

Hosting live (synchronous) sessions

Covered in this guide:

- [Using **Zoom** to host live sessions](#)

Hosting live (synchronous) sessions

Using **Zoom** to host live sessions

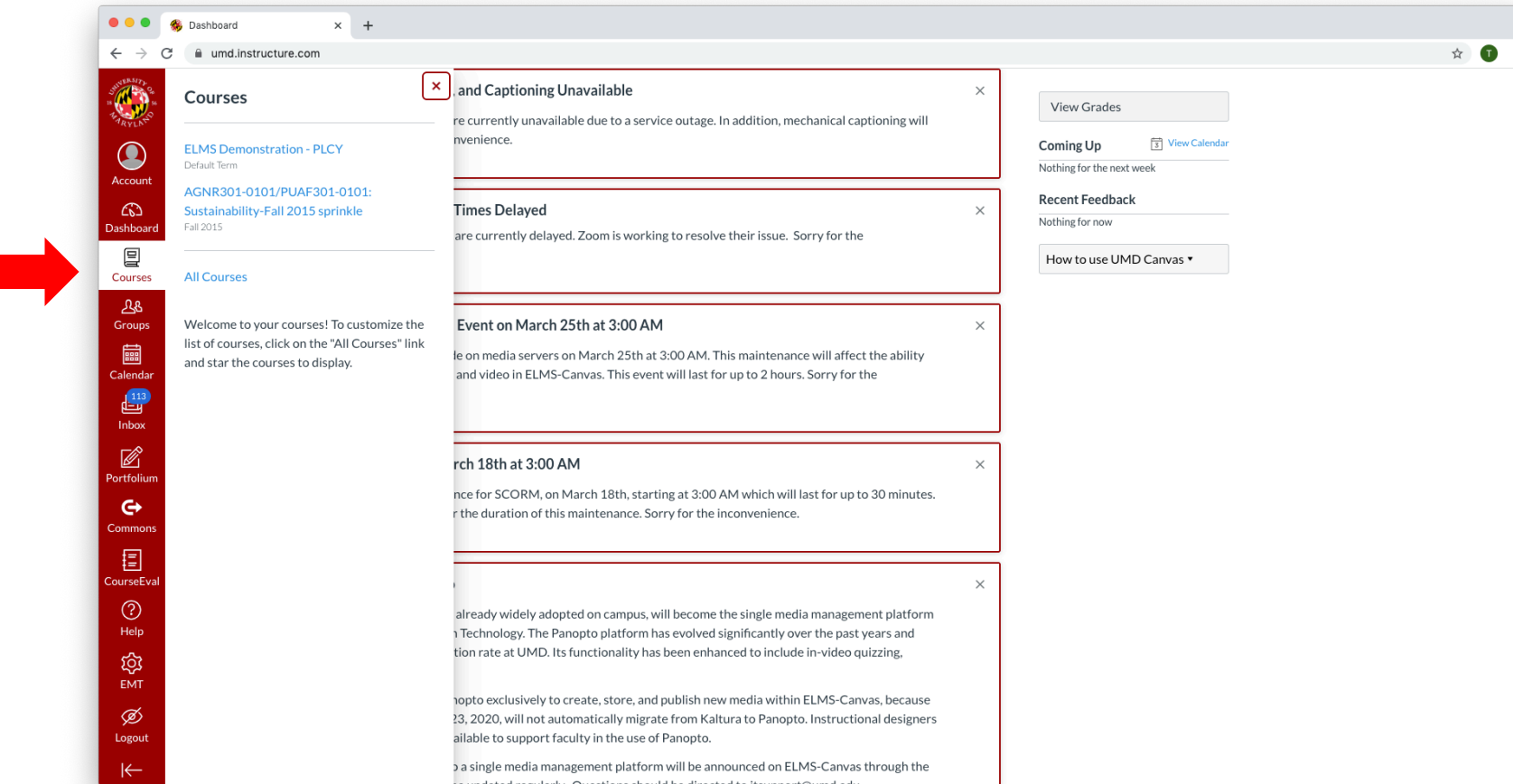
Scheduling Zoom meetings via Canvas

1. Open Canvas in web browser



- Go to elms.umd.edu in your web browser
- Log in using your University ID, password, and complete the Duo multi-factor authentication

2. Navigate to the Canvas course for which you wish to schedule a Zoom meeting



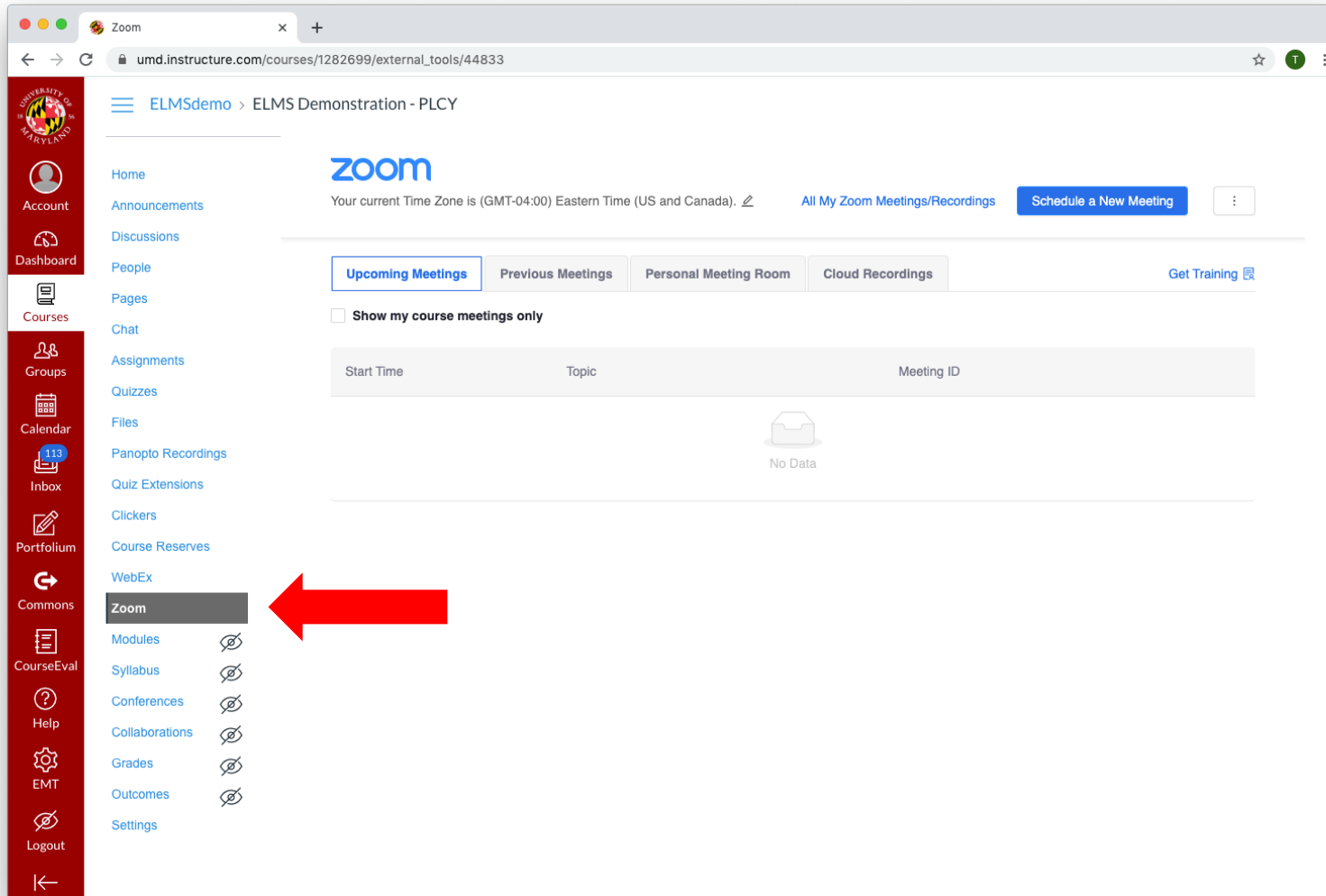
The screenshot shows the UMD Canvas dashboard interface. A red arrow points to the 'Courses' link in the left-hand navigation menu. The main content area displays a list of courses under the 'Courses' heading. The courses listed are:

- ELMS Demonstration - PLCY (Default Term)
- AGNR301-0101/PUAF301-0101: Sustainability-Fall 2015 sprinkle (Fall 2015)

Below the course list, there is a message: "Welcome to your courses! To customize the list of courses, click on the 'All Courses' link and star the courses to display." The right-hand side of the dashboard shows sections for "View Grades", "Coming Up" (Nothing for the next week), "Recent Feedback" (Nothing for now), and "How to use UMD Canvas".

