

Zoom Room Options

Chat (<https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-disabling-in-meeting-chat>)

The host “can control which meeting or webinar participants are allowed to chat with. You can also disable the chat for all participants or disable private chat, so participants cannot send private messages.”

We cannot tell from the saved chat if the students were discussing in the chat box privately without Professor Zhang, but in the future he could choose the ‘allow attendees to chat with everyone publicly’ (but not privately), and he or the teachers/tutors could monitor the chat box and stop students in time if something similar happens again.

Annotation tools on a shared screen or whiteboard (<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>)

The host can

- **Allow/Disable participants annotation:** Allow or prevent the participants from annotating on your shared screen.
- **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating. If set to show, the participant's name will briefly display beside their annotation.

Managing participants in a meeting (<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>)

Some students have renamed themselves so we cannot tell from the saved chat who they are.

The host would have access to enable or disable these options:

- **Ask All to Unmute:** Display a pop-up notification to all muted participants with option to unmute themselves or stay muted.
- **Mute Participants upon Entry:** Automatically mute participants as they join the meeting.
- **Allow Participants to Unmute Themselves:** Participants can unmute themselves if they want to speak to others in the meeting.
- **Allow Participants to Rename Themselves:** Participants can change their screen name displayed to other participants.

Here's the user guide on Zoom:

<https://www.its.hku.hk/services/communication/conferencing/zoom>.