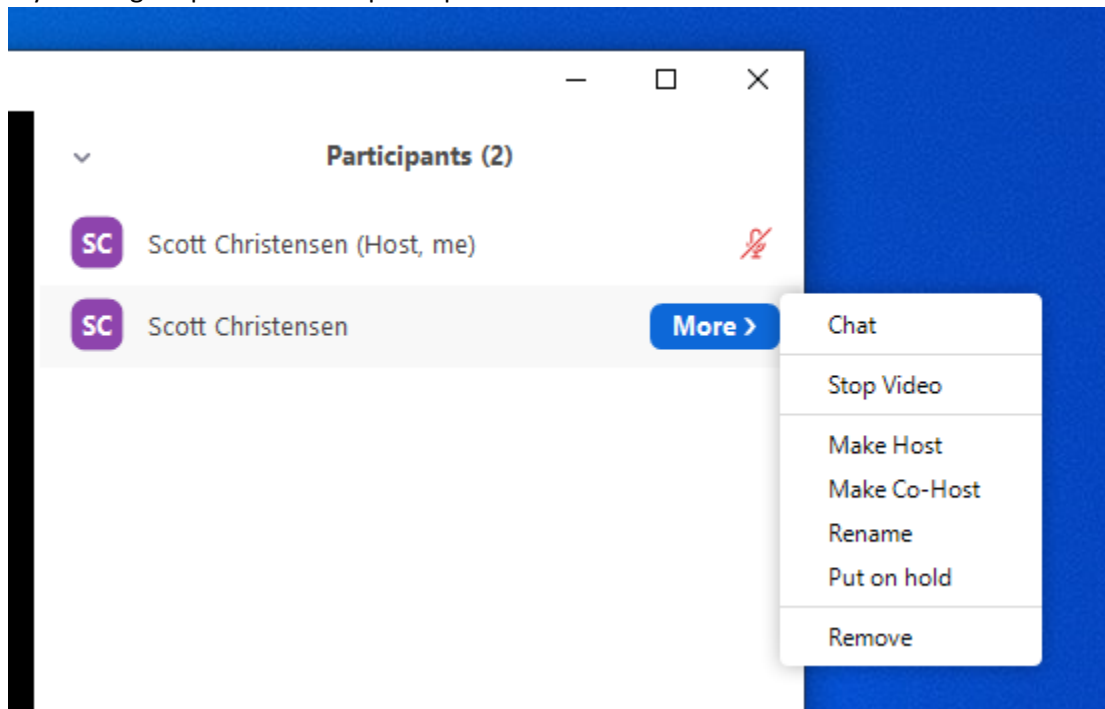


Quick Reference Guide: Moderating the Zoom Meeting

Managing Participants in Zoom (Elevating Permissions, Removing Participants, Locking the Meeting)