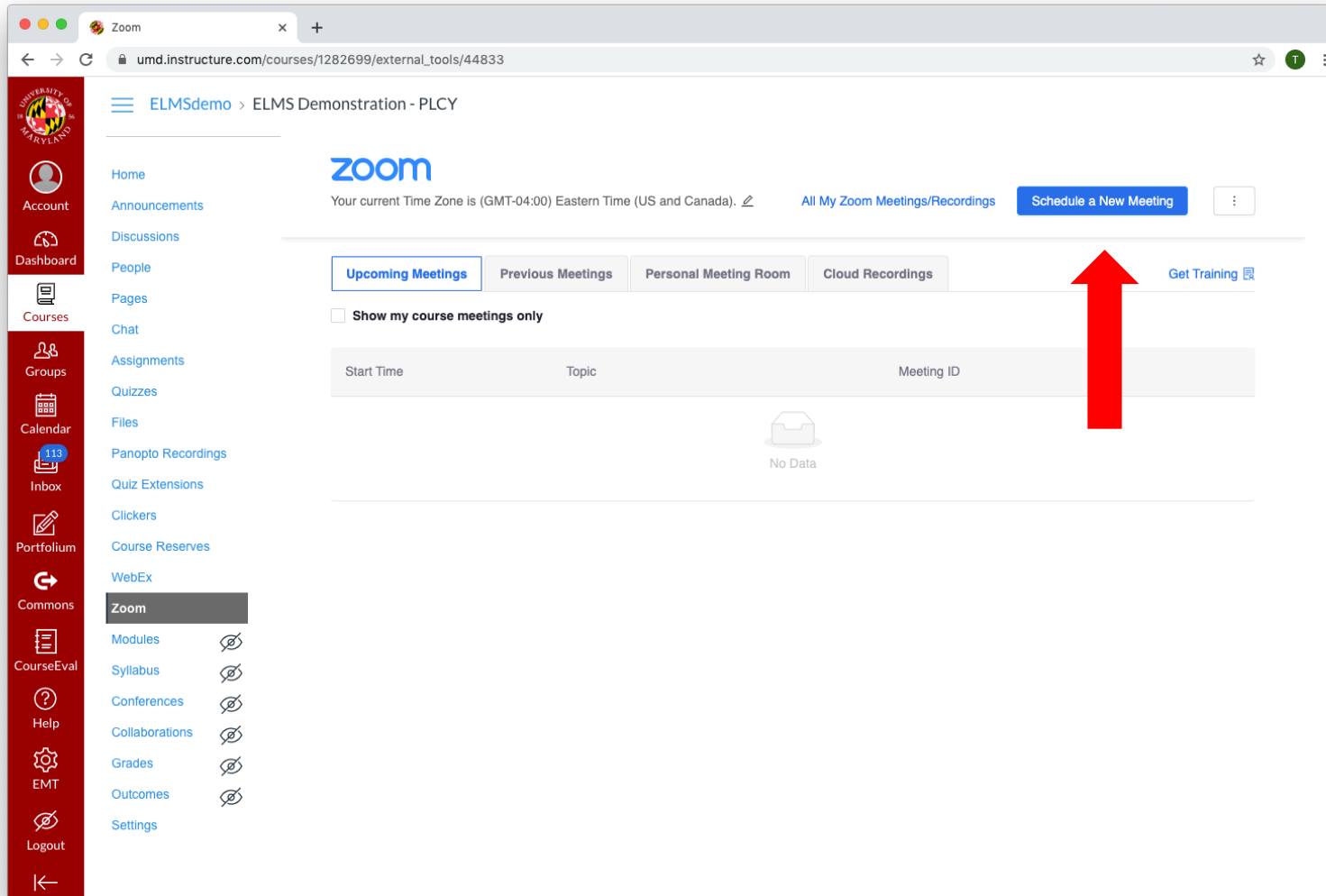
- Select courses from the left-hand navigation menu, and select the Course for which you wish to schedule a Zoom meeting

3. Open the *Zoom* section of the Canvas course



- Select *Zoom* from the left-hand side menu
- NOTE: If this is the first time you are using Zoom via Canvas, you will be asked to authorize a connection between Canvas and Zoom

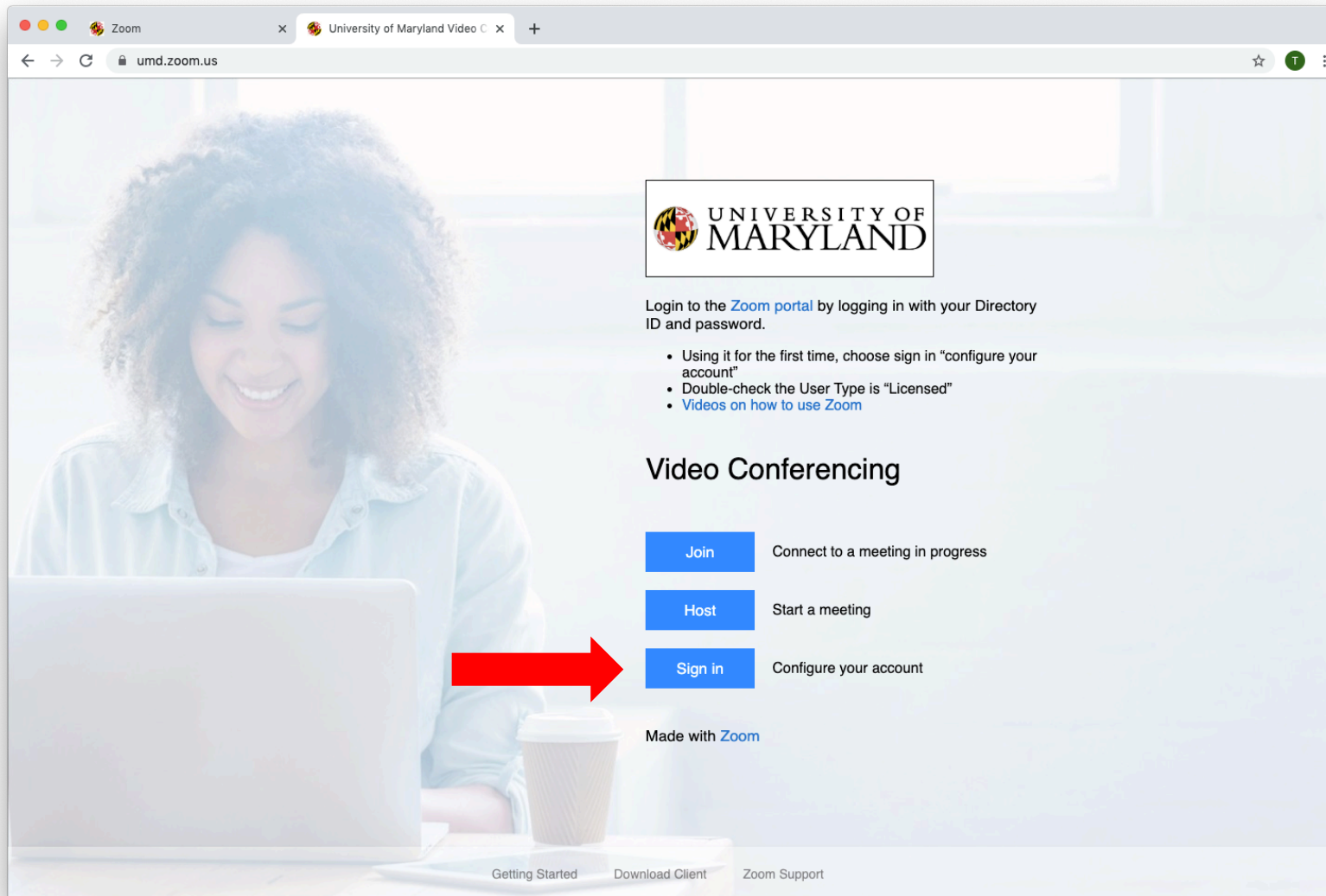
4. Schedule a new meeting



- Select "Schedule a New Meeting" from the top menu
- Continue to section of the Guide – ["Specifying meeting settings"](#) – for guidance on choosing meeting settings

Scheduling Zoom meetings via the web portal

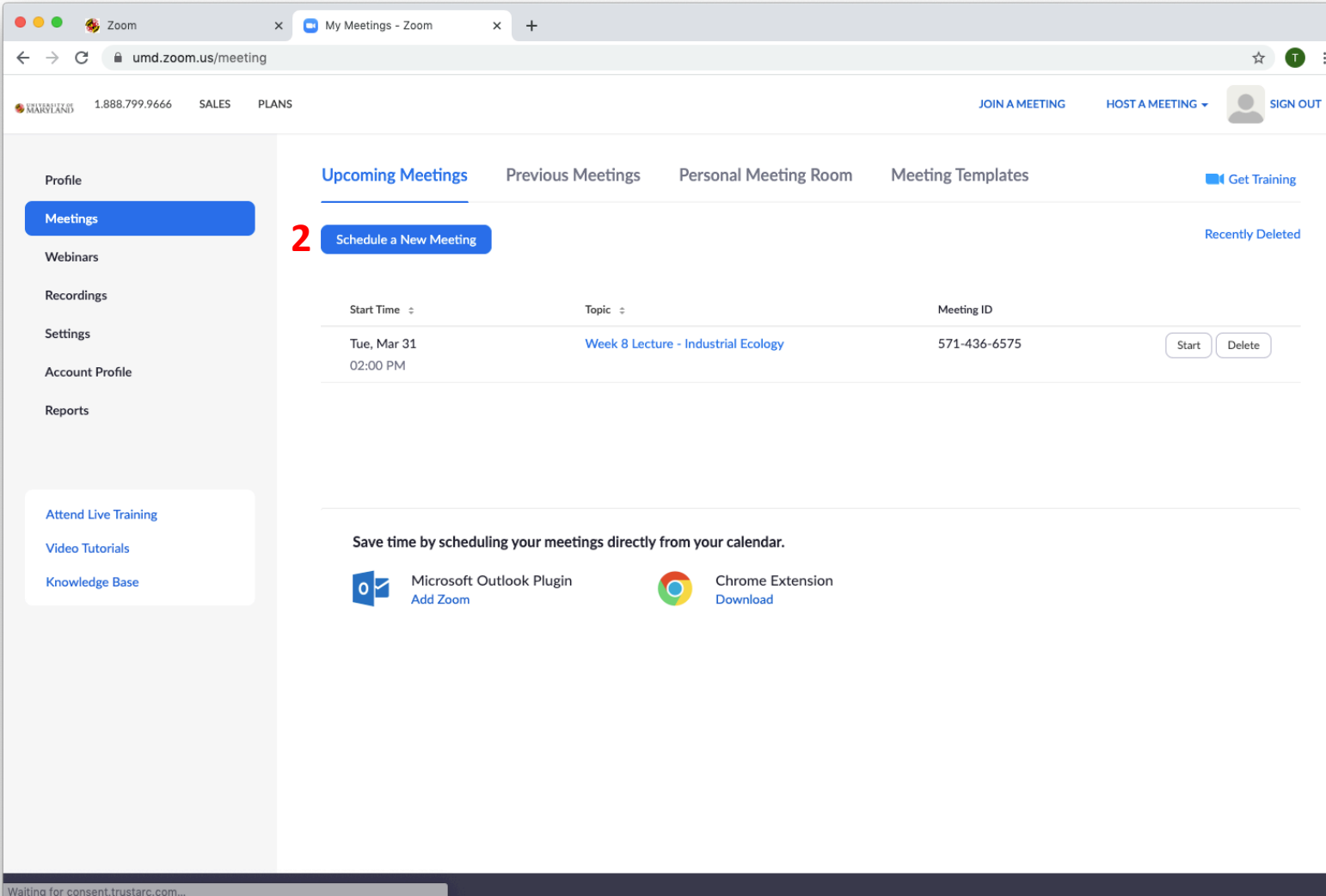
1. Open Zoom in web browser



- Go to umd.zoom.us in your web browser
- Choose to “Sign In” and log in using your University ID, password, and complete the Duo multi-factor authentication

2. Schedule a new meeting

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The screenshot shows the Zoom web interface. On the left-hand menu, the 'Meetings' option is highlighted with a red '1' next to it. In the main content area, under the 'Upcoming Meetings' tab, there is a blue button labeled 'Schedule a New Meeting' with a red '2' next to it. Below this button is a table with one meeting listed: 'Week 8 Lecture - Industrial Ecology' on 'Tue, Mar 31 02:00 PM' with Meeting ID '571-436-6575'. At the bottom, there are links to 'Microsoft Outlook Plugin' and 'Chrome Extension'.

