

Managing Hyflex Classrooms

Security tips

Security is a key aspect of Zoom meetings, and your virtual classroom is no exception. Take advantage of these security tips to help protect your meetings and your students' online safety:



In-meeting security

Enable or disable options during a meeting to minimize disruption, manage participants, and help secure your meeting. Access these settings by clicking the [security icon](#).



Require a passcode

Anyone with the meeting link also needs to enter the passcode, helping add an additional layer of security to your meeting.



Only authenticated users can join

Students who are logged in through their school's login or SSO will have access to the Zoom meeting, but anyone without your school's email domain will not.



Lock your virtual classroom

To make sure no one else enters the meeting without your permission after class starts, anyone who joins late can be placed into a Waiting Room. From there, you will need to manually admit them to the meeting.



Manage participants

Prevent participants from unmuting or renaming themselves during a lesson, in order to limit distractions. As the teacher, you also have the ability to turn off a participant's video, place them in the Waiting Room, or remove them from a meeting. Participants removed from a meeting will be unable to rejoin.



Restrict annotation, screen share, and chat

These tools can greatly benefit class collaboration, but can also have a negative impact if used improperly. [Annotation and screen sharing](#) can be turned on or off throughout the lesson as needed by clicking the security icon, and [chat can be disabled](#) in your meeting by clicking “More” or the three dots in your chat box window.



Never share your meeting ID or passcode publicly (such as on social media)

Depending on your system settings, this may make it possible for anyone with the meeting ID or passcode to access the meeting if they have this information.

Read this [blog](#) for more tips on how to help secure your virtual classroom.

Removing or reporting a participant

If a situation arises where a person needs to be removed from a class session, you have two courses of action.

Reporting a participant

You can report a disruptive participant, and the report would be sent to Zoom's Trust and Safety team to investigate. This action would be recommended if an unknown or external participant disrupted your class.

Removing a participant

If a student is acting inappropriately or being disruptive, you can remove them. They would not be allowed back into the class session, and you or school administrators would have the option to follow up with the student's parents or manage the situation accordingly.

Combating bullying in virtual environments

Even in a virtual environment, bullying is a continued issue. Here are proactive steps you can take to create a safe, nurturing virtual environment and help students focus on learning.

Disable in-meeting and private chat

At any time before or during a meeting, you can disable or enable chat, or restrict who students can chat with. By disabling private chat, you will be able to see all chats, helping to prevent students from getting picked on and reducing any potential side chatter.

Auto-save chats

When in-meeting chat is enabled, you can [auto-save chats](#) to make sure you don't miss any messages and can circle back as needed. If a student makes an inappropriate remark, the chat log can be given to admins for review and follow-up.

Meeting view options

Not every class needs to look the same. Zoom gives you the flexibility to choose how you want video feeds to appear to your students. Integrating different views can help students stay engaged and may even help with learning outcomes.

Follow host view

Students will see the same view you are using. If you change from [Speaker View to Gallery View](#), your students' view will also change. This is a great view to use when you want to make sure everyone is looking at the same thing.

Customizing Gallery View

In Gallery View, you can drag and drop students into any order you choose. The order you set will lock the gallery configuration, and it will not shift when someone speaks or enters the room. This view is ideal for creating a classroom seating chart.

[Multi-pinning view](#)

