

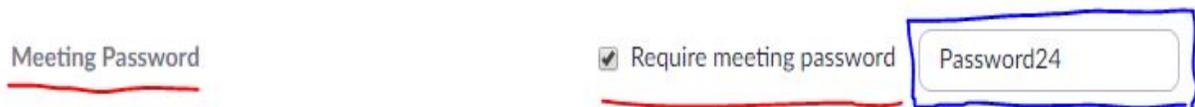
## Safety Concerns

Because classes are being held exclusively online there has been an increase in Zoom as well as other online resources. We have been seeing an increase of fraudulent participants causing disruption to classes and meetings. Some students have been posting the links to classes on other online mediums (reddit, etc.) and some people have just been keying in random numbers until they come up with a scheduled meeting/class that hasn't started yet.

There are several steps that can be taken to keep your classes on track and safe. We have changed a few settings and have suggestions on how to set up your classes and meetings that will hopefully keep out anyone that shouldn't be there.

## Safety Suggestions

- **Require a password when setting up the class/meeting.** When you choose this option, create your own unique password. Do not just leave it as the 6 numbers that Zoom suggest. That is too easy to crack.



- Another suggestion with the password is to only give it out via Canvas or email, 5 - 10 minutes before the class/meeting begins. Even if a student is sharing the link to the class/meeting, they won't have both the session link and the password at the same time.
- **Locking the class/meeting after they have begun.** You have the option to lock the class/meeting to not allow anyone else to join after a certain amount of time (i.e. 5 minutes after the beginning of the session). You should record the session so it can be uploaded to Panopto later, in case some students are unable to join on time, but this will keep out someone coming in late that shouldn't be there.  
[How to lock a meeting](#)
- **Be ready to kick off anyone that should not be there.** Always have a list of who should be in the sessions with you. If they should not be there, kick them off and lock the class/meeting. [This video](#) shows where to remove unwanted participants through the chat feature.
- **The overall setting screen share has been changed to host only.** That way no one can just share anything with the whole class/meeting without the host's permissions. If you need a participant to share something with the class, you can turn permissions back on for all participants to share. [This video](#) shows where that feature is to change the setting from "host only" to "all participants" and back again.