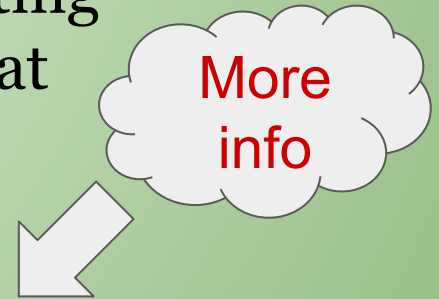


Preventing Zoombombing and Managing Your Meeting:

- Waiting Room, Password, and Registration settings for prevention
- How to set up each
- How to temporarily remove people in meeting
- How to permanently remove people in meeting
- How to shut down participant audio and chat
- How to lock your meeting
- What the student sees



Options We Will Explore: an Overview

Use the Waiting Room setting

- Set up ahead of time
- Continue to manage participants in meeting
- Can put a participant in waiting room again as needed
- Hear a chime when someone enters or exits
- If people join with PCC info, easy to identify
- Can instruct people in waiting room (they cannot respond until in meeting)

Use the Password setting

- Set up ahead of time
- Post password to students
- Continue to manage participants in meeting
- Can put a participant 'on hold' in waiting room as needed
- Hear a chime when someone enters or exits
- Enter from Online Rooms-no password needed

Use the Registration setting

- For advanced users
- Requires extra pre-communication with students
- Requires utilizing advanced settings
- Most involved process for students of the three options
- Creates a roster and reporting
- Authenticate users one by one ahead of time

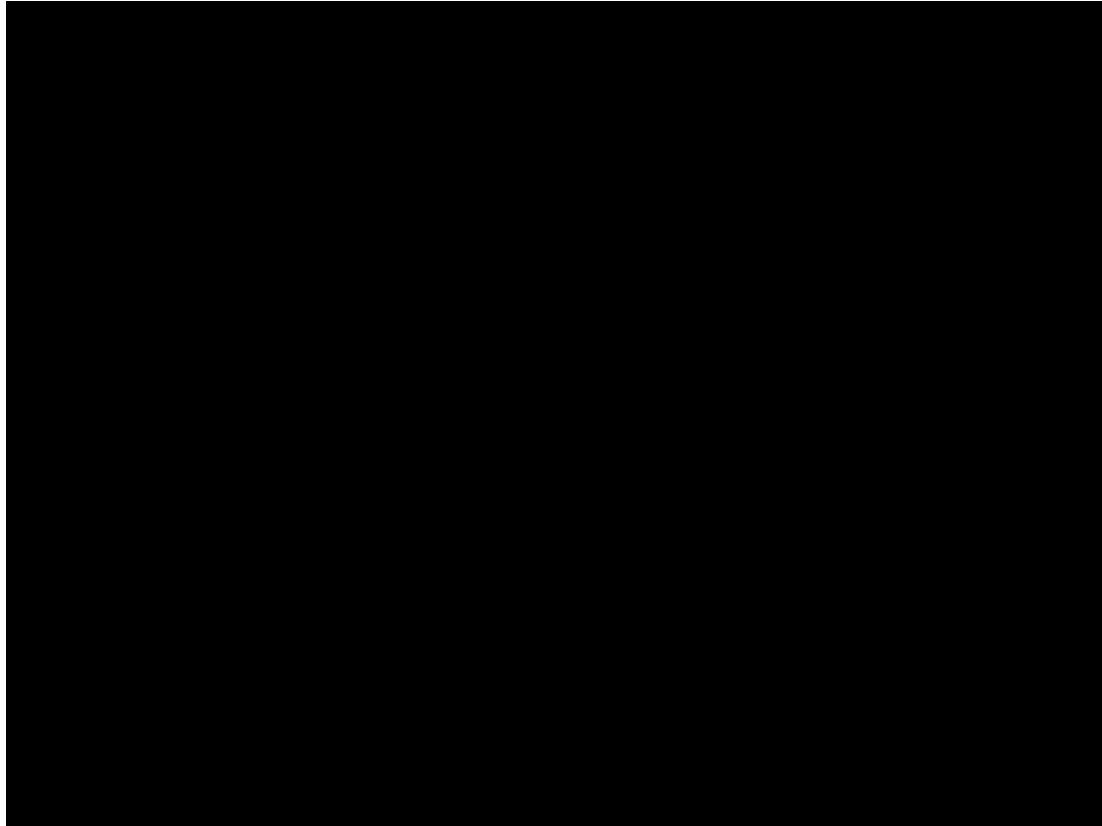
Our Recommendation

A Simple Alternative

Secure but Complex

Recommendation: Enable and Use Waiting Room

First, enable specific settings inside of portlandcc.zoom.us console:



