

## Hosting live (synchronous) sessions

Covered in this guide:

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

## Hosting live (synchronous) sessions

**Using Zoom to host live  
sessions**

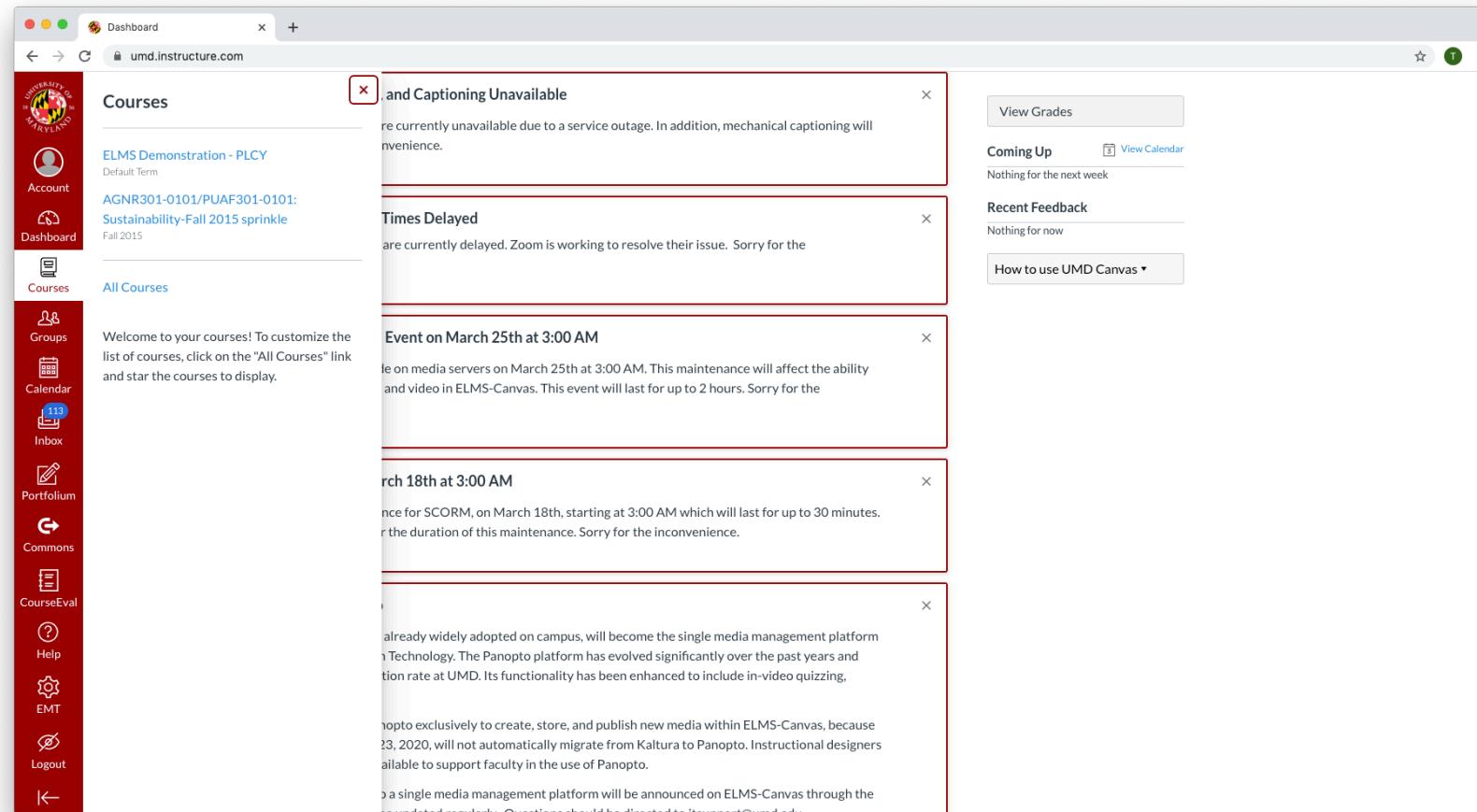
# Scheduling Zoom meetings via Canvas

# 1. Open Canvas in web browser



- Go to [elms.umd.edu](https://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

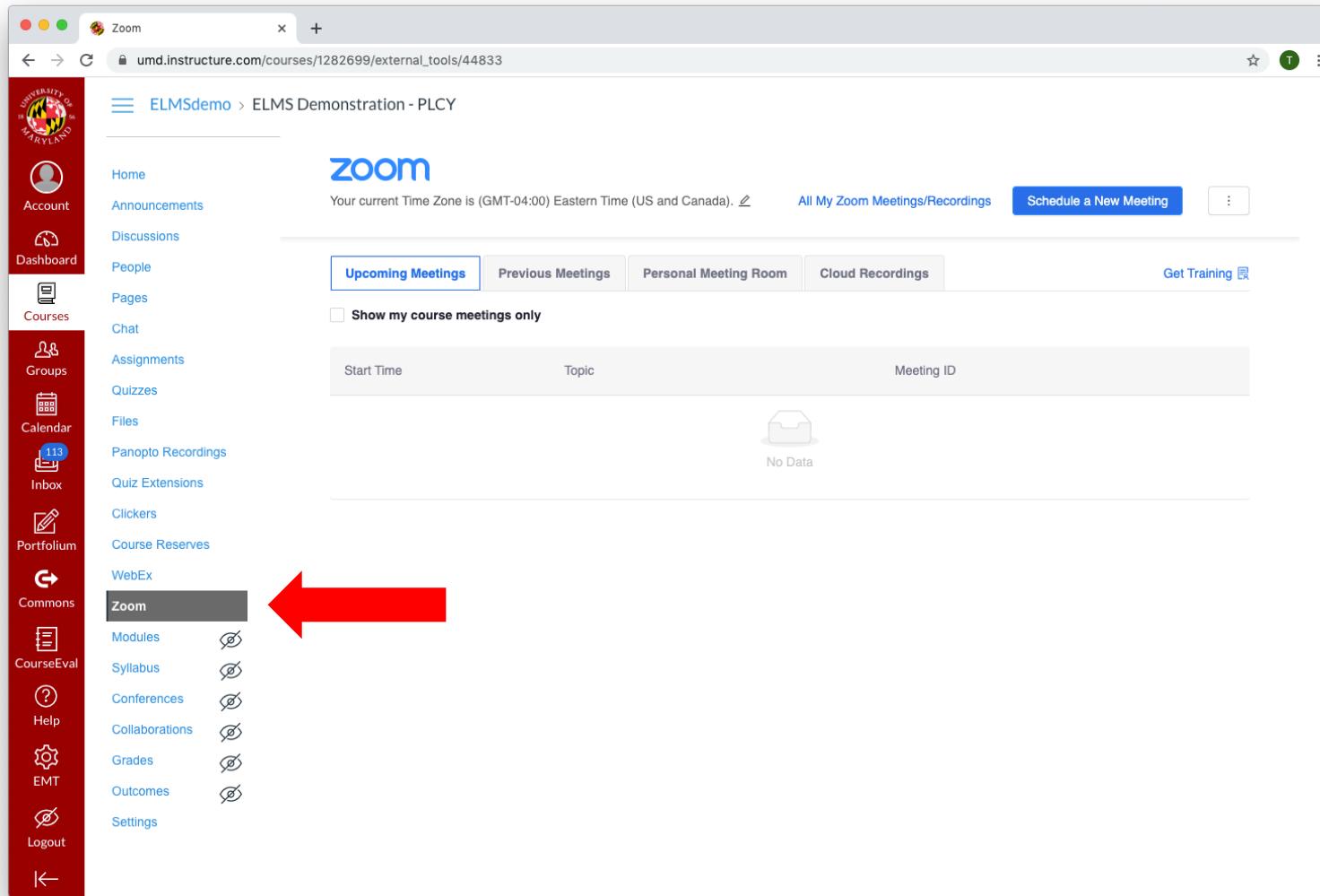


A screenshot of the Canvas Dashboard. On the left, a vertical sidebar menu is visible with a red arrow pointing to the 'Courses' icon. The main content area shows several course notifications:

- ELMS Demonstration - PLCY** (Default Term): **and Captioning Unavailable**  
are currently unavailable due to a service outage. In addition, mechanical captioning will not be available. Sorry for the inconvenience.
- AGNR301-0101/PUAF301-0101: Sustainability-Fall 2015 sprinkle** (Fall 2015): **Times Delayed**  
are currently delayed. Zoom is working to resolve their issue. Sorry for the inconvenience.
- Event on March 25th at 3:00 AM**  
Maintenance on media servers on March 25th at 3:00 AM. This maintenance will affect the ability to upload media and video in ELMS-Canvas. This event will last for up to 2 hours. Sorry for the inconvenience.
- March 18th at 3:00 AM**  
Maintenance for SCORM, on March 18th, starting at 3:00 AM which will last for up to 30 minutes. Sorry for the duration of this maintenance. Sorry for the inconvenience.
- Panopto**  
Panopto, which is already widely adopted on campus, will become the single media management platform for all instructional media at UMD. Panopto is a Kaltura partner and will be transitioning to Panopto exclusively to create, store, and publish new media within ELMS-Canvas, because Kaltura, which will be discontinued on March 23, 2020, will not automatically migrate from Kaltura to Panopto. Instructional designers are available to support faculty in the use of Panopto.

