**UNIVERSITY of ROCHESTER**

Privacy in Zoom

The University of Rochester uses Zoom to facilitate live meetings and class sessions. During this time of disruption, there have been concerns about uninvited attendees showing up in class sessions. This phenomenon has been referred to as "Zoom bombing". The following provides a number of tips and strategies to mitigate this issue.

A word of caution – *All of the references to "all attendees" below would also include legitimate students. Every extra step or constraint presented would also impact them. Rather than implement every option immediately, we would suggest that instructors start with:*

RECOMMENDATIONS

1. **Only share your Zoom link in your Blackboard course**. You can use the Blackboard tool to create a unique ID and this will present a link for students registered in the course. Or you can create a recurring meeting and add a link for it in your course. This is preferred to instructors using their personal Zoom meeting ID and emailing it to students or publicizing it in some way. That is like sharing your phone number. Sharing a unique Zoom ID for each course is preferred when an instructor is teaching more than one course. A personal Zoom ID strategy in multiple courses might lead to students showing up in the wrong course section.

2. **During the Zoom session**, an instructor can **Remove a Participant** – At any time during a Zoom session an instructor can remove an individual by clicking on the "More" option next to their name in the Manage Participants window and selecting Remove from meeting. Using this option will prevent that individual from re-entering your room *during that session*. If you want the person to rejoin, please use the "Put on Hold" or "Put in Waiting Room" option instead.
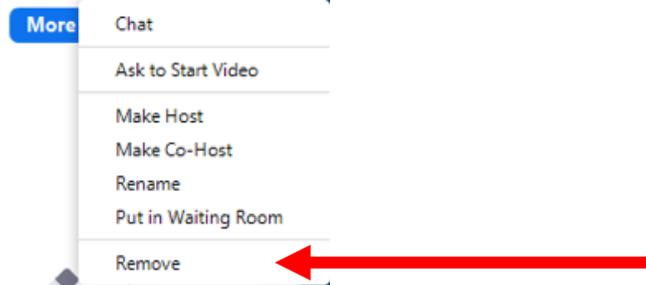
ADDITIONAL OPTIONS

3. **In advance of the Zoom session**, an instructor can log in to http://rochester.zoom.us and consider additional settings:

    a. **Disable Join Before Host** - Unchecking this option will prevent all attendees from entering the Zoom session before the instructor.

Meeting Options   ☐ Enable join before host

    b. **Meeting Passwords** –Turning on "Require meeting password" which will force all attendees to submit the correct password before they enter the Zoom session.

Meeting Password   ☑ Require meeting password

    c. **Waiting Rooms** - Enabling Waiting rooms will prevent all attendees from joining the Zoom session until the instructor takes a specific action to admit the attendees one by one.

Meeting Options   ☐ Enable join before host

    ☐ Mute participants upon entry

    ☑ Enable waiting room

    d. **Mute the Participant Audio** – Selecting this option will turn off the microphone for all attendees when they enter the Zoom session.

Meeting Options   ☐ Enable join before host

    ☑ Mute participants upon entry

    e. **Turn off Participant Video** – Selecting this option will turn off the web camera for all attendees when they enter the Zoom session.

Video   Host   ● on   ○ off

    Participant   ○ on   ● off

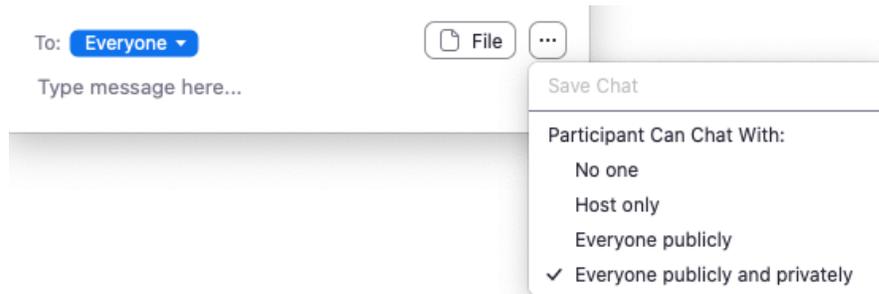4. **During the Zoom session**, an instructor can consider additional actions:

