

# Zoom Moderator Guide

Please note that all instructions in this guide are in line with the Administrative Vice Chancellor's guidance on Zoom security settings:

<https://www.adminvc.ucla.edu/covid-19/academic-continuity/zoom-security-settings>.

The directions in this guide are meant to provide complimentary guidance for utilizing Zoom features as a moderator. We are consistently keeping up to date with new security recommendations by the campus so we recommend that you view the active Google Doc when referencing this guide. Should there be an instance where information in this guide differs from that provided by the Administrative Vice Chancellor please always follow the guidance provided in the link above.

## Before Scheduling Your Meeting




### Make Sure only the Host Can Share their Screen

**(Can also be done During a Meeting)**

Don't let anyone hijack the screen during a Zoom call. To prevent this, check your settings to indicate that only a host or co-hosts are allowed to share their screen.

In advance, go to the Zoom web portal (not the desktop app) and in the settings navigate to [Personal >Settings > In Meeting \(Basic\)](#) and look for Screen sharing. Check the option that only the host can share.

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Schedule Meeting	Screen sharing 
<a href="#">In Meeting (Basic)</a>	Allow host and participants to share their screen or content during meetings
In Meeting (Advanced)	Who can share?
Email Notification	<input checked="" type="radio"/> Host Only <input type="radio"/> All Participants 
Other	Who can start sharing when someone else is sharing?
	<input checked="" type="radio"/> Host Only <input type="radio"/> All Participants 
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

### Disable Private Chat

**(Can also be done During a Meeting)**

In order to prevent participants from harassing individuals or prevent participants talking behind the host's back, you can disable Private Chats. This will not affect the public chat, which everyone on the call can see and participate in. You are also able to disable the public chat if you want.

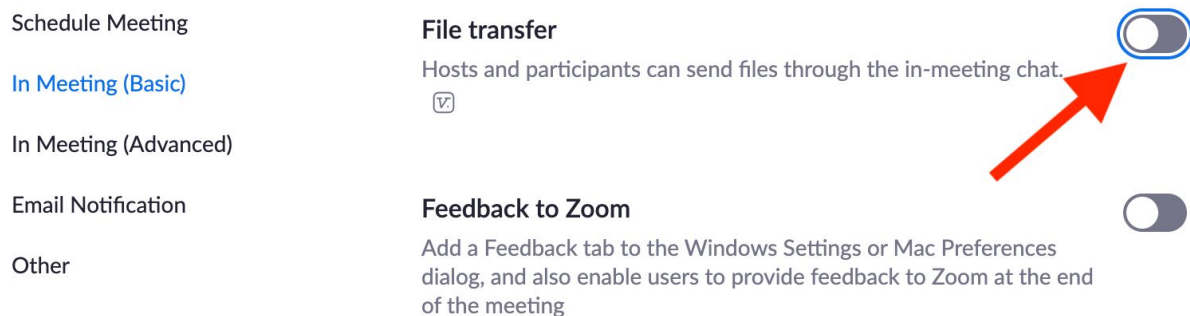
1. Sign in to the Zoom web portal.
2. Click [Settings](#).
3. Click the Chat and Private Chat toggles to disable in-meeting chat.
4. Click Save Changes.

## Disable File Transfer

**(This is Disabled for all UCLA Zoom accounts)**

Participants are able to share files, including images and GIFs. To prevent any inappropriate material or potential files with a virus, you can disable this feature.

Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to [Personal > Settings](#). Then click [In Meeting \(Basic\)](#).



