

# Contents

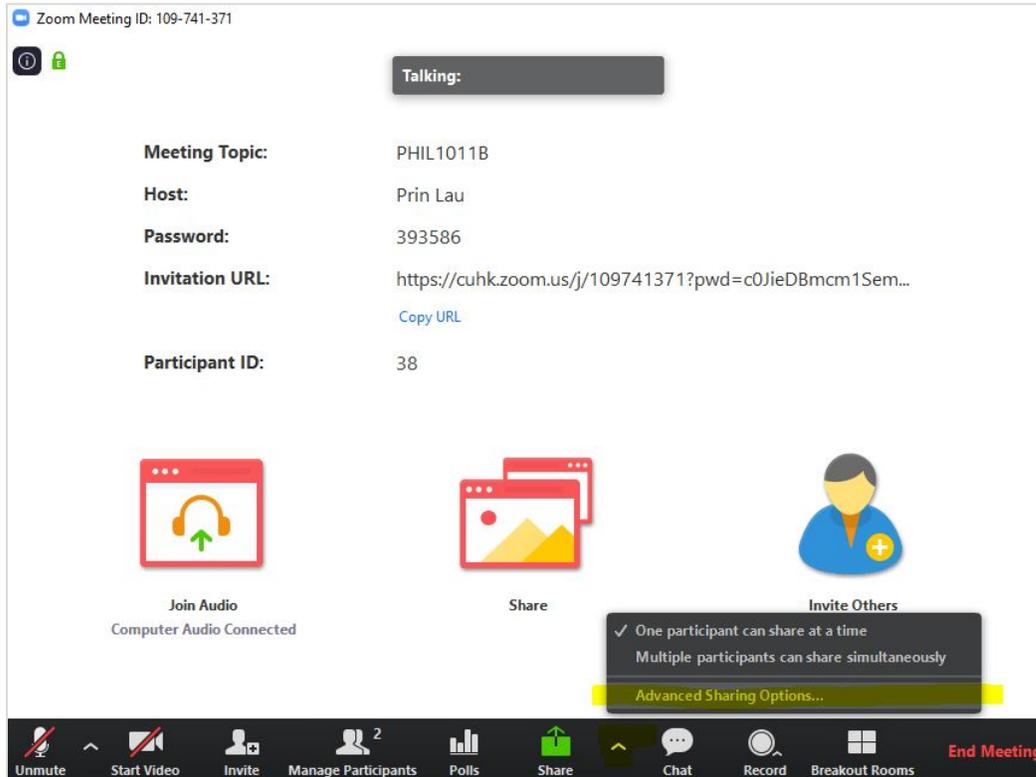
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## Introduction

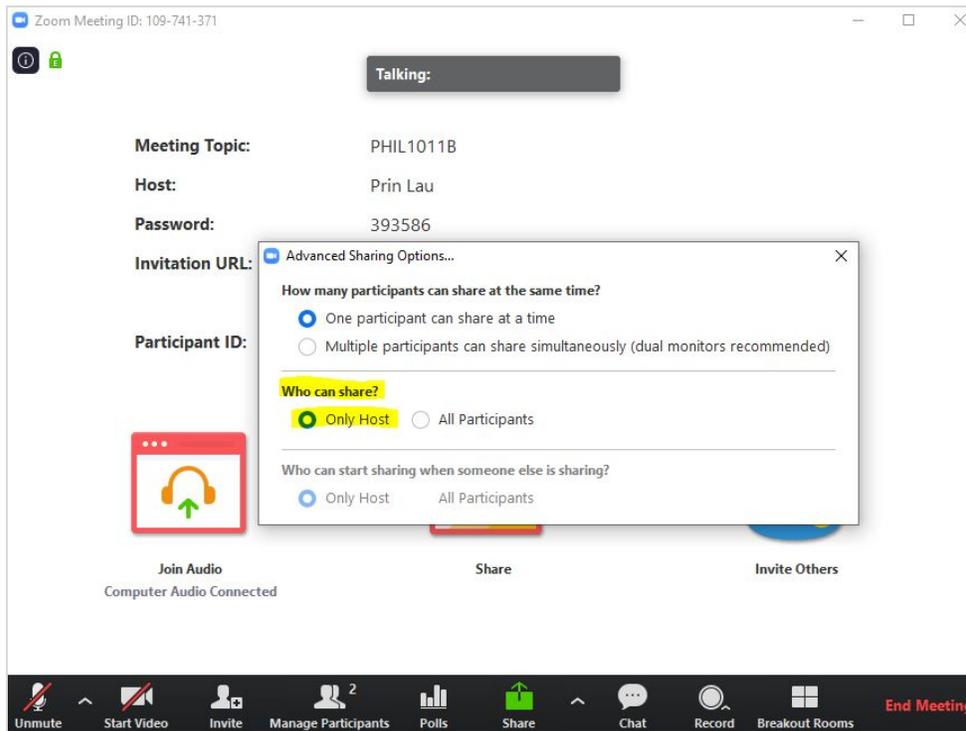
ZOOM is flexible. With different meeting options, it can be used to support online meetings/classes/workshops for different purposes. This user guide describes the suggested **meeting options for large online classes**.

