

Zoom Security for Classes

A Guide for Faculty

Summary

Zoom and Florida Tech have expanded security features to allow meeting hosts more control over who and how participants can join meetings. This guide provides recommendations to secure meetings and ensure access for intended participants. Following this guide will help faculty limit opportunities for disruption during scheduled classes. You can:

- Adjust settings for meetings that have already been scheduled
- Adjust basic security options while a meeting is in progress
- Require students to log in with their TRACKS account
- Prevent students from changing their name
- Control whether students can use their microphone
- Control whether students can share their screen or show video
- Admit or remove participants

Quick Reference: Recommended Meeting Settings

IMPORTANT! IF YOU REQUIRE **SIGN INTO TRACKS** AUTHENTICATION, YOU MUST PROVIDE YOUR STUDENTS THE [STUDENT GUIDE - LOGGING INTO ZOOM WITH TRACKS](#).

Registration

Required

Meeting ID

Generate Automatically Personal Meeting ID 717 232 4082

Security

Passcode Waiting Room

Video

Host on off

Participant on off


Audio

Telephone Computer Audio Both


Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry 

Only authenticated users can join

Sign into TRACKS 

my.fit.edu, fit.edu [Edit](#)

Breakout Room pre-assign

Automatically record meeting On the local computer In the cloud

Adjust Settings for Meetings that have Already Been Scheduled

1. Open <https://fit.zoom.us> and click "Log in".
2. Enter your TRACKS account name followed by @fit.edu. (Students: LEAVE OFF THE "MY.")
3. Enter your TRACKS password and click "Sign in".
4. Click Meetings and locate the meeting you want to change.
5. Click Edit. **NOTE: This option is not available in Canvas!**

Meetings


Get Training

Upcoming

Previous

Personal Room

Meeting Templates

 Start Time to End Time

Schedule a Meeting

...

Tue, Sep 22

10:00 AM - 11:00 AM

FYE1000: University Experience, Fall 2020,...

Meeting ID: 928

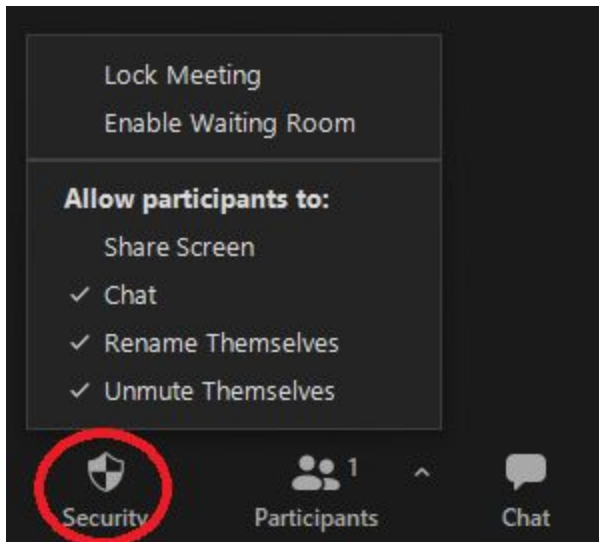
Start

Edit

6. Change settings as needed. See below for recommendations and more information.
7. Click Save.

Adjust Basic Security Options While a Meeting is in Progress

1. In the Zoom meeting control bar, click Security



2. Click to toggle checked options:
 - Lock Meeting: Stop anyone else from joining the meeting
 - Enable Waiting Room: Participants won't see the meeting until the host admits them.
 - Share Screen: Participants can show what's on their own screen
 - Chat: Participants can type messages to the whole group or individuals
 - Rename Themselves: Participants can change their own name
 - Unmute Themselves: Participants can turn on their microphone to speak

Require Students to Log In with their TRACKS Account

IMPORTANT: Familiarize yourself with the student login process, and provide instructions to your students in advance. The [Student Guide for Logging into Zoom with TRACKS](#) provides details and screenshots.

