



TLC Tips:

Zoom Classroom Management Strategies

If you are conducting live online meetings using Zoom, here are two terms you should know:

Trolling: posting offensive comments online with the purpose of causing an emotional reaction, and relying on anonymity of the Internet to say things they would not say in person.

Zoombombing: a new form of online trolling where Zoom users take advantage of the application's features, like screen-sharing and annotation, with offensive content to disrupt online meetings.

Restrictive Features in Zoom for Classroom Management

Preventing *trolling* and *zoombombing* from disrupting your online meetings will require you to be comfortable with the Zoom user interface. Please review the list below and the instructions that follow.

1. [Mute and Unmute All](#)
2. [Disabling Chat](#)
3. [Remove Participants from Meeting](#)
4. [Prevent Participants from Screensharing](#)
5. [Prevent Participants from Annotating](#)
6. [Prevent Students from Renaming Themselves](#)
7. [Lock a Meeting](#)

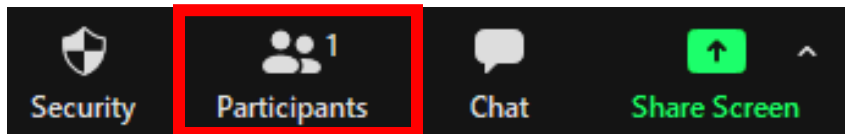
The hope is you will not have to take these restrictive measures, but being familiar with them means you will be prepared if there is an interruption in your class. **Please scroll down to review the instructions on how to engage these tools in Zoom for effective classroom management.**



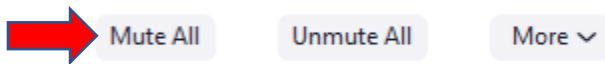
1. Mute and Unmute All

Meeting hosts can Mute All participants that are already in the meeting as well as new participants joining the meeting.

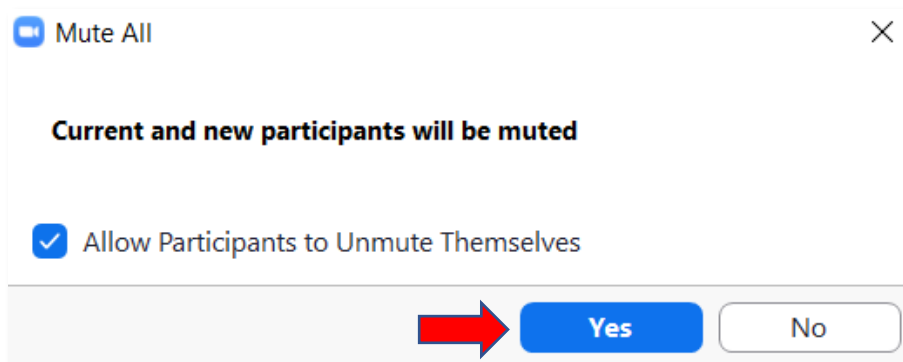
- While in meeting session, select **Participants** off the main host controls.



- Select **Mute All**



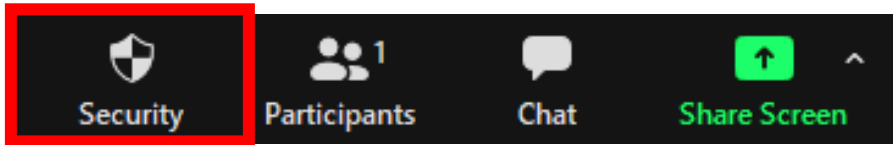
- You will be prompted to **Allow participants to unmute themselves**. Clicking **Continue** will mute all current and new participants.