## Add Symbols for Slow Down, etc.

Under [Settings > In Meeting \(Basic\)](#), turn ON to access all feedback symbols in the Participants window

### Nonverbal feedback


Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 




## Pre-Assign Participants in Breakout Rooms

You can pre-assign how you want to divide out your participants in breakout rooms while scheduling your meeting but only on the Zoom web portal (not the desktop app). While scheduling your meeting, go to [Meeting Options](#) and check off [Breakout Room pre-assign](#)

## Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign

[+ Create Rooms](#)   [↑ Import from CSV](#)

	A	B
1	Pre-assign Room Name	Email Address
2	room1	test1@xxx.com
3	room1	test2@xxx.com
4	room1	test3@xxx.com
5	room2	test4@xxx.com
6	room2	test5@xxx.com
7	room2	test6@xxx.com
8		

You can either create rooms by individually typing out emails or for a quicker approach, you can import a CSV document using the following format on Excel:

**You can have up to 50 breakout rooms with up to 200 participants.**

**WARNING: The participant must log into Zoom using the email that you list on the CSV document, otherwise you will need to manually move them into a breakout room during the meeting.**

Once you have imported your CSV with all your data you will see the window below. From there, you can manually add additional participants into the rooms, move them to different rooms, or remove them.

## Breakout Room Assignment 2 rooms, 6 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	
room1	3	
room2	3	

### room1

kaburto@orl.ucla.edu

EdgarJimenez@orl.ucla.edu

SRadwin@orl.ucla.edu

[Import from CSV](#)

## While Scheduling Your Meeting

### Use a Unique ID for large or Public Zoom Calls

When you create a Zoom account you are assigned a Personal Meeting ID (PMI) that you can use over and over and best for standing meetings with a team or weekly check-ins.

You also have the option of generating a unique code, which is ideal for large Zoom calls that include members of the public or strangers.

When you schedule a Zoom meeting, look for the Meeting ID options and choose [Generate Automatically](#).

**Schedule Meeting**

Topic  
Jill Duffy's Zoom Chat

Date  
3/28/2020 9:00 PM to 3/28/2020 9:30 PM

Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID  
 Generate Automatically  
 Personal Meeting ID [REDACTED]

Password  
 Require meeting password 08 [REDACTED]

## Require a Meeting Password

Another way to protect your meeting is by requiring a password. That way, you can give the password only to those you have invited to join the meeting.

To password-protect a meeting, start by scheduling a meeting and checking the box next to [Require meeting password](#). It's only an option when you generate a unique ID, not when you use your PMI. You'll see a numeric password, which will work for everyone who has it.

## Create a Waiting Room

Meetings can start when someone logs into the call or it can start when the host decides. Instead of having participants waiting in the meeting and talking til the host comes in, you can create a virtual waiting room where everyone who logs in early will be on a hold until the hosts lets everyone into the meeting

As the host, you can let people in all once or one at a time. This is a great feature because if you see names that you do not recognize, you do not need to let them into the meeting.


You will have the option of creating a meeting room while scheduling a meeting:

- Meeting Options
- Enable join before host
  - Mute participants upon entry
  - [Enable waiting room](#)
  - Only authenticated users can join
  - Breakout Room pre-assign

## Create an Invite-Only Meeting

Another way to restrict who can join your meeting is by making it an invite only meeting. That means the only people who can join the call are those you invited, and they must sign in using the same email address you used to invite them.

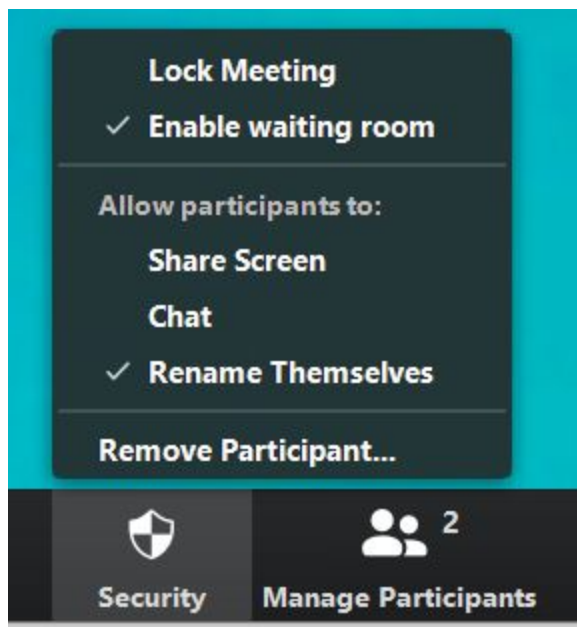
When scheduling a meeting, click on [Only authenticated users can join](#):

