



Zoom Guidelines for setting up a Meeting – Virtual Consent

Please follow the following protocols when setting up a Virtual Zoom meeting.

- Set meeting up and use Meeting ID and Password
- Do not record the Zoom session.
- Turn off “Join Meeting before Host arrives”
- Enabling Waiting Room
 - Requires device to be named so that instructor knows who they are
- Lock the meeting at a specific time so there will not be disruptions during the lesson
- Mute all participants upon entry if need it
- Screen Sharing
 - Set up so only Instructor can share screens
- No screen shots are allowed to be taken at the Zoom session by anyone.
- Learn how to use Virtual hand raising and Mute options