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

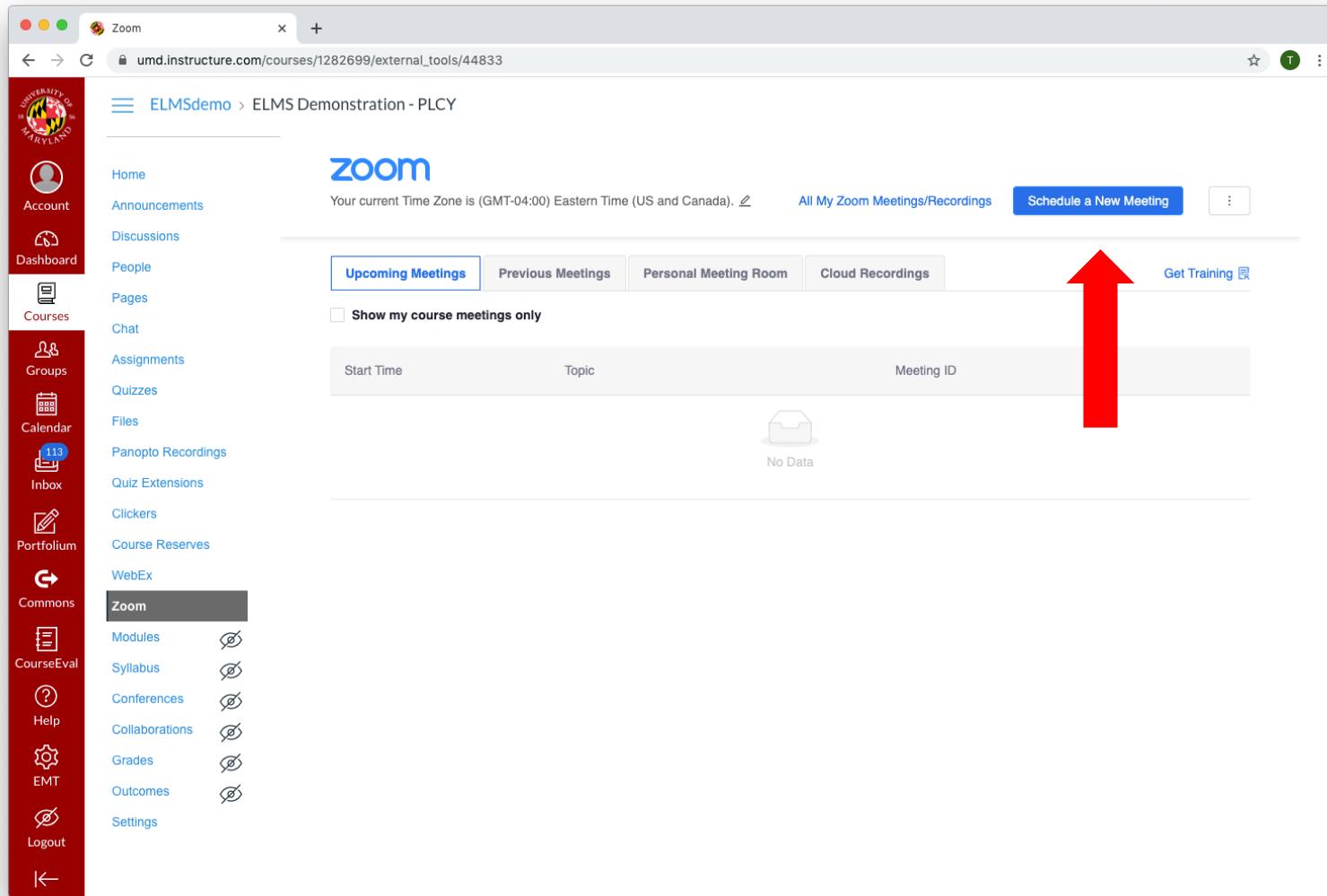
### 3. Open the *Zoom* section of the Canvas course



The screenshot shows a Canvas course page for 'ELMSdemo > ELMS Demonstration - PLCY'. The left sidebar is red and contains various course navigation links. A red arrow points to the 'Zoom' link in the sidebar. The main content area shows the Zoom integration interface, including tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A 'Schedule a New Meeting' button is also visible.

- 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

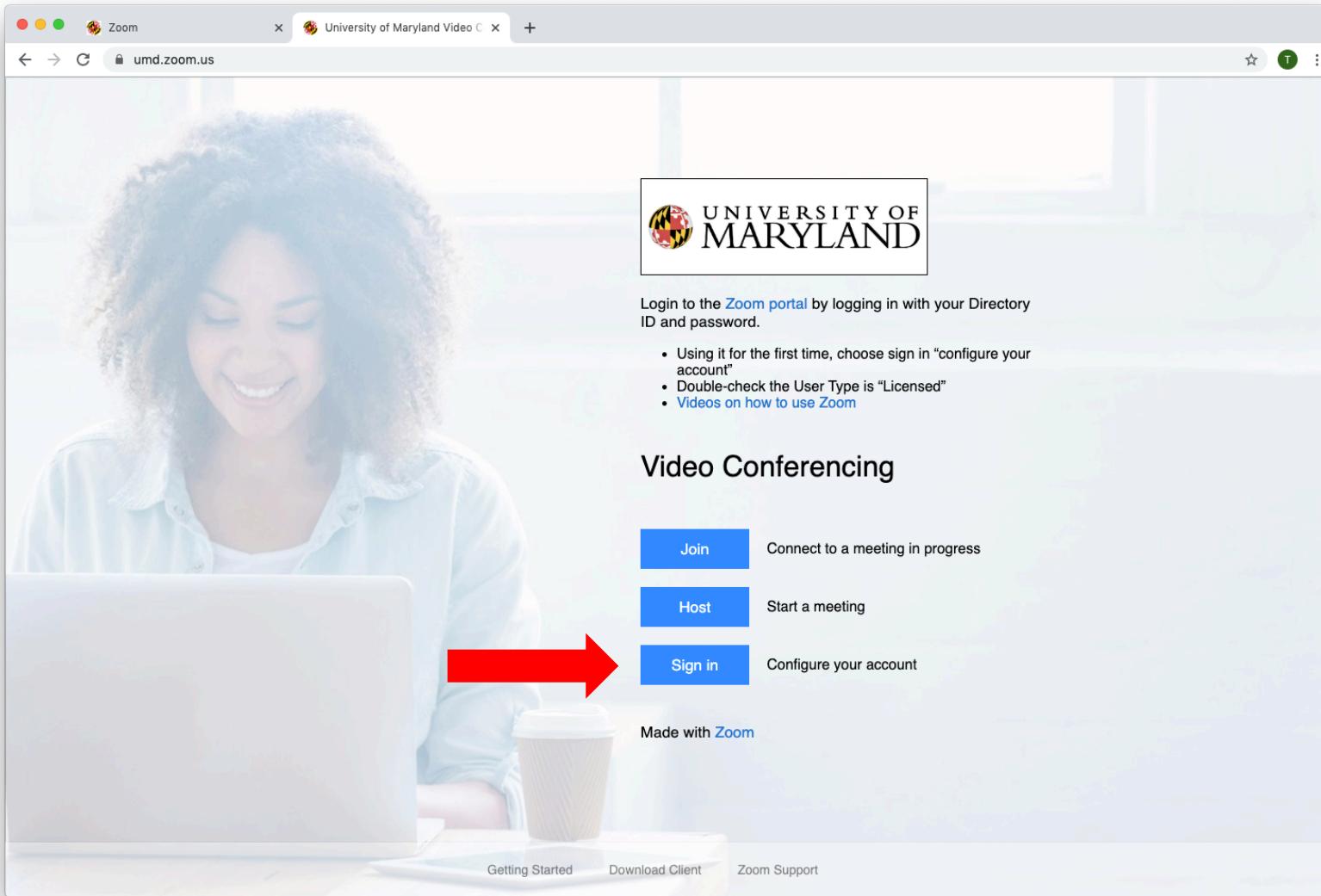


The screenshot shows the Zoom integration within the University of Maryland's ELMS (Canvas) system. The left sidebar contains course navigation links such as Home, Announcements, Discussions, People, Pages, Chat, Assignments, Quizzes, Files, Panopto Recordings, Quiz Extensions, Clickers, Course Reserves, WebEx, and various University modules like Zoom, Modules, Syllabus, Conferences, Collaborations, Grades, Outcomes, and Settings. The main content area displays the Zoom interface, which includes a 'Schedule a New Meeting' button highlighted by a red arrow. The Zoom interface also shows the current time zone (GMT-04:00) and links for Upcoming Meetings, Previous Meetings, Personal Meeting Room, and Cloud Recordings.

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

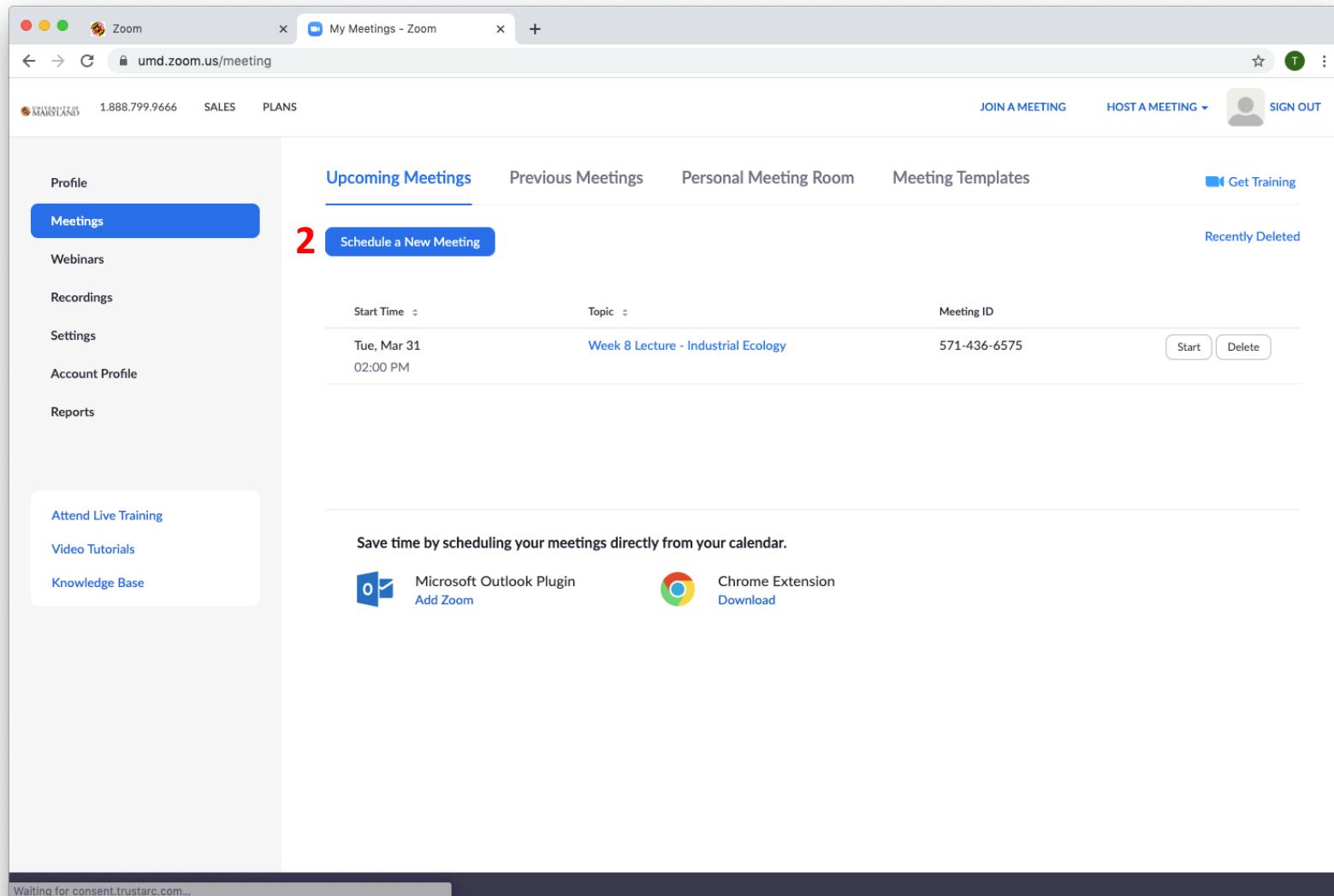
# Scheduling Zoom meetings via the web portal

# 1. Open Zoom in web browser



- Go to [umd.zoom.us](https://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



The screenshot shows the Zoom 'My Meetings' dashboard. The left sidebar has a 'Meetings' link highlighted with a red '1'. The main content area shows an 'Upcoming Meetings' section with a table. A row in the table has 'Start Time' as 'Tue, Mar 31 02:00 PM', 'Topic' as 'Week 8 Lecture - Industrial Ecology', and 'Meeting ID' as '571-436-6575'. A red '2' highlights the 'Schedule a New Meeting' button. The URL in the browser is 'umd.zoom.us/meeting'.