Start Time	Topic	Meeting ID	Start	Delete
Tue, Mar 31 02:00 PM	Week 8 Lecture - Industrial Ecology	571-436-6575	Start	Delete

- 1 • Select “Meetings” from the left-hand menu
- 2 • Select “Schedule a New Meeting”
- Continue to section of the Guide – [“Specifying meeting settings”](#) – for guidance on choosing meeting settings

Specifying meeting settings

NOTE: The following guidance applies to meetings scheduled via Canvas or the web portal. The settings available are the same.

1. Set the meeting topic, date

The screenshot shows the Zoom 'Schedule a Meeting' page. The browser address bar is 'umd.zoom.us/meeting/schedule'. The page has a sidebar with links: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Schedule a Meeting'. It contains the following fields:

- 1 Topic**: A text input field containing 'My Meeting'.
- Description (Optional)**: A text input field containing 'Enter your meeting description'.
- 2 When**: A date input field containing '03/18/2020', a calendar icon, a time input field containing '4:00', and a PM/AM dropdown menu.
- Duration**: A dropdown menu for hours (set to '1') and a dropdown menu for minutes (set to '0').
- Time Zone**: A dropdown menu containing '(GMT-4:00) Eastern Time (US and Canada)'.
- Recurring meeting**: An unchecked checkbox.
- Registration**: An unchecked checkbox labeled 'Required'.

- 1 • Enter a topic for your meeting (and description if desired)
- 2 • Specify a date, time, and duration for your meeting

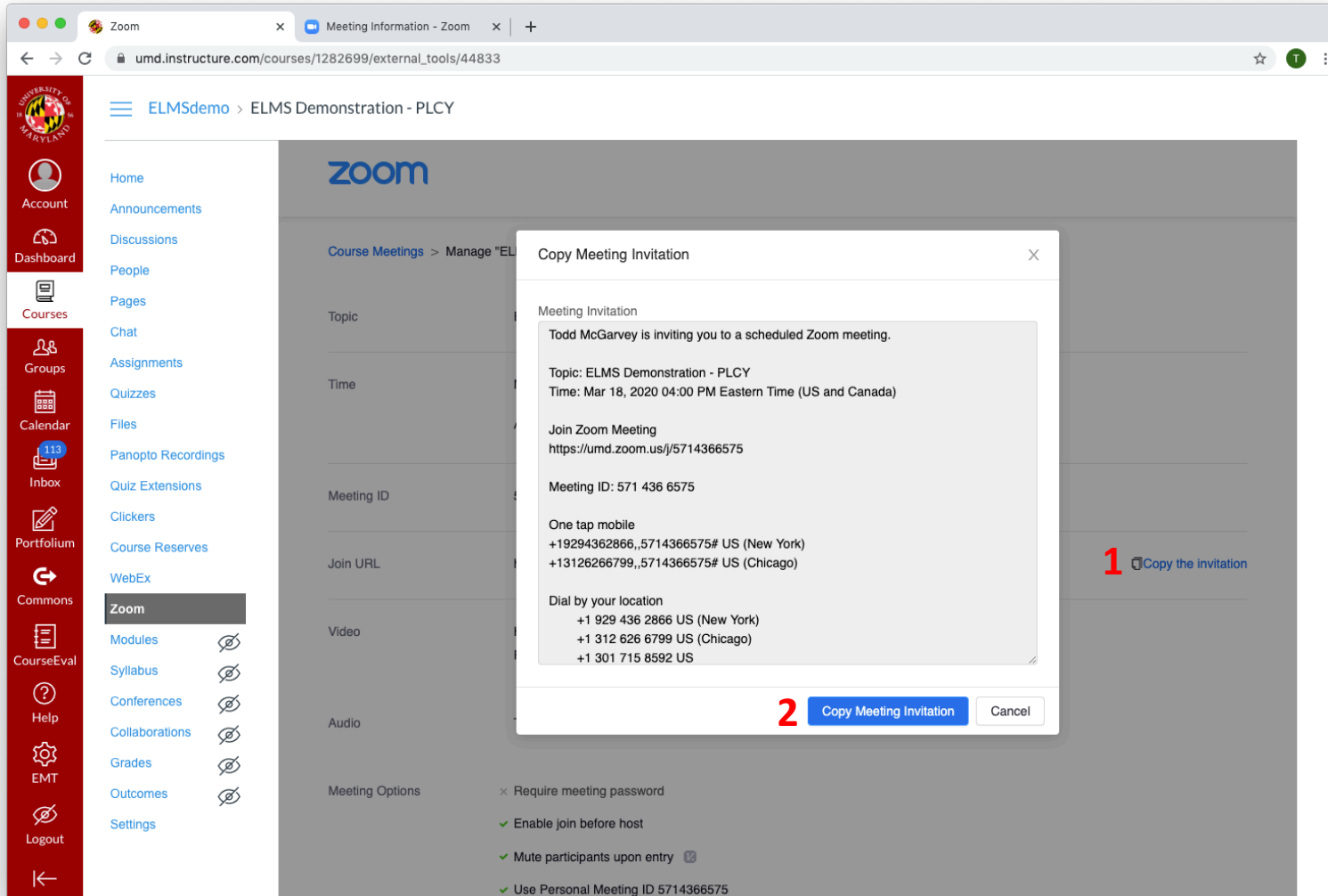
2. Specify additional meeting settings

The screenshot displays the Zoom meeting settings interface with the following sections and annotations:

- 1 Meeting ID:** Radio buttons for "Generate Automatically" and "Personal Meeting ID 571-436-6575".
- 2 Meeting Password:** A checkbox labeled "Require meeting password".
- 3 Video:** Radio buttons for "Host" (on/off) and "Participant" (on/off).
- 4 Audio:** Radio buttons for "Telephone", "Computer Audio", and "Both". Below is the text "Dial from United States of America" with an "Edit" link.
- 5 Meeting Options:** A list of checkboxes: "Enable join before host" (checked), "Mute participants upon entry" (checked), "Enable waiting room", "Only authenticated users can join", "Breakout Room pre-assign", and "Record the meeting automatically".
- 6 Alternative Hosts:** A text input field containing the example "mary@company.com, peter@school.edu".
- 7:** "Save" and "Cancel" buttons at the bottom left, and a "Help" button at the bottom right.

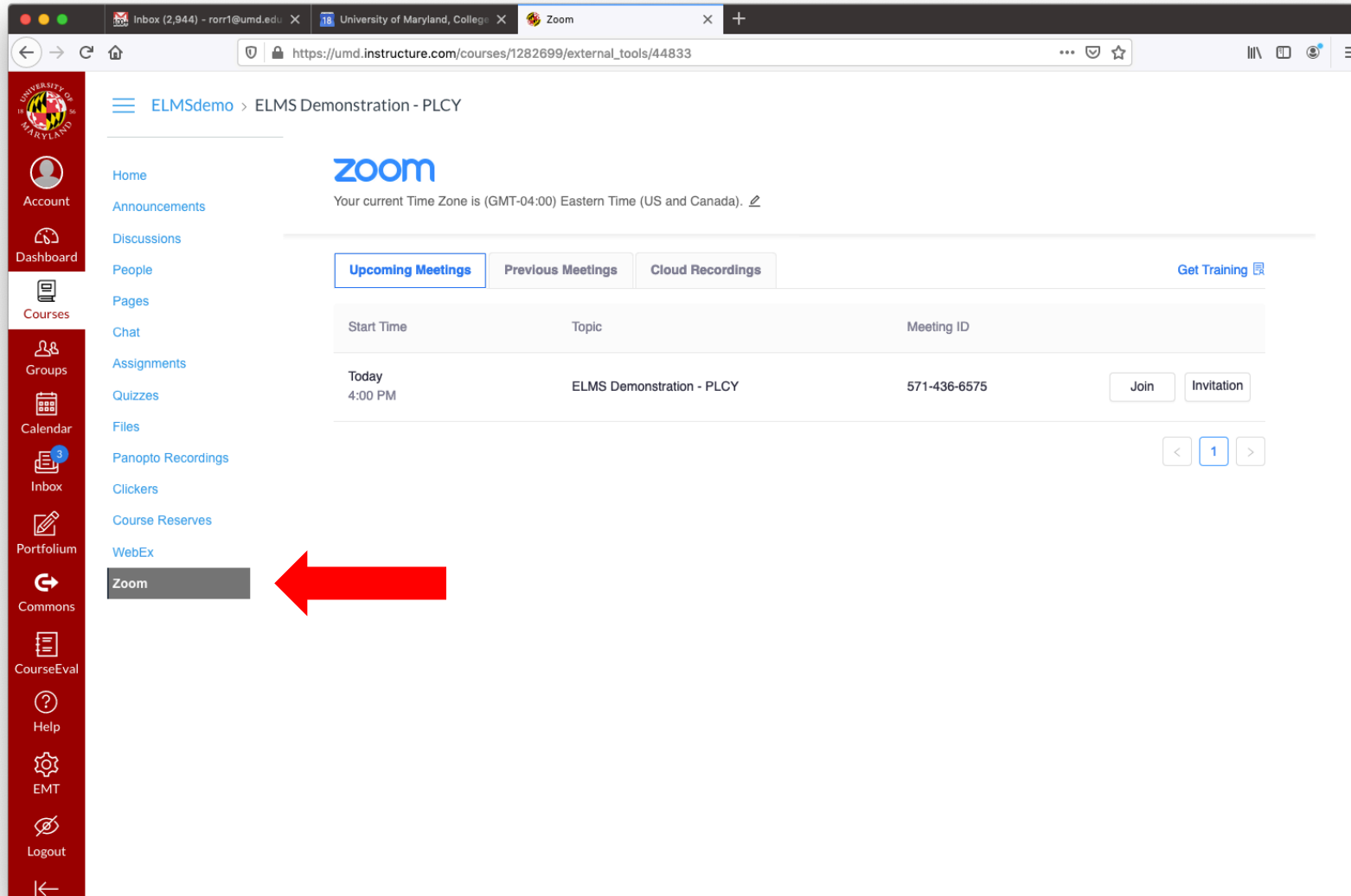
- 1 • “Meeting ID” – retain the default selection of ‘Personal Meeting ID’
- 2 • “Meeting Password” – for ease of use, and if there is no reason to restrict access to the session, do not require a password
- 3 • “Video” – if you would like students to also be able to join via webcam, turn on Participant video; if you want the instructor to be the only one with video, turn off Participant video
- 4 • “Audio” – retain the default ‘Both’ to allow students to connect via phone and their computer
- 5 • Recommended meeting options:
 - Enable “join before host” to allow students to join the meeting ahead of you, the host, joining
 - Enable “Mute participants upon entry” to avoid a cacophony of sound
 - If you would like to record your meeting, enable “Record the meeting automatically”
- 6 • “Alternative Hosts” - useful if you have teaching assistants you would like to have access to the features available during the meeting to help manage the session
- 7 • Click “Save” to schedule the meeting