In Meeting setting (basic):

- Disable “Private Chat”
- Enable “Play sound when participants join or leave”-**host only**
- Enable “Always show meeting control toolbar”
- Enable “Screensharing”-**host only**

In Meeting settings (advanced)


- Enable “Waiting Room” all participants, customize title and message in waiting room to provide instructions (optional)

Recommendation: Enable and Use Waiting Room

Next, enable setting in meeting scheduler (in Brightspace-Online Rooms):

[Course Home](#) [Content](#) [Discussions](#) [Assignments](#) [Quizzes](#) [Classlist](#) [Grades](#) [Online Rooms](#)

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID 4768824209
- Enable waiting room

Alternative Hosts

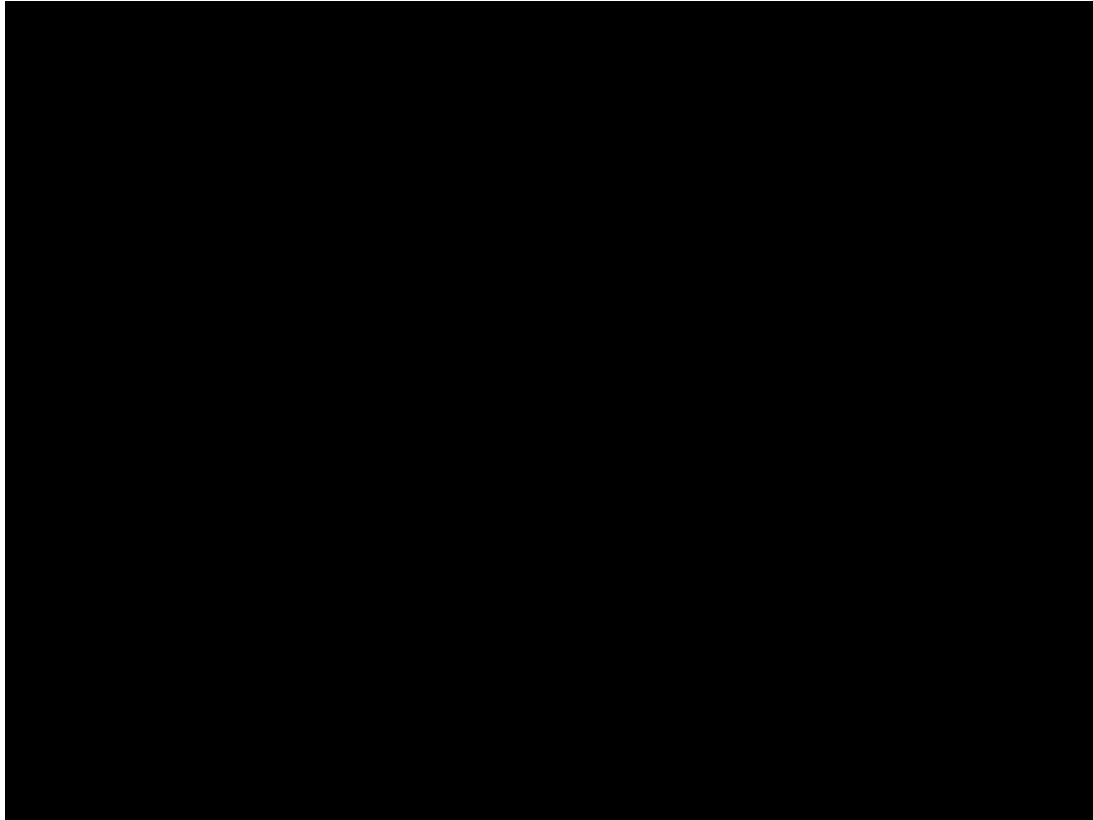
Example: john@company.com, peter@school.edu