- Meeting Options
- Enable join before host
  - Mute participants upon entry 
  - Enable waiting room
  - [Only authenticated users can join: Sign in to Zoom](#)
  - Breakout Room pre-assign

## During Your Meeting

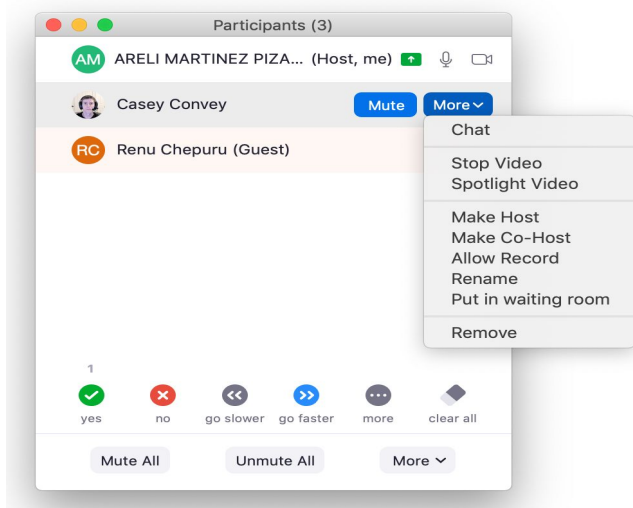
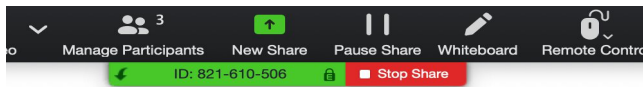
### Quick Access Security Setting

Zoom has a quick access Security icon that lists a limited number of features that you can turn on and off for your convenience. All the features listed in the screen shot can also be accessed from various locations in your Zoom meeting and with more advanced controls. To access this menu, click on the [Security](#) icon at the bottom of your screen.



## Assigning Co-Hosts

During your meeting, you can assign any number of participants to be co-hosts by clicking on [Manage Participants](#) and near their name press the [More](#) option to make them co-host. Only hosts can assign co-hosts.



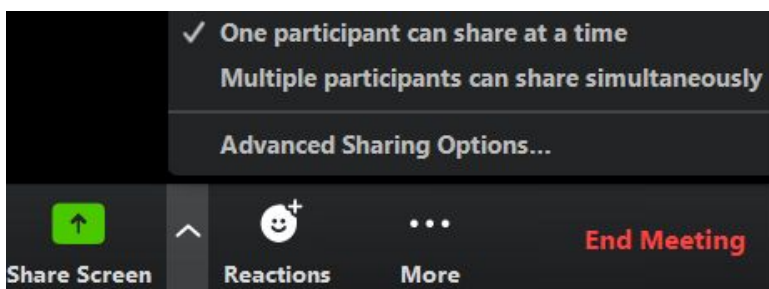
## Screen Sharing

**(Can also be done before a meeting)**

As a host, you are able to share your screen to the meeting participants. This is a great feature if you have a PowerPoint presentation or any other sources that you would like the participants to see at the same time. You are also able to share video and sound from your computer to the rest of the attendees.

As the host, you have the option of turning off this feature for attendees. If you do not want screen share interruptions, it would be recommended to only allow the Host or Co-host to have screen sharing abilities.

Prior to sharing your screen, adjust the screen sharing settings by clicking on ^ next to the [Share Screen](#) icon:



## Suggested settings (below) but up to you to decide:

### Advanced Sharing Options...

#### How many participants can share at the same time?

- One participant can share at a time  
 Multiple participants can share simultaneously (dual monitors recommended)

#### Who can share?

- Only Host  All Participants

#### Who can start sharing when someone else is sharing?

- Only Host  All Participants

## Muting Participants

You can mute/ unmute all participants already in the meeting as well as new participants joining the meeting. This will help the host to be heard while speaking and reducing background noise from the attendees.

