

Zoom Best Practices for UCalgary Clerkship

Here are some guidelines for using Zoom for UCalgary Internal Medicine Clerkship meetings and teaching. Please click on each topic to link to specific details and instructions.

Setting Up a Zoom Meeting

- Require a meeting password
- Enable waiting room
- Control screen sharing
- Lock virtual classroom
- Lock chat
- Remove participants who are not meant to be present

In-Meeting Options for Teachers

- Disable video
- Mute students
- Attendee on-hold

Additional Items to Consider

- If recording a Zoom meeting as the host, please ensure all of the attendees are aware by including a disclaimer in the meeting invite, as well as reiterating it at the start of each meeting/teaching session. Please click [here](#) for additional info regarding recording Zoom meetings.
- If taking photos of people or shared screens in a Zoom meeting or teaching session, please obtain permission prior to using screenshots in any capacity.
- Please do not share links to Zoom meetings without obtaining permission in advance from the meeting chair/hosts.
- **If it all possible, please leave your camera on, particularly for interactive small group sessions. If you are concerned about privacy, backgrounds are available to download.**

Additional Resources

- Harvard Macy Institute Community Resources
- UCalgary eLearn - Zoom
- Zoom Training Resources
- Zoom Blog – Best Practices for Securing Your Virtual Classroom

Sources: [Calgary eLearn](#), [Zoom Blog: Best Practices for Securing Your Virtual Classroom](#)