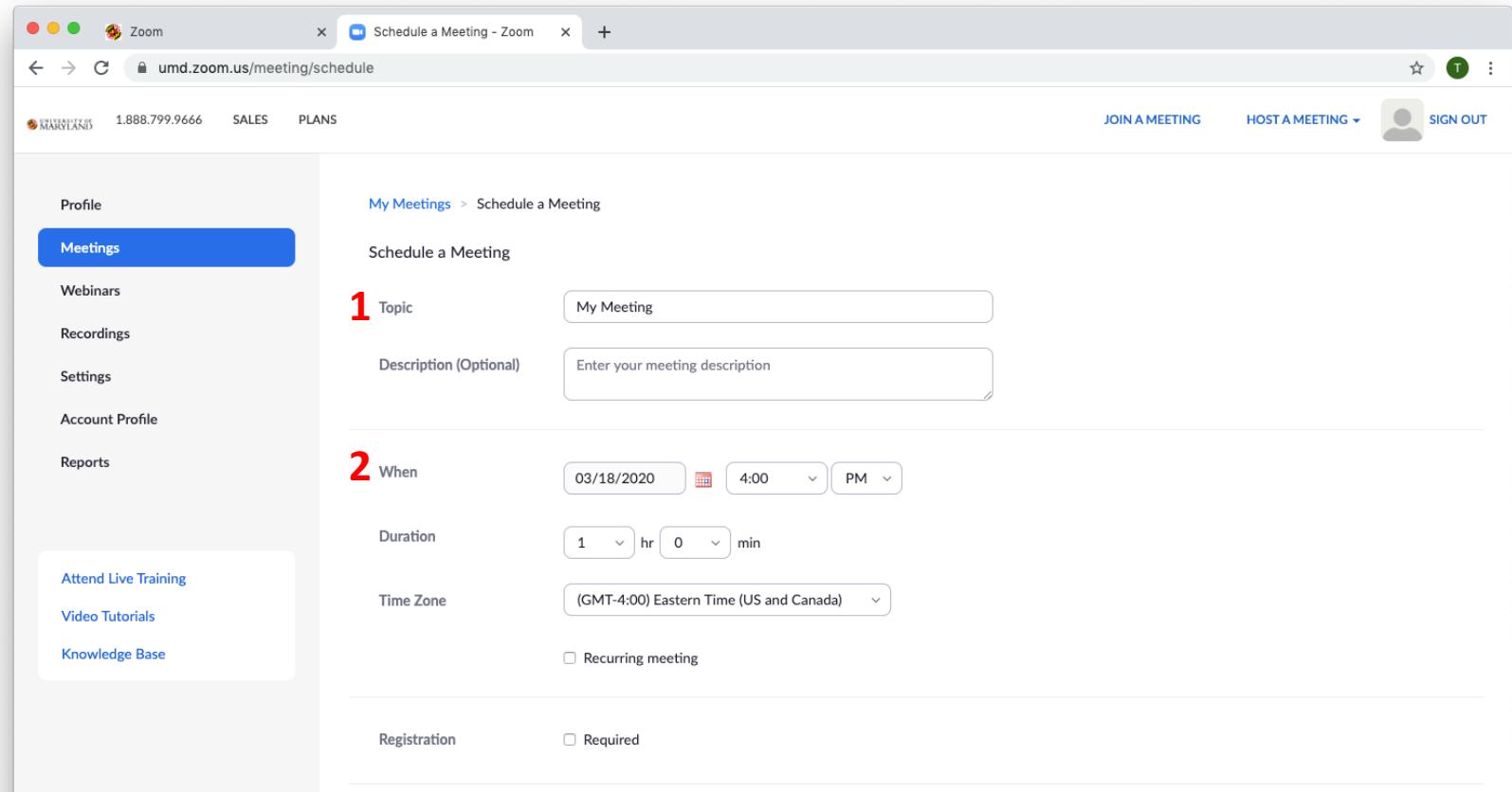
Start Time	Topic	Meeting ID
Tue, Mar 31 02:00 PM	Week 8 Lecture - Industrial Ecology	571-436-6575

- 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

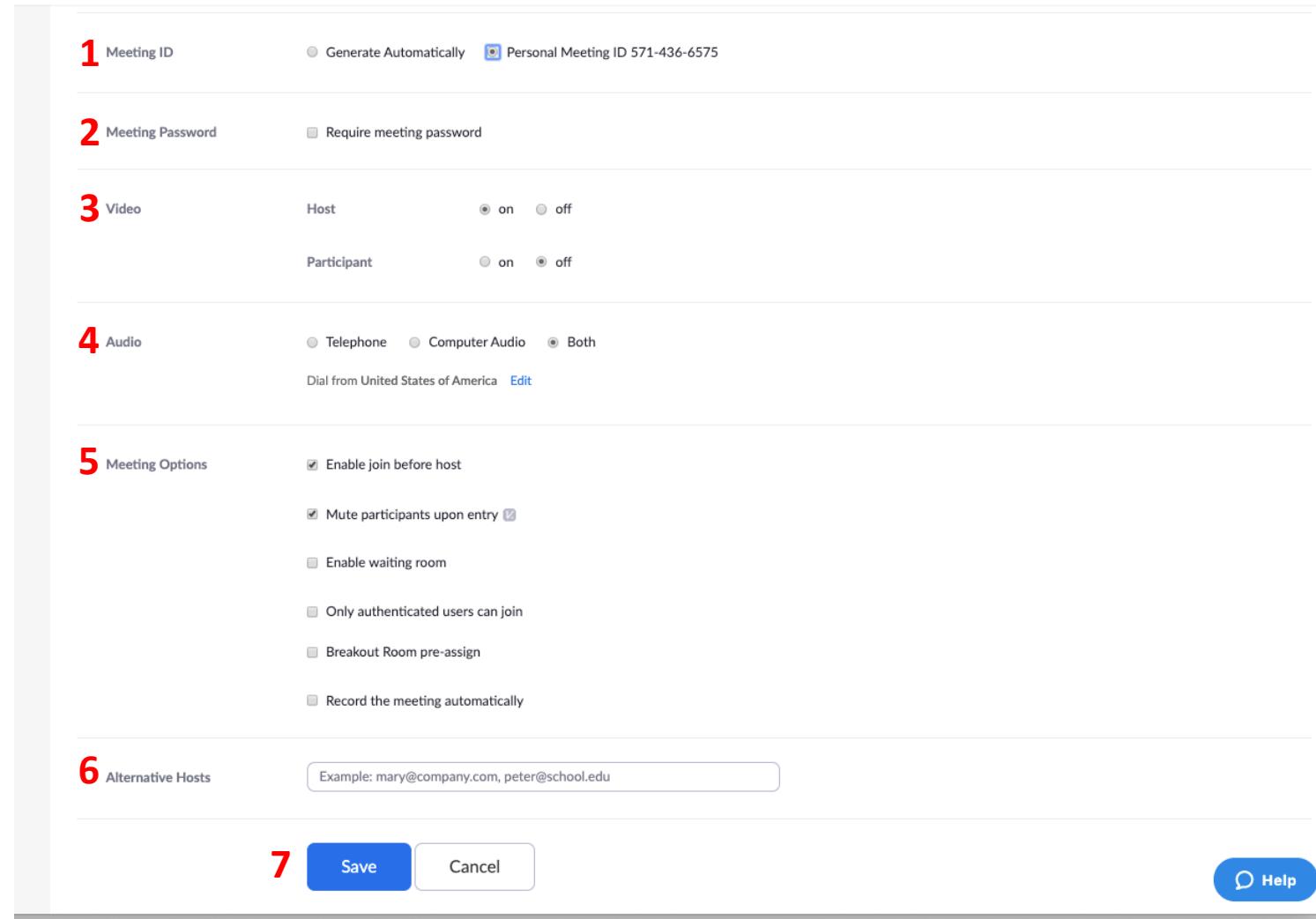


The screenshot shows the Zoom 'Schedule a Meeting' interface. The 'Meetings' tab is selected in the sidebar. The main form is filled out as follows:

- Topic:** My Meeting
- When:** 03/18/2020, 4:00 PM
- Duration:** 1 hr 0 min
- Time Zone:** (GMT-4:00) Eastern Time (US and Canada)
- Recurring meeting:**
- Registration:**  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

