MONTGOMERY COLLEGE

Memorandum

To: Montgomery College Community

From: Dr. Monica Brown, Senior Vice President for Student Affairs
Dr. Sanjay Rai, Senior Vice President for Academic Affairs
Ms. Donna Schena, Senior Vice President for Administrative and Fiscal Services
Mr. David Sears, Senior Vice President for Advancement and Community Engagement

Subject: Guidelines for College Use of Zoom and Blackboard

Date: April 21, 2020

As we continue to adjust to the impacts of the global COVID-19 pandemic, we are working harder than ever to support each other and our students. In March, we transitioned to our current remote teaching, learning, and working environment using Blackboard Collaborate and Zoom. We urge you to consider the guidelines below to help ensure the quality and security of our Blackboard and Zoom tools.

Blackboard Collaborate is the College's web conferencing/webinar platform designed for use in online teaching. To support remote teaching and learning, faculty have been encouraged to follow **Emergency Remote Teaching Guidelines** delivered by the Office of E-Learning, Innovation, and Teaching Excellence.

For all other meetings, College employees should use Zoom, our college-sponsored web conferencing solution. Zoom makes it easier and more convenient to meet, communicate, and collaborate online**.**

You may have read in recent news reports about incidents of "Zoombombing"—when unwelcome intruders attend a Zoom session for disruptive and perhaps even nefarious reasons. Such intrusions could result in the unintentional sharing of sensitive information. While Zoombombing is something that the Office of Information Technology continues to take steps to prevent, there are precautions you should take as well.

For security tips, detailed instructions, and best practices on how to securely conduct your Zoom meetings, access the **Zoombombing webpage.**

Quick Zoom Meeting Tips:

- DO require a password
- DO check 'enable waiting room'
- DO control screen sharing
- DO NOT use your personal Zoom ID meeting

- DO turn host and participant video off by default
- DO mute participants upon entry

Any technology-related questions should be directed to the IT Service Desk:

- by email at itservicedesk@montgomerycollege.edu
- by web chat on OIT's web page
- by phone at 240-567-7222

Ensuring our ability to teach, meet, and work in a secure remote environment is everyone's responsibility. Thank you.