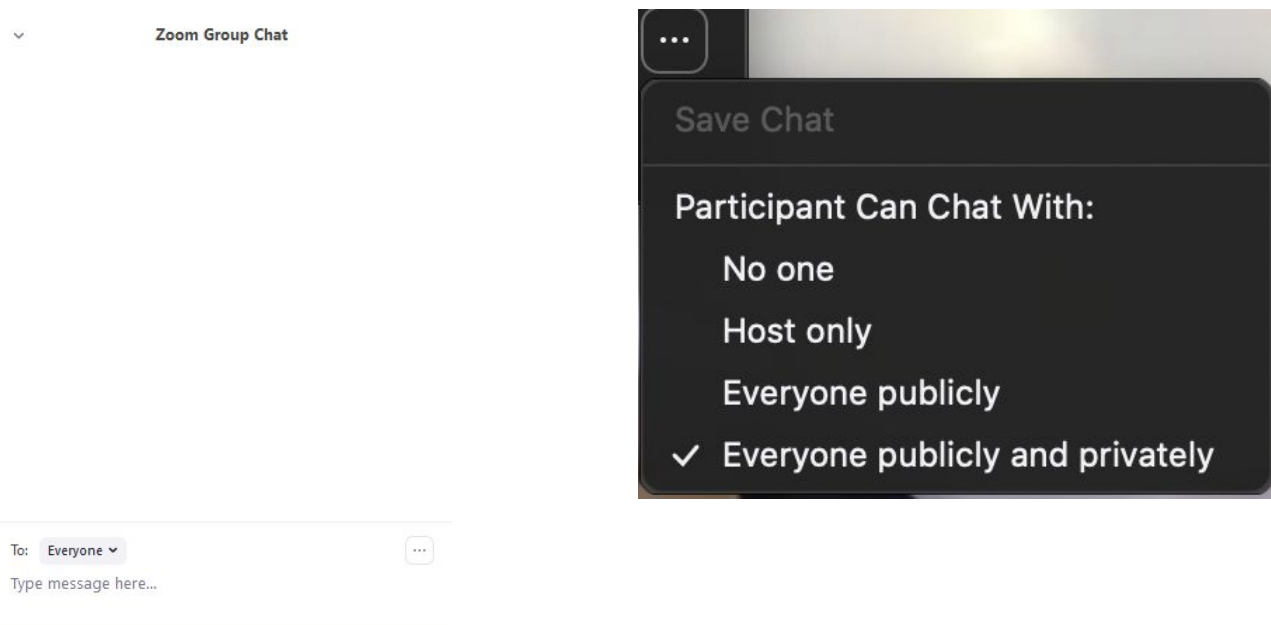
When in the meeting, click on [Manage Participants](#) and select [Mute All](#). You will be prompted to [Allow participants to unmute themselves](#). Up to you whether you want participants to be able to unmute themselves.

For additional instructions click [here](#).

## Enable/Disable chat

**(Can also be done while scheduling a meeting)**

Enable chat by clicking the “Chat” icon at the bottom of your screen. As the host, you can decide the chat limitations. Under the “...” you have these options:





## Removing or Putting Participants on Hold in the Waiting Room

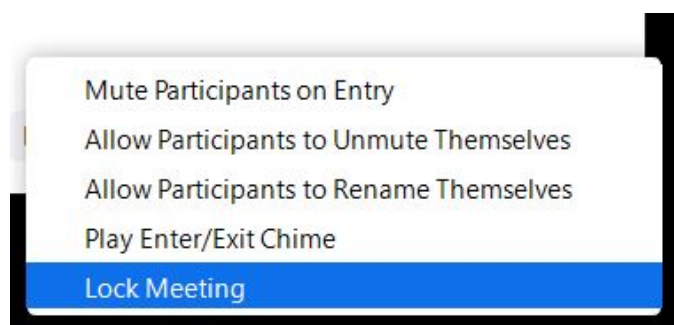
To Remove: During the call, go to [Manage Participants](#). When you hover over the participant you want to remove, a [More](#) button will appear. Click on that and click on [Remove](#) in the drop down menu.

