# Zoom Instructions for a Synchronous Online Course

To create a Zoom meeting for a synchronous online course, <u>you must be the Teacher in the Canvas course</u>. Please follow these steps:

- Login to eCourses (Canvas). You do not need to login to Zoom directly. Your Canvas account is synced with your PV Zoom account.
- From the Dashboard select/open the course you want to create a Zoom meeting(s) for.
- On the Course Navigation Menu, click on Zoom. Please note, your menu items may be in a different order than the example below. You may need to scroll down to find it.
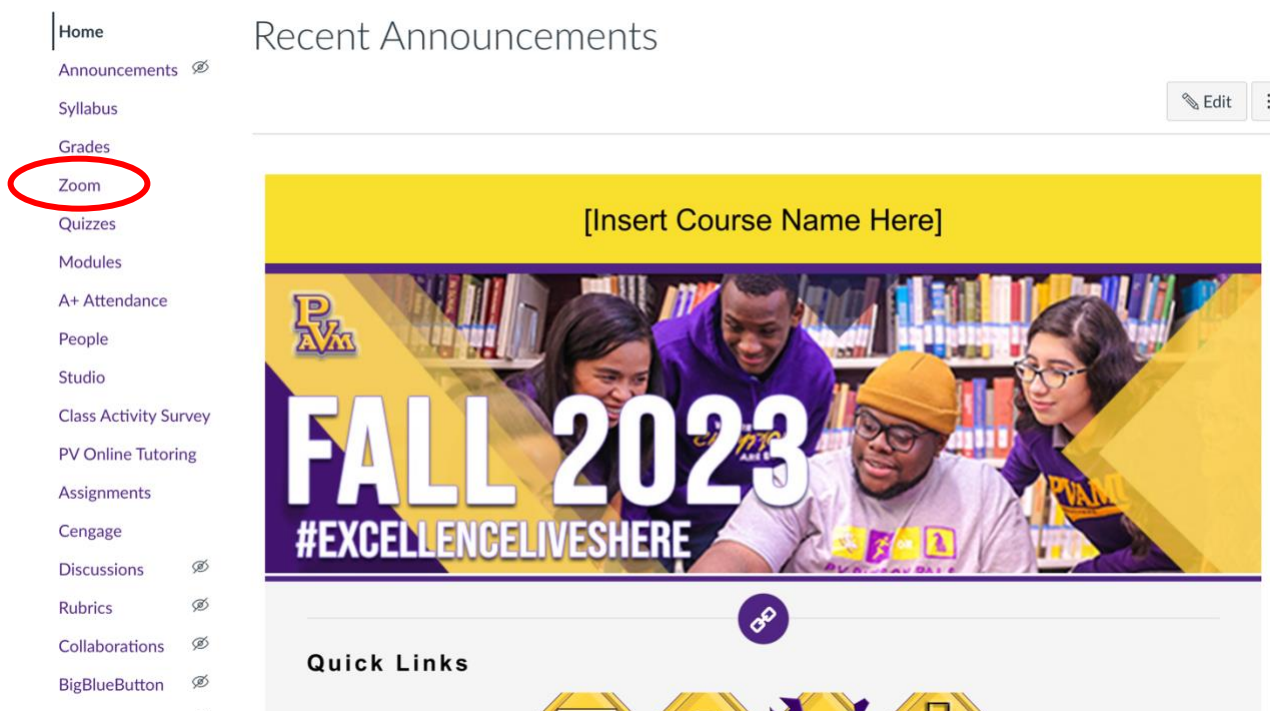
The next screen will look like this:
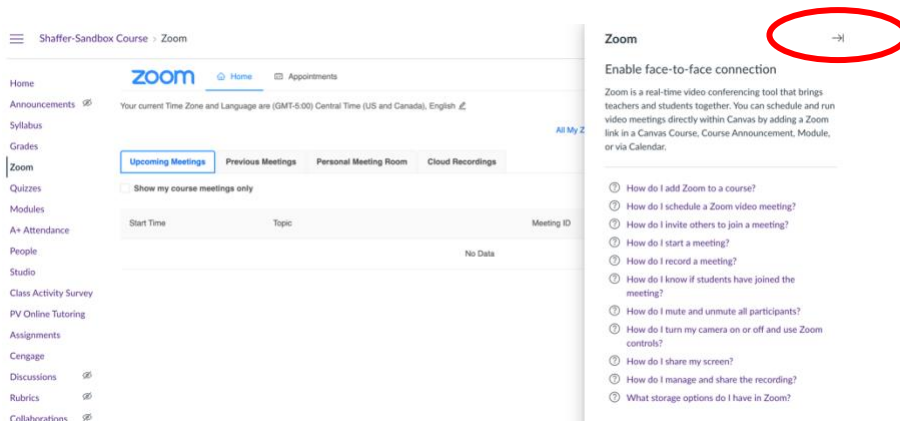
![zoom]

- This will open your synced Zoom account. Click this symbol →| in the upper right corner to close the pop-out help window.
- Click the checkbox for Show my course meetings only – this will filter out those that do not correspond to this specific course.

