

## Privacy and How to Close a Room for Private Discussion

Zoom allows faculty to speak to students privately, which is useful when discussing confidential information. There are two ways to close a meeting room for private discussion.

**Option 1**: Locking the Meeting (after the meeting starts)

Keep in mind you can lock the meeting only AFTER the meeting starts.

Once in a meeting, faculty can lock a meeting to have a private conversation with student(s). Once a meeting is locked, no one can join until the Faculty unlocks the meeting.

- 1. Click the desired course on e-Learning for which you wish to join a meeting.
- 2. Once on the course homepage, select **Zoom Conferences** on the left navigation.

Home		New Pogless Priod
Announcements	<ul> <li>Zoom Pro</li> </ul>	$\otimes$ + :
Assignments		
Discussions	🗄 🔗 Zoom Pro	o :
Grades	•	
People		
Pages		
Files		
Syllabus		
Outcomes		
Quizzes		
Modules		
Conferences		
Collaborations		
Attendance		
Chat		
Office 365		
VoiceThread		
Photo Roster		
GatorEvals		
Manage Users		
Zoom Confer- ences		
Settings		

3. Once on the Zoom Conferences page, click on the meeting you would like to have a private conversation or discussion.



4. Once in a meeting, click **Manage Participants**, on the bottom toolbar.



5. Click on **More** on the bottom toolbar of the Manage Participants sidebar.





6. Select the Lock Meeting option.



**Option 2**: Waiting Room (before the meeting starts)

Keep in mind this option only applies before the meeting starts.

The Zoom waiting room allows faculty to individually admit students into the meeting, where students cannot otherwise join without permission.

- 1. Click the desired course on e-Learning for which you wish to create a meeting.
- 2. Click the **Zoom Conferences** tab on the left navigation menu.

Sandbox for Zoom Training > Modules					
Development Term					
Home					
Assignments	No modules have been defined for this course.				
Discussions					
Grades					
People					
Syllabus					
Quizzes					
Conferences					
Collaborations					
Chat					
Office 365					
VoiceThread					
GatorEvals					
Zoom Confer- ences					



3. Once on the Zoom page, click the **Schedule a New Meeting** tab.

Sandbox for Zoon	n Training > Sandbox for Zoo	m Training			
Development Term Home Announcements Assignments Discussions Grades	Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). ∠ All My Zoom Meetings/Recordings				
	Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	Get Training 😰
People	Start Time	Торіс		Meeting ID	
Files Syllabus Outcomes			No data		

4. On the meeting settings, make sure you check **Enable waiting room**. This ensures that individuals cannot enter a meeting with other students, as the faculty (meeting owner) will have to select students from the waiting room to join the meeting.

Development Term	Registration	Required		
Home			0	
Announcements	Video	Host   on off Participant  on off		
Assignments				
Discussions	Audio	Telephone	Computer Audio (  Both	
Grades	1000			
People	Meeting Options	Require meeting password		
Pages	incong opions			
Files		Enable join before		
Syllabus			nts upon entry 🔞	
Outcomes			leeting ID 5642547910	
Quizzes		Enable waiting		
Modules		Record the mee	eting automatically	
Conferences				
Collaborations	Alternative Hosts	Example: john@c	ompany.com, peter@school.edu	
Attendance				
Chat				
Office 365		D Save C	ancel	

5. Once the meeting is created, students will see the Zoom meeting under **To Do list** on the course homepage and in the e-Learning Calendar.



6. As long as the **Enable waiting room** box is checked, students cannot join a meeting without permission. They have to wait in the online waiting room for their turn.