**Two-Way Virtual Programming**  
‘How-to’ Guide for Zoom Meeting, including YSF Child-Safe Security Controls  
YMCA OF SAN FRANCISCO

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**The purpose of this guide**: To provide proactive and responsive steps to implement two-way interactive Meetings in Zoom, including YSF Child-Safe Security Controls

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**Child-Safe Roles in a Zoom Meeting**  
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The Host has *full control in* a Zoom meeting. The Co-Host has *medium control*. The Participant has *limited control.* The table below compares the meeting controls available to the Hosts, Co-hosts and Participants.

Note:

* Co-Hosts cannot be assigned ahead of time.
* The Host must assign a Co-Host(s) in the Meeting.
* There is no limit to the number of Co-Hosts allowed in a meeting.
* Co-hosts cannot Start a meeting.
* If the Host needs someone else to start a meeting, they can assign an [alternative host.](https://support.zoom.us/hc/en-us/articles/208220166)

|  |  |  |  |
| --- | --- | --- | --- |
| **Feature** | **Host** | **Co-Host(s)** | **Participant(s)** |
| Start the  meeting | ✔ |  |  |
| Mute/unmute themselves | ✔ | ✔ | ✔ |
| Start/stop their own video | ✔ | ✔ | ✔ |
| View Participant  list | ✔ | ✔ | ✔ |
| Share  screen | ✔ | ✔ |  |
| Annotate on  Shared Screen |  | ✔ | ✔ |
| Request or give remote control | ✔ |  |  |
| Chat with Participants | ✔ | ✔ |  |
| Save  Chat | ✔ | ✔ |  |
| Create or Edit  Polls | ✔ |  |  |
| Start  Polling | ✔ | ✔ |  |
| Answer  Polls |  |  | ✔ |
| Assign someone to enter closed captions | ✔ |  |  |
| Enter closed  captions | ✔ | ✔ |  |
| End  meeting | ✔ |  |  |
| Reactions and  nonverbal feedback | ✔ | ✔ | ✔ |
| Managing participants | ✔ |  |  |
| Mute or unmute Participants | ✔ | ✔ |  |
| Stop Participant Video | ✔ | ✔ |  |
| Ask Participant to Start Video | ✔ | ✔ |  |
| [Spotlight](https://support.zoom.us/hc/en-us/articles/201362653) a video | ✔ | ✔ |  |
| Promote participant to Host or Co-Host | ✔ |  |  |
| Change who Participant can Chat | ✔ | ✔ |  |
| Remove  Attendees | ✔ | ✔ |  |
| Put Participants on hold | ✔ | ✔ |  |
| Rename  Participants | ✔ | ✔ |  |
| Invite others  to join | ✔ | ✔ |  |
| Assign Participants to Breakout Rooms | ✔ |  |  |
| Mute controls for participants | ✔ | ✔ |  |
| Start [cloud  recording](https://support.zoom.us/hc/en-us/articles/203741855) | ✔ | ✔ |  |
| Start [local  recording](https://support.zoom.us/hc/en-us/articles/201362473) | ✔ | ✔ |  |
| [Live stream on Facebook](https://support.zoom.us/hc/en-us/articles/115000350406) | ✔ |  |  |
| [Live stream on YouTube](https://support.zoom.us/hc/en-us/articles/360028478292) | ✔ |  |  |
| [Custom live  stream](https://support.zoom.us/hc/en-us/articles/115001777826) | ✔ |  |  |

**Basic Child-Safe Controls in Zoom Meeting**  
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**How-to Sign-in and Start a Zoom Meeting (General)**

1. Visit [zoom.us](https://zoom.us) and select sign in from the header bar
2. Enter your assigned email address and password
3. Upon sign in, you’ll be brought to your **Profile** page
4. Select **Meetings** from the left-side menu bar
5. Locate your assigned meeting link and select **Start**

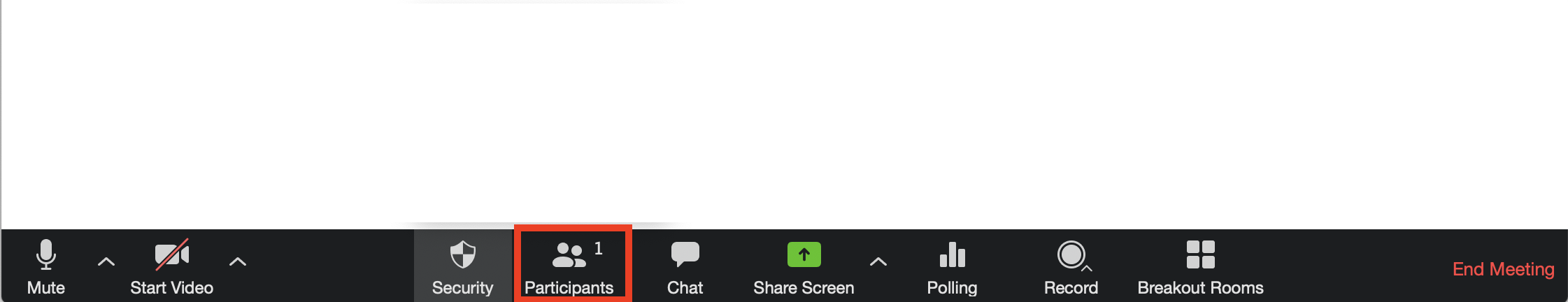
**How-to Navigate the Control Panel (General)**

