**Two-Way Virtual Programming**  
Staff Checklist for Two-Way Zoom Meetings, including Child-Safe Security Controls  
YMCA OF SAN FRANCISCO

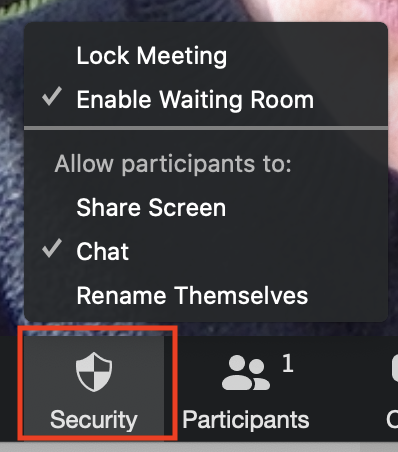
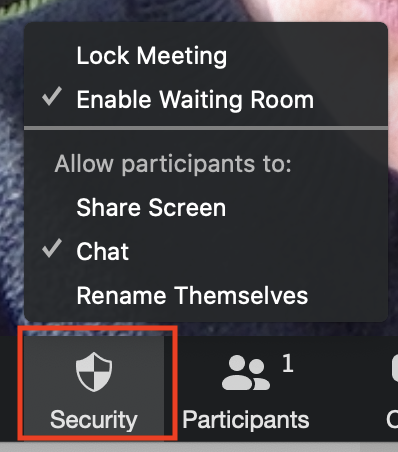
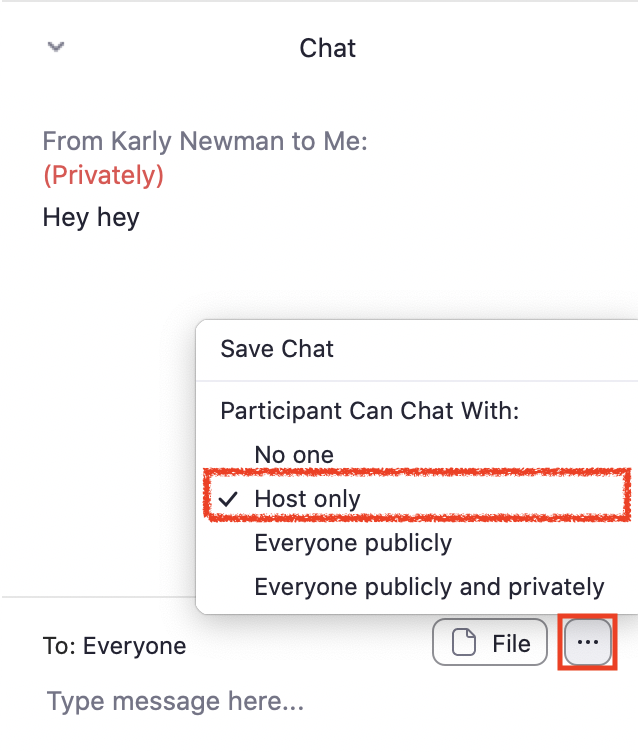
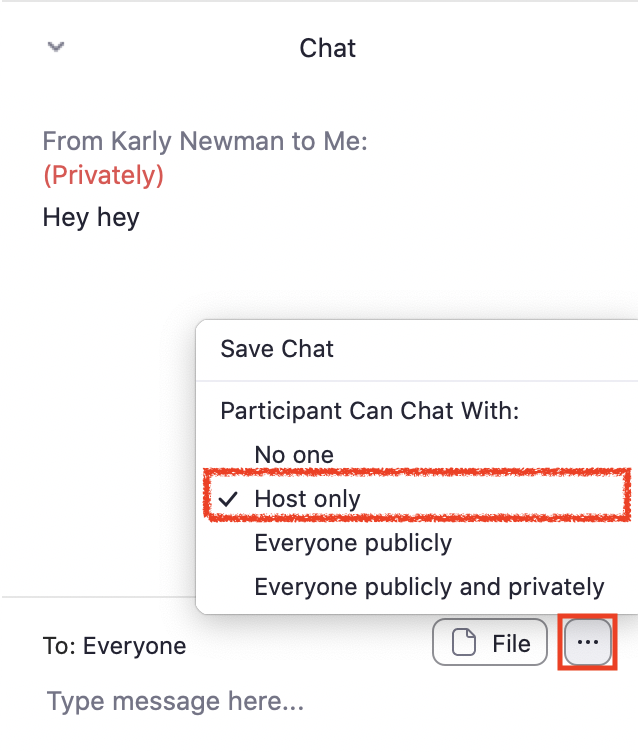
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**INSIGHTS FOR CHROME BOOK USERS**