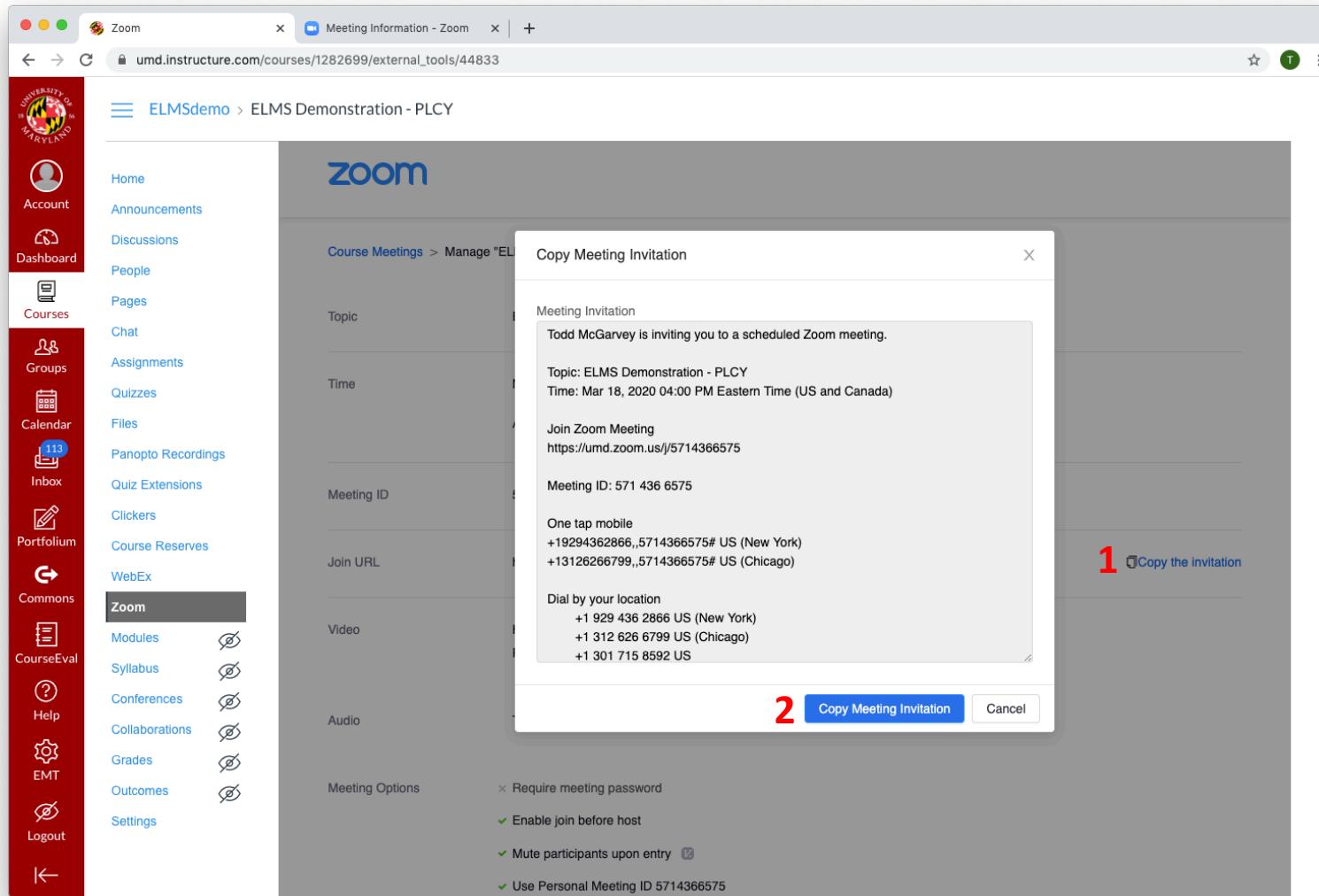


The screenshot shows the 'Additional Meeting Settings' page in Zoom. The settings are numbered 1 through 7:

- 1 Meeting ID**: Options to 'Generate Automatically' (selected) or enter a 'Personal Meeting ID' (571-436-6575).
- 2 Meeting Password**: Option to 'Require meeting password' (unchecked).
- 3 Video**: Host video is 'on', Participant video is 'off'.
- 4 Audio**: Audio source is 'Both' (selected), with a note to 'Dial from United States of America' and a 'Edit' link.
- 5 Meeting Options**:
  - Enable 'join before host' (checked).
  - Enable 'Mute participants upon entry' (checked).
  - Enable 'waiting room' (unchecked).
  - Only 'authenticated users can join' (unchecked).
  - Breakout Room pre-assign (unchecked).
  - Record the meeting automatically (unchecked).
- 6 Alternative Hosts**: A text input field with placeholder 'Example: mary@company.com, peter@school.edu'.
- 7 Save**: A blue button to save the settings.

- 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

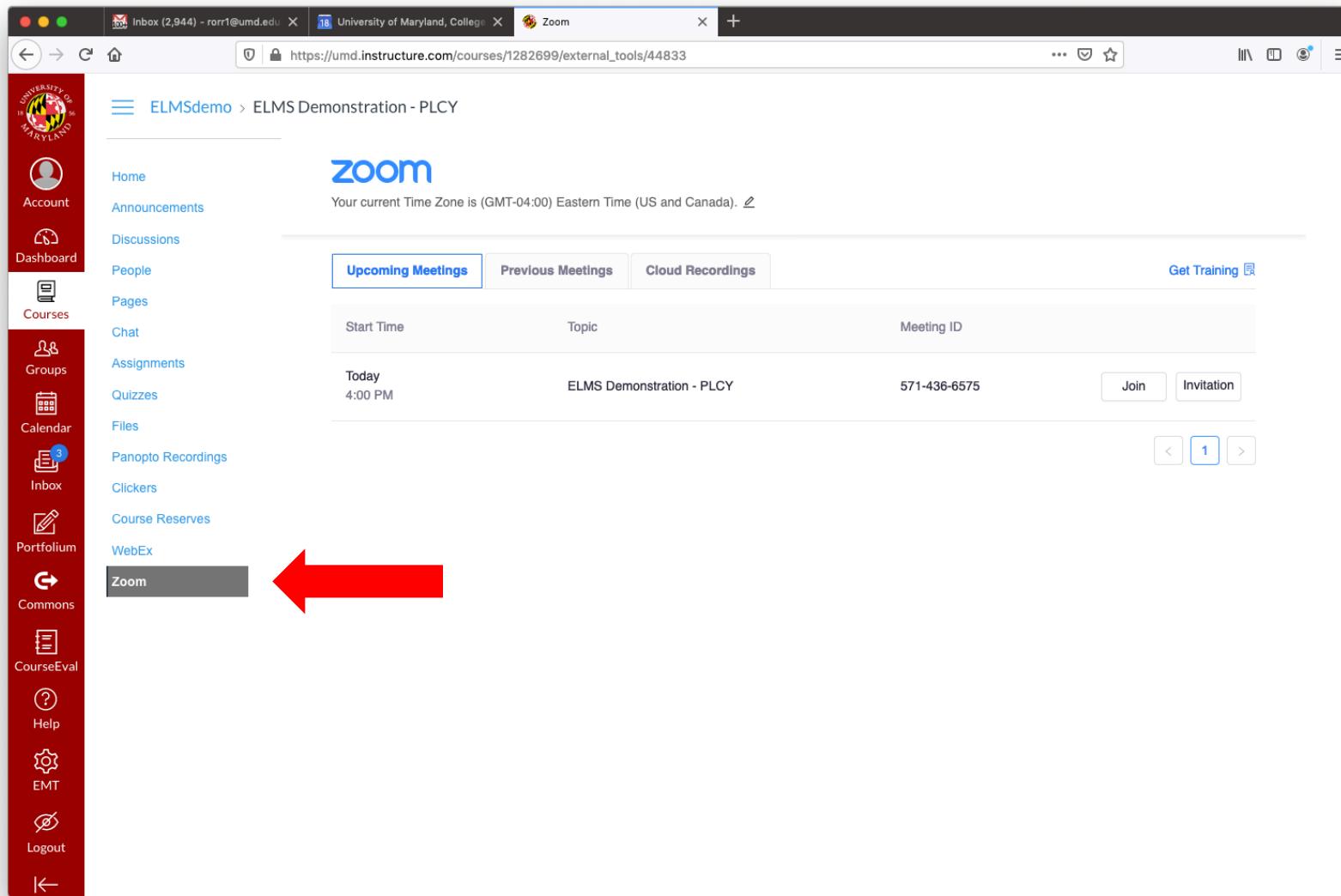
# 3a. Sharing meeting connection information – via Canvas



- Once you click “Save”, you will be presented with a confirmation of your meeting settings

- If you click “Copy the invitation”, you will be able to see all the relevant information needed to connect to the meeting
- Click “Copy Meeting Invitation” and you can then paste this in a Canvas Announcement or email to share with students

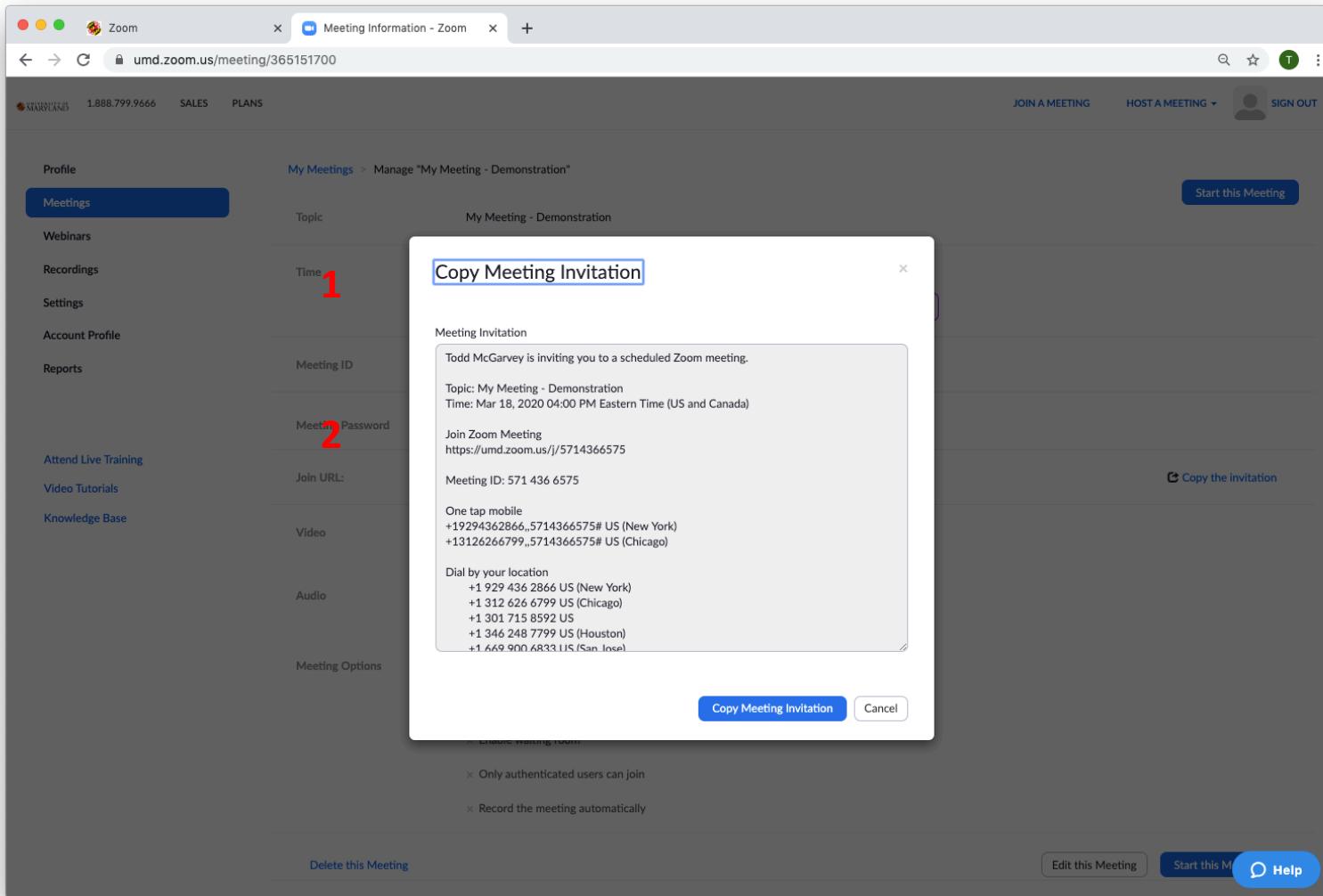
### 3a. Sharing meeting connection information – via Canvas (cont.)



