**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>