

As we all adapt to using tools like Zoom and Teams, we have learned some important steps for keeping our online classes and meetings secure, and how to share recordings with students.

Class and Meeting Security

With the increased use of online meetings across the world, there are reports of individuals joining a Zoom meeting or online class to which they weren't invited, whether maliciously or accidentally. Zoom offers several options for protecting you from unwanted participants who might disrupt your meeting or instruction.

- **Meeting Passwords:** We've enabled a feature in Zoom which adds a password to meetings by default. Passwords will automatically be generated for any scheduled Zoom meetings you created after March 24. For any meetings you created before that date, you will need to [update the meeting](#) to include a password. Most attendees will still be able to join a meeting with one click.
- **Waiting Room:** This feature gives hosts the ability to selectively or collectively [admit participants to the room](#).
- **Restrict Content Sharing:** By default, Zoom allows any meeting participant to share their screen during a meeting. You can change this to [only allow hosts to share](#), both by default for all your meetings or while a meeting is ongoing.

Microsoft Teams for Administrative Meetings: Teams is a great option for many meetings; see our [Microsoft Teams and Zoom comparison page](#) to learn more about the two products and when you might want to use either.

Sharing Zoom Recordings

It is recommended to store recorded class sessions in [BU MyMedia](#). Classes and meetings that include one or more individuals with documented accommodations by the BU Office of Disability & Access Services that require closed captioning **must** upload their videos to BU MyMedia **only** in order to comply with the "equal opportunity" provisions of the Americans with Disabilities Act (ADA). MyMedia allows for providing ADA-compliant captioning. Making uncaptioned versions of those videos available sooner via the below workaround method constitutes a form of discrimination that violates ADA provisions. (The machine-generated Zoom transcripts do not qualify as ADA-compliant captions.)

Sharing recordings through Zoom is an additional option, if captioning isn't required, when recording uploads to Kaltura require excessive processing time and you need to provide access to your recorded class session as quickly as possible. Recordings must meet the following criteria:

- A recording-specific password must be set and shared only with enrolled students
- Viewers must not be able to download the recording

Please see our page on [sharing Zoom Cloud recordings with students](#) for details on how to properly share the video.

The [IT Help Center](#) is available for phone, email, and remote support. Please contact us at ithelp@bu.edu or 617-353-HELP(4357) with any questions.

Thank you,