

ZOOM: INSTRUCTOR SUCCESS GUIDE

MEETING ONLINE IS A LOT LIKE MEETING IN PERSON. IT IS RECOMMENDED TO FOLLOW THESE GUIDELINES IN ORDER TO PREVENT ZOOM-BOMBING AND TO MAXIMIZE MEETING PRESENTATIONS CONDUCTED OVER ZOOM.



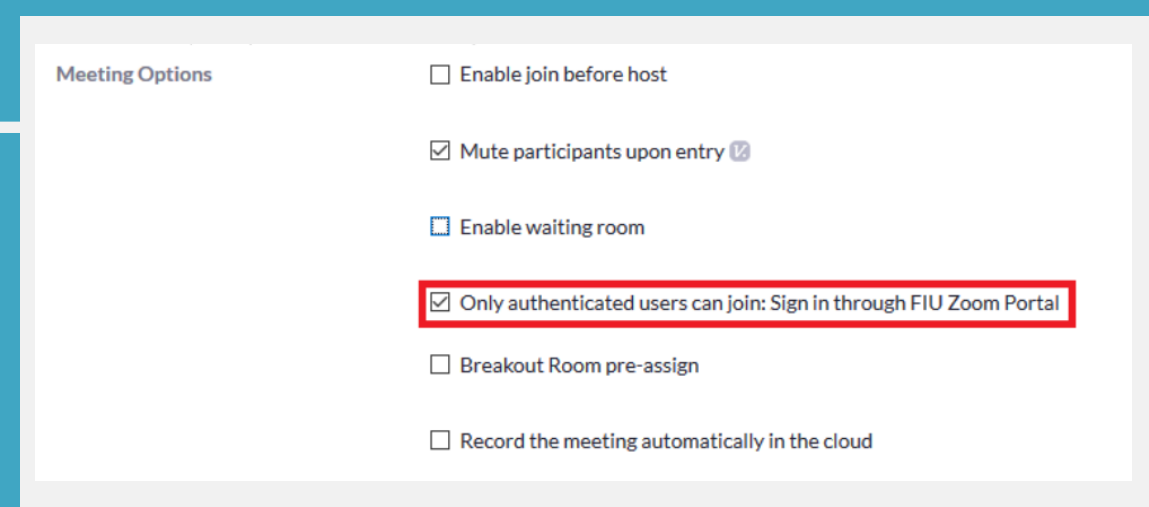
BEFORE CLASS:

AVOID USING YOUR PERSONAL MEETING ID (PMI) TO HOST PUBLIC EVENTS

Your PMI is one continuous meeting and you don't want to have uninvited guests crashing into your personal virtual space.

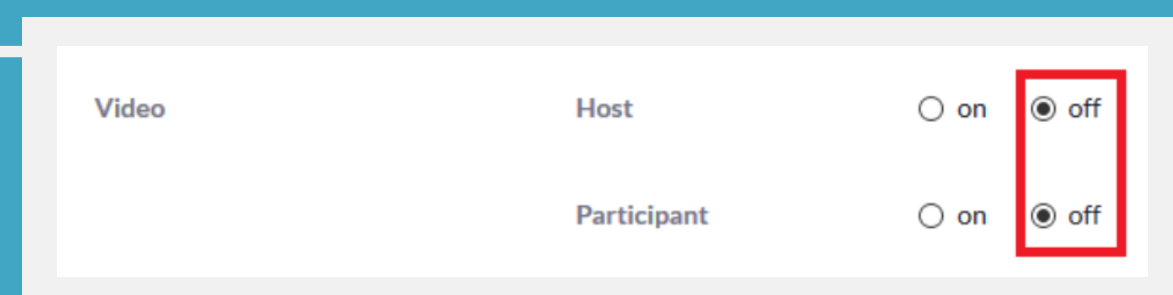
AUTHENTICATED USERS ONLY

When creating a meeting, make sure you have enabled the "Only Authenticated Users Can Join" option unless you are expecting users outside of the FIU community to join the meeting.



HOST VIDEO OFF, PARTICIPANT VIDEO OFF

When creating your meeting rooms, confirm that you have the following video options selected:



This way a participant will not be caught off guard with their camera on when entering a meeting room.

ENABLE THE WAITING ROOM

This will allow the host to grant access to those participants who should be part of the meeting/class.

REQUIRE A MEETING PASSWORD

Distribute the password to those who need access to the meeting/class.

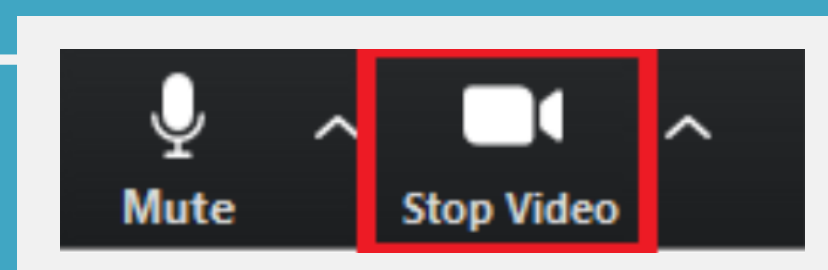
PREVENT REMOVED PARTICIPANTS FROM REJOINING

If you remove participants or panelists from the meeting, they won't be able to rejoin using the same email address.

DURING CLASS:

BE MINDFUL OF YOUR CAMERA

You can turn your camera ON or OFF by selecting the "Stop Video" Button on the bottom left of the Zoom meeting window.



LOCK YOUR MEETING

Once your meeting has started, anyone who is not invited will be unable to join.

ONLY HOSTS CAN SHARE

Only allow hosts to share their screen (this is now a default setting for FIU), but if you need to allow someone to share their screen, you can do so by making them a co-host. Select the arrow next to the green Share Screen button and then select Advanced Sharing options. Under "Who Can Share?" choose "Only Host".



ZOOM: INSTRUCTOR SUCCESS GUIDE CONTINUED

STRONG EYE CONTACT

Look into the camera when talking instead of looking at the screen. Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.

THINK ABOUT YOUR BACKGROUND

If you do not want to share your background, you may use the Virtual Background feature from Zoom.

MUTE MICROPHONE WHEN NECESSARY

Let participants know that if they are not speaking, to mute their microphone to avoid distracting others. Have them use the "Raise Hand" feature to indicate they would like to speak. Call on participants as you would in a face-to-face setting.

CONTROL SOUND QUALITY

Use a headset whenever possible. This will provide for better audio quality than your built-in computer microphone. Try to hold meetings in a quiet, indoor location.

EMBRACE THE PAUSE

Take a moment after the end of your comments and allow for participants to engage before continuing.

GIVE THEM TIME

When delivering a presentation or sharing content, allow your participants a moment to take in what they're seeing on screen.

ALWAYS "END MEETING FOR ALL"

When ending a meeting, make sure you select "End Meeting for All."