Place on Hold: Kind of like timeout. If a guest is misbehaving, you can place them in the waiting room. During the call, go to [Manage Participants](#). When you hover over the participant you want to move to the Waiting Room, a [More](#) button will appear. Click on that and click on the [Put in Waiting Room](#) tab on the drop down menu.

This is a helpful feature to remove anyone that either does not belong in your meeting or is acting inappropriately.

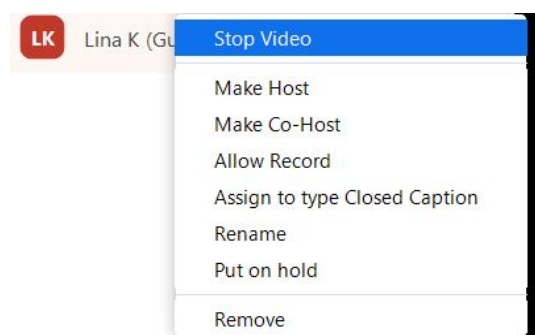
## Lock a Meeting

Once everyone you expect to join your meeting has joined, you are able to lock the meeting from new participants. While the meeting is running, click on [Manage Participants](#). Once the list of participants appears, hit the [More](#) button and click on [Lock Meeting](#) in the dropdown.



## Disabling Participant's Video

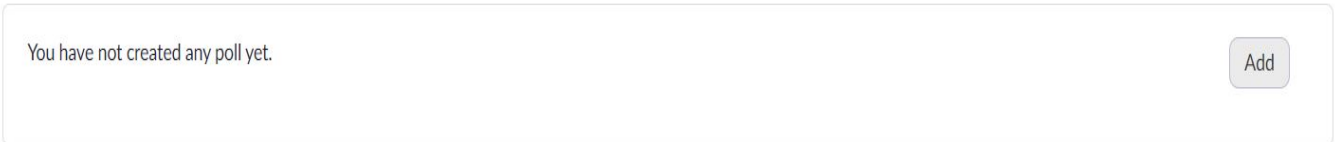
If a participant starts displaying anything inappropriate on their screen, you are able to disable their camera. Click on [Manage Participants](#) and hover over the person whose camera you want to disable. A [More](#) button will appear and you can click on [Stop Video](#). They can only resume using their camera if the host allows them to.



## Creating a Poll

If you scheduled your meeting, you can create a poll either after scheduling or during your meeting.

After Scheduling: Once you've finished scheduling your meeting on the web Zoom portal, if you scroll down you can see that you can add polls to your upcoming meeting:

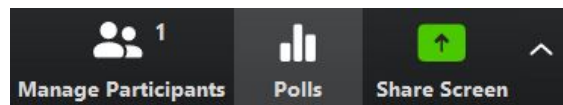
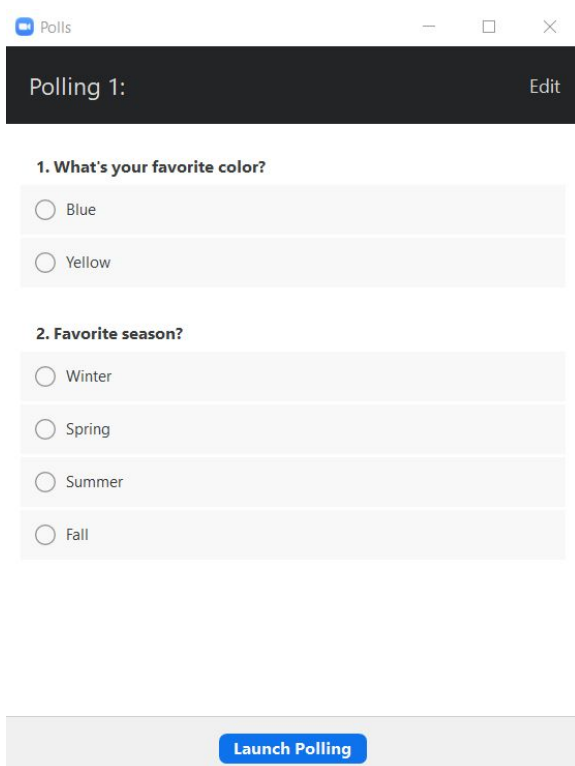


Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

Hit **Add** and a window will pop up to add your questions so that it will be ready to go once your meeting starts. If you hit the **Polls** icon during your meeting you can see the polls you created earlier and decide when to launch.

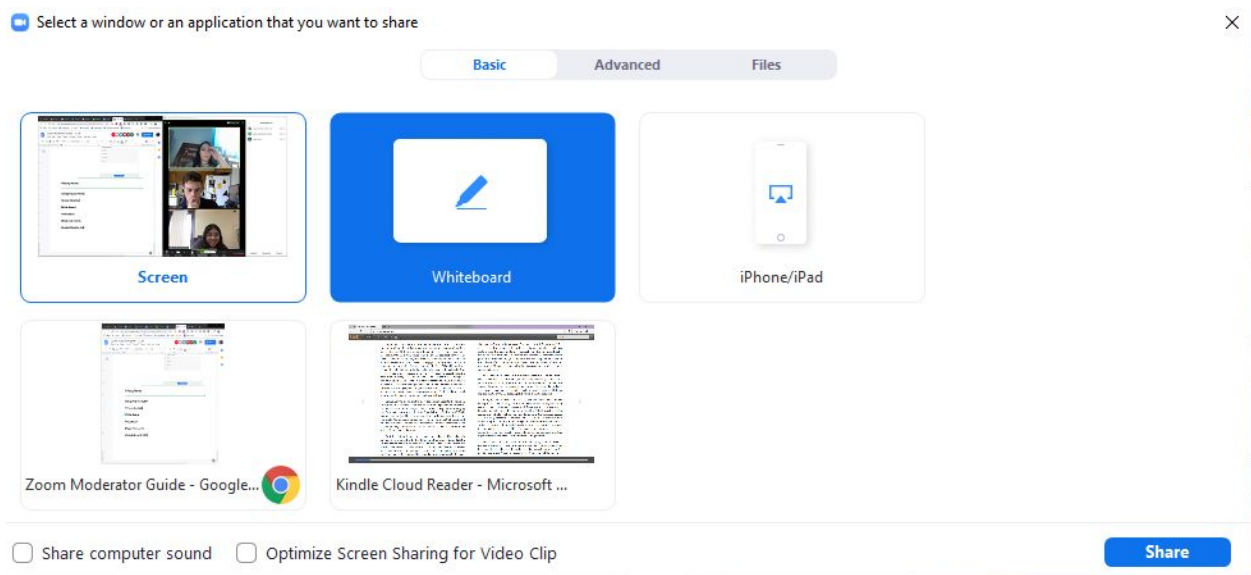
You can only schedule polls ahead of time from the web Zoom portal, (not the desktop app).

During the meeting: Regardless where you scheduled your meeting, you can add polls while your meeting is happening in real time. Just hit the **Polls** icon at the bottom of your meeting. A new webpage will open up to create your poll. Once done, you can go back to your meeting and decide when to launch your poll.

