

Privacy and How to Close a Room for Private Discussion

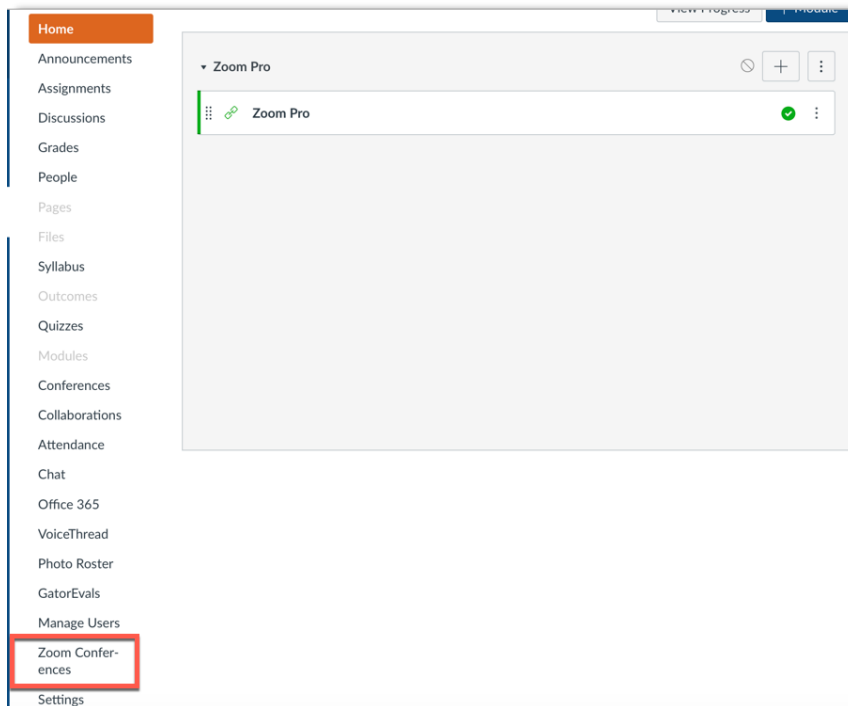
Zoom allows faculty to speak to students privately, which is useful when discussing confidential information. There are two ways to close a meeting room for private discussion.

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

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

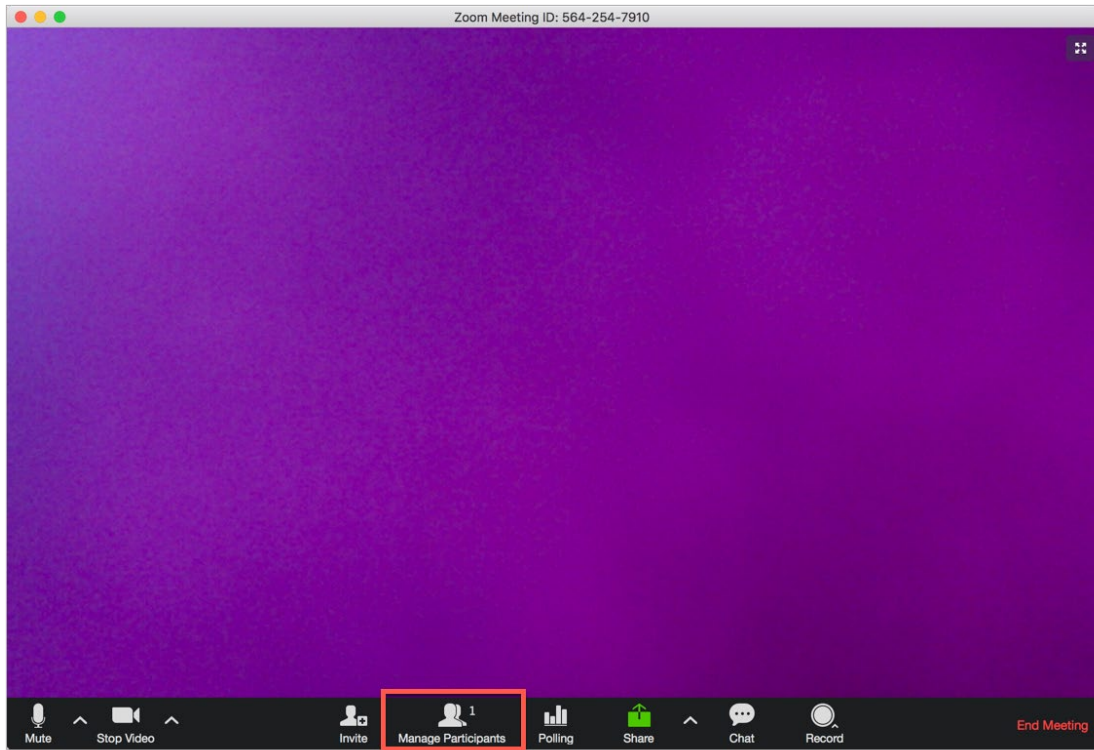
Once in a meeting, faculty can lock a meeting to have a private conversation with student(s). Once a meeting is locked, no one can join until the Faculty unlocks the meeting.