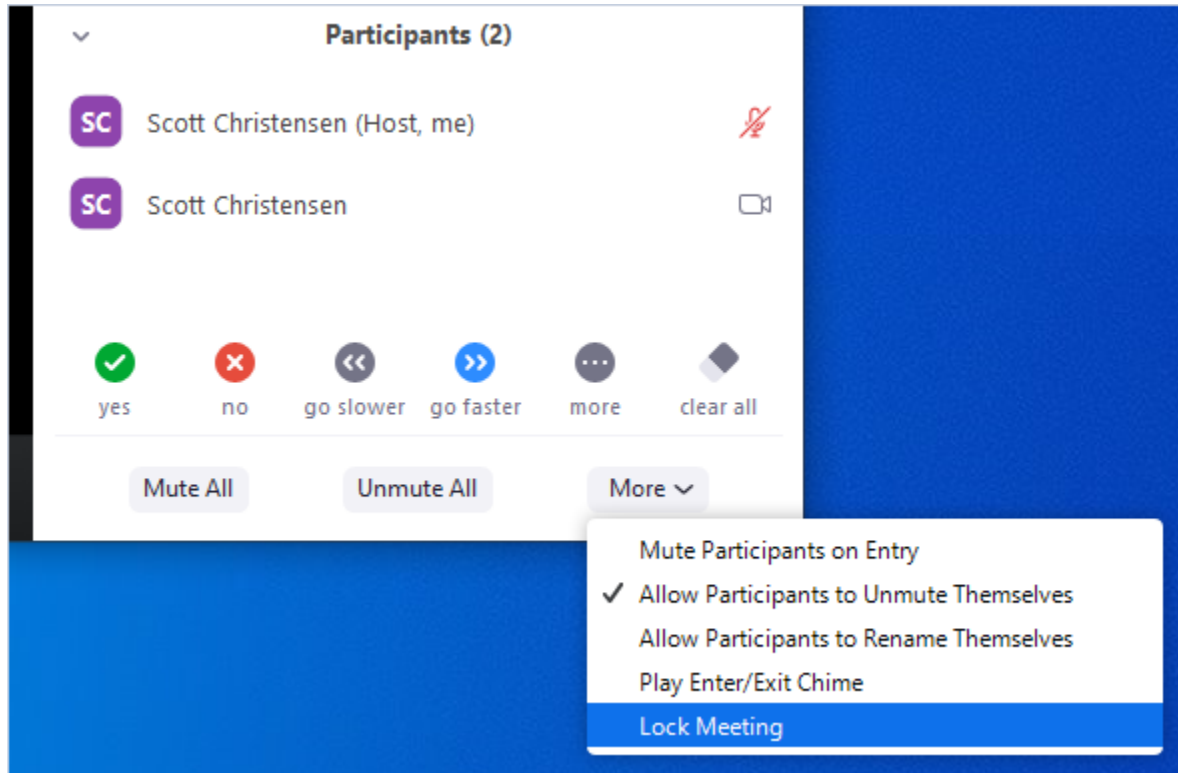
- Open the Participants window in your Zoom call. (**Manage Participants** button on your button bar)
- Mouse over a participant in your Zoom call and a blue, **More**, button should appear, if you click it you will get options for that participant.



- You can elevate a user, such as an instructional assistant, as a Co-Host to the meeting so they can help moderate the Zoom call while you instruct.
- You can **Remove** a user that is not supposed to be in the class. We have had instances where a random user will join the class.

To Lock the Meeting:

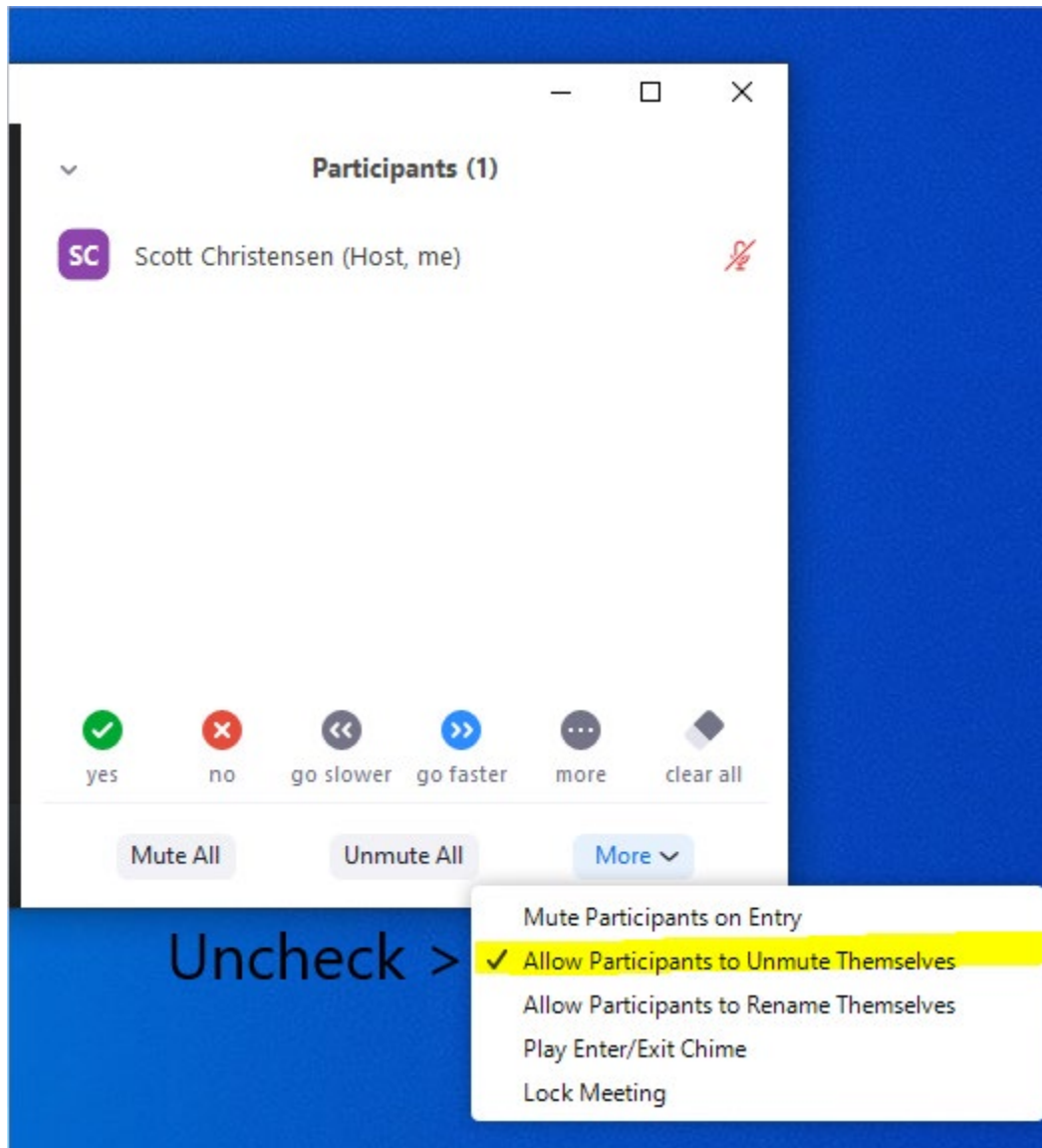
- Open the Participants window in your Zoom call. (**Manage Participants** button on your button bar)
- In the bottom-right of your Participants window, select **More**.
- **The last option is to Lock the Meeting.** You can check this not allow new users to join your meeting.



Moderating all Webcams and Microphones, and not allowing participants to unmute.

- Open the Participants window in your Zoom call. (**Manage Participants** button on your button bar)
- In the bottom-right of your Participants window, select **More**.
- **UNCHECK:** Allow Participants to Unmute Themselves.