FIT.ZOOM.US (in a web browser)

1. Schedule a new meeting, or edit an existing meeting
2. Under Meeting Options, check the box "Only authenticated users can join"
3. Confirm "Sign into TRACKS" is selected in the dropdown menu



Only authenticated users can join

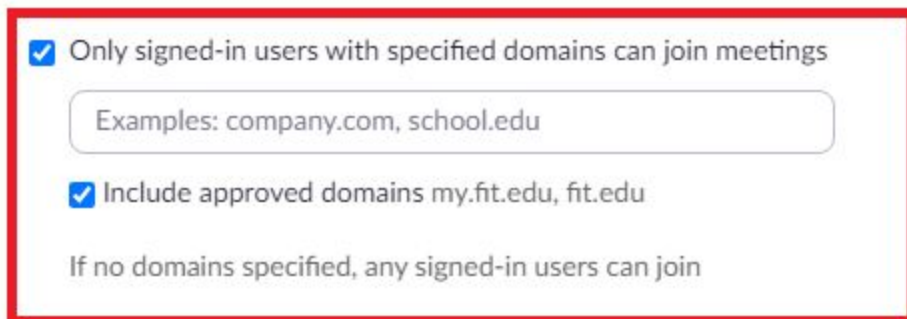
Sign into TRACKS

my.fit.edu, fit.edu [Edit](#)

4. Click Save.

CANVAS (in a web browser using the Zoom plugin for Canvas)

1. Schedule a new meeting. (Edit is not available in Canvas.)
2. Under Meeting Options, check the box "Only signed-in users with specified domains can join meetings".
3. Confirm "Include approved domains my.fit.edu, fit.edu" is checked.



Only signed-in users with specified domains can join meetings

Examples: company.com, school.edu

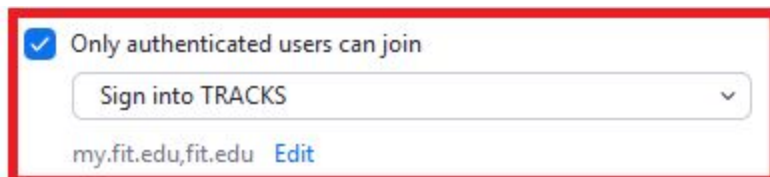
Include approved domains my.fit.edu, fit.edu

If no domains specified, any signed-in users can join

4. Click Save.

ZOOM APP (in the app, not a browser)

1. Schedule or edit a meeting
2. Click to expand Advanced Options
3. Under Meeting Options, check the box "Only authenticated users can join"
4. Confirm "Sign into TRACKS" is selected in the dropdown menu



Only authenticated users can join

Sign into TRACKS

my.fit.edu, fit.edu [Edit](#)

5. Click Schedule or Save

Prevent Students from Changing their Name

NOTE: The option to allow participants to change their name is only available in-meeting. Combined with the option to require a TRACKS login, teachers can be assured of a participant's identity.

1. Start a Zoom meeting
2. Click Security
3. Uncheck the option "Rename Themselves"

Control Whether Students Can Use their Microphone

NOTE: We strongly recommend muting participants upon entry. This option is shown when creating or editing meeting settings. The option to allow students to unmute themselves is available in-meeting. Whether you allow students to unmute themselves depends on individual preference. If a student's microphone becomes disruptive, hosts can turn any or all participants' microphones off while the meeting is in progress.

Mute Participants Upon Entry

1. Schedule a new meeting, or edit an existing meeting
2. Find Meeting Options or expand Advanced Options in the Zoom App
3. Check the box "Mute participants upon entry"
4. Click Save or Schedule

Allow Students to Unmute Themselves

1. Start a Zoom meeting
2. Click Security
3. Check the option "Unmute Themselves"

Turn Off a Students' Microphones During a Meeting

1. Start a Zoom meeting
2. Click Participants
3. Click "Mute All" to turn off all participant microphones
4. Hover over an individual and click Mute to turn off just one microphone

