

Zoom for Instruction: Security Measures

The following recommendations are suggested guidelines to ensure accessibility for students and faculty as well as setup a safe and secure Zoom conference.

Recommended Master Settings

1. Go to <https://www.nvcc.edu/>
2. Click **myNOVA** and log in using your myNOVA credentials.
3. Click the **Zoom** tile.
4. Click **Settings**. The settings below are listed in the order they appear on the screen, from top to bottom.

Setting	Recommendation
Participants video	OFF. Note: There is no way to prevent participants from enabling their webcam during the meeting.
Join before host	OFF will prevent others from joining the meeting before the host arrives.
File transfer	OFF to prevent digital virus sharing.
Co-host	ON so you can assign others to help moderate. Co-hosts can be pre-assigned when scheduling the meeting or the host can elevate a participant to the role of co-host during the meeting by hovering over their name in the Participants Panel and selecting More > Make Co-host .
Allow host to put attendee on hold	ON allows the host to temporarily remove an attendee from a meeting.
Screen sharing	ON. Who can share? Host Only unless students are expected to share their screens. Who can start sharing when someone else is sharing? Host Only prevents students from interrupting each other. A student must stop sharing their screen to allow another student to share theirs.
Remote control	OFF.
Allow removed participants to rejoin	OFF.
Remote support	OFF.
Far end camera control	OFF.
Waiting room	OPTIONAL. Attendees cannot join a meeting until a host admits them individually from the waiting room. Note: This will require vigilance on the part of the host to look for students who arrive late.

Meeting Settings

The following setting is optional and should only be set on a meeting-by-meeting basis.

Require meeting password	OPTIONAL.
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Troubleshooting

A participant has entered the session and is not a recognized student.	<p>Remove the student. The host or co-host must hover the mouse on the name of the student in the Participants Panel, click More > Remove.</p> <p>To prevent unknown students from joining a meeting, enable the Waiting Room setting. At the beginning of the session, the host or co-host will add students individually; any student not recognized will not be admitted.</p>
Students from other classes are joining the class in session.	<p>Remove students from the session in the Participants Panel.</p> <p>Lock the session. From the bottom of the Participants Panel, click More > Lock Meeting. No new attendees can join this meeting once locked.</p>