3a. Sharing meeting connection information – via Canvas



- Once you click “Save”, you will be presented with a confirmation of your meeting settings
- 1 • If you click “Copy the invitation”, you will be able to see all the relevant information needed to connect to the meeting
- 2 • Click “Copy Meeting Invitation” and you can then paste this in a Canvas Announcement or email to share with students

3a. Sharing meeting connection information – via Canvas (cont.)



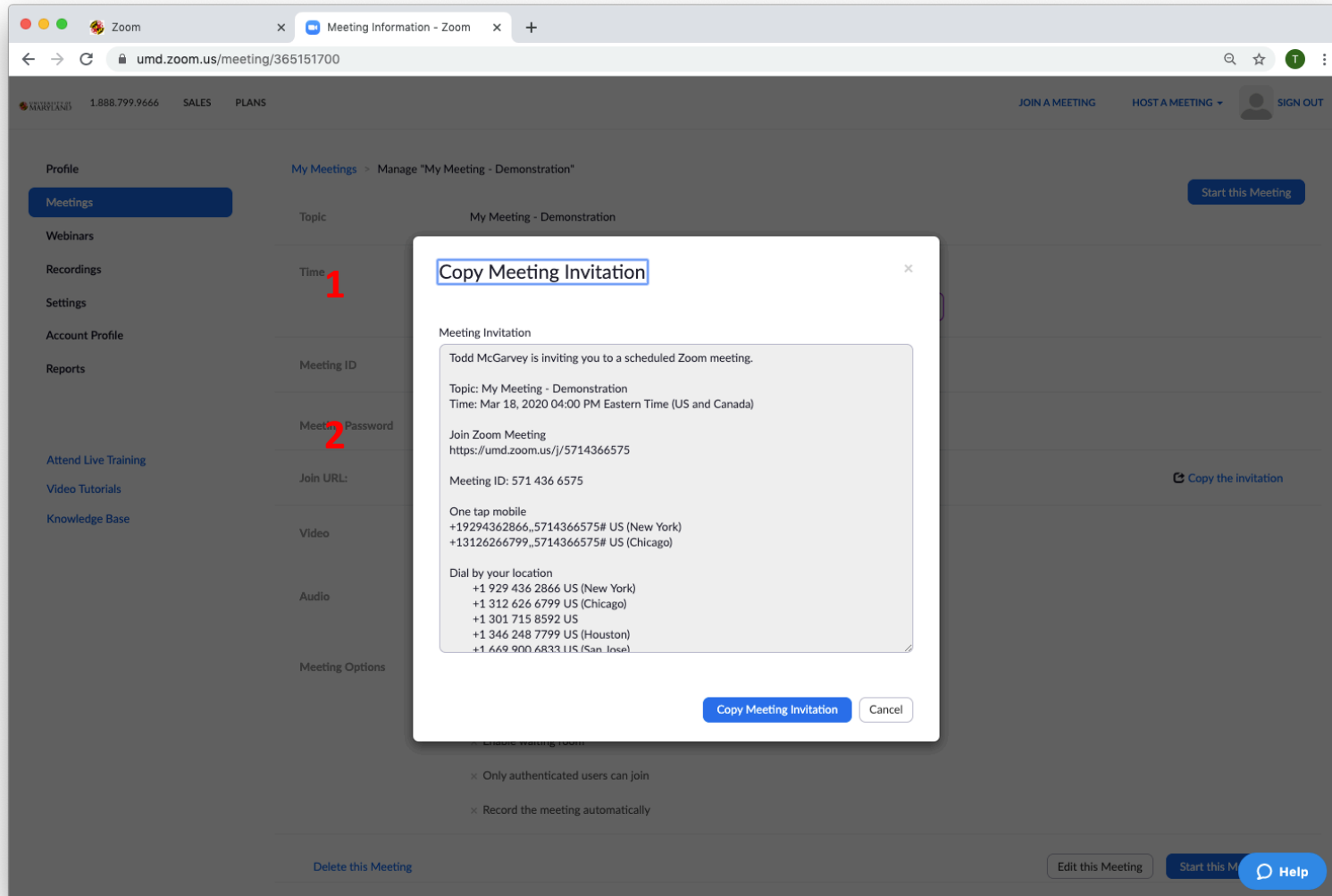
The screenshot shows a web browser window with the Canvas LMS interface. The address bar displays the URL: https://umd.instructure.com/courses/1282699/external_tools/44833. The page title is "ELMSdemo > ELMS Demonstration - PLCY". The left sidebar contains a red navigation menu with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The main content area shows the Zoom integration page. The "Upcoming Meetings" tab is selected, displaying a table with the following information:

Start Time	Topic	Meeting ID	
Today 4:00 PM	ELMS Demonstration - PLCY	571-436-6575	Join Invitation

A red arrow points to the "Zoom" option in the left sidebar, which is highlighted in the original image.

- Alternatively you can direct students to the "Zoom" section in their Canvas course space
- Here they will be able to view, and join when the time comes, all the Zoom meetings you have scheduled
- This approach to sharing Zoom meetings is recommended, as it avoids students needing to go back through their email to find connection details

3a. Sharing meeting connection information – via web portal



- Once you click “Save”, you will be presented with a confirmation of your meeting settings
- 1 • If you click “Copy the invitation”, you will be able to see all the relevant information needed to connect to the meeting
- 2 • Click “Copy Meeting Invitation” and you can then paste this in a Canvas Announcement or email to share with students

Launching Zoom meetings

1a. Launching a Zoom meeting – via Canvas

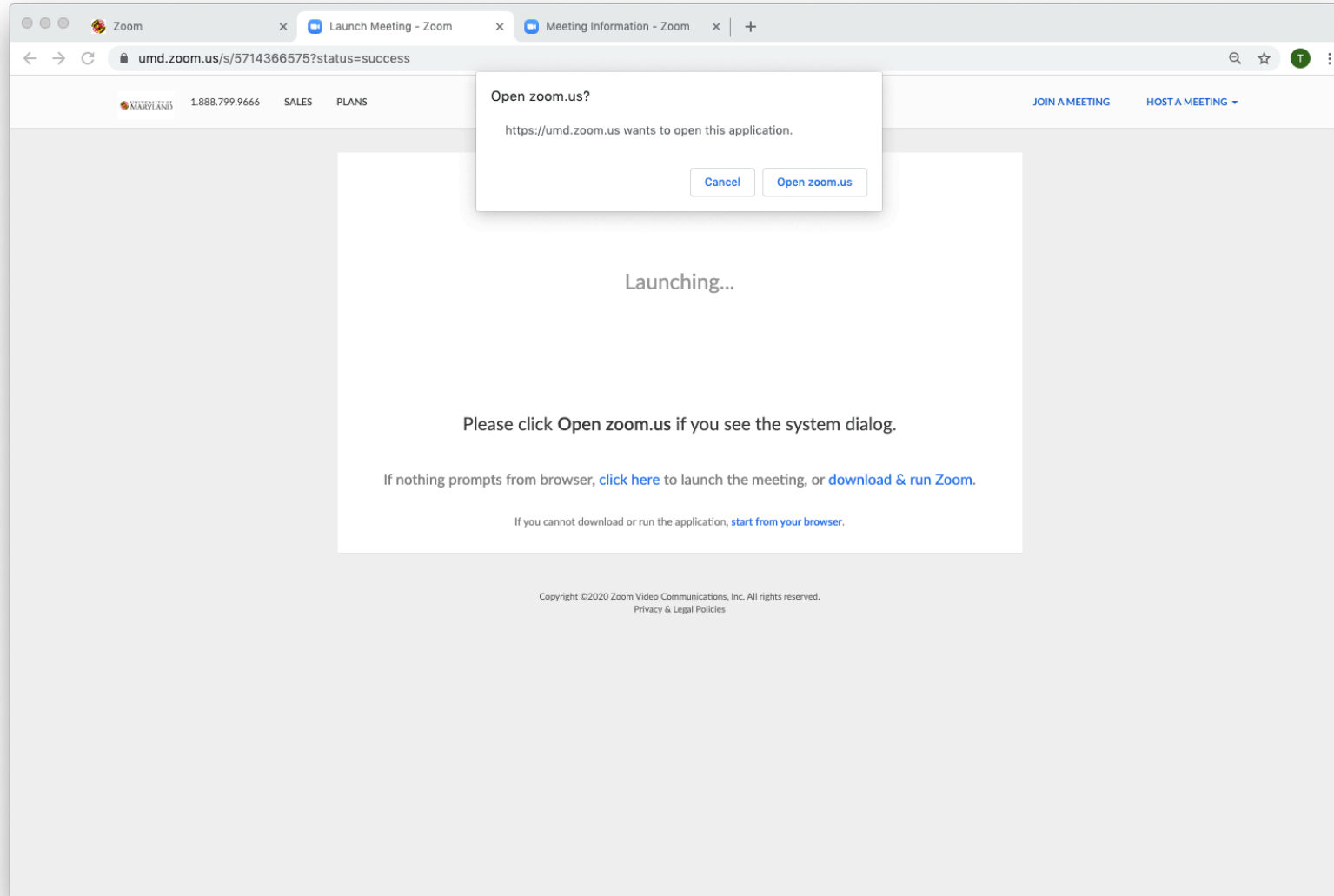
The screenshot shows the Canvas LMS interface for a course titled "ELMS Demonstration - PLCY". On the left-hand menu, the "Zoom" option is highlighted with a red "1". The main content area displays the "Upcoming Meetings" tab, which contains a table with the following information:

Start Time	Topic	Meeting ID	
Today 4:00 PM	ELMS Demonstration - PLCY	571-436-6575	Start Delete

A red "2" points to the "Start" button in the table. The interface also includes a "Schedule a New Meeting" button and a "Get Training" link.

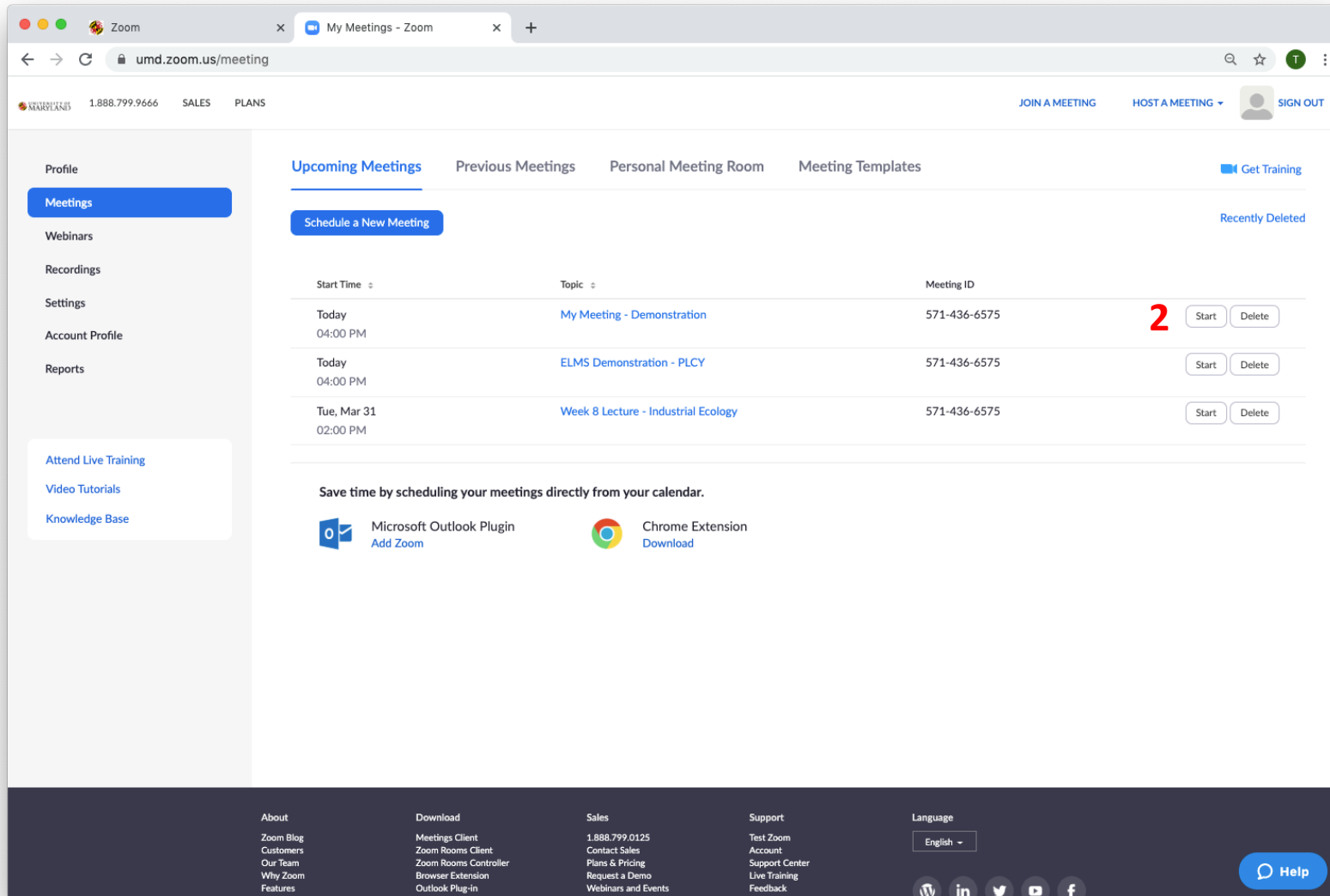
- 1 • In the Canvas course space for which you scheduled the meeting, select "Zoom" from the left-hand menu
- 2 • Locate the relevant meeting from the "Upcoming Meetings" tab, and click "Start"

1a. Launching a Zoom meeting – via Canvas (cont.)



- You will be prompted to open the Zoom software – click “Open zoom.us”
 - NOTE: If this is your first time starting a Zoom meeting on your computer, you will be prompted to download and install the Zoom software (follow the installation prompts to do so)

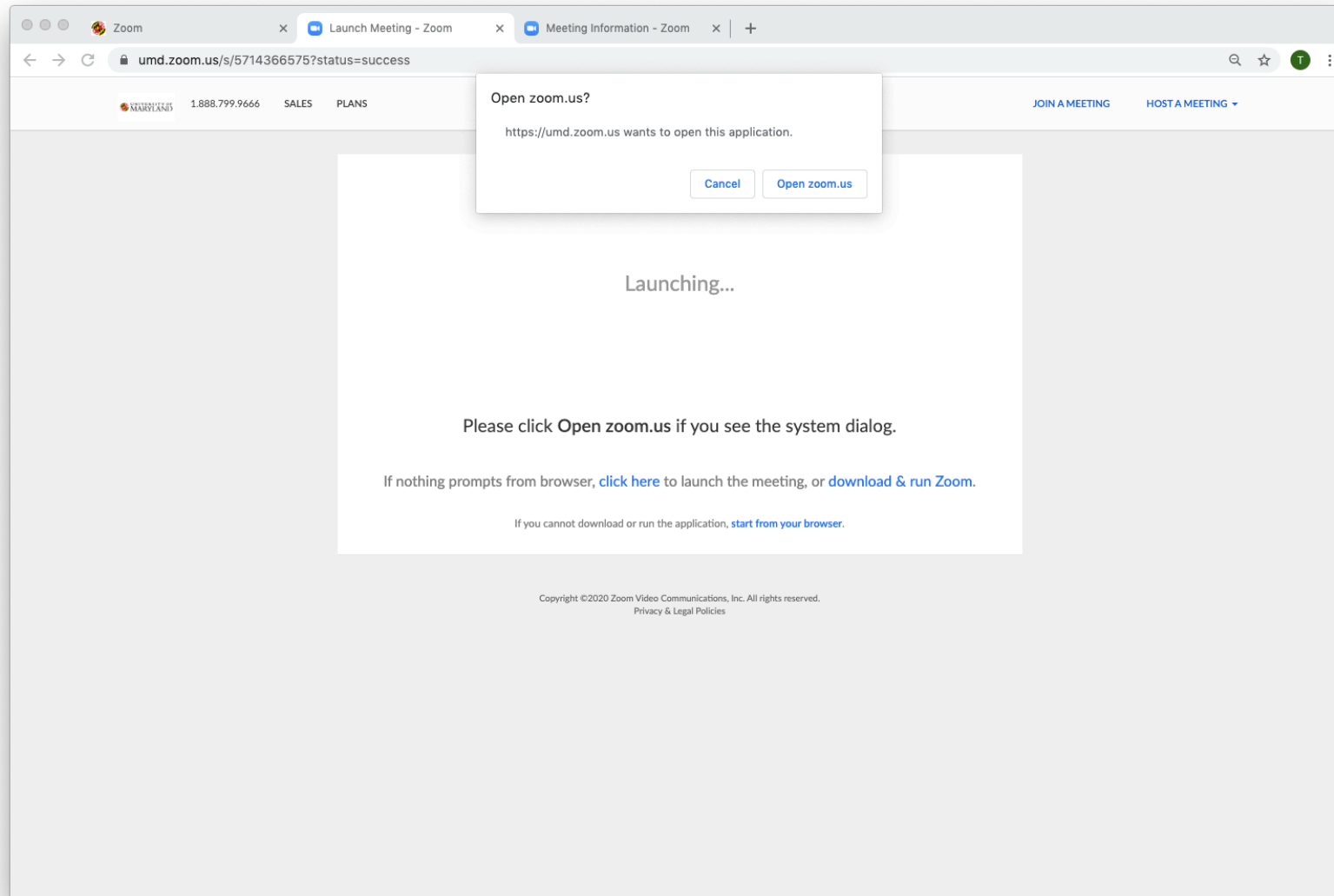
1b. Launching a Zoom meeting – via web portal



