

RECOMMENDED SETTINGS

Once logged in to the fern ridge zoom page, click “Settings” on the sidebar.

Under the “Meeting” tab within settings...

1. “Only authenticated users can join” option turned **ON**
2. “Join before host” turned **OFF**
3. “Mute participants upon entry” turned **ON**
4. “Chat” turned **ON**, and “Prevent participants from saving chat” checked **OFF**
5. “Private chat” turned **OFF**
6. “Auto saving chats” turned **ON** *Chromebook users, this is the ONLY way to save chat. If you are on windows, then you can manually save the chat from within the Zoom meet.
7. “Co-host” turned **ON**
8. “Polling” turned **ON**
9. “Who can share” mark “**Host only**”
10. “Annotation” turned **OFF** unless you want kids writing things on your screen
11. “Whiteboard” - Teachers with Windows can use it but the students will NOT be able to do anything but watch what the teacher is doing (they can’t participate with the teacher).
12. “Nonverbal feedback” turned **ON**
13. “Allow participants to rename themselves” turned **OFF**
14. “Hide participant profile pictures in a meeting” turned **ON**
15. “Breakout room” turned **ON** and “allow host to assign participants to breakout rooms when scheduling” checked **ON**
16. “Virtual background” turned **ON?**
17. “Video filters” turned **OFF**
18. “Show a ‘Join from your browser’ link turned **ON**

Under the “Recording” tab within settings...

1. “Local recording” turn **OFF**
2. “Cloud recording” turn **ON**
 - a. “Record active speaker with shared screen” turned **ON**
 - b. “Save chat messages from the meeting” turned **ON**
 - c. “Add a timestamp to the recording” turned **ON**
 - d. Everything else turned **OFF**
3. “Automatic recording” turned ON or OFF, your choice. IF you turn it on, be sure to record in the cloud and allow yourself to pause/stop.
4. “Only authenticated users can view cloud recordings” turned **ON**

Under the “Telephone” tab in settings...

1. “Show international numbers link...” turned **OFF**
2. “Mask phone number in the participation list” turned **ON**