Control Whether Students Can Share their Screen or Show Video

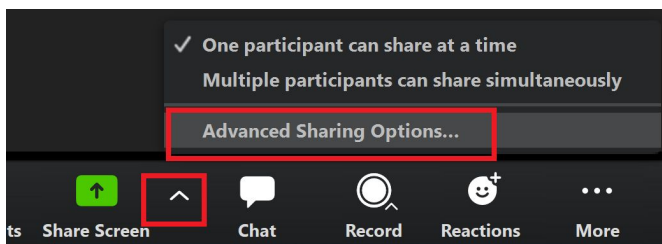
NOTE: Allowing students to show their video camera can help foster engagement and participation. This is enabled by default when creating a meeting. Blocking video may be appropriate when its use is deemed disruptive. Hosts typically share their screen during presentations; if participants are expected to present as well, they will need screen-sharing enabled. If participants are not presenting, screen-sharing should be limited to Hosts.

Stop a Participant's Video

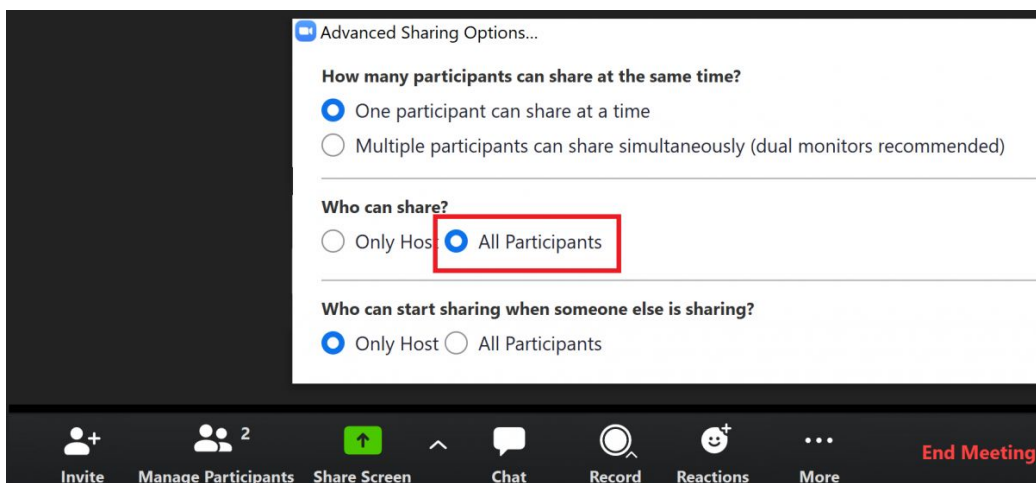
1. Start a Zoom meeting
2. Click Participants
3. Hover over an individual and click "More"
4. Click "Stop Video".

Allow Participants to Share their Screen

1. Start a Zoom meeting
2. Click the arrow next to "Share Screen"
3. Click "Advanced Sharing Options"



4. Under "Who Can Share", select "All Participants"



Admit or Remove Participants

NOTE: Zoom's [Waiting Room](#) feature keeps participants from joining a meeting immediately. Students will see a message that the host needs to admit them, and hosts will see that participants are waiting to be admitted. This feature adds a manual barrier to entry, but it does not assure participants are who they say they are. The only way to be sure of a student's identity in Zoom is to require TRACKS authentication. Disruptive participants can be Removed entirely and blocked from rejoining.

Enable the Waiting Room to Manually Admit Participants

1. Schedule a new meeting, or edit an existing meeting
2. Find Meeting Options or expand Advanced Options in the Zoom App
3. Check the box "Mute participants upon entry"
4. Click Save or Schedule
5. Start the meeting
6. Click Participants
7. Click Admit All or Admit for each participant that should be granted access.

Remove a Disruptive or Unauthorized Participant

1. Start a Zoom meeting
2. Click Participants
3. Hover over an individual and click "More"
4. Click "Remove".

Additional Resources

- [Student Guide for Logging into Zoom with TRACKS](#)
- [Meeting Host Guide to Managing Participants in a Meeting](#)
- [Meeting Host Guide to Muting and Unmuting Participants in a Meeting](#)
- [Meeting Host Guide to Changing Meeting Settings](#)