 Save

Cancel

Recommendation: Enable and Use Waiting Room

Manage waiting room inside of meeting:



In Meeting:

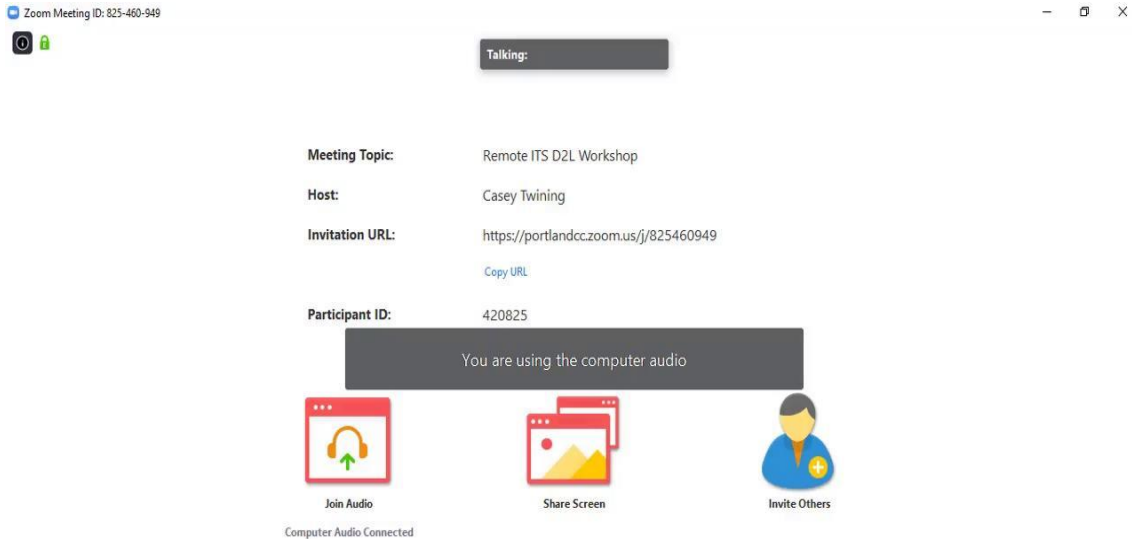
- Mute all, disable participants can unmute themselves
- Change chat messages to 'host only'
- Send a message to the waiting room to verify as soon as they enter (optional)
- After students are verified, select "Mute All" again and enable participants to unmute themselves
- Give permission for participant sharing screens as needed

As needed:

- Send to waiting room
- Remove a user
- Lock Meeting

Recommendation: Enable and Use Waiting Room

What the Student sees and experiences:



Entering Meeting from Online Rooms:

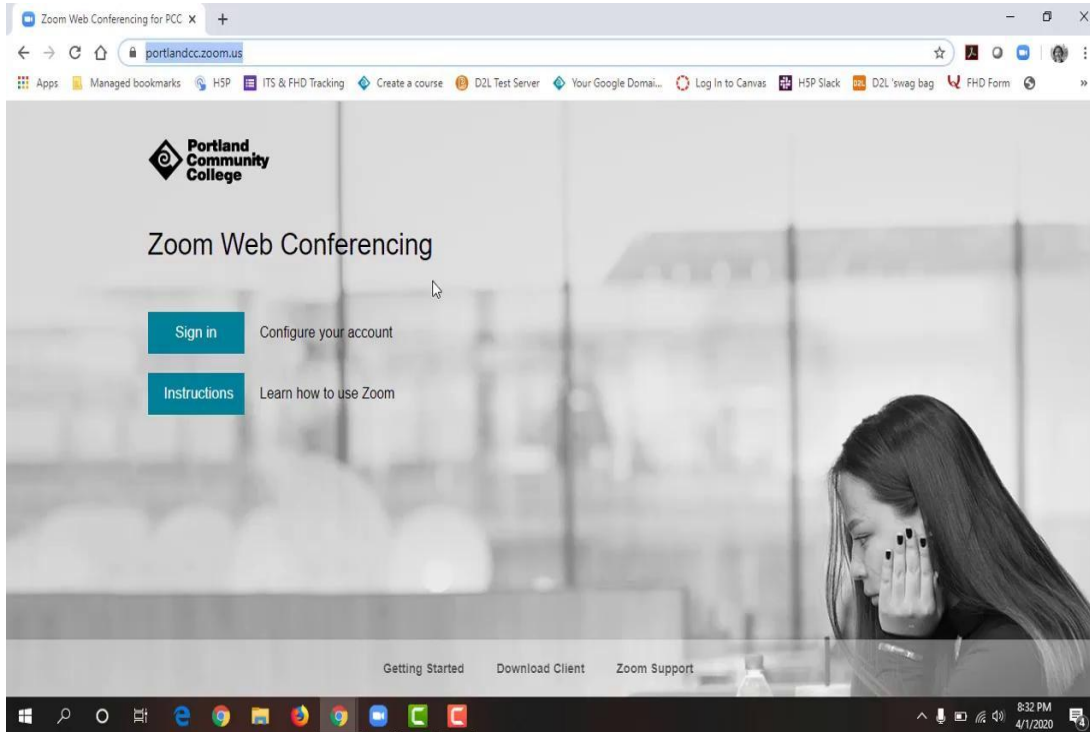
- In waiting room until host admits me (with custom information)
- Receive message from host instructing me
- If **entered from browser**, waiting room message **does not** appear (meeting description include verification instructions as needed)