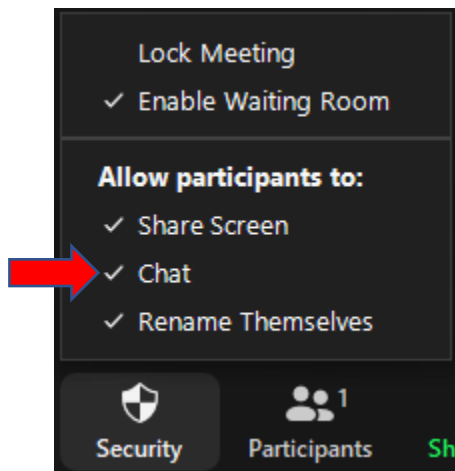
2. Disabling Chat

Meeting hosts can control whether participants can chat with Participants.

- While in meeting session, select **Security** in the main host controls.



- On the menu that opens, uncheck **Chat**.

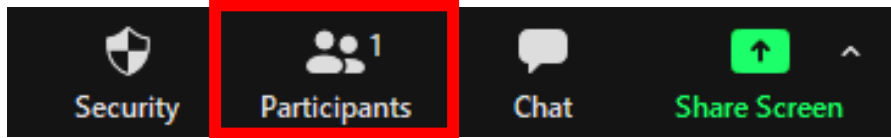


NOTE: Additional menu controls to allow students to specifically chat with everyone, with the host, or only with the host are located on the Participants panel.

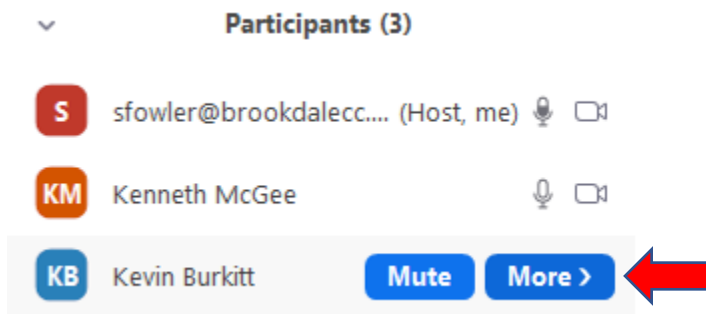
3. Remove Participants from Meeting

Meeting hosts can remove a Participant from a Zoom meeting.

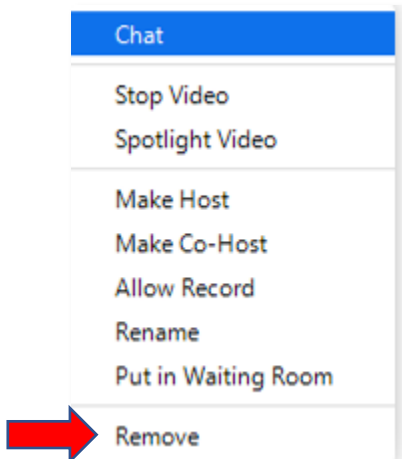
- While in meeting session, select **Participants** off the main host controls.



- In the **Participants** panel, place your cursor over the name of a person and select **More**.



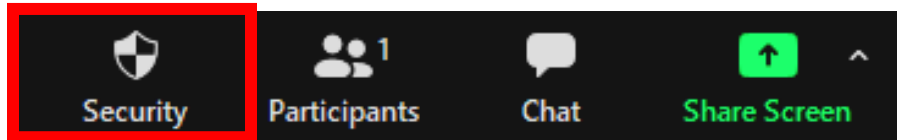
- Select **Remove**.



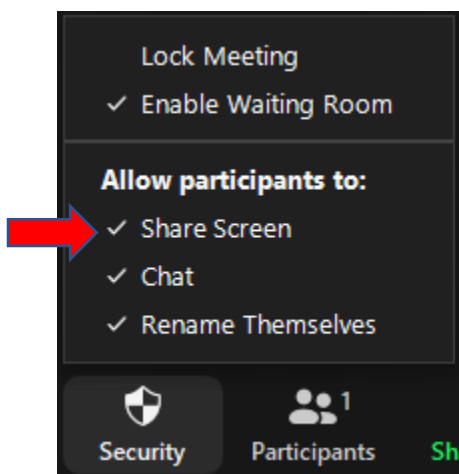
4. Prevent Participants from Screensharing:

Meeting hosts can prevent Participants from sharing their screen.