From here, you just schedule a meeting like you do when you log directly into Zoom and schedule a meeting. Here are the steps:

- Click Schedule a New Meeting (upper right corner)

ZOOM

- On the next screen, complete the following information:

zoom ⌂ Home   🗓 Appointments

Course Meetings > Schedule a Meeting

Topic
EDTC 5301, Section Z01/Mondays 6-8:50pm

> 1. It's a good idea to enter at least the course code, section number, Day of the week and times that the course meets.

Description (Optional)
Enter your meeting description

When
08/28/2023   6:00   PM

> 2. Enter the course start date and time or the date and time you want the first Zoom meeting to occur.

> 3. Enter the time duration of the class.

Duration
3   hr   0   min

Time Zone
(GMT-5:00) Central Time (US and Canada)

> 4. Click the Recurring meeting checkbox to schedule a meeting for more than one class meeting. This will create the same link for all

☑ Recurring meeting   **Every week on Mon, until Oct 5, 2023, 6 occurrence(s)**

Recurrence
Weekly

Repeat every
1   week

Occurs on
Sun   ☑ Mon   Tue   Wed   Thu   Fri   Sa

End Date
◉ By   10/05/2023   ○ After   15   occurrence

> 5. For Recurrence: select the option for how often the class meets.
> 6. Repeat: select 1 for week.
> 7. Select the checkbox next to the day(s) of the week.
> 8. By: enter how many occurrences (16 for a full semester) or date of the last class meeting.

The above items are required. There are additional options that you may want to consider – you made need to scroll down to see them:

zoom

Registration	☐ Required

Security	☑ Passcode 🔒 `771296`
	Only users who have the invite link or passcode can join the meeting
	☐ Waiting room
	Only users admitted by the host can join the meeting
	☐ Only authenticated users can join meetings

Video	Host	⦿ on ○ off
	Participant	⦿ on ○ off

> Of these items, it is recommended to change the Video options from Off (default) to On.

Audio	○ Telephone ○ Computer Audio ⦿ Telephone and Computer Audio

Meeting Options	☐ Enable join before host 🔒
	☑ Mute participants upon entry 🔲
	☑ Allow screen sharing
	One participant can share at a time
	Who can share?: Host Only
	Edit
	☐ Breakout Room pre-assign
	☐ Record the meeting automatically

- Once the information has been entered, click Save at the bottom of the screen.
- You will then see the confirmation.

ZOOM

⌂ Home   ▭ Appointments

Course Meetings > Manage "EDTC 5301, Section Z01/Mondays, 6-8:50pm"

Topic	EDTC 5301, Section Z01/Mondays, 6-8:50pm
Time	Aug 28, 2023 6:00 PM Central Time (US and Canada)
	Every week on Mon, until Oct 9, 2023, 7 occurrence(s) Show all occurrences
	Add to [31 Google Calendar] [O Outlook Calendar (.ics)] [Y! Yahoo Calendar]
Meeting ID	992 6448 1431
Invite Attendees	Join URL: https://pvpanther.zoom.us/j/99264481431?pwd=SC9MTDYzVTlKMmVkd3RmS1VVMTE0QT09
Security	✓ Passcode ******** Show ✕ Waiting room
	✕ Only authenticated users can join meetings
Video	Host on
	Participant on
Audio	Telephone and Computer Audio
Meeting Options	✕ Enable join before host
	✓ Mute participants upon entry ▨
	✓ Allow screen sharing
	One participant can share at a time
	Who can share?: Host Only
	✕ Breakout Room pre-assign
	✕ Record the meeting automatically

[🗑 Delete this Meeting]   [✎ Edit this Meeting]   [Start this Meeting]

- The recurring Zoom meeting is now scheduled. If you refresh your browser or click Zoom again on the Course Navigation menu, you will see the Upcoming Meetings tab in the course, with the meetings listed.

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- When the Teacher is ready to start a Zoom session for the class, they can either login to this Canvas course, where they will only see the scheduled Zoom sessions for this class, or they can login to Zoom using https://pvpanther.zoom.us/. This option allows the user to see all scheduled Zoom meetings scheduled, not just those for this class.
- The benefit for students is that they do not need to try to find the notification from the instructor in email, or however the instructor notified the student. They can simply login to eCourses, open this course, click Zoom and see the Zoom meetings, and click on the appropriate date and time.

Any questions, please call CIITS at 936-261-3283 or email at CIITS@pvamu.edu.