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.

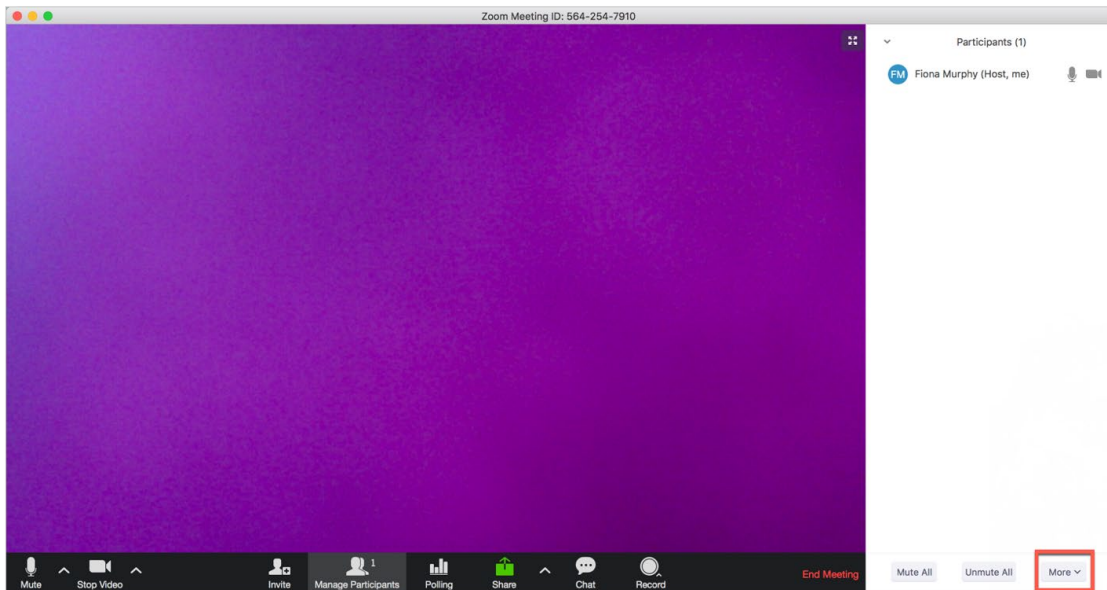


3. Once on the Zoom Conferences page, click on the meeting you would like to have a private conversation or discussion.

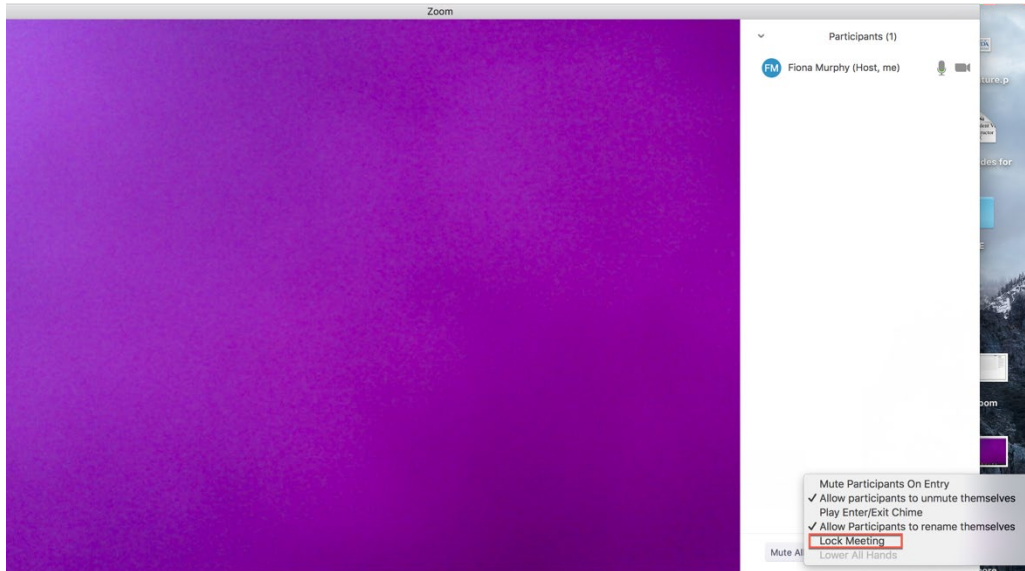
4. Once in a meeting, click **Manage Participants**, on the bottom toolbar.