* Watch this 10-Minute YouTube Video Tutorial: <https://youtu.be/ygZ96J_z4AY>

**How-to Manage the Waiting Room (General and Child-Safe)**

* Watch this 60-second YouTube Video Tutorial: <https://youtu.be/ySas2Rgi6yA>   
    
  Note: Under YSF Child-Safe Security Controls, it is recommended you admit Participants individually to the Meeting. This is to prevent Unwanted Participants from entering the Meeting.   
    
  Reference: the *How-to Remove Unwanted Participants section of this guide* for steps to Remove Unwanted Participants from Your Meeting.

**How-to Manage Participants (General)**



1. Select **Participants** from your bottom bar controls
2. Your Participants list will appear on the **right-side** panel of the Zoom interface
3. From the Participant list you can **hover over** any Participant to:
   * Mute/Unmute
   * Start/Stop Video
   * Spotlight Video
   * Make Host
   * Make Co-Host
   * Allow Record
   * Rename
   * Put on Hold
   * Remove

**Note:** The Order of Your Participants List

* + You
  + The host (if you’re not the host)
  + Co-Host
  + Phone numbers with no names
  + Unmuted participants (sorted alphabetically)
  + Muted participants (sorted alphabetically)

**Participant Permissions (Child-Safe)**

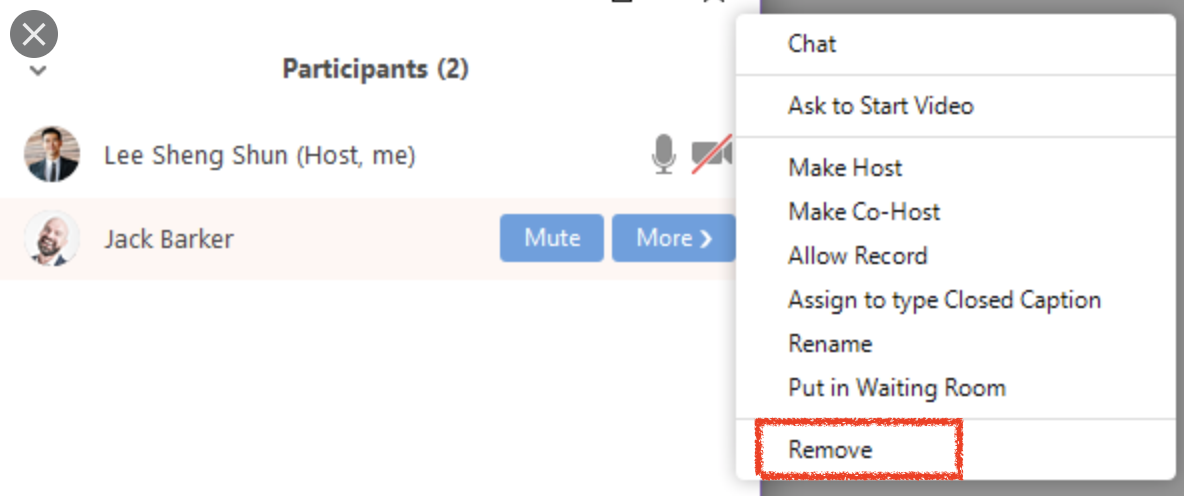
Under YSF Child-Safe Security Controls, when Participants enter your meeting:

1. Their own microphone and video are automatically disabled (off)
2. They can opt to enable their own microphone or video at any time
3. They will automatically see the Host, Co-Host(s) and other Participants
4. They can automatically offer emoji *Reactions*: an applause, thumbs-up or hand raise
5. They can automatically Chat to the Host and Co-Host(s)
6. They cannot Chat to other Participants publicly or privately

**How-to Remove Unwanted Participants (Child-Safe)**

Under YSF Child-Safe Security Controls, Hosts and Co-Hosts must protect youth against Unwanted Visitors, Guests or Participants entering or staying in a Zoom Meeting.