The screenshot shows a web browser window with three tabs: 'Inbox (2,944) - rorr1@umd.edu', 'University of Maryland, College Park', and 'Zoom'. The 'Zoom' tab is active, displaying a Zoom meeting scheduled for 'ELMS demo' on 'ELMS Demonstration - PLCY' on 'Today' at '4:00 PM'. The meeting ID is '571-436-6575'. The 'Upcoming Meetings' tab is selected. The left sidebar of the Canvas course space includes links for Home, Account, Dashboard, Courses, Groups, Calendar, Inbox (with 3 notifications), Portfolio, Commons, CourseEval, Help, EMT, and Logout. The 'Zoom' link is highlighted with a red arrow pointing to it.

- 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

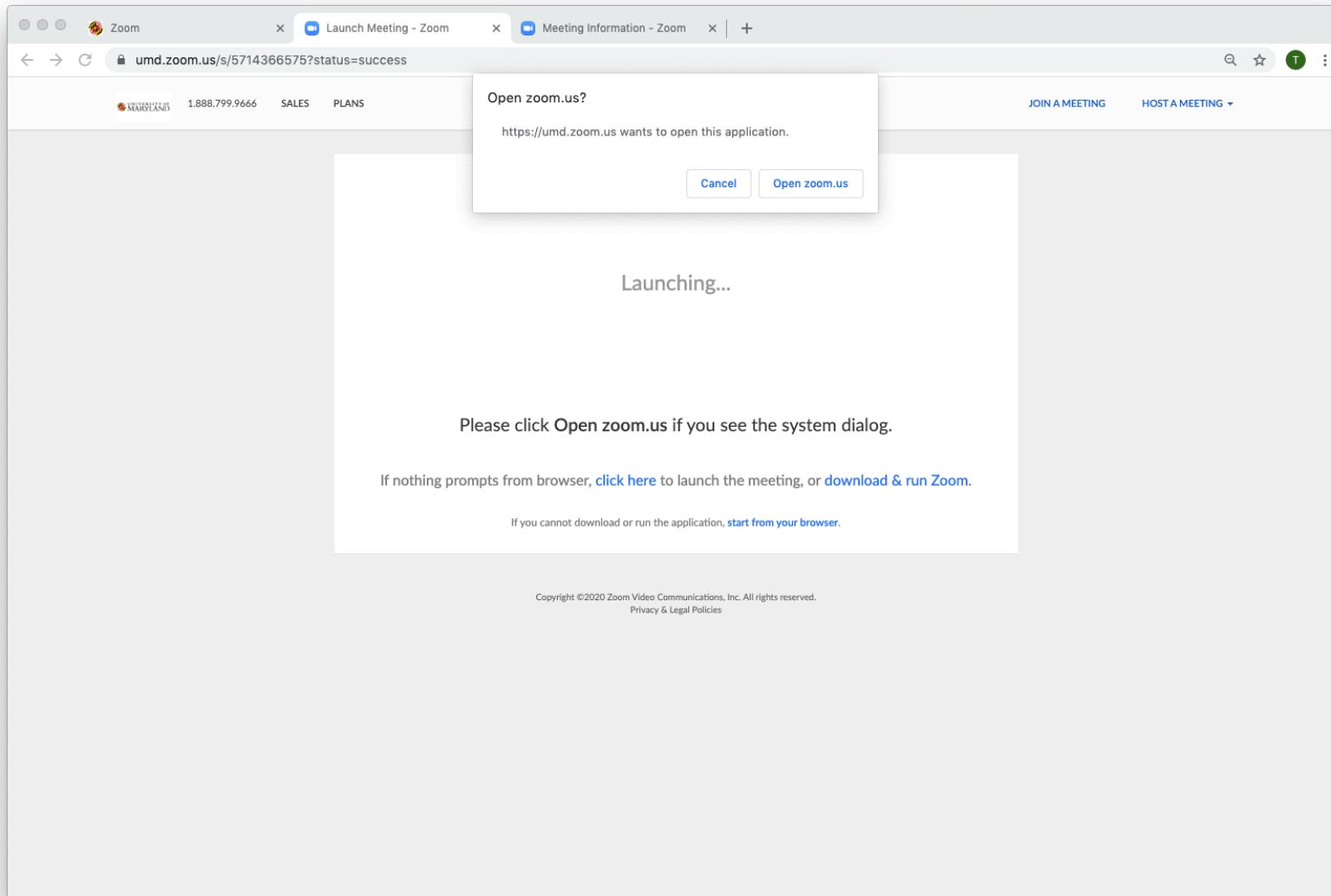
# Launching Zoom meetings

# 1a. Launching a Zoom meeting – via Canvas

The screenshot shows a Canvas course space for 'ELMSdemo > ELMS Demonstration - PLCY'. The left sidebar is open, showing various course tools. The 'Zoom' tool is selected, indicated by a red box and the number '1'. The main content area shows the 'Zoom' integration. The 'Upcoming Meetings' tab is selected, indicated by a red box and the number '2'. A meeting for 'ELMS Demonstration - PLCY' is listed with the following details: Start Time: Today 4:00 PM, Topic: ELMS Demonstration - PLCY, Meeting ID: 571-436-6575. There are 'Start' and 'Delete' buttons next to the meeting ID.

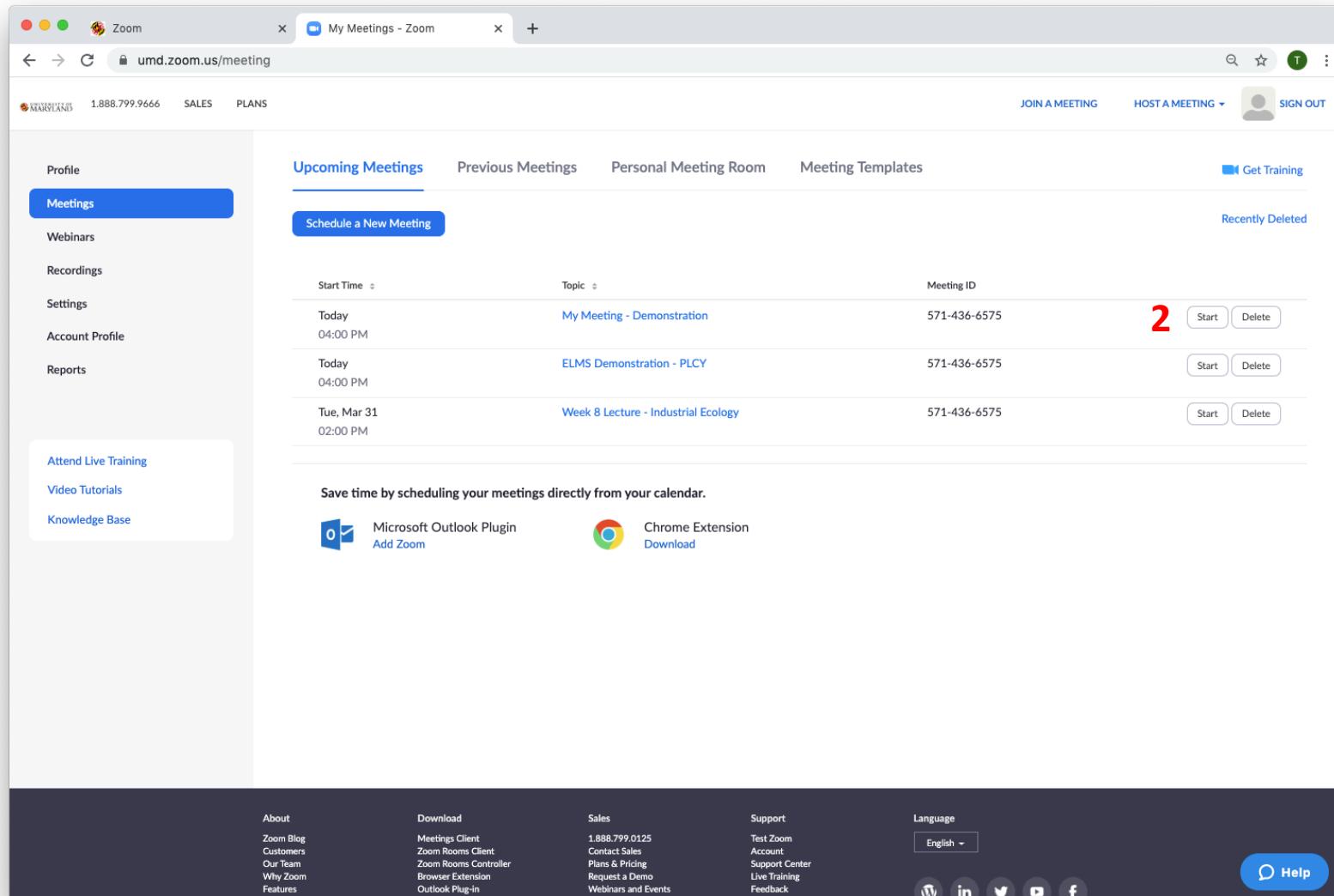
- 1 • In the Canvas course space for which you scheduled the meeting, select "Zoom" from the left-hand menu
- 2 • Locate the relevant meeting from the "Upcoming Meetings" tab, and click "Start"

# 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



1

2

Upcoming Meetings

Previous Meetings Personal Meeting Room Meeting Templates

JOIN A MEETING HOST A MEETING SIGN OUT

Get Training

Recently Deleted

Start Time	Topic	Meeting ID	Actions
Today 04:00 PM	My Meeting - Demonstration	571-436-6575	<b>Start</b> <b>Delete</b>
Today 04:00 PM	ELMS Demonstration - PLCY	571-436-6575	<b>Start</b> <b>Delete</b>
Tue, Mar 31 02:00 PM	Week 8 Lecture - Industrial Ecology	571-436-6575	<b>Start</b> <b>Delete</b>

Save time by scheduling your meetings directly from your calendar.