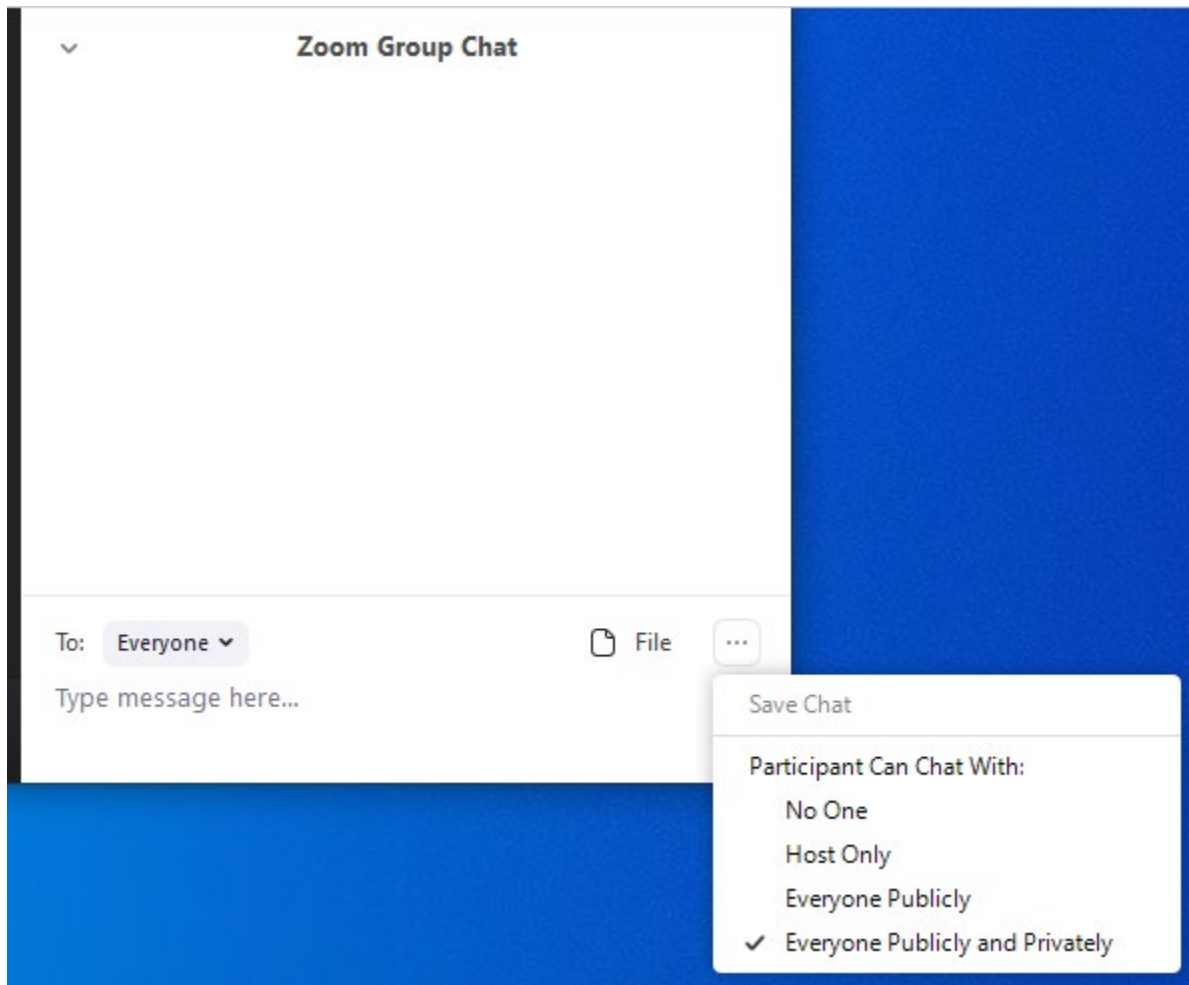
*You can still request a participant unmute themselves in the participant window. Unchecking 'Allow Participants to Unmute Themselves' can prevent a student from accidentally turning on their webcam or microphone during a Zoom meeting.



