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Introduction

ZOOM is flexible. With different meeting options, it can be used to support online meetings/classes/workshops for different purposes. This user guide describes the suggested **meeting options for large online classes**.

A. Disable students screen sharing

    1.   Click the arrow beside "Share". Select "Advanced Sharing Options…"
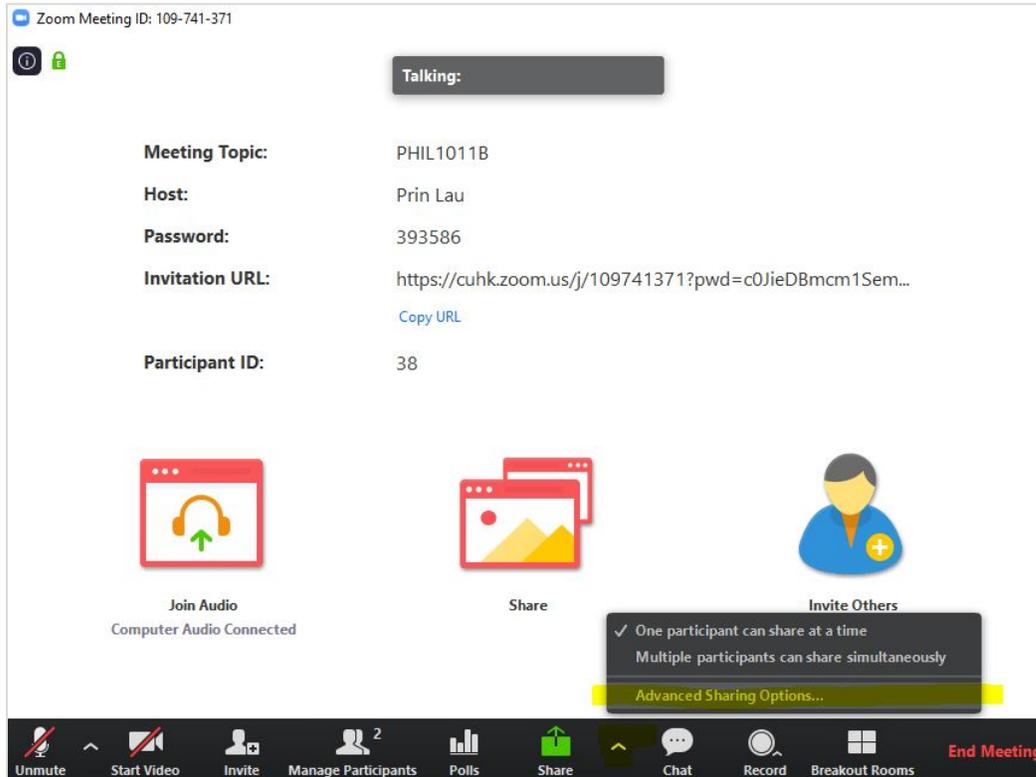
    2.   Select "Only Host" for "Who can share?".
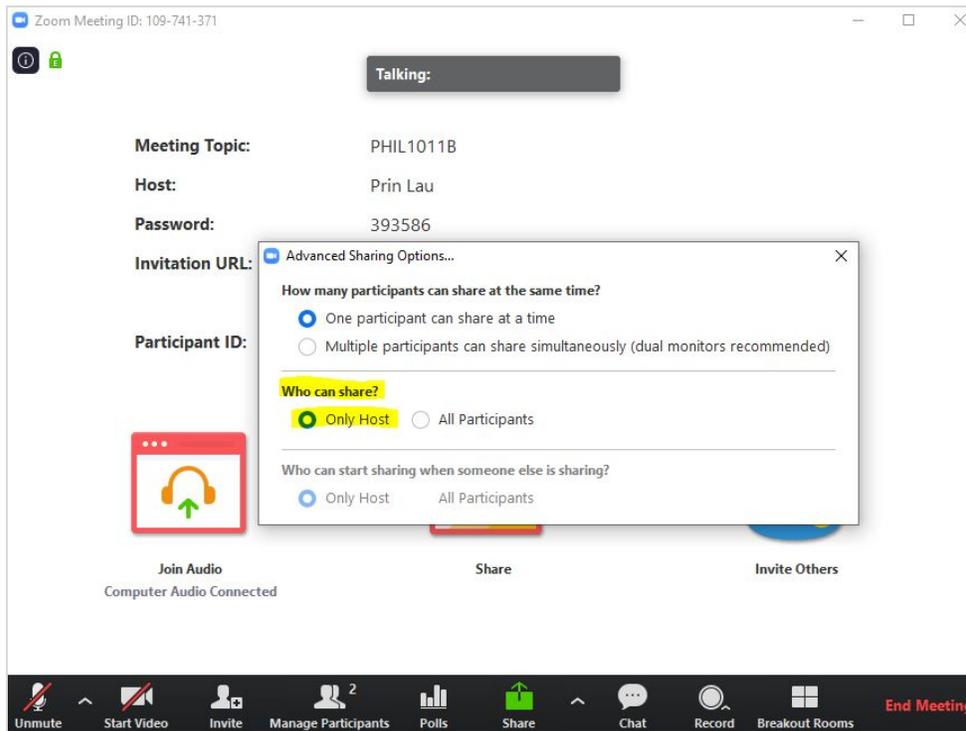
B. Disable students private chat OR only allow students to chat with host