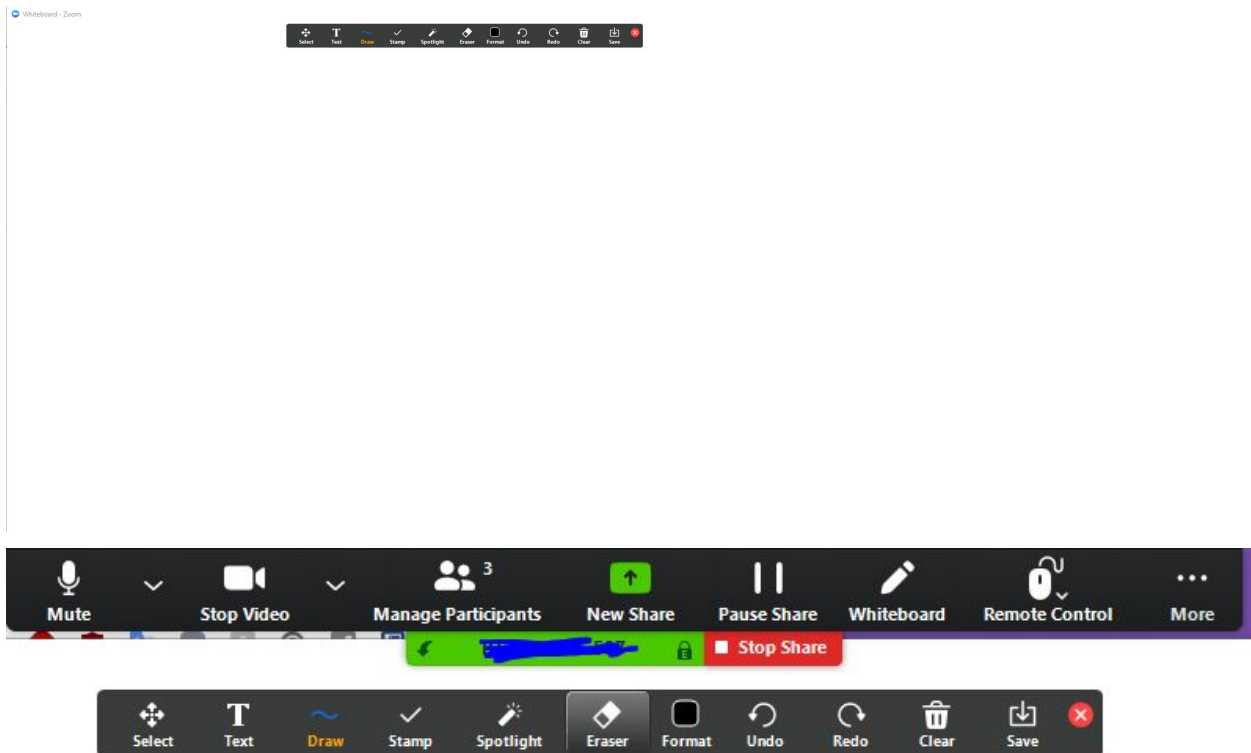


## White Board

You can use a white board under the [Share Screen](#) feature at the bottom of your screen.



In [White Board](#), you can select add text boxes, draw, stamp, spotlight, and/or erase. Additionally, you can format your colors, font, and line size, undo/redo, and clear your work. You have the option to save your work.:



If you are trying to share a Whiteboard but you do not see it as an option once you click on the [Share Screen](#) icon, then the feature is probably turned off in your Settings. To turn on the Whiteboard feature, you will need to go to the Zoom web portal (not the desktop app) and click

on [Settings](#). From there, click on [In Meeting \(Basic\)](#) and look for Whiteboard and click the switch so it shows blue:

## Whiteboard

Allow participants to share whiteboard during a meeting

Auto save whiteboard content when sharing is stopped



## Annotation

There is a feature in Zoom where a participant can annotate the screen that is being shared. Annotating the screen entails all of the features in the top zoom function bar that include text, draw, stamp, eraser, etc. However, if the professor or person sharing the screen would like to disable attendee annotation they should click on [More](#) on the far right hand side of the option bar and click on [Disable Attendee Annotation](#). This will prevent all participants *except* for the screen sharer to annotate on the shared screen. These powers are at the discretion of the screen sharer and not the Host/Co-Host. The Host/Co-Host does not have the power to Disable Attendee Annotation for the meeting if they are not the one sharing the screen.

