TEACHING VIA ZOOM
PREVENTING AND DEALING WITH UNWANTED BEHAVIOUR

WESTERN SYDNEY UNIVERSITY

These guidelines have been developed to help you create effective foundations for your synchronous learning environments at Western Sydney University.

Privacy

Please consider the privacy of others when you conduct an online webcam-based session.

Tips for your students:

- Ask students to change their Zoom ID to their full name.
- Provide brief 'housekeeping' information before the session to make participants aware that the session is being recorded.
- If participants do not wish to be recorded they should let you know. Students should actively participate in the Chat room or turn their video off.
- Ensure that people joining late are aware that the session is being recorded.

Environment

It is important that all participants are fully clothed when webcams are being used.

Tips for your students:

- Minimise the possibility of offence to others – suggest to your students to use their judgement and remove items in the background that may potentially cause offence to others before the session.
- Recommend that students remain seated or in one location throughout the session – it is distracting for others if students move around during the session.

Respect

Online learning is an extension of the face-to-face classroom and therefore your students are expected to engage in the session as if it were face-to-face.

Tips for your students:

- Encourage students to keep their camera on and ensure students are visible throughout the session. Note: this might not be possible if they are experiencing bandwidth issues.
- It is important for your students to remain focused on the discussion during the session – encourage your students to use their judgement and try to minimize any distractions such as background media or watching unrelated tutorial content while the session is in progress.

RECOMMENDED SETTINGS

Here are a few tips to help you run a smooth Zoom session. You can also secure your meetings providing you with a well-controlled environment right from the start and yield accurate attendance data when you finish.

Own the schedule of your teaching

- Schedule your own teaching sessions and be careful not to schedule concurrent teaching via a single Zoom account, even if using alternate hosts. Sessions started later may be rejected if the first meeting is still in progress.
- Schedule a different, but recurrent Meeting ID meeting for each timetabled session. Do not use one Meeting ID for everything. Delete these after the end of semester and create new ones for the following semester.

Secure your Zoom teaching with best practice settings

- Require Meeting Password ☑: Students won't have to enter this if you share the Join URL via vUWS, but it will stop random strangers interrupting your teaching.
- Enable Join before Host – OFF ◯: If a host is not present, meetings should not start
- Mute Participants on Entry – ON ◯
- Only authenticated users can join meetings – ON ◯: Using this feature will also enable attendance reporting via logged in, student e-mail addresses.
- WSU Sign In Required (Students and Staff Only)

What if you can't host? – Plan ahead

- Define an alternative host (or list of hosts) when you schedule the meeting

Be a good host – Prepare yourself

- Adjust your Default Zoom Settings for all meetings (login at https://uws.zoom.us)
  a. Set Screen Sharing in your Zoom 'Settings' to 'Host Only'. You can enable participant screen sharing once in the meeting if and when you need it.
  b. Enable Polling and survey your audience – to check understanding.
- Make sure you're using up to date software https://uws.zoom.us/download - it's both more secure and enables extra features.
- Choose to host from a quiet, well lit environment with a stable internet connection

Once the meeting starts, hosts can, when appropriate, lock out annotation, adjust screen sharing privileges, and turn off the ability for participants to unmute themselves.

Do not share Zoom meeting IDs

- Your students need to know that it is not appropriate to share Zoom meeting IDs because this can disrupt learning environments.
- Sharing Zoom IDs can potentially result in student misconduct proceedings.

RECOMMENDED SETTINGS

Mute disruptions

- If a student does not realise they are not on mute, you can use the 'Participants panel' to mute individual students.
- You can also mute a participant if you wish to progress the discussion in a different direction or give others the opportunity to talk.

How to manage sharing your screen

- Before a Zoom session: lock the ability to screen share for all your meetings. To do this, go to your Settings in https://uws.zoom.us/ and make sure screen sharing is set to 'Host only'.
- During a Zoom session: Click the arrow next to Share Screen, choose 'Advanced Sharing Options' and under 'Who can share?' select 'Host only'.

