The DPO in conjunction with ISS and the TEU developed guidelines for researchers for using Zoom for interviews – gaining consent etc. click here

Security settings on Zoom - what are they and how can I use them, especially if I am eliciting sensitive information?

This short guide includes information on the following:

· Preventing access to your Zoom meeting/room before you arrive
· Preventing unintended access to your Zoom meeting/room
· Sharing screens
· Changing names
· "Muting" Participants
· Removing Participants
· Camera tracking
 Keeping your software up to date.

How to manage participants when using Zoom? For example, how to provide duty of care to participants in a focus group,

The instructions on Zoom's website explain how to setup and create breakout rooms during a Zoom meeting. These are rooms which can be created by the researcher before the meeting begins or during the meeting.

Managing participants under 18 to ensure child protection?

To do this, you can set up what is called an alternative host in advance of the meeting. If you need to have two researchers in the same breakout room with a participant to provide duty of care, the additional researcher will need to be a

"co-host".

What is the purpose of breakout rooms and what can they be used for?

This overview will explain. Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually and can switch between sessions at any time.

 How to disable the private chat function for participants, so that cyber-bullying and sharing of inappropriate links between participants doesn't occur?

Researchers (hosts) can control whether participants can chat with everyone or only with the host. Please see this guide here to control chat.

General introduction to the features on Zoom? How to set a password to enter the room, how to ensure a waiting room is setup, how to remove people, how to share the screen, how to make someone a co-host, how to record a meeting (and what the recording captures) etc.?

All of these instructions are available via the Teaching Enhancement user guides.