1. Click "Chat".
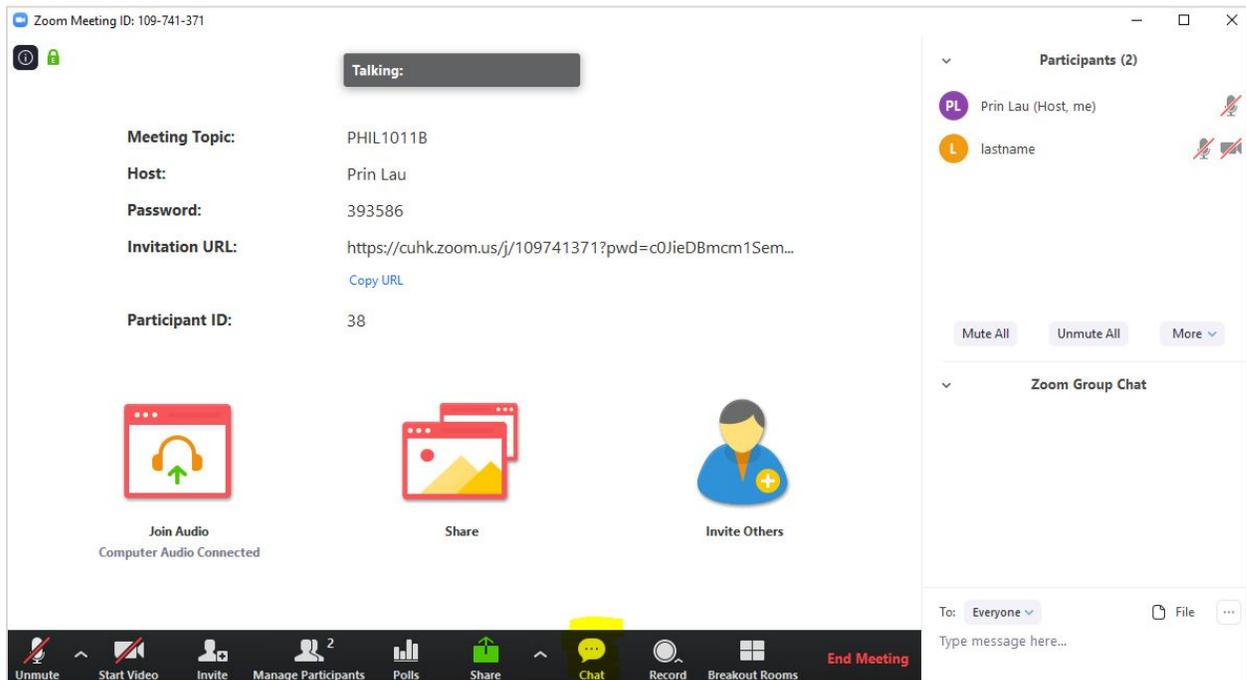
2. Click … button on the right and select the option

- Select "No one" to disable chat for students
- Select "Host only" to allow students chat with host only