### A. Disable students screen sharing

1. Click the arrow beside “Share”. Select “Advanced Sharing Options...”

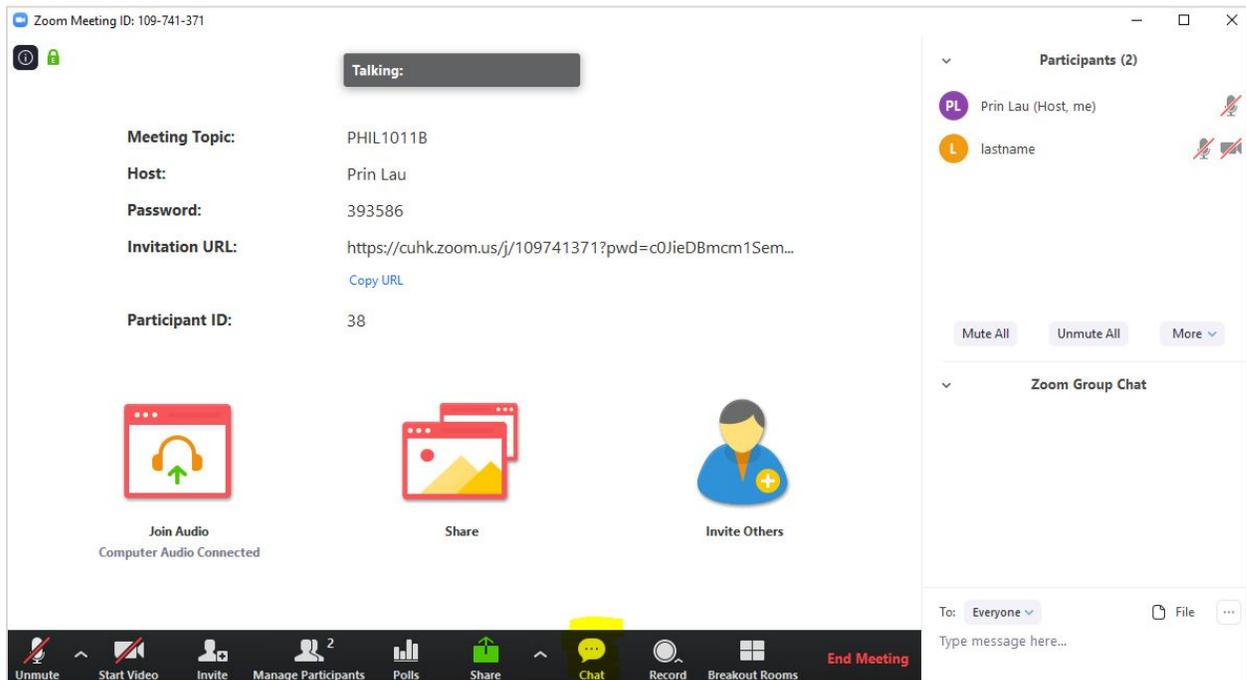


2. Select “Only Host” for “Who can share?”.



## B. Disable students private chat OR only allow students to chat with host

### 1. Click "Chat".



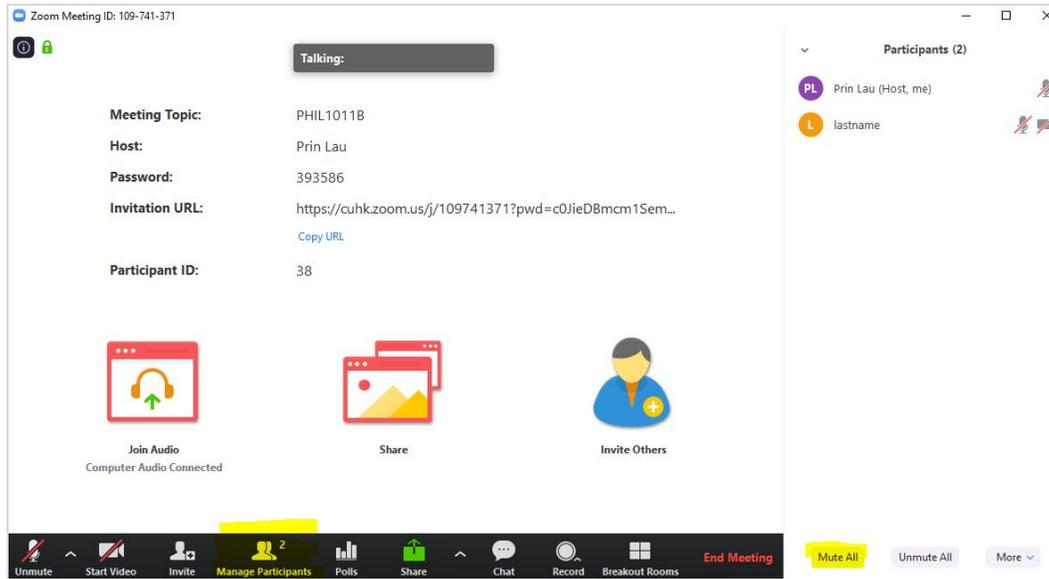
### 2. Click button on the right and select the option

The screenshot displays the Zoom meeting interface. On the left, the meeting details are listed: Meeting Topic: PHIL1011B, Host: Prin Lau, Password: 393586, Invitation URL: https://cuhk.zoom.us/j/109741371?pwd=c0JieDBmcm1Sem..., and Participant ID: 38. Below this, there are three main action buttons: 'Join Audio' (with a subtext 'Computer