- Go to umd.zoom.us and select “Sign In” to log in with your University ID, password, and Duo multi-factor authentication

- 1 • Select “Meetings” from the left-hand menu
- 2 • Locate the relevant meeting from the “Upcoming Meetings” tab and click “Start”

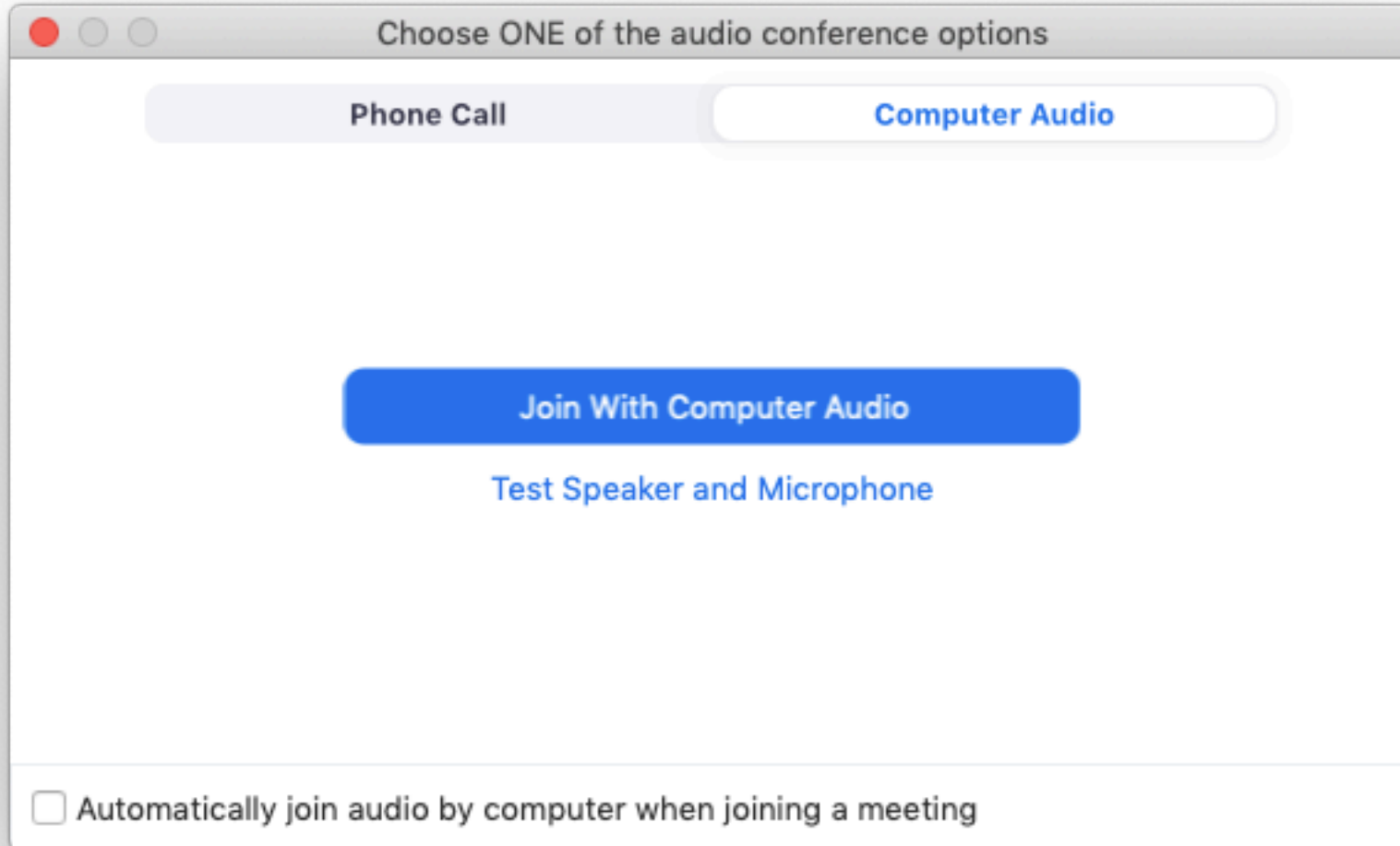
1b. Launching a Zoom meeting – via web portal (cont.)



- You will be prompted to open the Zoom software – click “Open zoom.us”
 - NOTE: If this is your first time starting a Zoom meeting on your computer, you will be prompted to download and install the Zoom software (follow the installation prompts to do so)

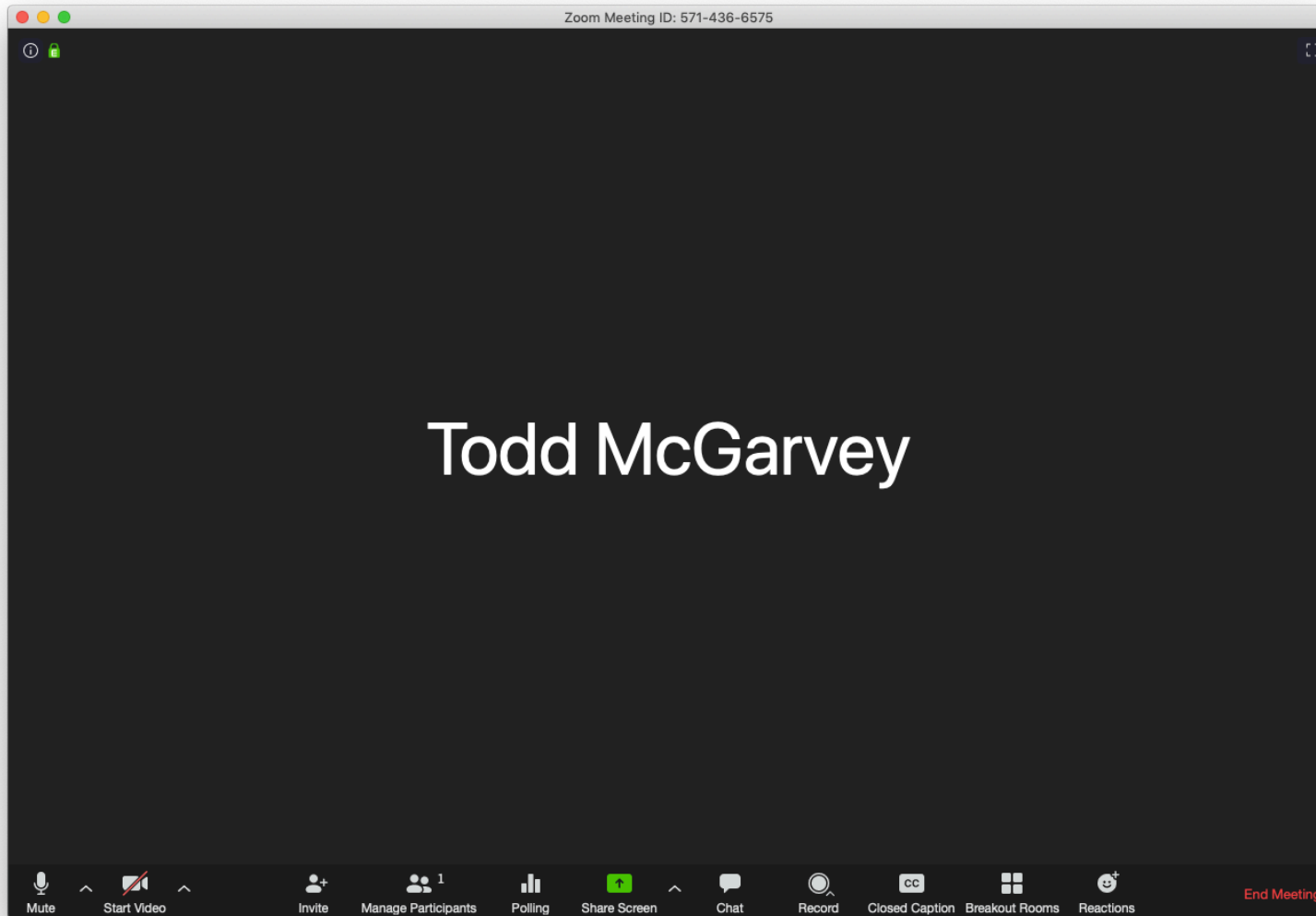
Managing Zoom meetings

1. Connecting to the meeting



- Select to "Join with Computer Audio" (using your microphone and speaker) or to dial-in with your phone