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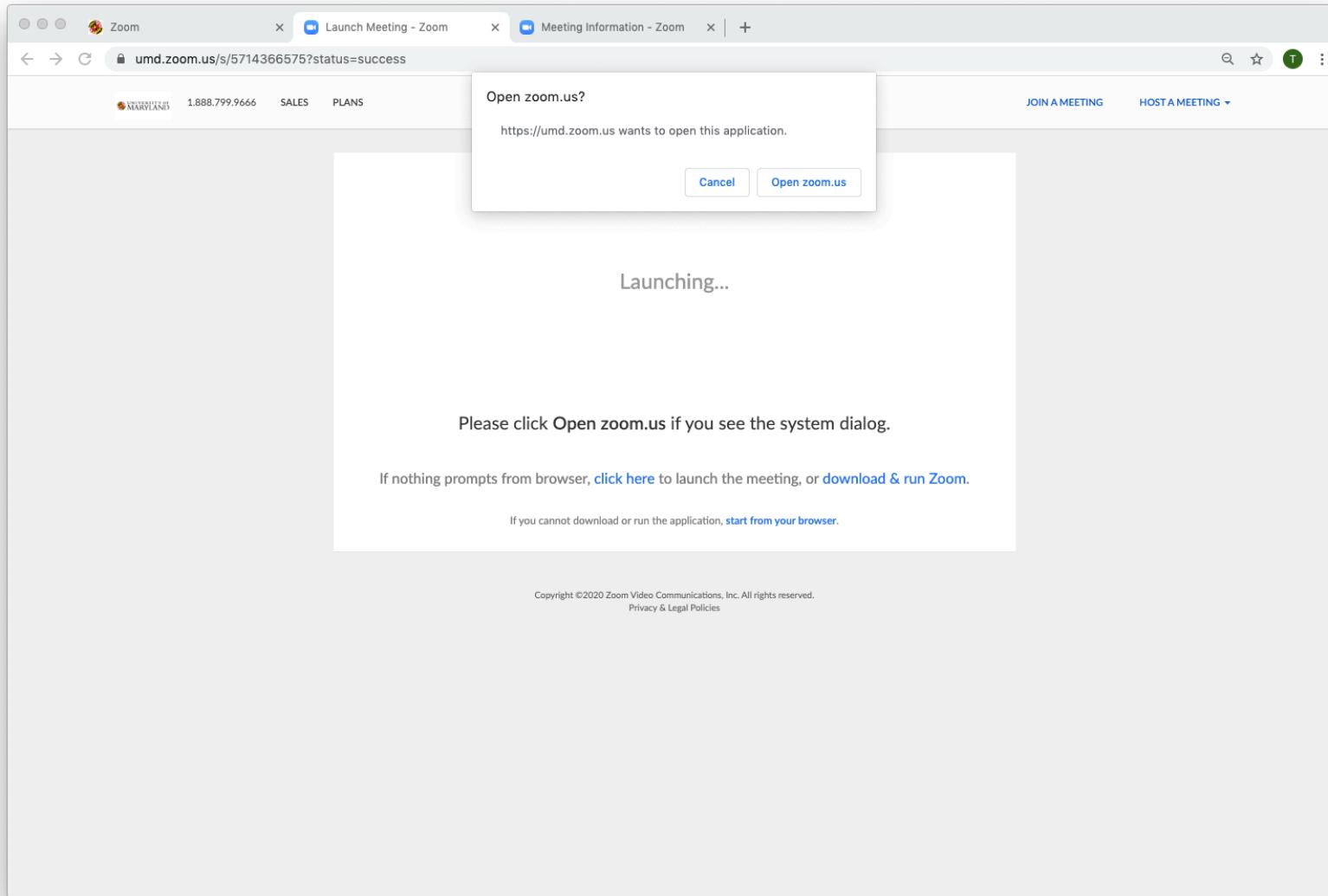
Language

English

Help

- Go to [umd.zoom.us](https://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”

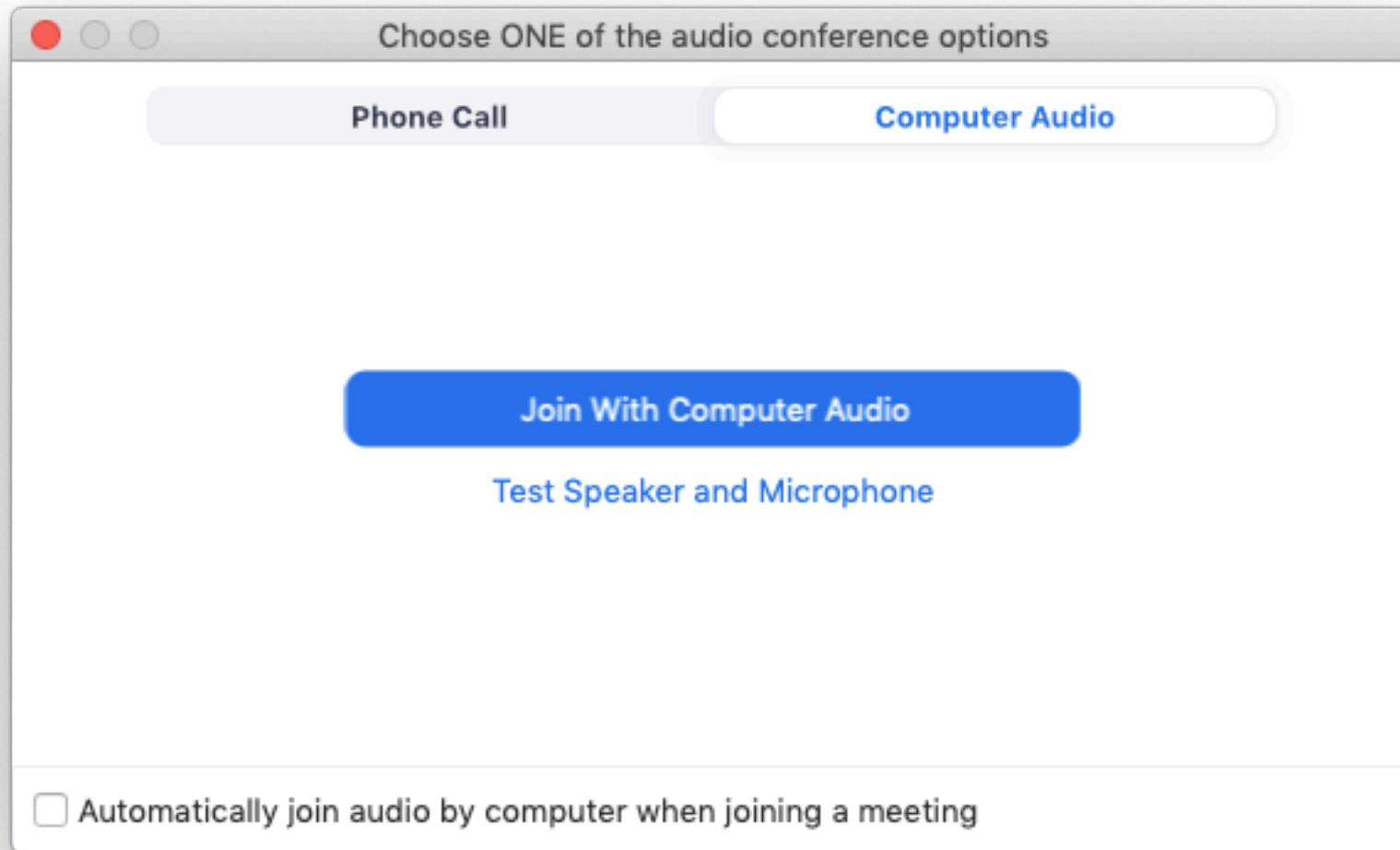
## 1b. Launching a Zoom meeting – via web portal (cont.)



- 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)