After student enters:

- Cannot unmute myself until host allows me to
- Cannot send public messages until host allows me to (cannot send private messages after)
- If I am not meant to be in this class, I am removed and cannot rejoin the meeting

Alternative Option: Enable and Use Password

First, enable specific settings inside of portlandcc.zoom.us console:



Schedule Meeting settings:

- Disable “join before host”
- Disable “embed password in meeting link for one-click join”

In Meeting settings (basic)


- Disable “Private Chat”
- Enable “Play sound when participants join or leave”-**host only**
- Enable “allow host to put attendee on hold”
- Enable “always show meeting control toolbar”
- Enable “screensharing”-**host only**
- Disable “allow removed participants to rejoin”

Alternative Option: Enable and Use Password

Next, enable setting in meeting scheduler (in Brightspace-Online Rooms):

[Course Home](#) [Content](#) [Discussions](#) [Assignments](#) [Quizzes](#) [Classlist](#) [Grades](#) [Online Rooms](#)

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID 4768824209
- Enable waiting room

Alternative Hosts

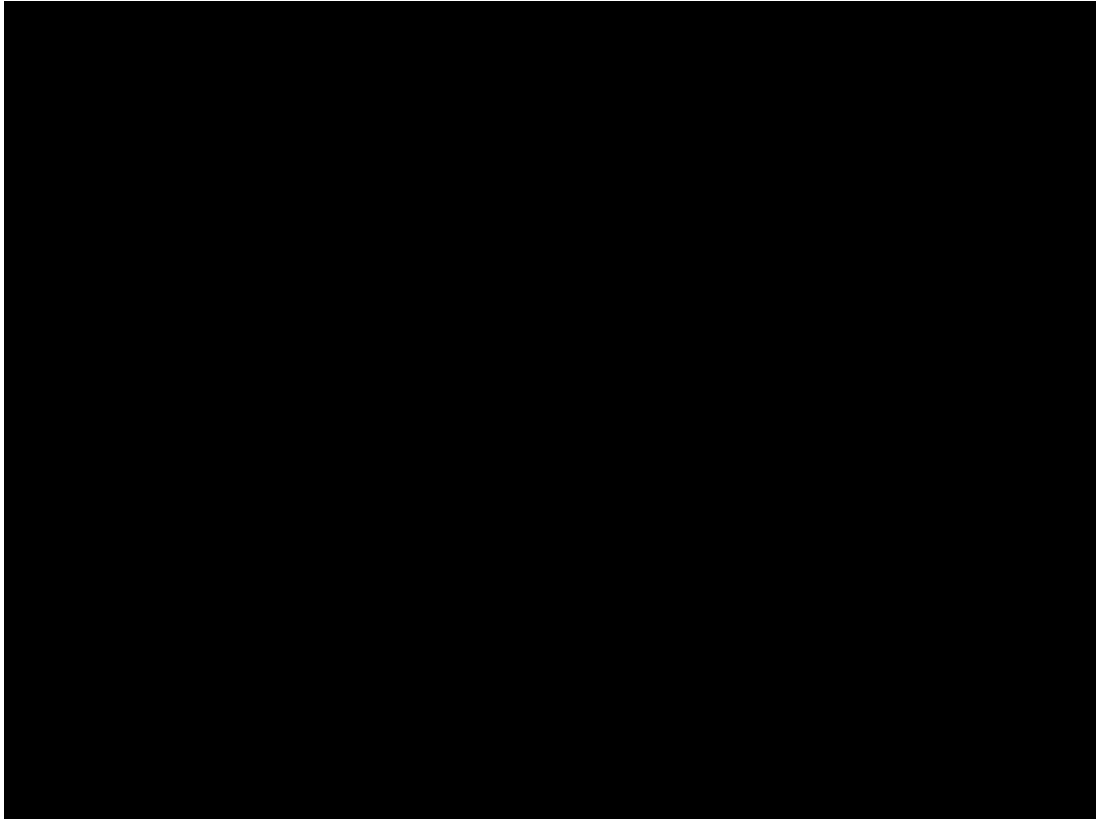
Example: john@company.com, peter@school.edu

