Day 1 Quick Tips | Zoom Web Conferences

This guide is to share best practices to keep you and your students safe while using Zoom to support remote learning experiences in Montgomery County Public Schools.

Getting Started:

- **Acceptable Use**: Teachers should start each classroom session with the statement: *"Students are subject to the MCPS Student Code of Conduct. Student activity and behavior is recorded for the purposes of student and classroom safety. There is no anonymous usage of this platform and any inappropriate behavior will be quickly addressed. Students should not enable video or audio unless specifically directed by the teacher."*

- **Posting Meeting Links**: Teachers should **not** post their meeting invites on Twitter, Facebook, or other social media platforms. Although it is required for users to log in to their MCPS Zoom account before they can join a meeting, teachers should never share invites publicly.

- **Staff Accounts**: Staff should only be using Zoom accounts provided by MCPS. The use of a personal Zoom account is prohibited. Staff Zoom accounts are registered under their @mcpsmd.net Google account.

- **Student Accounts**: Students are required to log in to Zoom with their MCPS Google Apps account before they can join your meeting. This means that anyone who joins your session must be authenticated as themselves. This stops unwanted guests from joining your meeting for malicious intent.

- **Student Audio and Video**: When students join your meeting, their microphone and webcam is off by default. While students can enable their microphone and webcams at any point, they should only do so when requested by the teacher. Teachers are able to identify which students have their microphone enabled by the grey or red microphone icon next to their name in the participant list. If grey, their microphone is active. If red, their microphone is muted.

- **Recording**: While recording is enabled and available to staff, teachers should **not** record the faces or voices of students. Recordings should not be posted on open websites, including Twitter, Facebook, or other social media platforms.

- **Waiting Room:** Waiting room has been enforced for all meetings. This feature prevents students from entering your meeting until you allow them in. If you see a student in the waiting room who you do not recognize, you should not let them into your meeting.

Session Management:

- **Disabling a Student's Video**: If necessary, it is possible for a teacher to disable a student's video if they are disruptive. You can do this two ways:

  a. Click on the "Manage Participants" button at the bottom of your Zoom window.
  b. In the "Participants" tab on the right, highlight the disruptive student's name.

c. Click on the "More" button and select "Stop Video".

Alternatively, you can disable video for a student by highlighting their video:

a. Hover over the student's video in the main Zoom interface.
b. Click on the three dots that appear on the top right of their image.
c. Click "Stop Video".

- **Remove a Disruptive Student**: To remove a student who is being disruptive:

  a. Click on the "Manage Participants" button at the bottom of your Zoom window.
  b. In the "Participants" tab on the right, highlight the disruptive student's name.
  c. Click on the "More" button and select either "Remove" or "Put in Waiting Room". For either option, the student will be removed from the session and will not be allowed to re-join until you accept them from the waiting room.

- **Muting Students**: Students join your meeting muted. However, they may unmute themselves at any point. You can mute students individually, or you can mute all students at one time.

  To individually mute a student:

  a. Click on the "Manage Participants" button at the bottom of your Zoom window.
  b. In the "Participants" tab on the right, highlight the disruptive student's name.
  c. Click on "Mute" next to their name.

  To mute the whole classroom:

  a. Click on the "Manage Participants" button at the bottom of your Zoom window.
  b. In the "Participants" tab on the right, click on the "Mute All" button at the bottom.

  To lock the mute controls for students so that they cannot unmute themselves:

  a. Click on the "Manage Participants" button at the bottom of your Zoom window.
  b. In the "Participants" tab on the right, click on "More" at the bottom.
  c. Uncheck "Allow Participants to Unmute Themselves".

- **Locking Your Room After Starting Your Class**: Once all of your students are in your meeting room, you should lock your room. This feature prevents anyone else from trying to enter your meeting room. To lock your meeting room:

  a. Click on the "Manage Participants" button at the bottom of your Zoom window.
  b. In the "Participants" tab on the right, click on "More" at the bottom.
  c. Check "Lock Meeting"

- **Disabling Rename**: By default, students can rename themselves in Zoom. This may create confusion when attempting to identify who is speaking. You can disable this:

  a. Click on the "Manage Participants" button at the bottom of your Zoom window.
  b. In the "Participants" tab on the right, click on "More" at the bottom.
  c. Uncheck "Allow Participants to Rename Themselves"