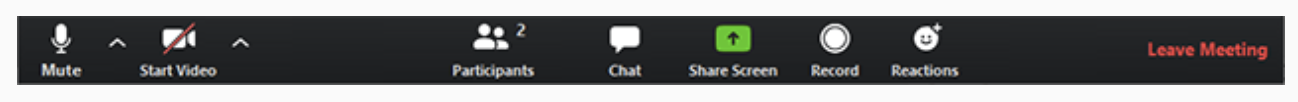
Zoom functionality on Chrome Books is unique – if you are a Chrome Book User, review these resources:

* [Getting Started on Chrome OS](https://support.zoom.us/hc/en-us/articles/213298746-Getting-Started-On-Chrome-OS)
* [Configuration](https://support.zoom.us/hc/en-us/articles/203806069-Configuring-Zoom-on-Chrome-OS)
* [New Updates for Chrome OS](https://support.zoom.us/hc/en-us/articles/115001620786-New-Updates-for-Chrome-OS)
* [Zoom Rooms](https://support.zoom.us/hc/en-us/articles/360023994532-Zoom-Rooms-for-Chrome-OS-Features)

**BEFORE THE MEETING**

* **Sign-in** to <https://zoom.us> and **Start** your meeting
* Check your **Security Settings** (from the Control Panel)
  + Lock Meeting – Disable (unless all confirmed participants are present)
  + Waiting Room - Enable
  + Screen Share – Disable (unless a participant requests ability to share)
  + Chat – Enable
  + Rename Themselves – Disable (Co-Hosts and Hosts can rename participants)  
      
    
* Open your **Chat** panel
  + Select the option for **Participant can chat with** **host only**
  + Participants can now chat with the Host or Co-Hosts privately
  + Participants cannot chat with other participants privately or publicly  
      
    
* **Assign Your Co-Hosts**
  + **Hover** over the participant you’d like to assign as Co-Host
  + Select **Make Co-Host**
  + The Co-Host now has all permissions of the Host, *except*:
    - Cannot create or edit polls (but, they can start polling)
    - Cannot assign Closed-Captioning (but, they can enter Closed Captions)
    - Cannot promote participants to Hosts or Co-Hosts
    - Cannot assign participants to breakout rooms
    - Cannot end the meeting
* Open your **Participants** panel to:
  + **Chat** to participants in the waiting room
  + **Admit** participants from the waiting room
  + **Rename** participants to use their full student name
  + **Mute/Unmute all** participants

**DURING THE MEETING**

* Begin every meeting with Virtual Etiquette / Ground Rules
  + <Program Managers can include standard program protocols here>
* Review Panel Control with Participants  
  
  + Mute/Unmute Sound
  + Stop/Start Video
  + See Participants List (participants can raise their hand from this setting)
  + Chat
  + Share Screen (disabled in child-safe meetings facilitated by YUSF)
  + Record (disabled in all meetings facilitated by YSF)
  + Reactions (includes Thumbs-Up and Applause)
  + Leave Meeting
* Include Icebreaker / Warm-up
  + Allow for Host, Co-Host and Participant Introductions
  + Use Polls to provide trivia questions or a “well check”
  + <Program Manager to populate additional instructions for program staff here>
* Program Delivery Best Practices and Instructions
  + <Program Manager to populate additional instructions for program staff here>

**AFTER THE MEETING**

* + <Program Manager to populate additional instructions for program staff here>