 Save

Cancel

Alternative Option: Enable and Use Password

Manage participants inside of meeting:



In Meeting:

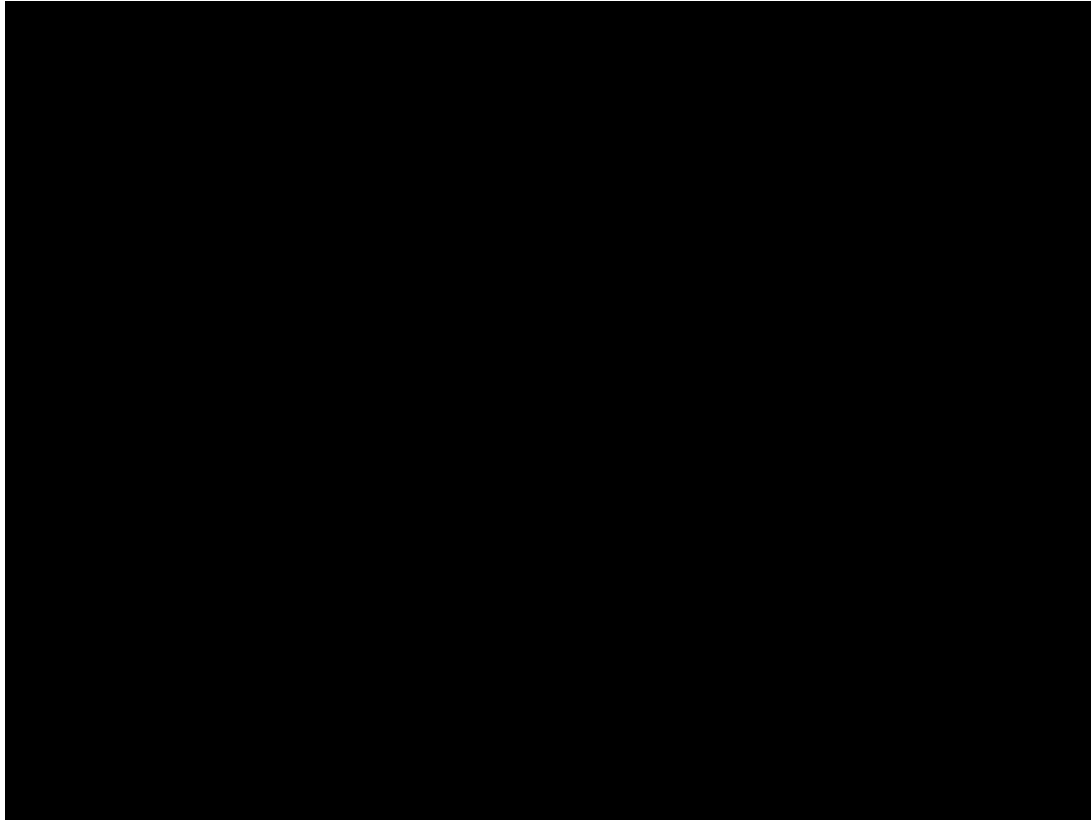
- Mute all, disable participants can unmute themselves
- Change chat messages to 'host only'
- Send a message to the participants in chat to verify with their PCC email (optional)
- After students are verified, select "Mute All" again and enable participants to unmute themselves
- Give permission for participant sharing screens as needed