C. Mute all students AND disallow students to unmute themselves

1. Click "Manage Participants", then "Mute All".
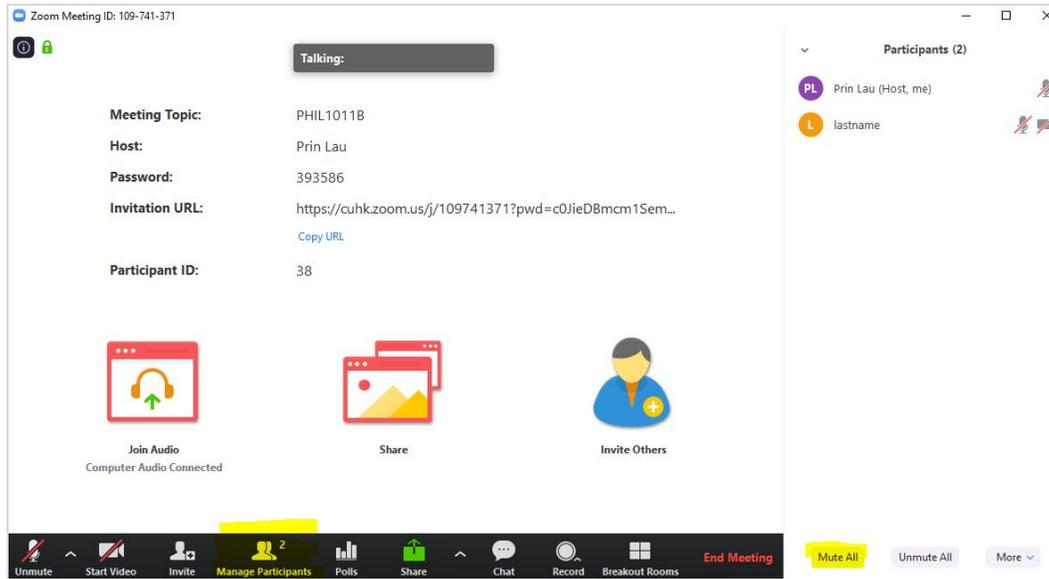
2. Click "More" at bottom right, you have the options to disable student unmute function. If you want, you may also uncheck "Allow Participants to Rename Themselves".
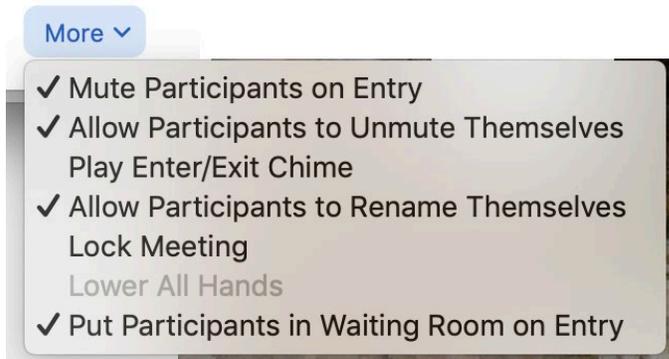
3. To unmute a participant, rollover his/her name, and click "Unmute".
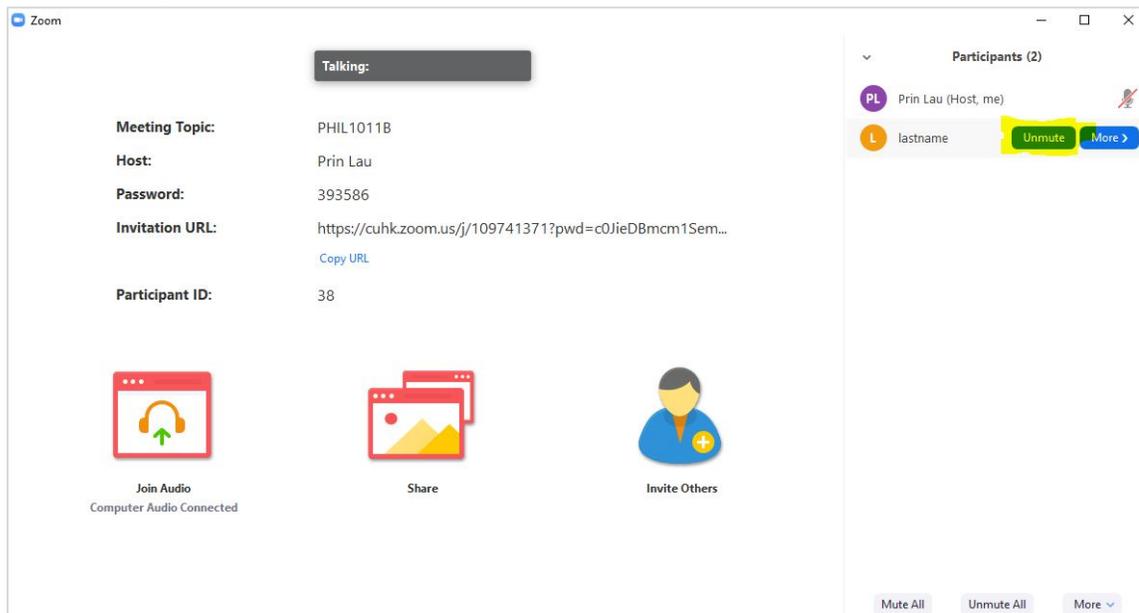
D. Disable students annotation on your shared screen

