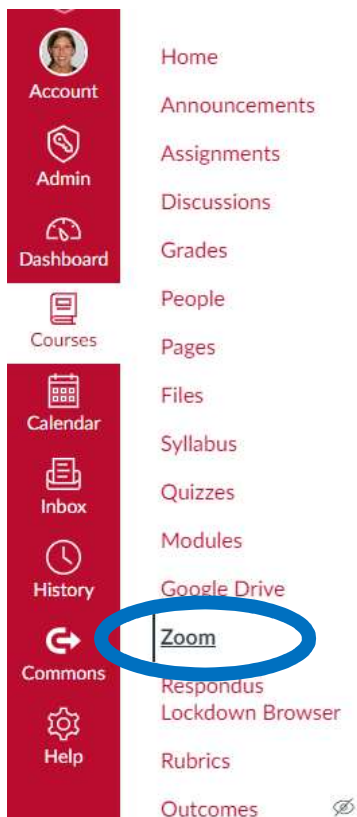
# Best Practices for Zoom use

To get the best use for Zoom in your spring courses, review the practices and tips below.

1. Use the Canvas Zoom integration
2. Record and share all of your Zoom class meetings
3. Use a passcode and waiting room for all your Zoom meetings
4. Set up pre-scheduled Zoom meetings for the entire semester
5. Know how to change audio and visual options in Zoom

## 1. Integrate Zoom with Canvas

You and your students should be joining Zoom meetings through the Zoom app in Canvas, not through a link. This means you and your students are first logging into Canvas, opening the Zoom app from the side menu, and clicking on that day's Zoom meeting to join.



Why? First, this is the easiest way for students to access Zoom, since they already have a Canvas course for every class they are taking. It is easier for students to log into their Canvas course than to find, keep, and manage multiple, separate Zoom links sent to them. Second, it also improves the security of your Zoom meetings since all participants must have a Belmont Abbey College Canvas account to access the Zoom meeting. If you use just a link, anyone with the link can join your meeting. Finally, this allows you to manage and organize your Zoom data within each Canvas course, including attendance reports, recordings, and polls.

## **2. Record all your Zoom class meetings.**

Speaking of recordings, it **is STRONGLY encouraged** that you record all Zoom class meetings and share with your students.

Why? Sharing Zoom recordings is beneficial to all students including students who are sick or in quarantine, students with accommodations, and students who use the recordings to study and review material. You the instructor might find it helpful to keep the recordings for your own use.

Remember to follow FERPA guidelines and only share recordings with the students in that section.

Currently, Zoom recordings are stored for 30 days. If you want to save a Zoom recording before it is deleted, you can download it. View instructions on the steps to download Zoom recordings here: <https://bit.ly/3bXSeDm>

## **3. Use a password and waiting room**

One of the best ways to secure your Zoom meetings (in addition to using the Canvas integration) is to require a passcode and waiting room for all meetings. By default, these should be already be turned on in your Zoom account, so don't unselect them when you schedule meetings.

Why? This secures your Zoom meeting from being "Zoom bombed" and having distracting outside attendees.

If the waiting room seems cumbersome, remember you can wait until class begins and use the "Admit all" button rather than admitting one by one. You can also adjust your settings at [bac.zoom.edu](https://bac.zoom.edu) so that anyone joining with a

Belmont Abbey account (which should be all your students joining through Canvas) can bypass the waiting room:

## Security

### Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

### Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Users not in your account will go in the waiting room
- ✓ Host and co-hosts only can admit participants from the waiting room

[Edit Options](#) [Customize Waiting Room](#)

## **4. Set up recurring Zoom meetings.**

This option gives students a specific Zoom time for each time your class meets. This helps students stay on track and know when to join Zoom. It also helps you keep records, like attendance and poll reports, for each individual Zoom session.

For help on how to set up recurring class meetings, follow these instructions: <https://bit.ly/2Nnwdnn>

## **5. Know how to change cameras in Zoom and check your audio options.**

It may be helpful to you to switch between the desktop camera and the wider classroom camera during your Zoom meetings. This also gives you a backup in case there are any issue with one of the cameras.

Similarly, you can check your audio device input. If you have issues with speakers or microphones, you can try to troubleshoot or switch your devices.

See instructions for changing cameras and checking your audio devices here: <https://bit.ly/2XWM3HJ>