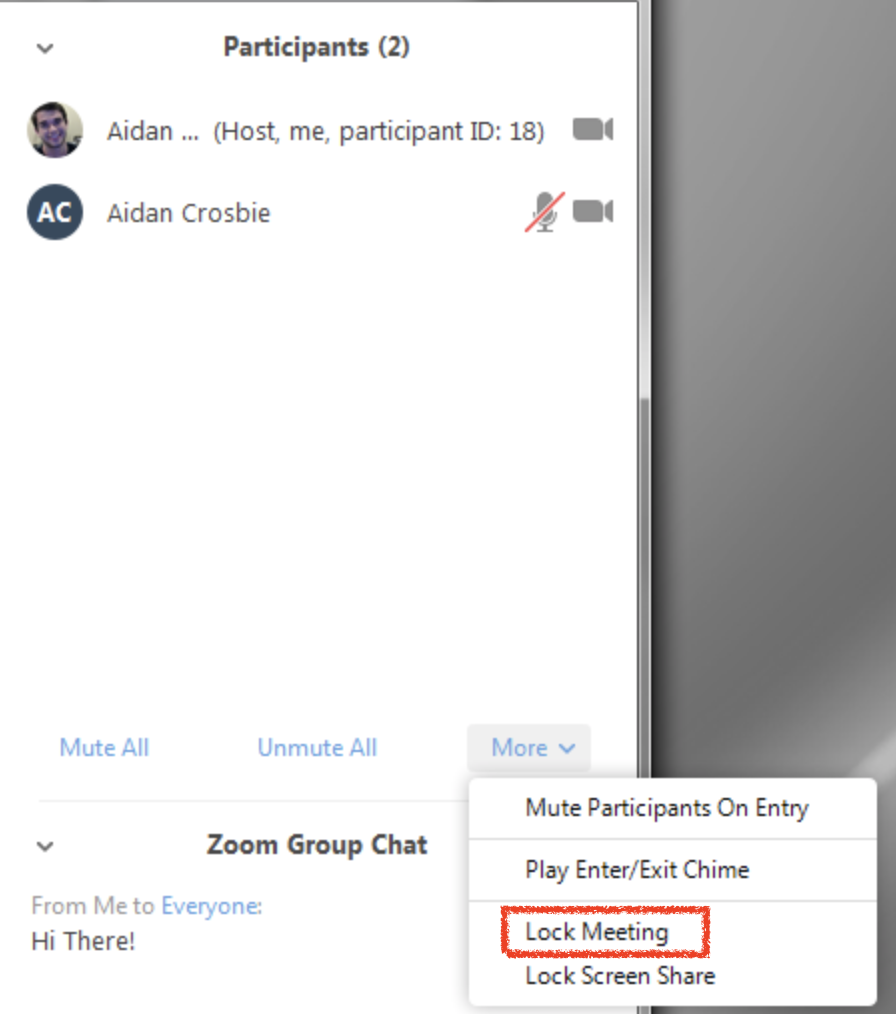
To remove unwanted Meeting Participants:

1. Open your **Participants** icon from the bottom control panel (if not already open)
2. **Hover over** the Participant’s name
3. Select **More**
4. Select **Remove**  
     
   Note: Once a Participant has been Removed, he/she/they cannot rejoin the Meeting  
     
   

**How-to Lock Your Zoom Meeting (Child-Safe)**

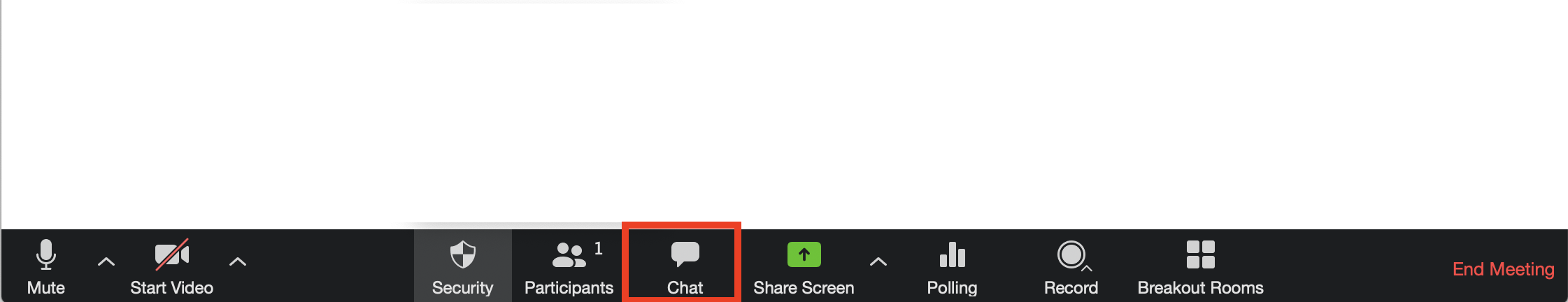
Under YSF Child-Safe Security Controls, it is recommended the Host or Co-Hosts Lock Meeting after all confirmed participants are present in the Meeting. This prevents unwanted Participants from entering the Meeting after it starts.

