

PWCS Zoom Meeting Requirements

1. All educators **must** require authentication for all Zoom users. When scheduling your Zoom meeting, ensure that the "Require authentication to join" setting is checked. There are no exceptions to this requirement.
2. Waiting Room has been turned on by default for all hosts and cannot be disabled. All educators **must** use the Waiting Room feature. There are no exceptions to this requirement.
3. Educators **should not use** Personal Meeting Rooms/IDs to schedule class meetings for instruction. To ensure a unique meeting ID, all scheduled Zoom meetings should have "Generate Automatically" for the Meeting ID selected.
 - a. Specialists who work with students one-on-one or in small groups (e.g., speech language pathologists) may use Personal Meeting Rooms/IDs for students on their caseload. However, they must require authentication and will still need to use a Waiting Room.
4. In Canvas, teachers can place a link on their Home Page/Front Page/Announcements to guide students to a Code Orange Canvas page or module.
5. The Code Orange Canvas page or module must have the daily/class schedule, link to class Zoom session, class activities and learning resources, and other important information for the Code Orange day. An optional, customizable [template for a Code Orange class schedule](#) is provided in Canvas Commons to support schools/teachers who need a place to start.

Options to Schedule Zoom Meetings

Regardless of the option teachers select to schedule their Zoom meetings, they **must** adhere to PWCS Zoom Meeting requirements.

1. Zoom-Canvas Integration (**PWCS Preferred Option**)
 - a. Zoom-Canvas integration has been enabled for all teachers and can be accessed from the Canvas course navigation menu (secondary Canvas courses) or a subject's Resources tab (elementary Canvas courses).
 - b. Zoom-Canvas integration provides a central location for teacher and student access to scheduled Zoom meetings, meeting recordings, and reports (teachers only).
 - c. Zoom-Canvas integration supports scheduling meetings by section (new feature). If the teacher uses this feature, students will only see meetings scheduled for their section.
2. Zoom App
 - a. Teachers can use either the web or client (installed on a device) Zoom app to schedule class meetings.
 - b. Teachers manually manage sharing Zoom meeting join links and meeting recordings with their students.
 - c. Scheduling meetings by section is not available in the Zoom app.