Audio Connected'), 'Share', and 'Invite Others'. On the right side, the 'Participants (2)' panel shows two participants: 'Prin Lau (Host, me)' and 'lastname'. Below the participants, there are buttons for 'Mute All', 'Unmute All', and 'More'. The 'Zoom Group Chat' panel is also visible, showing a 'To: Everyone' dropdown, a 'File' icon, and a 'Type message' input field. A context menu is open over the chat area, showing options for 'Allow attendees to chat with:' with four choices: 'No one', 'Host only', 'Everyone publicly', and 'Everyone publicly and privately' (which is currently selected).

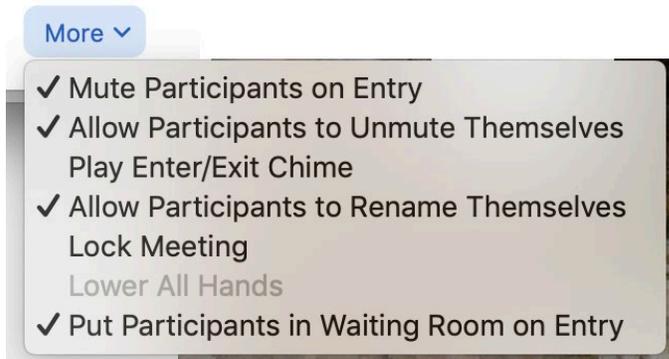
- Select “No one” to disable chat for students
- Select “Host only” to allow students chat with host only