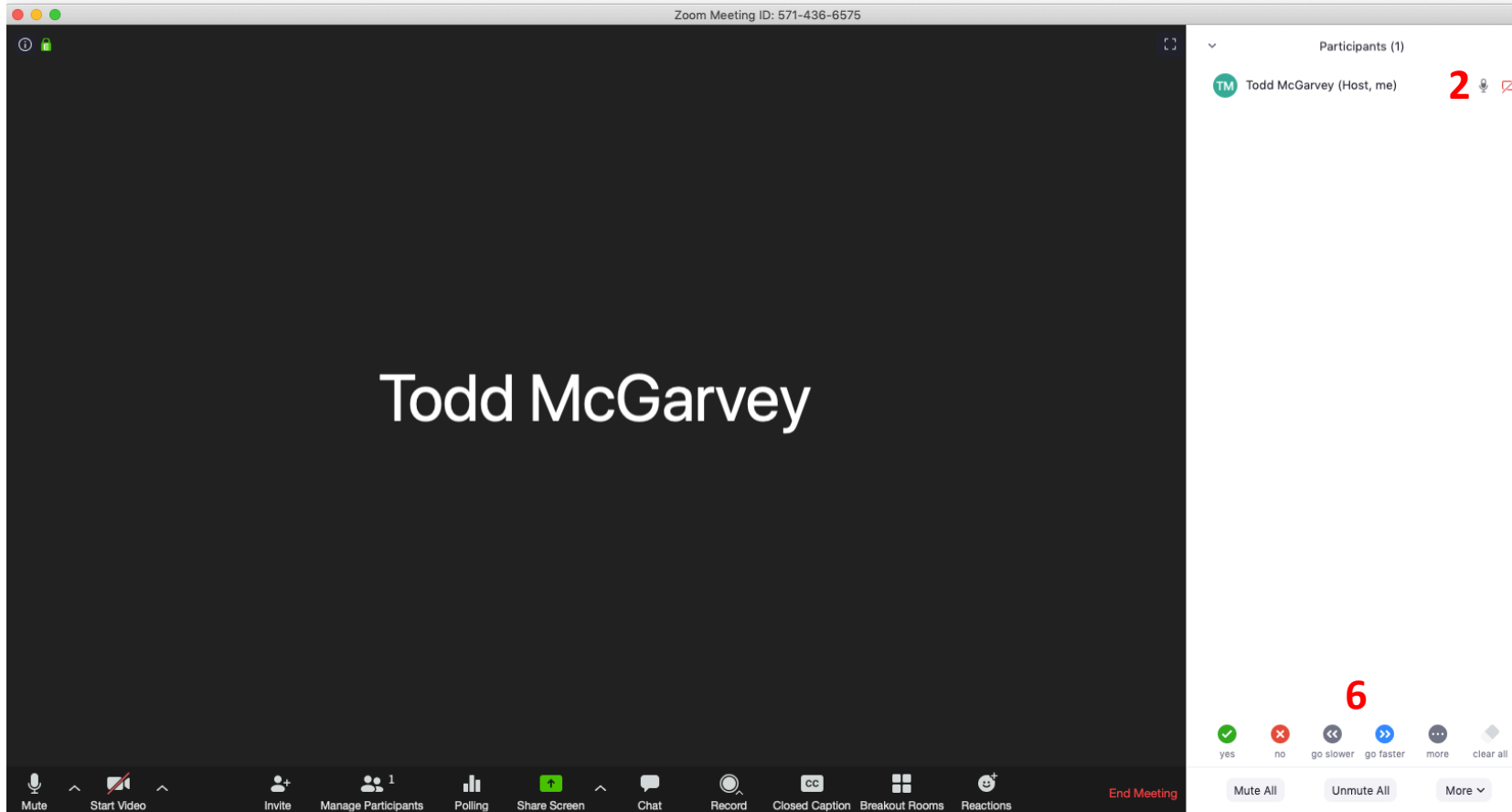
2. Controlling basic settings



- 1 • Use the microphone button to mute and unmute your microphone
- 2 • Use the video button to start and stop your webcam

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3. Managing meeting participants



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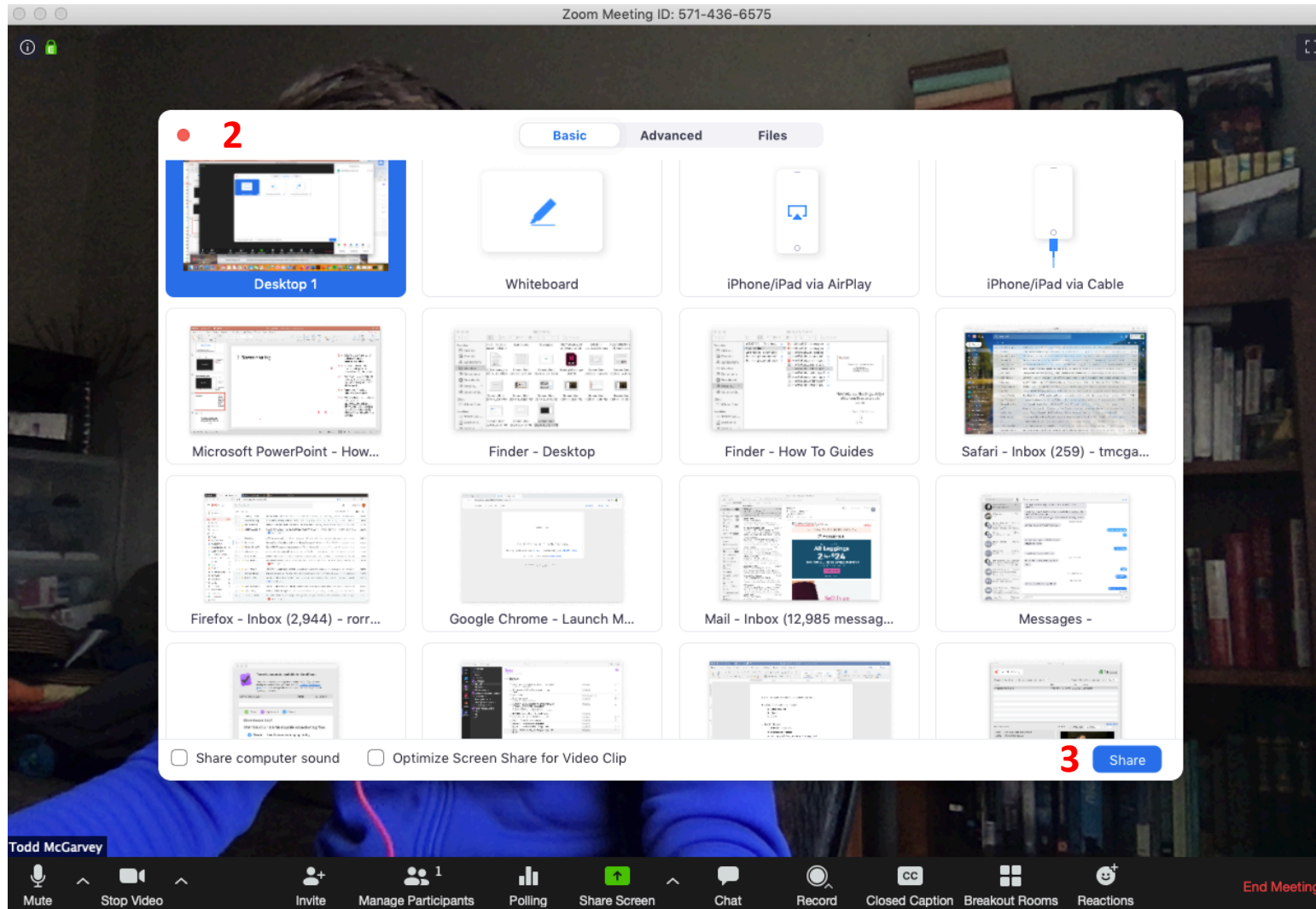
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- ✓ Mute Participants on Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Lock Meeting
- Clear All Feedback

- 1 • Click “Manage Participants” to display/hide the participant window listing everyone connected
- 2 • You can mute/unmute specific participants by clicking the microphone icon
- 3 • “Mute All” – click to mute all participants in the meeting (you, as the host, will still be able to speak)
- 4 • “Unmute All” – click to unmute all participants
- 5 • “More” – from the dropdown menu, you can enable/disable participants ability to unmute themselves (useful if you want to avoid cross conversations while you present)
- 6 • Participants can also use the icons to easily indicate quick messages – i.e. to “go slower” or “go faster”

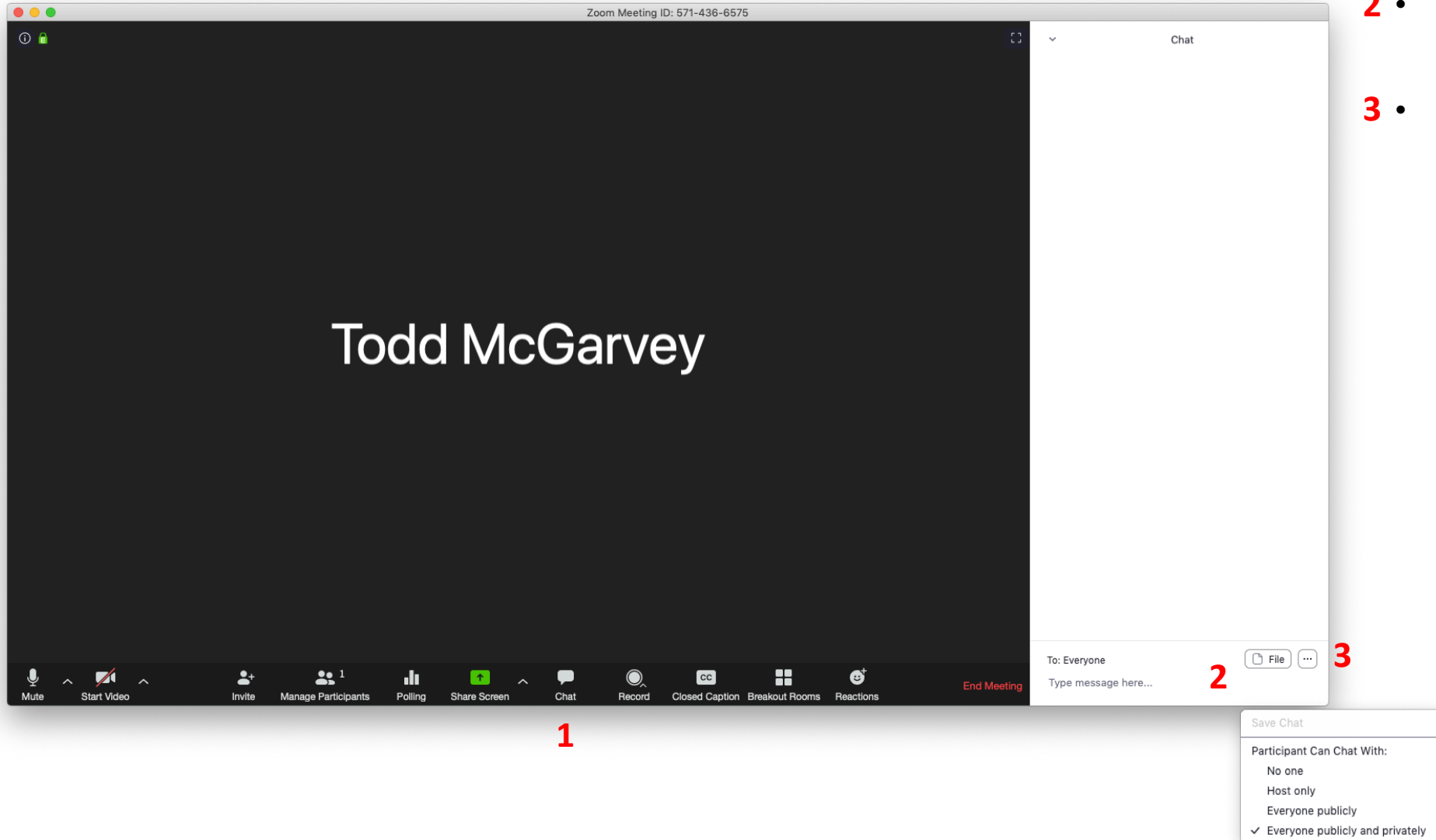
4. Screen sharing



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- 1 • Click “Share Screen” to start sharing your screen
- 2 • Select what content you would like to share with meeting participants
 - Desktop – will share anything displayed on your desktop (allowing you to jump between windows)
 - Specific window – you can choose a specific window you have open (it can be any window – web browser, document, software application)
- 3 • Click “Share” to start sharing
 - The Zoom window will minimize so you can view your entire screen
 - Click “Stop” to stop sharing your screen