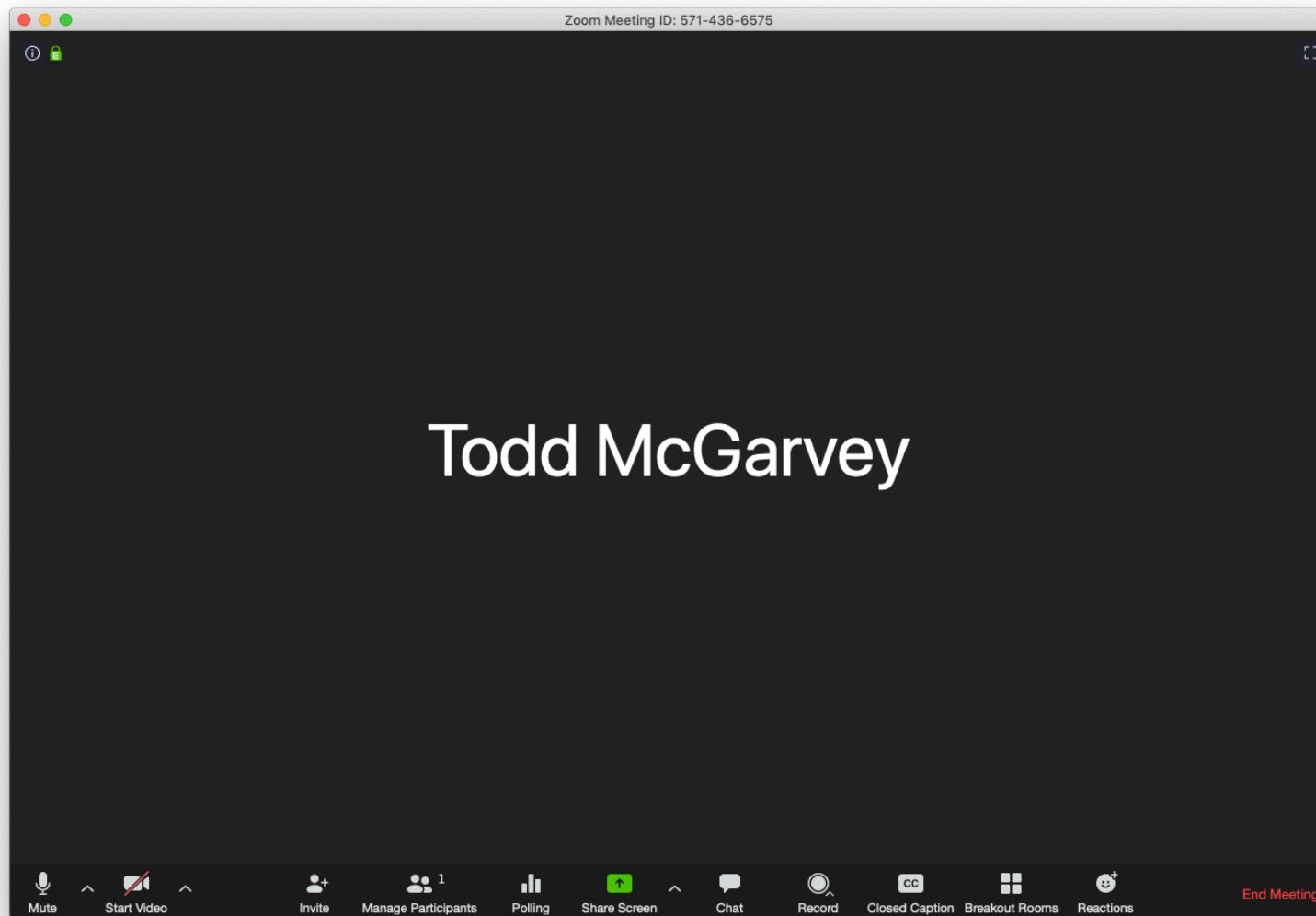
# Managing Zoom meetings

# 1. Connecting to the meeting



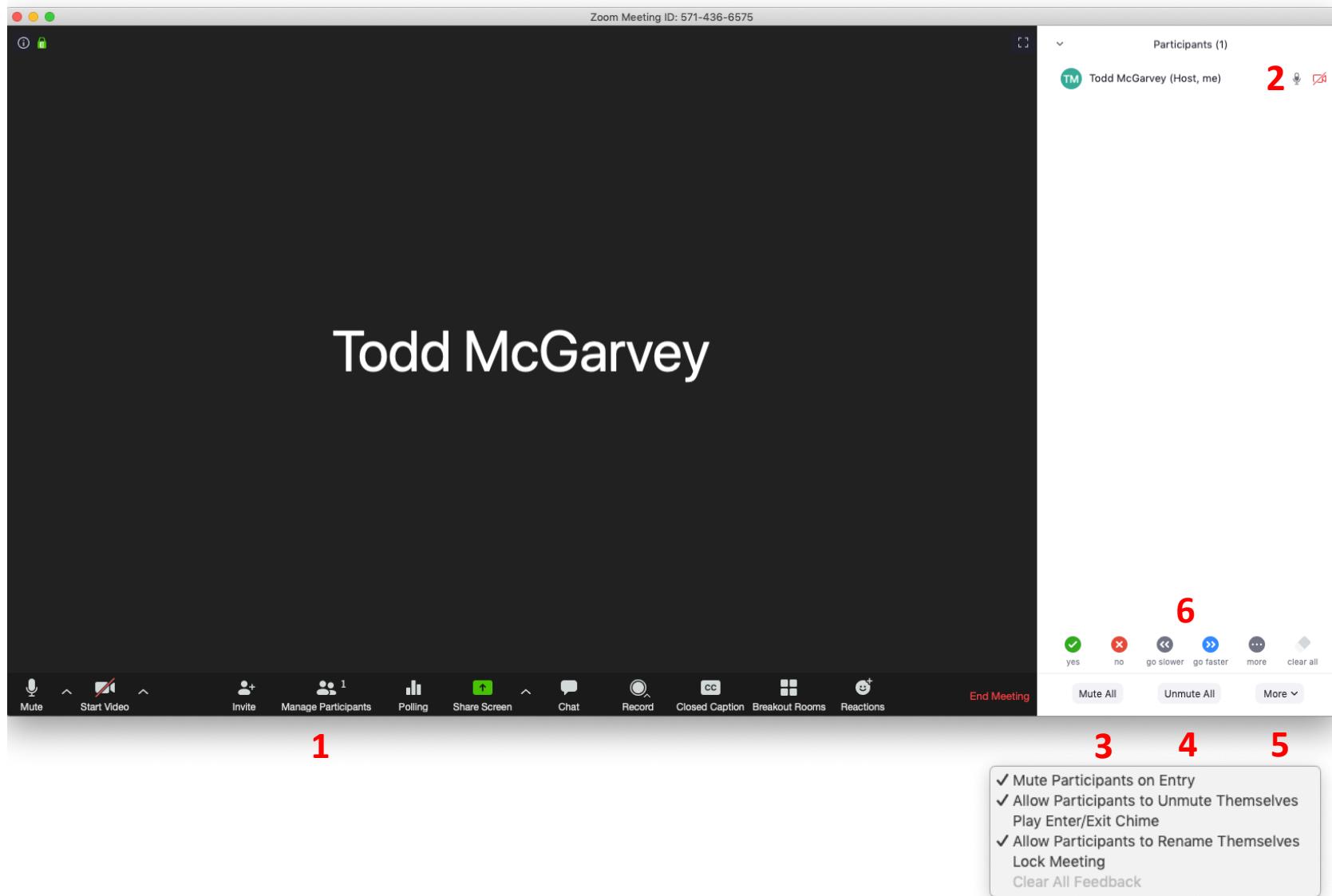
- Select to "Join with Computer Audio" (using your microphone and speaker) or to dial-in with your phone

## 2. Controlling basic settings



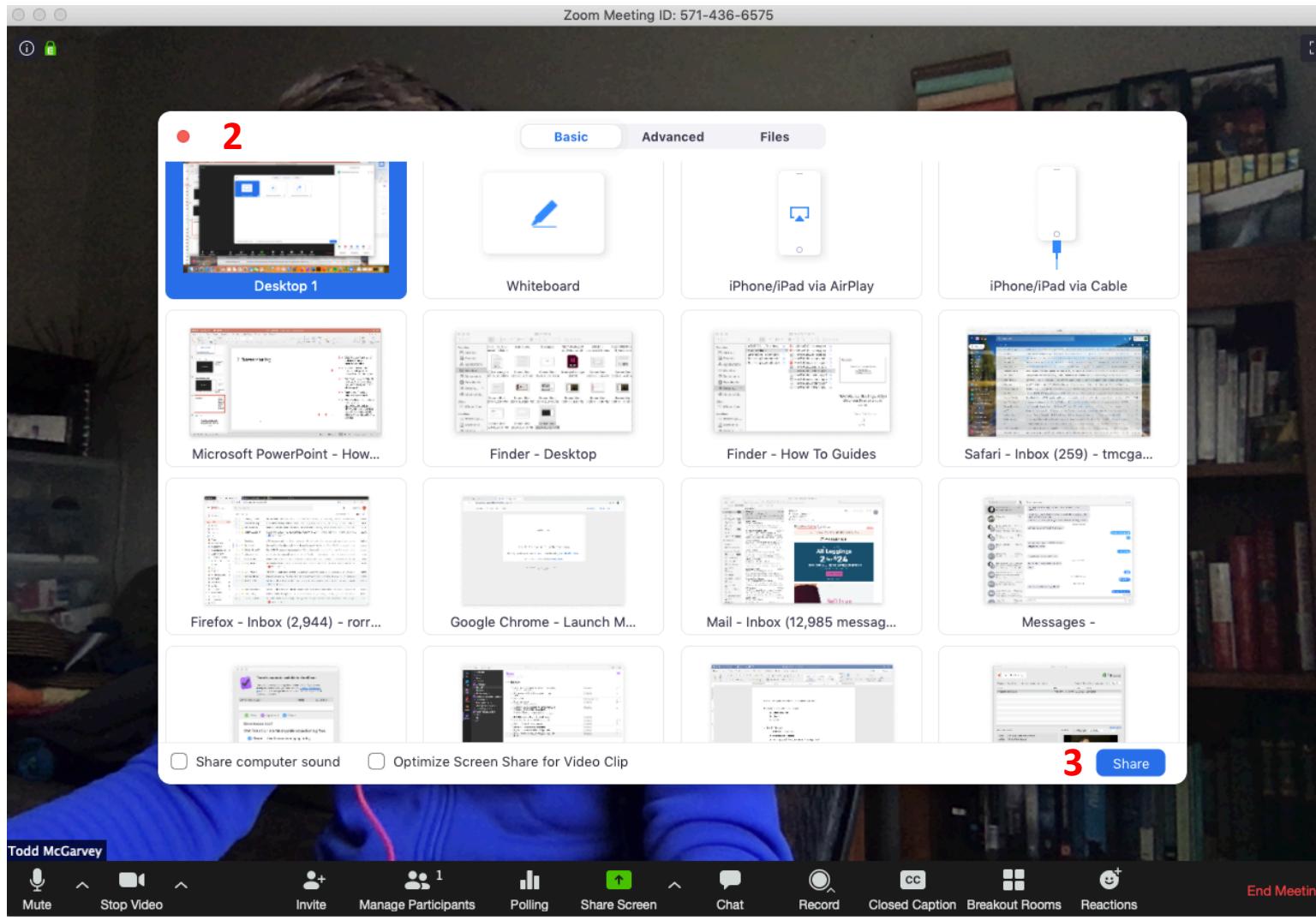
- 1 • Use the microphone button to mute and unmute your microphone
- 2 • Use the video button to start and stop your webcam

### 3. Managing meeting participants



- 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”

