

## Zoom for Faculty

### Research-Based Practices & Tutorials

Keep in mind these best practices when using Zoom to meet with your students synchronously. Use the hyperlinks within the list to reference step-by-step tutorials from Zoom.

1. [Schedule one recurring meeting](#) for the remainder of the semester *for each of your course sections* as opposed to creating a new Zoom meeting each time. Post the Zoom link in a prominent location in D2L for students to reference.
2. Close out any unnecessary tabs and/or applications on your computer before starting your meeting.
3. Reduce the noise by selecting “mute upon entry” in the meeting settings or [“mute all” during the meeting](#).
4. [Auto-save chat logs](#) to keep track of attendance and participation.
5. [Turn off email notifications](#) to avoid receiving emails that participants have joined your meeting before you.
6. To decrease lag time, you might consider [asking your students to turn off their videos](#) or turn off the video in the meeting settings.
7. Facilitate small group discussion by [assigning breakout rooms](#).
8. [Display the participants in a gallery view](#) so that you can see all, or most, students in one view. Up to 49 participants/thumbnails can be seen in one display.
9. [Enable annotation tools](#) to allow participants to annotate on a shared screen or whiteboard. You may want to disable this feature so that you’re not surprised by additional annotations.
10. [Create and share the recording](#) of the meeting for students to reference.

## A Note About Uninvited Zoom Participants

In the rare occurrence where people not enrolled in a class join a zoom session for the purpose of disrupting it, here are some simple tips on how to protect yourself and your students from such intrusions.

1. Do not share the details of your zoom session (such as the link to the meeting) in public spaces such as social media. In general, limit your communication with students to D2L mail and announcement features, or WCU email.
2. Don't use your Personal Meeting Room for class sessions.

If you do end up with an uninvited guest or a disruptive student in your Zoom session, don't panic. You can take the following steps.

1. Remove them from the meeting using the "more" button that will appear when you hover the cursor over their name in the Participants list. "Remove" appears at the bottom of the small menu that should pop up.
2. By default, people who are removed from a Zoom session cannot rejoin that session. However, you can lock out everyone if you think it necessary. Go to the line below the nonverbal icons (yes, no, go slower, etc.). Next to Mute All and Unmute All is a More button. One of the options here is to Lock the meeting. That will keep intruders (and others) out.

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