1. When sharing screen, rollover the Meeting ID (the green box) to show the meeting control menu. Then click "More" and select "Disable participants annotation".
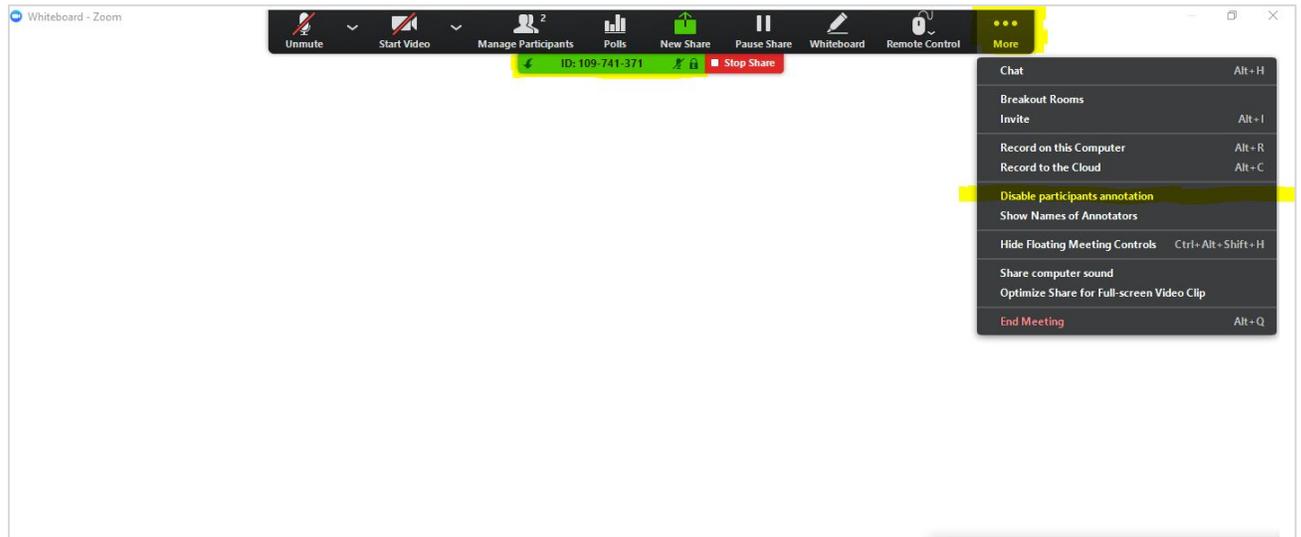
For further questions, please contact the support team at elearning@cuhk.edu.hk.

More: https://www.elearning.cuhk.edu.hk

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