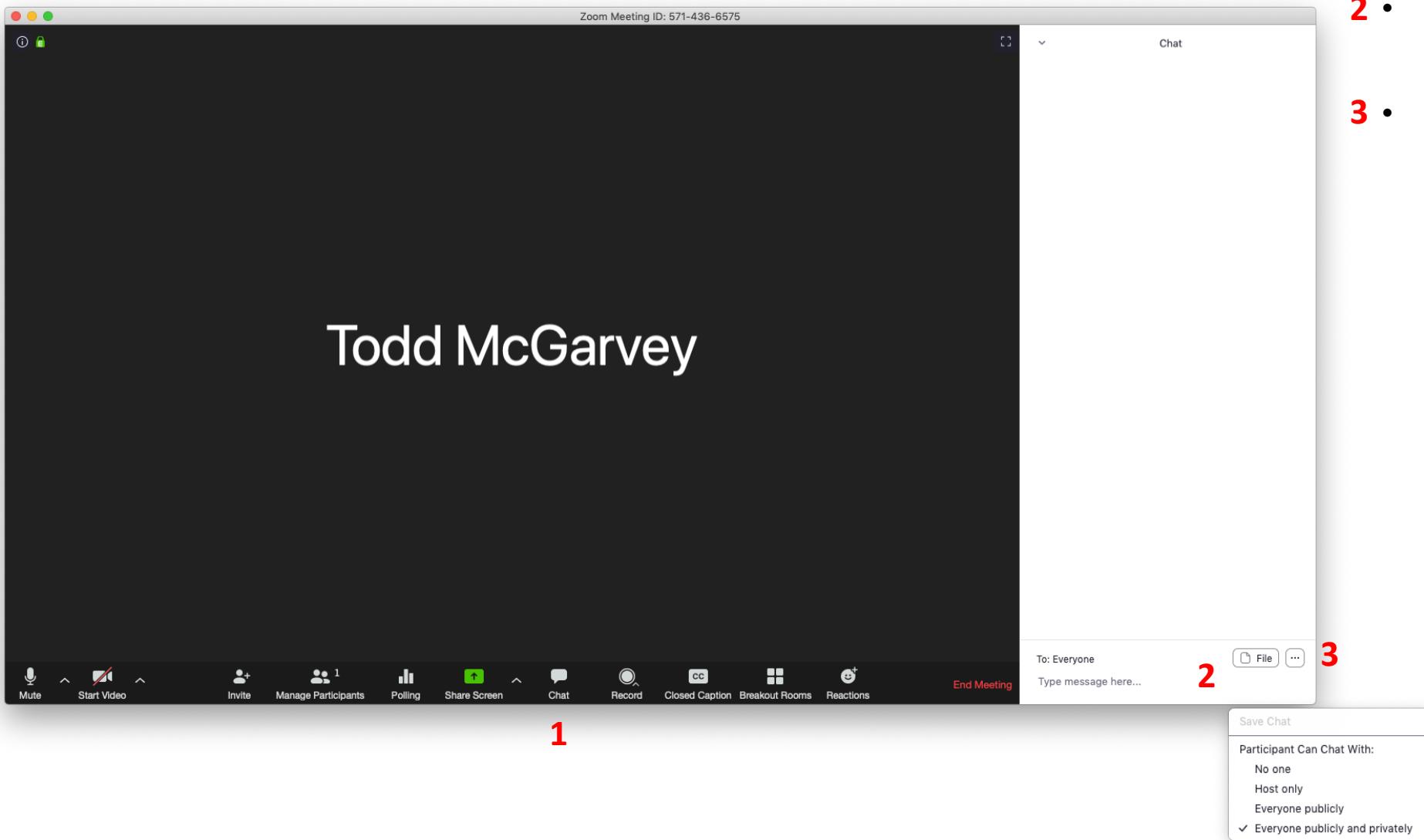
# 4. Screen sharing



1

- 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



The image shows a Zoom meeting interface. The main window displays a presentation slide with the text "Todd McGarvey". The navigation bar at the top includes "Mute", "Start Video", "Invite", "Manage Participants" (with a count of 1), "Polling", "Share Screen", "Chat" (highlighted in red), "Record", "Closed Caption", "Breakout Rooms", "Reactions", and "End Meeting". The "Chat" button is numbered "1". A separate "Chat" window is open on the right, showing the message input field "Type message here..." and a "Save Chat" dropdown menu. The "Save Chat" menu is numbered "3" and contains the following options: "Participant Can Chat With:" with "Everyone publicly and privately" checked, and "Everyone publicly", "Host only", and "No one" as other options. The "Type message here..." input field is numbered "2".

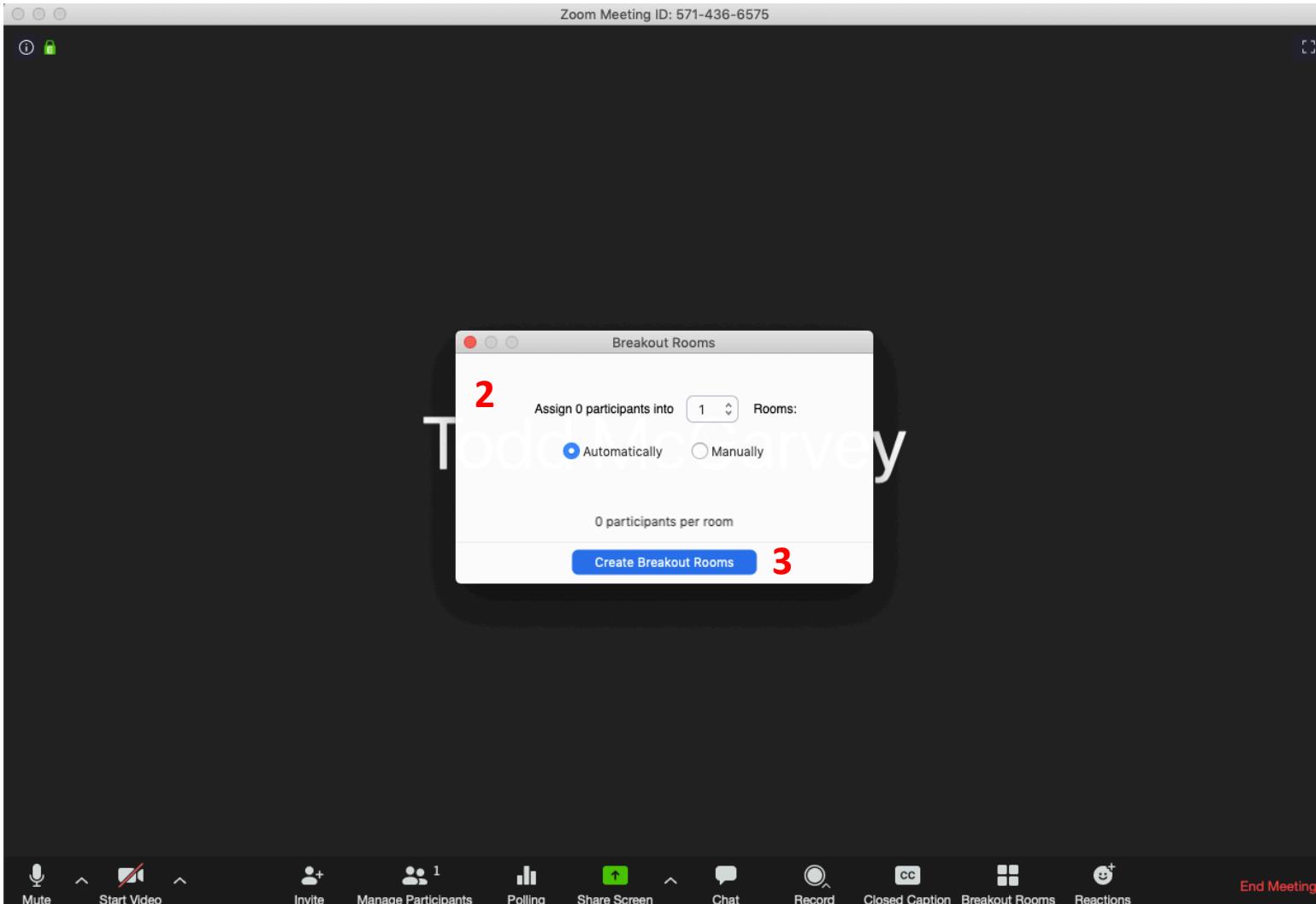
- 1** • Click “Chat” to open the chat window
- 2** • Enter a message you would like to send to all meeting participants
- 3** • Click on the “...” to set how participants (students) can use the chat feature
  - “No One” – they can’t send any messages
  - “Host only” – they can only send messages to you
  - “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

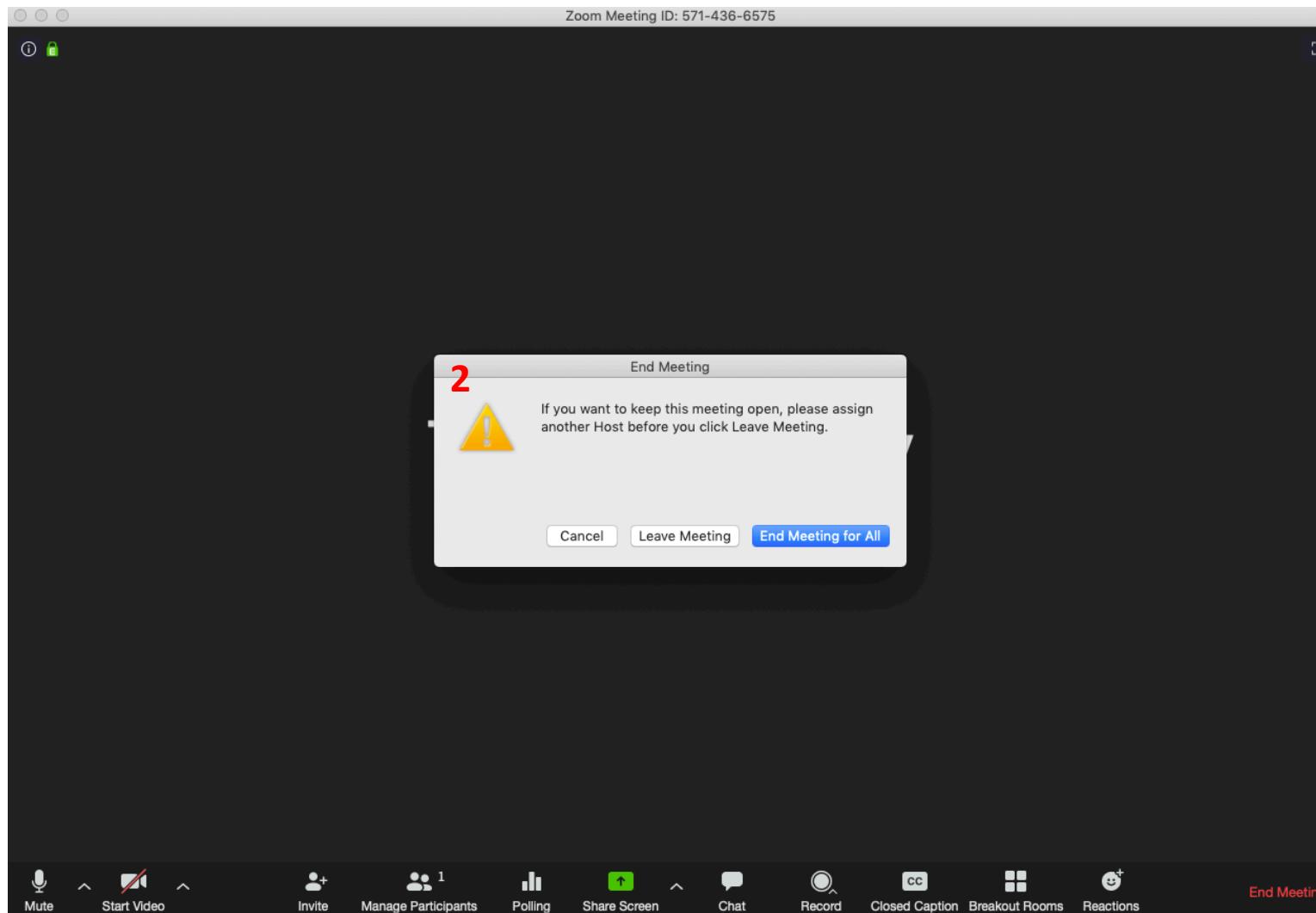
**1** • Click “Breakout Rooms”

**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