Managing Zoom participants

You can manage your Zoom participants by setting the domain and authenticated users setting.

- Only allow signed users in - only users with a Zoom invitation will be allowed to join.
- Only allow users from the Westernsydney or WSU domain.

To do this:

1. Sign into the WSU Zoom web portal and navigate to Settings.
2. Scroll until you see 'Enable Only authenticated users can join meetings.'
3. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change. Don't forget to Save!
4. If done correctly, you will see this in your settings description:

   Only authenticated users can join: Sign in to Zoom with specified domain - student.uws.edu.au,westernsydney.edu.au,student.westernsydney.edu.au,uws.edu.au
   (This is a pre-set domain so you don't have to define it).

Lock the meeting – Click the 'Participants' button at the bottom of the screen and select 'Lock meeting' under the 'More' option.

Remove disruptive participants – You have the option to remove participants from the list of participants window.

Allow removed participants to rejoin – Participants who have been removed cannot join by themselves. You can allow removed participants to rejoin in the list of participants window.

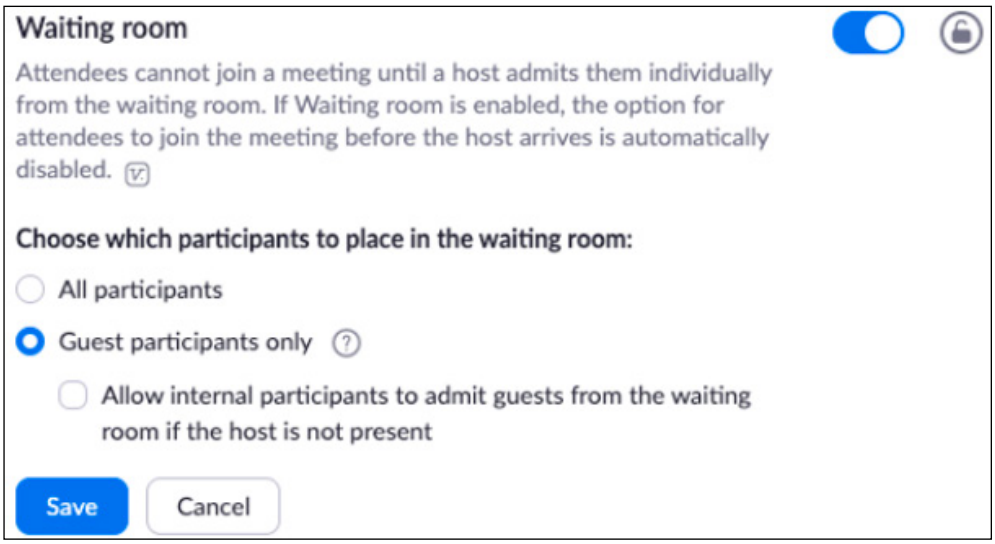
RECOMMENDED SETTINGS

Set up a waiting room

You might wish to set the number of students and which students are allowed to enter your meeting. You can do this by placing participants in a waiting room.

To enable a waiting room

1. Sign into https://uws.zoom.us/
2. For a waiting room to appear as a default, go to Settings, navigate to the Waiting Room on the Meeting tab and verify the setting is enabled via the Status toggle. If a verification dialogue displays, choose 'Turn on' to verify the change.