   a. **Limit Screen Share to Host** – Selecting this option will prevent all attendees from sharing their screen during the Zoom session.
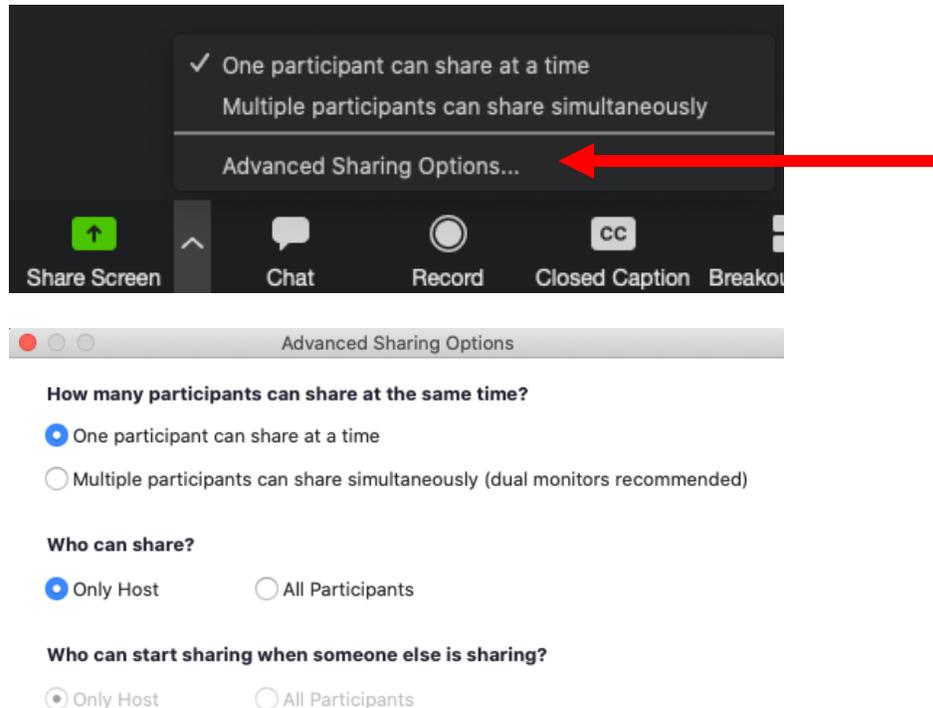
   b. **Disable Attendee Annotation** – Selecting this option will prevent all attendees from being able to annotate during the Zoom session.
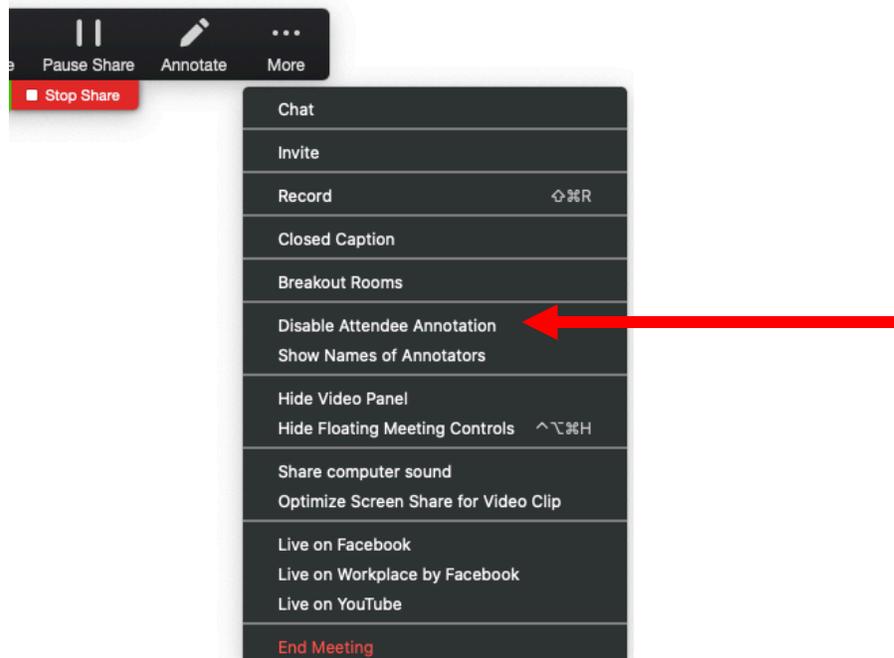
c. **Manage Chat communication –** Using the Chat window, an instructor can determine the range of chat communication that is available to participants during that session. For example, an instructor could select Host Only to eliminate students posting public chat messages within the Zoom session.

To: Everyone ▾   File ⋯

Type message here...

Save Chat

Participant Can Chat With:
   No one
   Host only
   Everyone publicly
✓ Everyone publicly and privately

d. **Lock Your Session** – After every student has a joined the Zoom class meeting, an instructor can use the Manage Participant window and click More to Lock Meeting which will prevent anyone else from joining. *Please note that this would include a student who lost their connection and would prevent them from returning.*

yes   no   go slower   go faster   more   clear all

Mute All   Unmute All   More ⌄

Mute Participants on Entry
Allow Participants to Unmute Themselves
Play Enter/Exit Chime
Allow Participants to Rename Themselves
Lock Meeting
Clear All Feedback