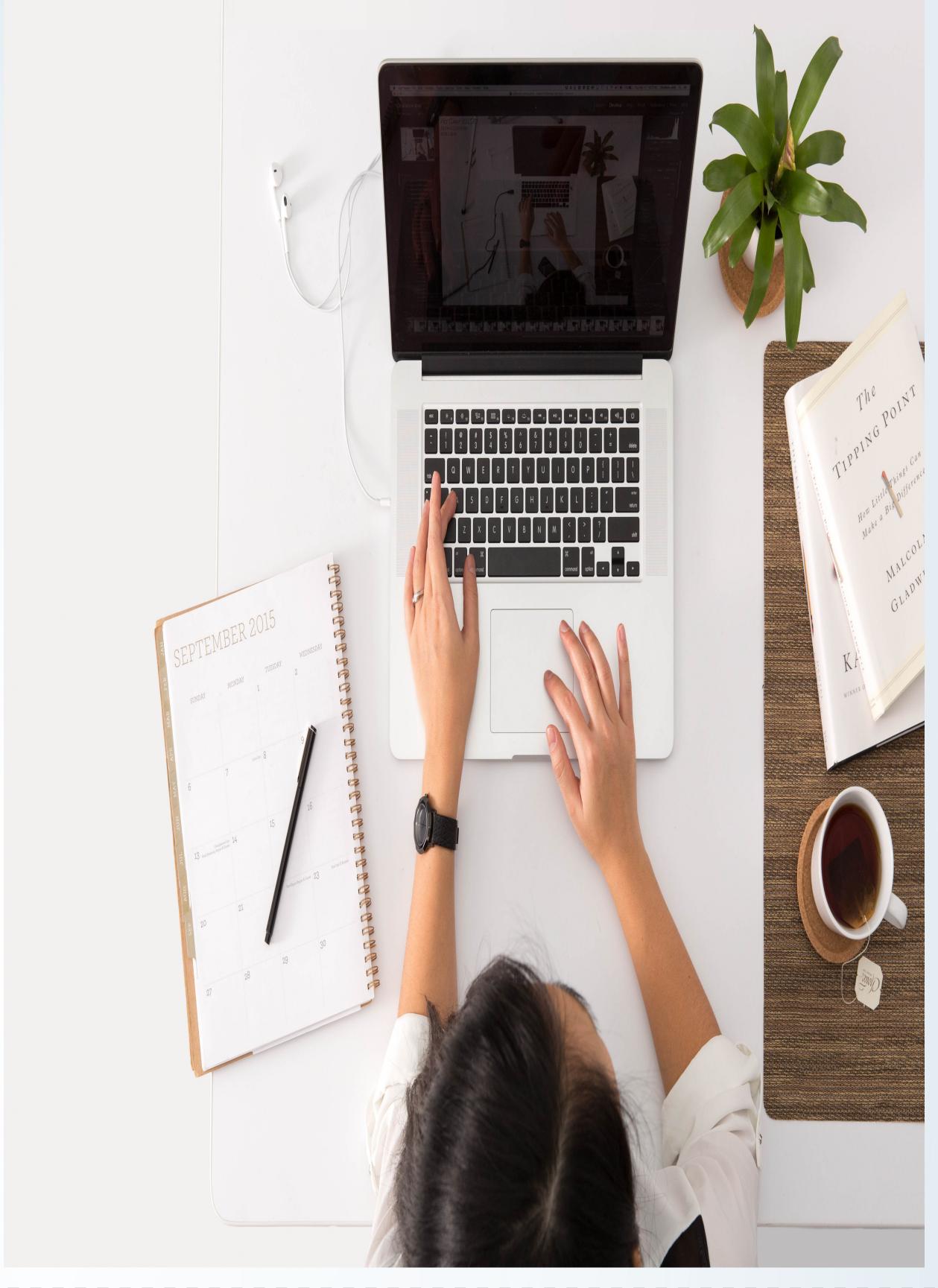# Quick Reference Guide: Moderating Students' Interactivity on Zoom

Use these tips to prevent and/or shut down disruptive behaviours during your Zoom session

1 Annotation

While sharing your screen, you can disable the annotation tool so participants do not make writings on your shared screen. Click **More** in the screen share controls to **Disable Participants Annotation.** You can also disable annotation completely in your settings on ucalgry.zoom.us

2 Authentication

When setting up your meeting, select **Only authenticated users can join.** Only participants with UCalgary Zoom accounts can access the meeting. Let your participants know they have to provision their accounts before they can join the zoom meeting. If you have non-UCalgary attendees, this option is not advisable.

3 Chat

You can disable the chat function completely. However, if you do require participants to ask questions via chat, you can limit chatting to only the host. That is, participants can only send messages to you and not have private chats.

4 Microphone

If you do not want participants to interrupt you while talking and you would prefer they ask questions via chat, you can Mute all Participants and uncheck allow participants to unmute themselves.

5 Renaming

Participants can choose their screen name before signing into the meeting but cannot change their names during a meeting.

6 Share Screen

Disable screen share by participants to limit the share screen functionality to only the host. Learn more about screen sharing; share screen menu options and share dual monitors.

7 Video

You can turn off a participant's video. The participant will not be able to turn on their video throughout the zoom session.

8 More Tips

Click here for a more detailed Zoom guide on pre-meeting and in-meeting settings to make your zoom lectures secure.

Contact info

For more information on how to use Zoom and other eLearning technologies, visit elearn.ucalgary.ca. Contact the learning technology coaches at techcoaches@ucalgary.ca if you require help with implementing any of the suggestions above.