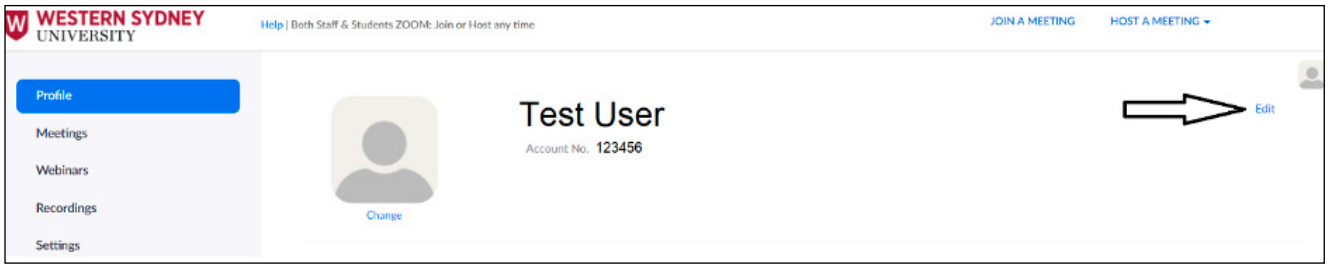


3. If you want to establish a meeting room for a particular meeting, go to the Meetings tab on the left and in 'Schedule a new meeting' scroll down to 'Enable waiting room'.
4. You can add the waiting room option to a series of meetings that you have already set up. To do this, click on the meeting you wish to add to and choose the 'Edit this Meeting' option at the bottom of the screen. Select 'Enable waiting room'.

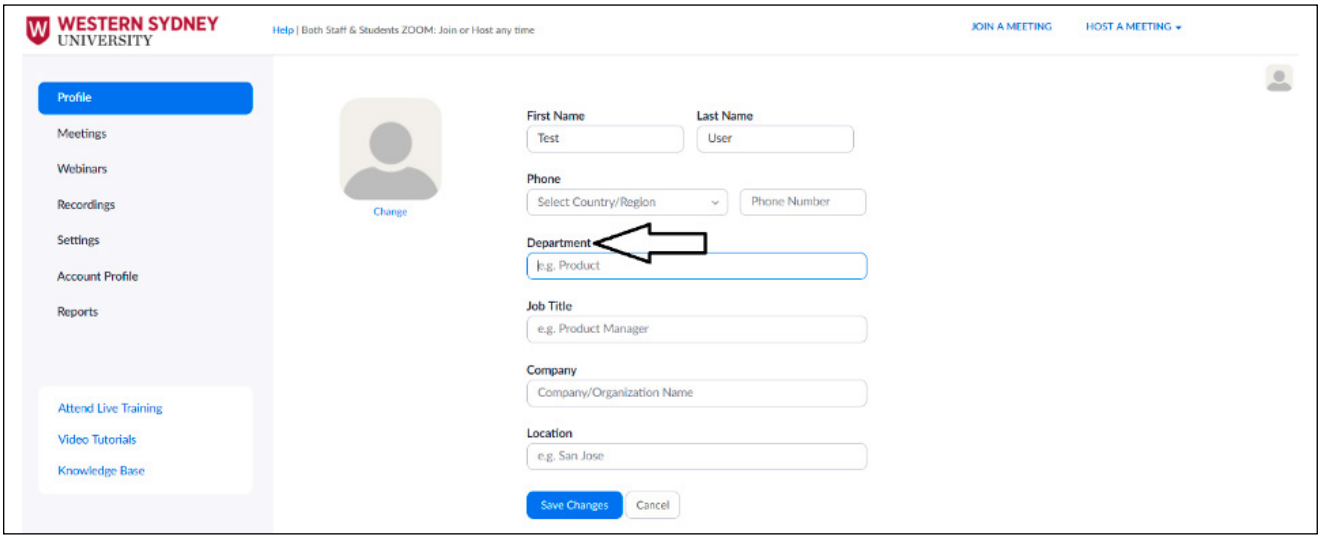
TRACKING YOUR ZOOM SESSIONS

Follow these steps to track your Zoom sessions

1. Go to https://uws.zoom.us/profile and log in with your Western Sydney account. A page like this will appear.
2. In the Profile section there is an 'Edit' option in the top right corner



3. Edit the Department name (your school) which will be populated automatically during the next Zoom session.



4. Along with Department, populating other fields and changing the profile picture might also help other students to know you better.

Thank you to ITDS and the School of Law for their contributions to these guidelines.