## C. Mute all students AND disallow students to unmute themselves

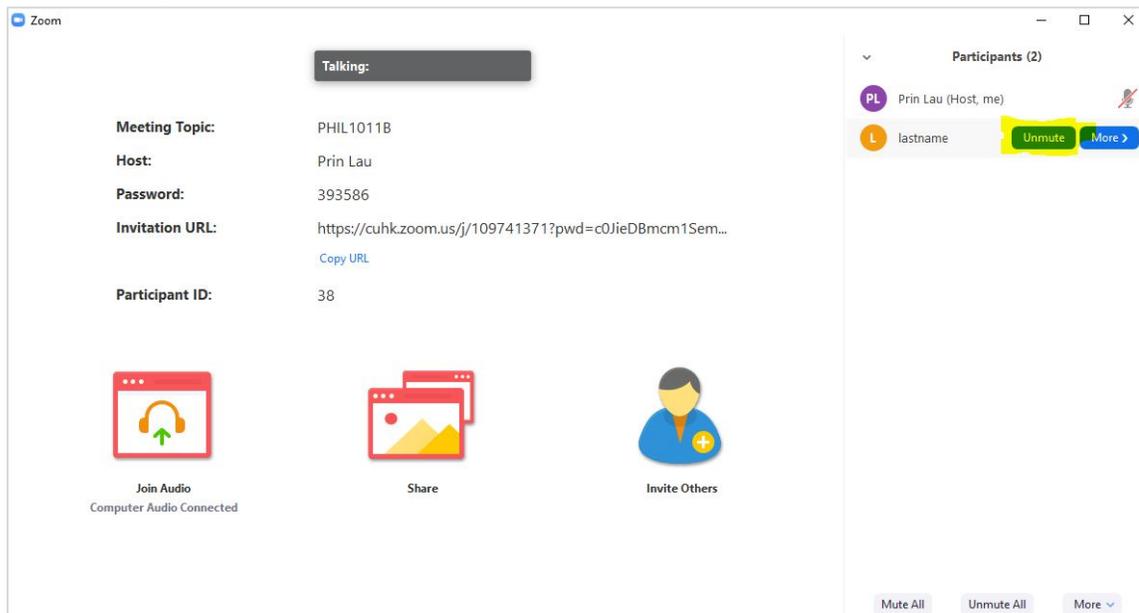
1. Click “Manage Participants”, then “Mute All”.



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”.

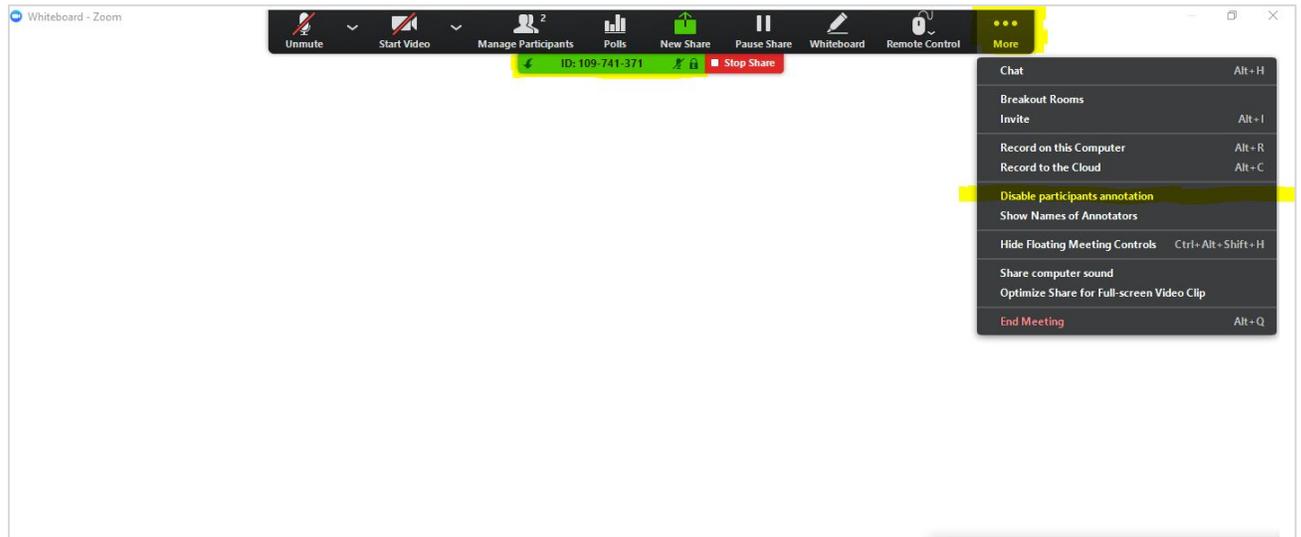


3. To unmute a participant, rollover his/her name, and click “Unmute”.



## 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 [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk).

More: <https://www.elarning.cuhk.edu.hk>

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