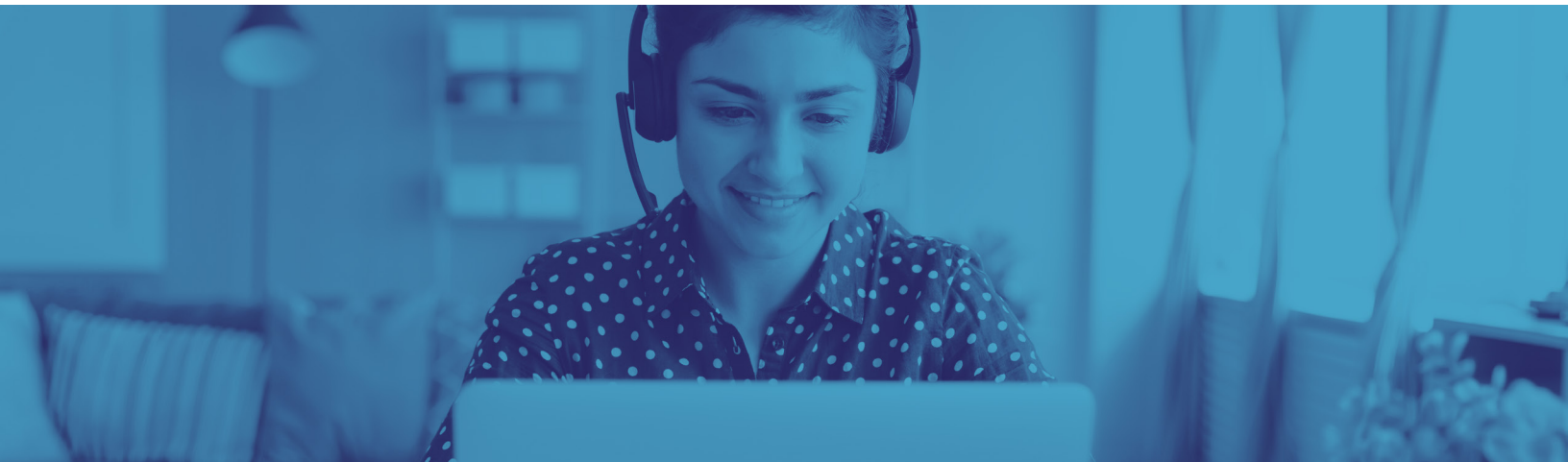# Best Practices for Broadcasting Edgenuity Lessons

As educators throughout the world increasingly turn to online learning, it's important to maintain safety, security, and privacy when using platforms like Zoom to broadcast lessons. There are a few steps you can take to provide access to anyone who needs it, while keeping out anyone who shouldn't be there.

Tips for Maintaining Security of Virtual Meetings

To start with, make sure you're using the latest version of Zoom software, and download the desktop app to make it easier to manage all your virtual meetings.

BEFORE THE MEETING STARTS

- Whenever possible host scheduled meetings with a specific link, and avoid using your Personal Meeting ID to host meetings.
- After setting up your meeting, don't publicly post your meeting link. Share it only with those who need to be able to access it.
- You can also generate a random Meeting ID when scheduling meetings, as well as require two-factor authentication for attendees. (This is particularly helpful when you do need to publicly share the meeting link.)
- Utilize Zoom's Waiting Room feature, which gives you, as the host, the option to only allow attendees in one by one. *Note: This has been enabled for all users as of March 31.*

DURING THE MEETING

- Once all of your attendees have joined, you can lock the meeting to prevent anyone else from joining. To do so, click **Manage Participants** on the bottom bar, then the **More** dropdown in the pop-up, and then click **Lock Meeting**.
- You also have the option to mute attendees' microphones and disable chat and video for attendees as needed.
- Control screen sharing by clicking the arrow next to **Share** on the bottom bar, then **Advanced Sharing Options**, and choose if only the host or all participants can share their screen during your meeting. Here, you can also limit who can share their screen when someone other than the host is sharing theirs.
- Only open files and attachments that come from trusted attendees. If they look suspicious, do not open them.
- When sharing sensitive information, verify that only trusted attendees can hear and/or see the information.

Zoom has put together a list of several other helpful options that can help ensure your meetings are secure.

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