To Lock Your Zoom Meeting:

1. Open your **Participants** icon from the bottom control panel (if not already open)
2. Select the **More** dropdown tab
3. Select **Lock Meeting**  
     
   

**How-to Chat Participants (General and Child-Safe)**

1. From the Bottom Panel of the Host Control Center, select **Chat**



1. The chat box will appear on the **right-side** panel
2. In a Child-Safe Meeting:
   * **The Host** can chat to Co-Hosts, All Participants, Individual Participants or to Everyone
   * **Co-Hosts** can Chat to the Host and to Participants
   * **Participants** can Chat to the Host and Co-Hosts
   * **Participants** **cannot** Chat to other Participants publicly or privately

**How-to Screen Share (General and Child-Safe)**

Watch this 60-second YouTube Video Tutorial: <https://youtu.be/YA6SGQlVmcA>

1. Click the **Share Screen** icon from the bottom control panel
2. Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom
3. In a Child-Safe Meeting:
   * The Host and Co-Host can Screen Share
   * Participants cannot Screen Share, but they *can* [Annotate on a Shared Screen](https://youtu.be/QGQkAsKtriU)

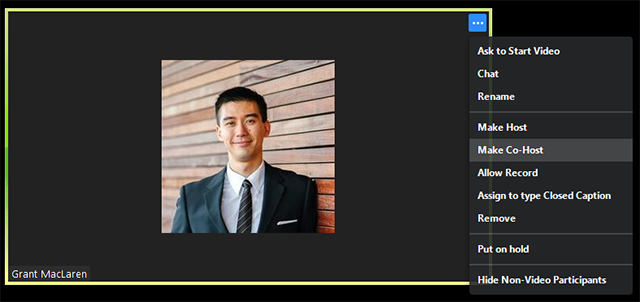
**Advanced Child-Safe Controls in Zoom Meeting**

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**How-to Assign Co-Host in Meeting (General)**

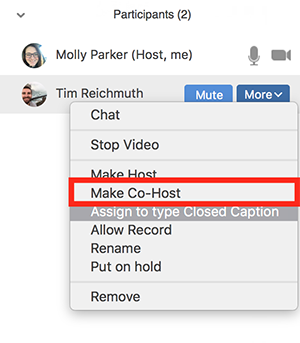
There are two ways the Host can Assign a user as a Co-Host.

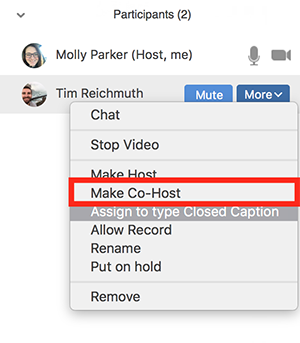
1. In the meeting, hover over the user's video and click the three dots. Choose **Make Co-Host*.***



Alternatively, you can use the Participants window.



1. Select **Participants** from the bottom panel. Hover over the user’s name and choose **More.** Click **Make Co-Host.**  
     
   



**How-to Manage Breakout Rooms** **(General and Child-Safe)**

1. Watch this 3-minute YouTube Video Tutorial: <https://youtu.be/jbPpdyn16sY>
2. Under YSF Child-Safe Security Controls, it is recommended the youth-to-adult ratio be 2 or more youth-to-2 adults (where a Technical Host can serve as the second adult that moves between single room and breakout rooms during virtual programming) - for questions on youth-to-adult ratios, contact Jackie O’Brien at JOBrien@ymcasf.org

**Breakout Room Limitations**

* Participants using Chromebooks or Chrome OS are unable to join breakout Rooms, but the main room can be used as an alternative session for these Participants.
* If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.
* You can create up to 50 breakout rooms.

**How-to Share Files to Participants in Chat (General and Child-Safe)**

1. Select **Chat** from your Bottom Control Panel
2. Locate the **Share** button
3. Select the File to Share
4. Press **Send** from the Chat
5. In a Child-Safe Meeting:
   * Participants can Share Files in Chat, but it is only shared with the Host and Co-Hosts  
       
     

**How-to Screen Share with Annotation (General)**

1. Watch this 5-minute YouTube Video Tutorial: <https://youtu.be/QGQkAsKtriU>
2. Annotation Features vary slightly depending on the device the Host and Co-Hosts use
3. Read [this post](https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard) to understand how to Annotate on your personal device

***Optional* How-to Use Closed Captioning in Meeting (General)**

* Watch this 90-second YouTube Video Tutorial: <https://youtu.be/a06O8JmpPZA>
* TIP! Closed Captioning is a valuable feature for supporting ESL Learners

***Optional* How to Use and Edit Polls (General)**

* Read [this post](https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings) on How to Use and Edit Polls

**Chrome Books and Zoom Functionality**

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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) 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) on Chrome OS