As needed:

- Put participant on hold
- Remove a participant
- Lock Meeting

Alternative Option: Enable and Use Password

What the Student sees and experiences:



Entering Meeting

from Online Rooms:

- Allowed to enter automatically

from Zoom app (phone):

- Enter Meeting ID, and prompted to enter password

from Browser:

- Prompted to enter password

After student enters:

- Cannot unmute myself until host allows me to
- Cannot send public messages until host allows me to (cannot send private messages after)
- If I am not meant to be in this class, I am removed and cannot rejoin the meeting

Advanced Option: Use Registration

First, enable specific recommended settings inside of portlandcc.zoom.us console:

In Meeting settings (basic)

- Disable “Private Chat”
- Enable “Play sound when participants join or leave”- **host only**
- Enable “allow host to put attendee on hold”
- Enable “always show meeting control toolbar”
- Enable “screensharing”- **host only**
- Disable “allow removed participants to rejoin”

Next, schedule your meeting in Online Rooms and select “Registration” in meeting settings:

Course Home Content Discussions Assignments Quizzes Classlist Grades Online Rooms

Registration Required

Video

Host on off


Participant on off

Audio Telephone Computer Audio Both

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry 

Use Personal Meeting ID 4768824209

Advanced Option: Use Registration

Then, go back to the portlandcc.zoom.us console and edit your meeting there (below where the meeting settings usually end):

[Delete this Meeting](#)

[Save as a Meeting Template](#)

[Edit this Meeting](#)

[Start this Meeting](#)

[Registration](#)

[Email Settings](#)

[Branding](#)

[Poll](#)

Manage Attendees

Registrants: 1
Approved: 1

[Edit](#)

Registration Options

Manually Approve

[Edit](#)

✓ Send an email to host

× Close registration after meeting date

✓ Show social share buttons on registration page

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

Advanced Option: Use Registration

Registration

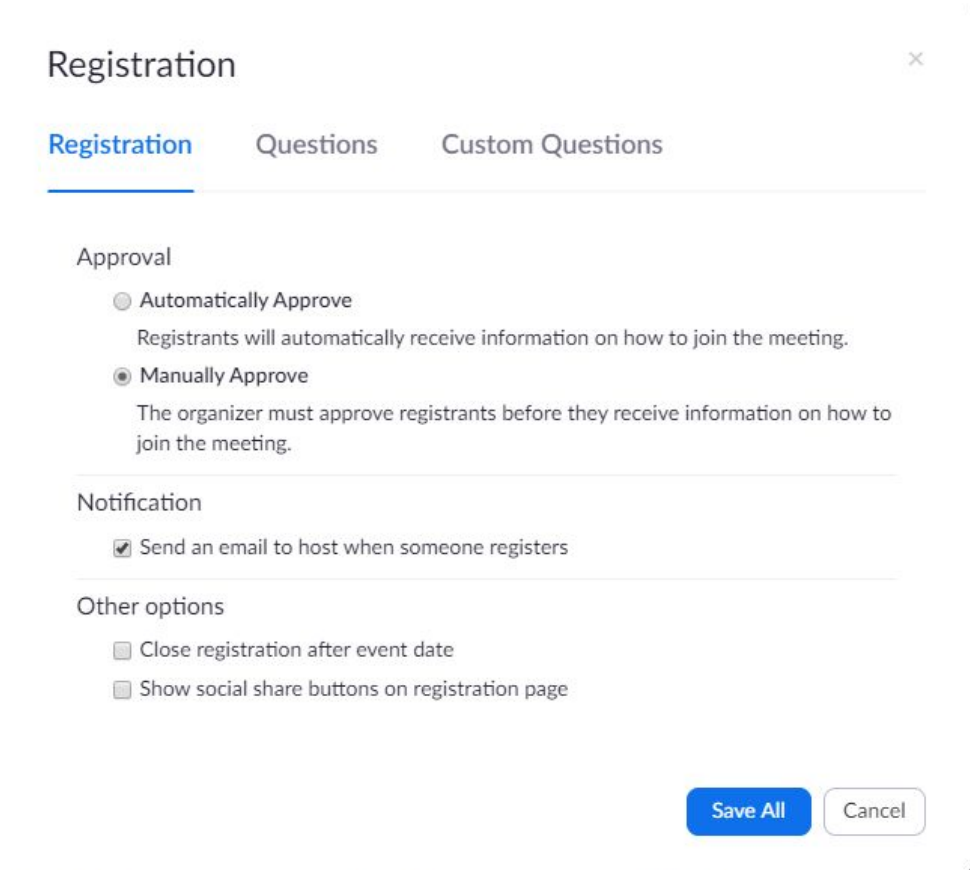
- Select “manually approve”
- Select “Send an email to host when someone registers”

