**Best Practices for Zoom**

In the new landscape of remote instruction, Zoom has been offered as one way for us to continue to deliver face-to-face instruction. This document provides best practices for Zoom. We can continue to add to it as we use it more for remote instruction.

**Scheduling a meeting**

- **Do not post Zoom links on public websites.** Only post the meeting invitation in d2l where students have to use their GHC authentication to access.

  - **Include a password.** You can change the password by clicking in the box next to “Require meeting password” on the Schedule a Meeting page. See image below.
    - For additional security, delete the password from the invitation and email it separately to students.

- **Allowing others to enter without you.** However, students may be trying to test their technology early on, so would not allow for that technology test.

- **Enable Waiting Room.** By choosing this option, students will have to let into the Zoom room one at a time.

- **Reduce Screen Share.** If students do not need to share their screen with anyone in the class, then it is best to change these settings. To do this, go to highlands.zoom.us. Click on Settings in the left side menu. In Meeting (Basic) settings, scroll to Screen Sharing and choose Host Only.
Sharing screen During a Session

- It is advised to practice sharing the screen before conducting a meeting/class.
- When sharing a screen in Zoom through the browser, the host’s (instructor) screen changes. The tool bar moves to the top. Some of the teaching tools are on that bar and in the “more” area, but become pop-out windows.
- On some mobile devices (tablets and mobile phones), tools are on the device in different places and the host has to toggle between screens to find the teaching tools.
- Video Sharing. When sharing videos, be sure to check the boxes on the share screen at the bottom that says “Share computer sound” (so all can hear the audio) and “Optimize Screen Share for Video Clip.” (see image below)

Recordings

- Choose “Record in the Cloud.” This option provides (1) a shareable link to post in d2l for students, (2) transcripts/captions if the setting is turned on, and (3) increase participant privacy through settings. See more about this below.
- Change Recording settings
  - Go to highlands.zoom.us. Click on Settings in the left side menu. Click on Recordings on the top menu bar (see image below).
To turn on the audio transcripts, click on Recordings (see image above). Under Cloud recording, check “audio transcript.”
To increase participant privacy, click on Recordings (see image above). Under Cloud recordings, uncheck “Display participants’ names in the recording” and uncheck “Save chat messages from the meeting/webinar.”

To locate Zoom Recordings, go to highlands.zoom.us. Click on Recordings in the left side menu.
You will find each recording listed by topic. Click on the topic name, then “copy shareable link.” (see image below)

Pasting the sharable link into d2l. On the Content page, click on Upload/Create, click on Create a Link. Enter the title (e.g. the Zoom meeting date) and the URL (the shareable Zoom recording link). Be sure to select “Open as an External Resources.” This will allow students to view the video in their browser outside of d2l.

Additional Considerations
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• **Use video** as one way to connect to your students. Students may not want to turn on their video.

• Ask all **students to mute** their mic during presentations. They can raise their virtual hand if they have a question.

**For additional information, consult Zoom blog post for more security features:** [Zoom Security](#)