



## Additional Zoom Security

If a Zoom participant clicks on the "more" option while the host is sharing their screen, they can annotate. This can result in people writing inappropriate things while the host is sharing their meeting. To prevent unwanted annotations the recommendation is for hosts to disable participant's annotation ability for public meetings.

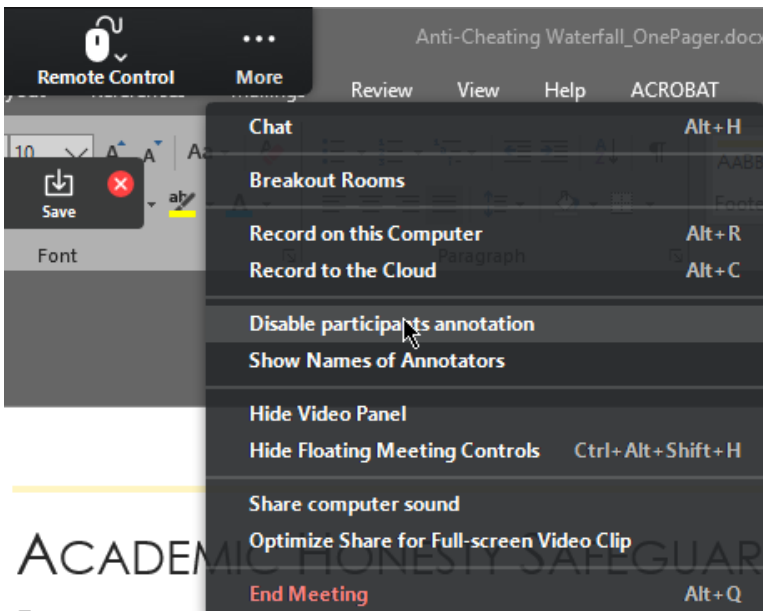
You can deactivate annotation during a screen share *entirely* by going to [nku.zoom.us](https://nku.zoom.us), select settings, and then disabling the "Annotation" feature:

### Annotation

Allow participants to use annotation tools to add information to shared screens



An alternative is to click the "More" button then "Disable participants annotation" after a meeting has started and you are sharing your screen. In addition, meeting hosts can also check the "Show Names of Annotators" to see who is annotating.



## Zoom Recording Password

Recent security changes within Zoom have resulted in new password protection for all Zoom cloud recordings between Friday, April 10<sup>th</sup> and the morning of Tuesday, April 14<sup>th</sup>, when IT rescinded the password requirement.

For Zoom recordings between 4/10 and 4/14, the password is in the email informing the instructor that the recording has been processed to the cloud; unless they know to look for it, they may miss it.

For added security, the only way the student gets the password is if the instructor shares it with them. However, instructor shouldn't forward that particular email to students because it also contains "host only" information.

Recording passwords may be turned off via the Zoom website. This feature cannot be changed within Canvas, it must be done in the web portal. To see if your recordings have a password, and to turn it on or off, go to <http://nku.zoom.us> :

- Sign in to Configure your Account
- Go to Recordings (left side)
- Click on the title of recording
- Click Share (this is where you can access the password to copy or remove)

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## myNKU Universal Worklist (UWL) Update

myNKU's Universal Worklist (UWL) is getting a face lift and a new name! On Friday afternoon April 17<sup>th</sup>, UWL will be transformed to a new "look and feel" that is user friendly, efficient, and fully mobile friendly. The new and improved Universal Worklist will be called [myInbox](#).

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## Canvas Change Coming Soon

Due to recent problems with the unreliability of SMS notifications, on Saturday, May 2nd, all types of Canvas SMS notifications **except** announcements and grading will be disabled within Canvas.

Canvas recommends instructors use Canvas Mobile apps. This provides a better user experience, giving instructors the ability to use a richer interface and the ability to interact with Canvas and their students. The [Upcoming Canvas Changes page](#) includes a link to various resources to help you familiarize yourself with the Canvas Mobile apps.

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## Zoom Tip

When you are in a Zoom meeting and have yourself muted, you may press the space bar and hold it to speak, and when finished speaking, release the space bar to put yourself back on mute.

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## How to Add a Password to Previously Scheduled Zoom Meetings

Zoom has recently added passwords to scheduled Zoom meetings.

If you have a previously scheduled Zoom meeting without a password, that you would like password protected, go to <http://nku.zoom.us> :

- Sign in to Configure your Account
- Go to Meetings (left side)
- Click on the title of meeting
- click edit this meeting,

[Delete this Meeting](#)


[Save as a Meeting Template](#)

[Edit this Meeting](#)

[Start this Meeting](#)

- Click require meeting password.

Meeting Password

Require meeting password 

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