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



6. Select the **Lock Meeting** option.

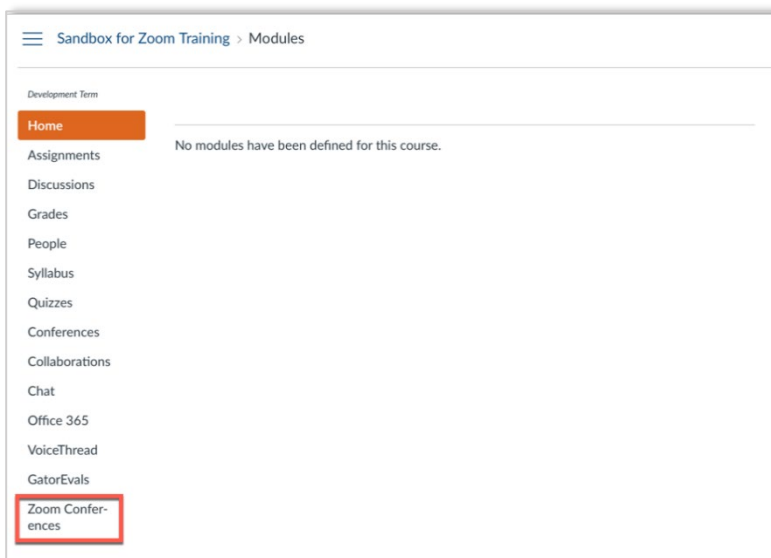


Option 2: Waiting Room (before the meeting starts)

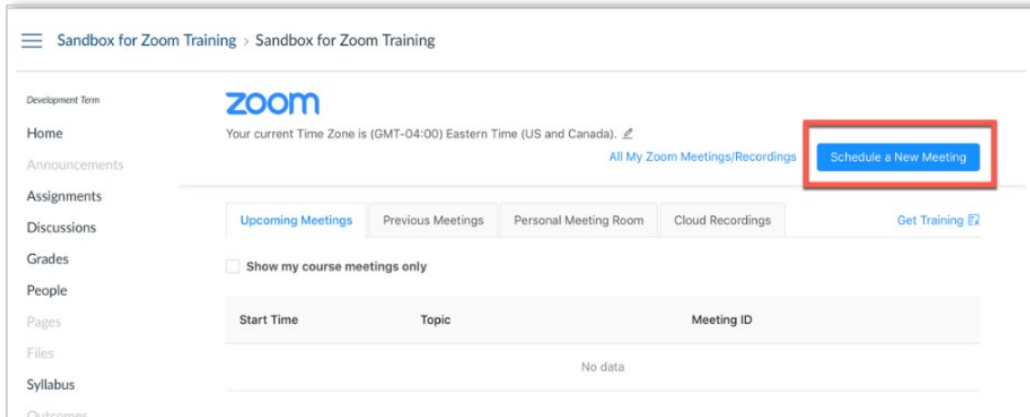
Keep in mind this option only applies before the meeting starts.

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

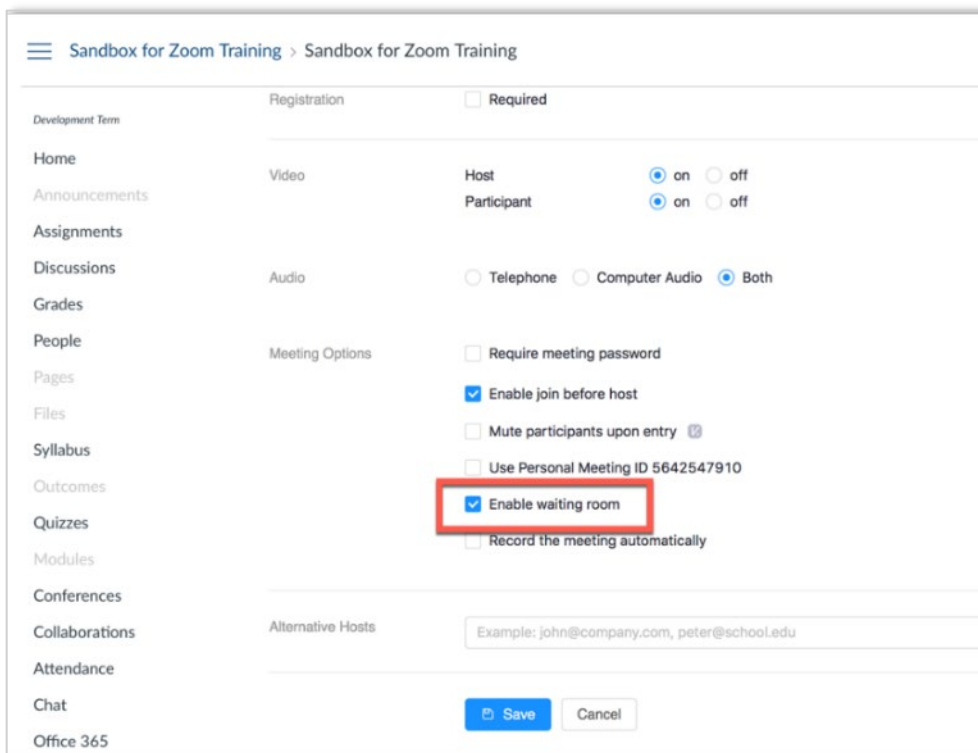
1. Click the desired course on e-Learning for which you wish to create a meeting.
2. Click the **Zoom Conferences** tab on the left navigation menu.



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



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.



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.