Moderating Chat in your Zoom meeting

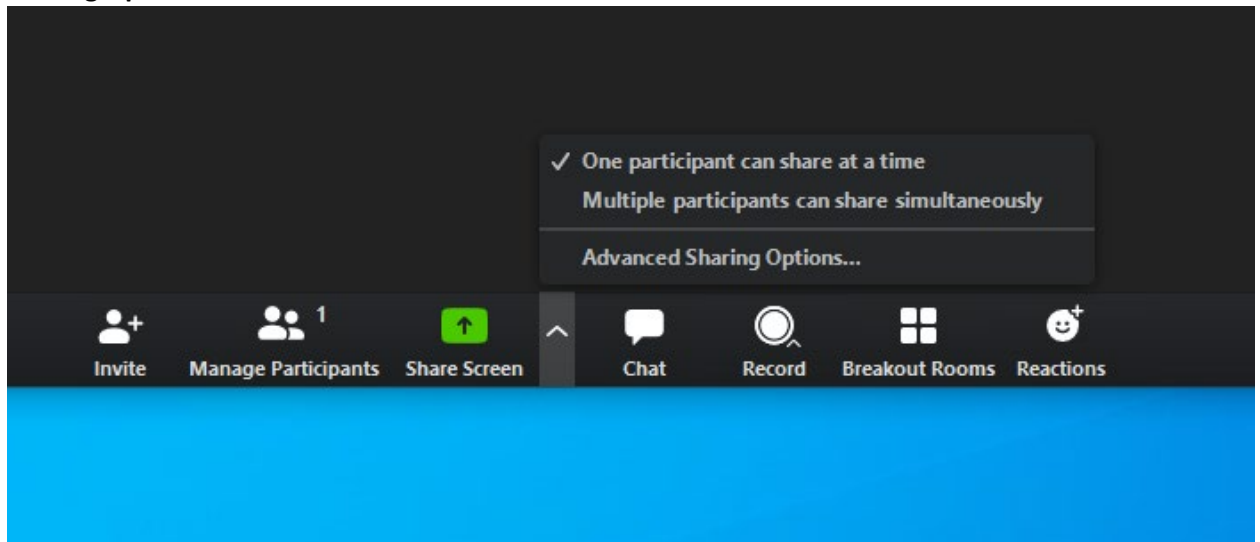
- Open the Chat window in your Zoom call. (**Chat** button on your button bar)
- In the bottom-right of your Zoom Group Chat window, select '...'.
 - Choose which chat restrictions, if any, you would like to place on the Zoom Chat.

*The default setting for your Zoom Group chat will be 'Everyone Publicly and Privately'. This will allow participants to privately message each other, as well as privately message you if they have direct questions. This is both a positive and negative, you can choose what restriction, if any, your Zoom Group chat will have.

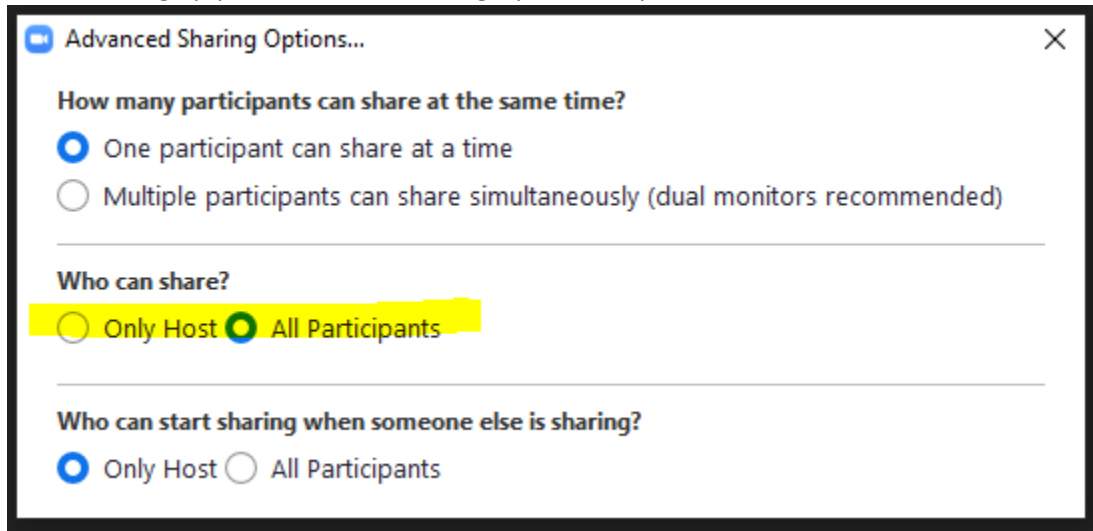


Moderating Screen Share in your Zoom meeting

- To the right of your Screen Share icon on your button bar, click the caret to pull up **Advanced Sharing Options**.



- This will bring up your Advanced Sharing Options for your call.



The default setting is that All Participants can share. Select 'ONLY HOST' so you are the only person available to share screen content. The default setting for all Zoom meetings is that all participants can share, make sure you change this setting.