5. Chat



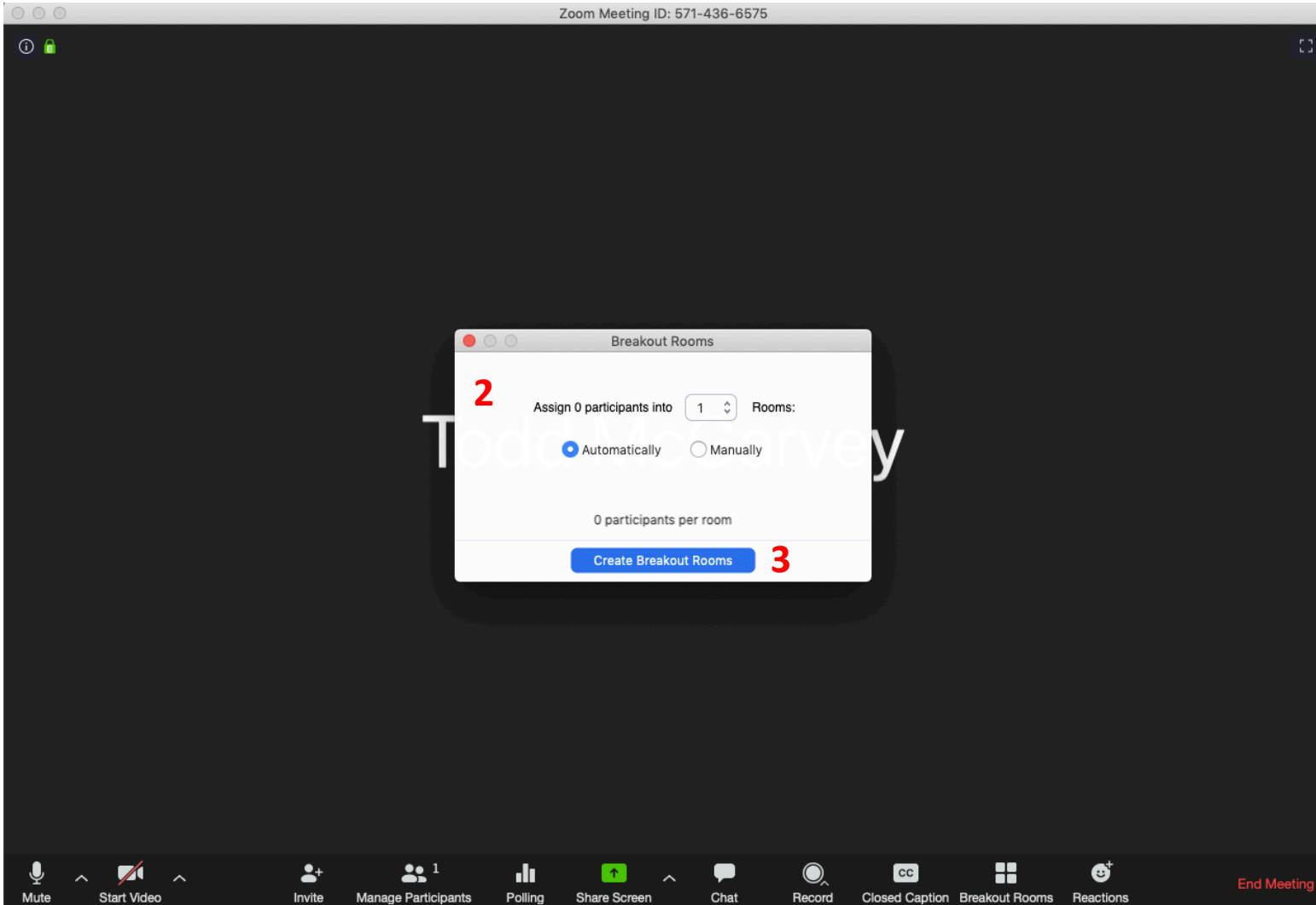
- 1 • Click “Chat” to open the chat window
- 2 • Enter a message you would like to send to all meeting participants
- 3 • Click on the “...” to set how participants (students) can use the chat feature
 - “No One” – they can’t send any messages
 - “Host only” – they can only send messages to you
 - “Everyone publicly” – they can send messages that everyone participating in the meeting can see
 - “Everyone publicly and privately” – they can send messages to everyone, or start private chats with any other participant

6. Recording



- If you didn't set the meeting to record automatically when scheduling meeting, you can do so once the meeting has started
- Select "Record" and then choose whether to save the meeting recording to your computer or to the cloud

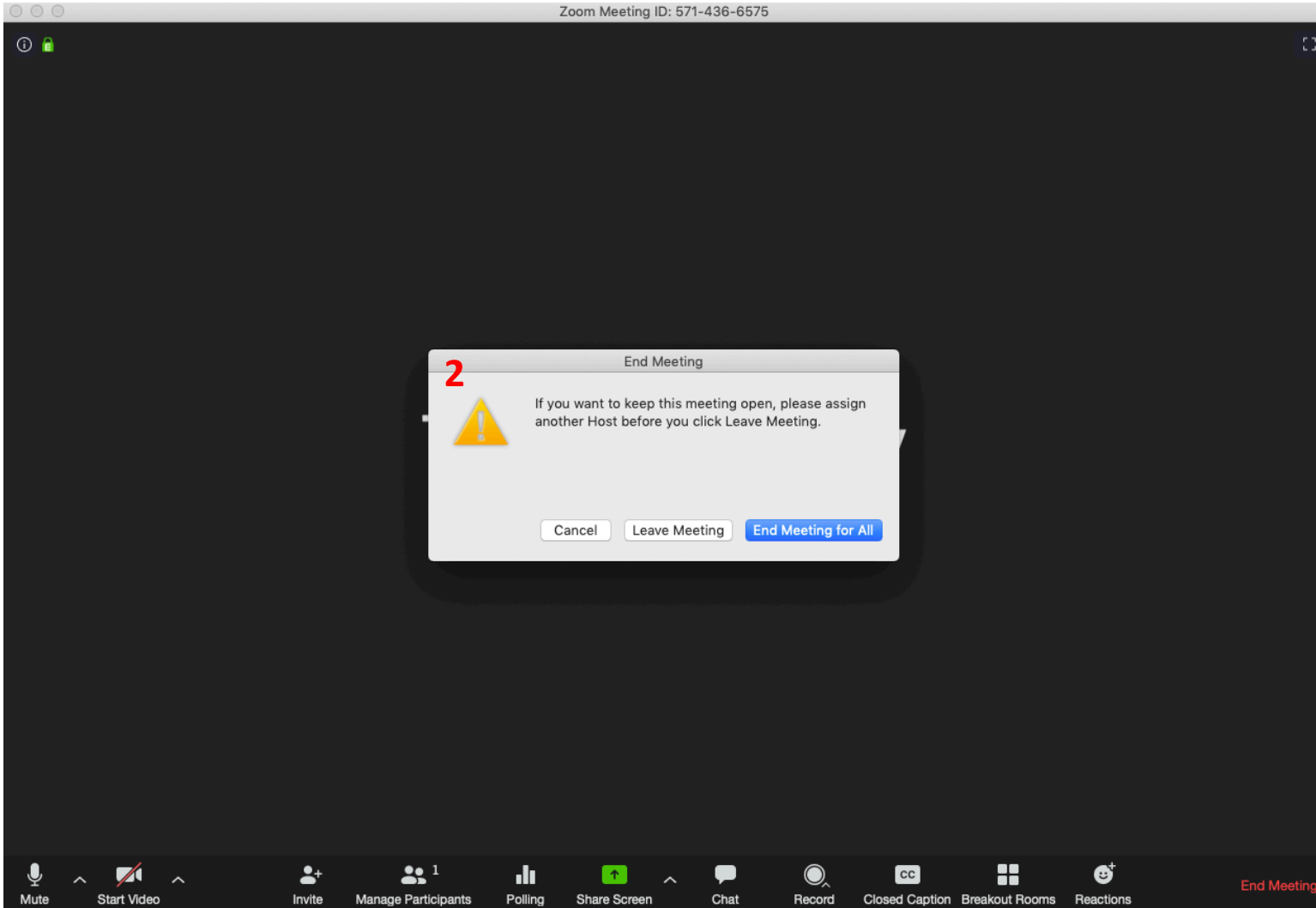
7. Breakout Rooms



- Breakout rooms allow you to create “mini-meetings” during a session and have students discuss in smaller groups
- As the host, you can jump into and around these breakout rooms to engage/assist students

- 1 • Click “Breakout Rooms”
 - 2 • Specify how many breakout rooms you would like to create, and whether participants should be assigned to these rooms automatically or manually
 - 3 • Click “Create Breakout Rooms”
- [View this video from Zoom to see what Breakout Rooms look like](#)

7. Ending a meeting



- 1 • Click “End Meeting”
- 2 • Select “End Meeting for All” to close the meeting and disconnect everyone