- While in meeting session, select **Security** off the main host controls.



- On the menu that opens, uncheck **Share Screen**.

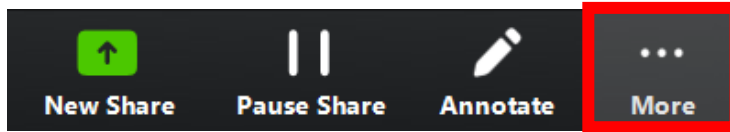


NOTE: Additional menu controls for screen sharing are located off the Share Screen menu.

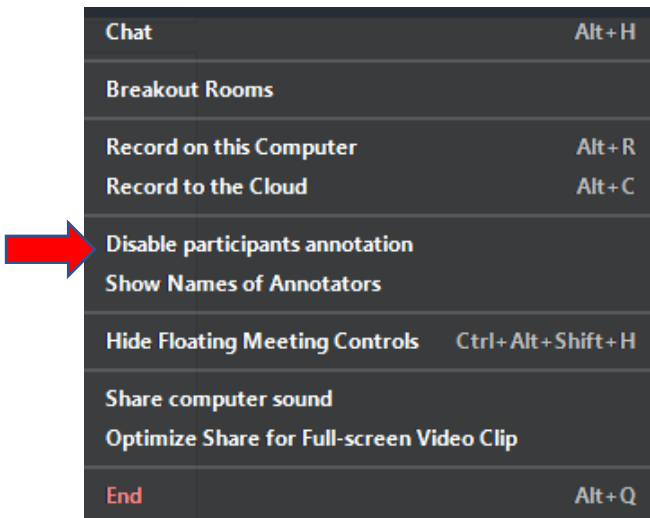
5. Prevent Participants from Annotating

While sharing screen or whiteboard, meeting hosts can prevent Participants from Annotating.

- While sharing your screen, select **More** off the main host controls.



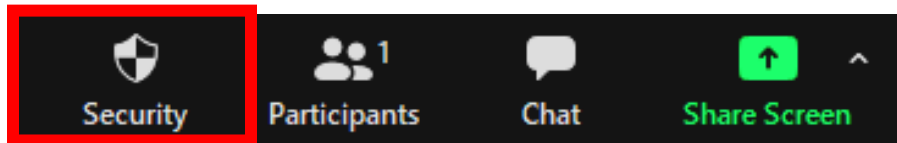
- Select **Disable participants annotation**



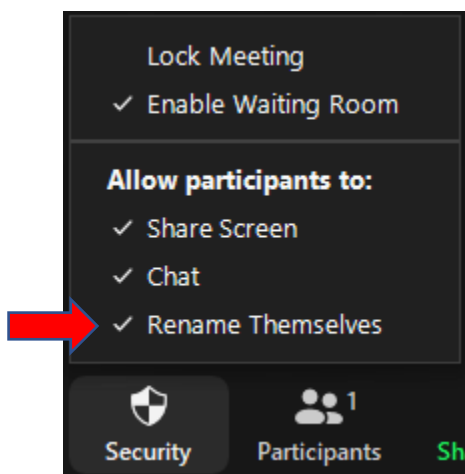
6. Prevent Students from Renaming Themselves

Meeting hosts can prevent Participants from renaming themselves once inside the meeting.

- While in meeting session, select **Security** from the main host controls.



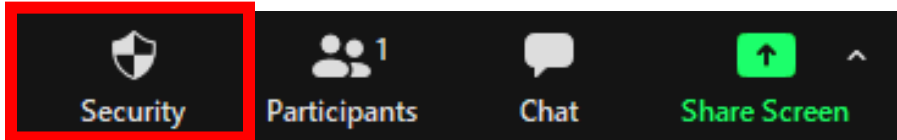
- On the menu that opens, uncheck **Rename Themselves**.



7. Lock a Meeting

Meeting hosts can prevent additional Participants from joining the meeting once started.

- While in meeting session, select **Security** from the main host controls.



- On the menu that opens, check **Lock Meeting**.

