Zoom: What To Know Before You Start

Privacy considerations in Zoom

Be aware that Zoom meeting chat room messages (even 'private' messages) are always visible to the host, and that all your meetings may be recorded and accessible to your instructor, eLearning support staff, Zoom administrators, as well as the other students in your course. You should not enter any chat room messages, make any verbal statements (into the microphone), or share any materials that you are not comfortable sharing with others or having archived as a permanent record.

Confidentiality statement

Learning in the Zoom environment requires that you know the extent to which your confidentiality is respected. It also requires that you respect the confidentiality of others. Only your instructor, eLearning support staff, Zoom administrators, and the students registered in your course should have access to your Zoom meetings. No one else should be given access to the meetings without the approval of the course instructor and participants; you should not share your login information with anyone! Communication and materials from your Zoom meeting should not be forwarded to people not registered in your course.

Recommendations for your best Zoom experience

All attendees

- Only use up-to-date browsers. Chrome is the preferred browser for both hosting and accessing Zoom meetings.

- Test your Video and Audio before the meeting to ensure the best connection.

- Restart your computer before a meeting AND exit any programs such as Teams or Skype that may be running in the background. In addition, close any streaming services such as YouTube, Netflix, P2P, Spotify, Pandora, or other web-conferencing software before accessing the meeting.

- Open ONLY the programs you need for the meeting.

Hosts

If you are concerned about attendees missing something because of poor network connections, you also can try these things:

- Record meetings so attendees can review what they may have missed.

- Mute attendees in large meetings and ask participants to turn off their video.

Recording in Zoom

While student consent or permission is not required to record, you should inform them before beginning your meeting that the meeting will be recorded.

Here is what we recommend telling your students:

- Video classes will be recorded. This allows us to accommodate:
  - Learners who can't attend
  - Learners who experience technical issues during a live meeting
  - Learners who wish to review the class at a later date
- Link(s) to the recording(s) will be made available afterward the live meeting. You may want to know that:
  - Recordings are stored on a Canadian server
  - There is an expectation that recordings are not shared with anyone who is not in the class
  - You are free to participate using audio/microphones or just via the chat room