Questions

- Customize which identifying items your participants will be asked (first name, email, etc)

Custom Questions

- Create a custom question for your participants to answer



The screenshot shows a 'Registration' settings modal window. At the top, there are three tabs: 'Registration' (selected), 'Questions', and 'Custom Questions'. Below the tabs, the 'Approval' section has two radio button options: 'Automatically Approve' (unselected) and 'Manually Approve' (selected). The 'Automatically Approve' option has a sub-description: 'Registrants will automatically receive information on how to join the meeting.' The 'Manually Approve' option has a sub-description: 'The organizer must approve registrants before they receive information on how to join the meeting.' Below this is the 'Notification' section with a checked checkbox for 'Send an email to host when someone registers'. At the bottom is the 'Other options' section with two unchecked checkboxes: 'Close registration after event date' and 'Show social share buttons on registration page'. At the bottom right, there are two buttons: 'Save All' (blue) and 'Cancel' (white with grey border).

Registration ×

Registration Questions Custom Questions

Approval

Automatically Approve
Registrants will automatically receive information on how to join the meeting.

Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

Send an email to host when someone registers

Other options

Close registration after event date

Show social share buttons on registration page

Save All Cancel

Advanced Option: Use Registration

If using registration, things to consider:

- You will need to email them the registration prompt ahead of class (inside of meeting information, or resend via “Manage Attendees” and “Edit” (see below, edit buttons will be further to the right when you view)
- If they wait til right before class to register, the confirmation email including the link to join is not immediate (4-5 minutes)

Registration Email Settings Branding Poll

Manage Attendees Registrants: 1 Approved: 1 [Edit](#)

Registration Options Manually Approve [Edit](#)

- ✓ Send an email to host
- ✗ Close registration after meeting date
- ✓ Show social share buttons on registrat

Registrants for 'Registration Test' ×

Search by name or email Search

Pending Approval (0) Approved (1) Denied (0)

<input type="checkbox"/>	Registrants	Email Address	Registration Date	
<input checked="" type="checkbox"/>	Casey Ttttwining	casey.twining@gmail.com	Apr 1, 2020 04:00 PM	Copy

[Cancel Registration](#) [Resend Confirmation Email](#)

Managing Your Meeting: Tips and Best Practices

Whatever you choose, here are some things you can do to help run a smooth session:

- Before class session, let them know if they will need to verify anything (zoombomb prevention or just attendance)
- Always have your chat open, move it around/out of your way as necessary
- Always have your Manage Participants open, move it around/out of your way
- Let your students know that you will take breaks for questions, ask that they make a note of their question to ask later
- Open any materials you intend to share before the meeting for quick retrieval
- When sharing, select 'share computer sound' for any video/audio media
- Show your video, even if only briefly, to establish a presence in the room
- If you need to remove anybody, lock the meeting
- Keep all participants muted unless they are asking a question (option for them to have to 'raise their hand' to be unmuted)
- For small group work, use breakout rooms
- For polling 'yes' or 'no' questions, have them use the answer icons in 'participants' rather than out loud
- For advanced polling, create your questions ahead of time in the 'Polls' feature

Reporting a Zoombombing Incident:

If you encounter individuals accessing your zoom meeting, please email dlhelp@pcc.edu with the following information:

Incident date & time

Zoom meeting name and ID

Individuals names

You can also update your Zoom client (computer application) for the latest security settings:

1. Open the Zoom desktop app
2. Click on the down arrow to the right of your user name
3. From the drop down menu click on "Check for Updates..."
4. Download the latest version and then re-open Zoom