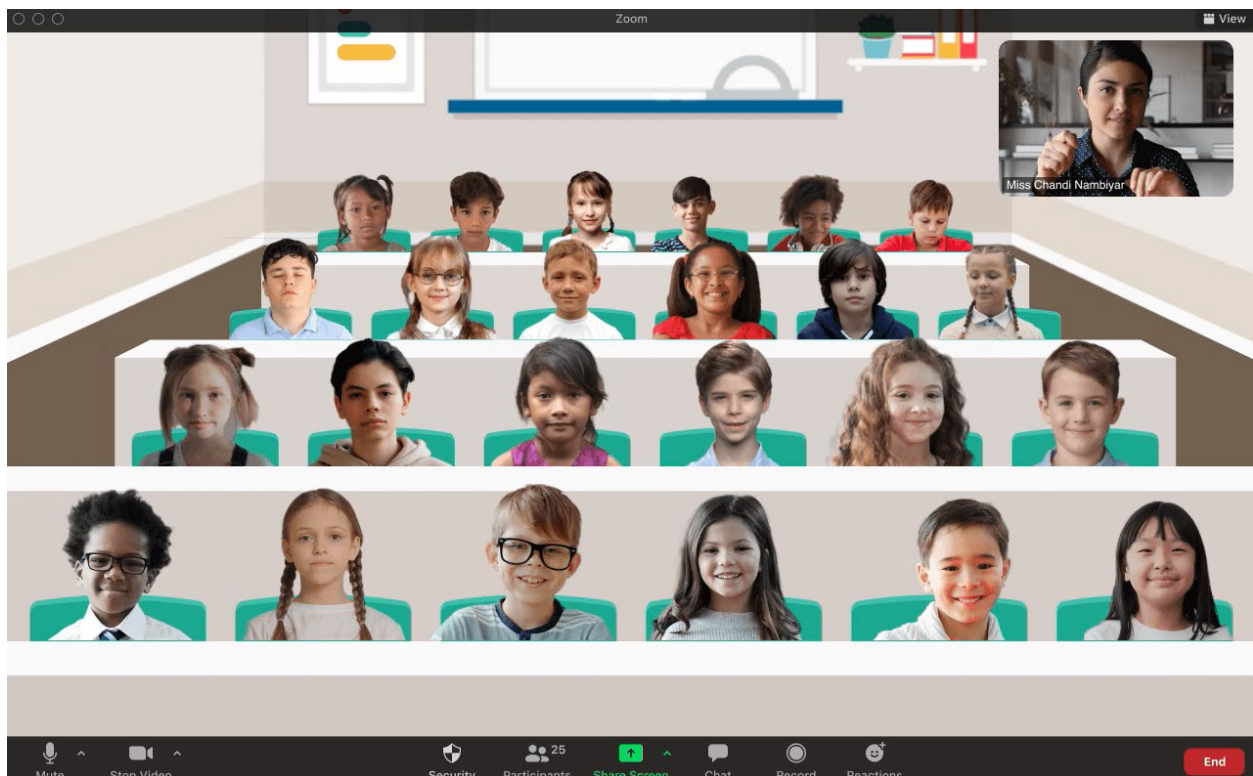
This view will disable Speaker View, and teachers can select up to nine others on their pinned view. Pinning only affects the individual's view, not the entire class. You can [permit students to pin videos](#) as well — this feature is useful for [accessibility](#), allowing a student to pin an instructor and sign language interpreter on their own screen.

[Multi-spotlight view](#)

As the host, you can spotlight up to nine others in a custom view, so everyone can see the individuals pinned. This view is useful for when multiple teachers are in a meeting, students are giving a report, or for a sign language interpreter.

[Immersive View](#)

Break out of video panels with Immersive View. Select a unique background to serve as the class environment and up to 25 participant's videos will be arranged into the background, making it look like everyone is in the same environment.



Focus Mode

This feature allows only the host to see participants' videos, profile pictures, and shared screens. In [Focus Mode](#), students will only be able to see the teacher, allowing them to feel comfortable in their own environment and be free from distractions. This mode is also ideal for proctoring exams.

Accessibility

Teachers and students can take advantage of Zoom's [accessibility](#) features to meet their needs and make the most out of every Zoom session. Here's how we make Zoom accessible for individuals with different needs:

Keyboard accessibility

Use [keyboard shortcuts](#) to easily navigate our features with just your keyboard.

Screen reader support

We follow the latest accessibility standards to help make Zoom accessible to the latest screen readers. You can also use [screen reader alerts](#) to play custom notifications for specific actions.

Closed captioning and live transcription

Zoom's [Live Transcription](#) feature automatically provides captions, or schools can use a third-party closed captioning service. Participants can also anonymously request to enable Live Transcription in a class or meeting.

Multi-pinning

Use [multi-pinning](#) to customize your view — this allows students to pin an instructor and sign language interpreter, for example. Note that you do need to allow individual students to multi-pin on their video layout. Click the Participants icon in the meeting toolbar, hover over the student's name, click More, then Allow to Multi-pin.