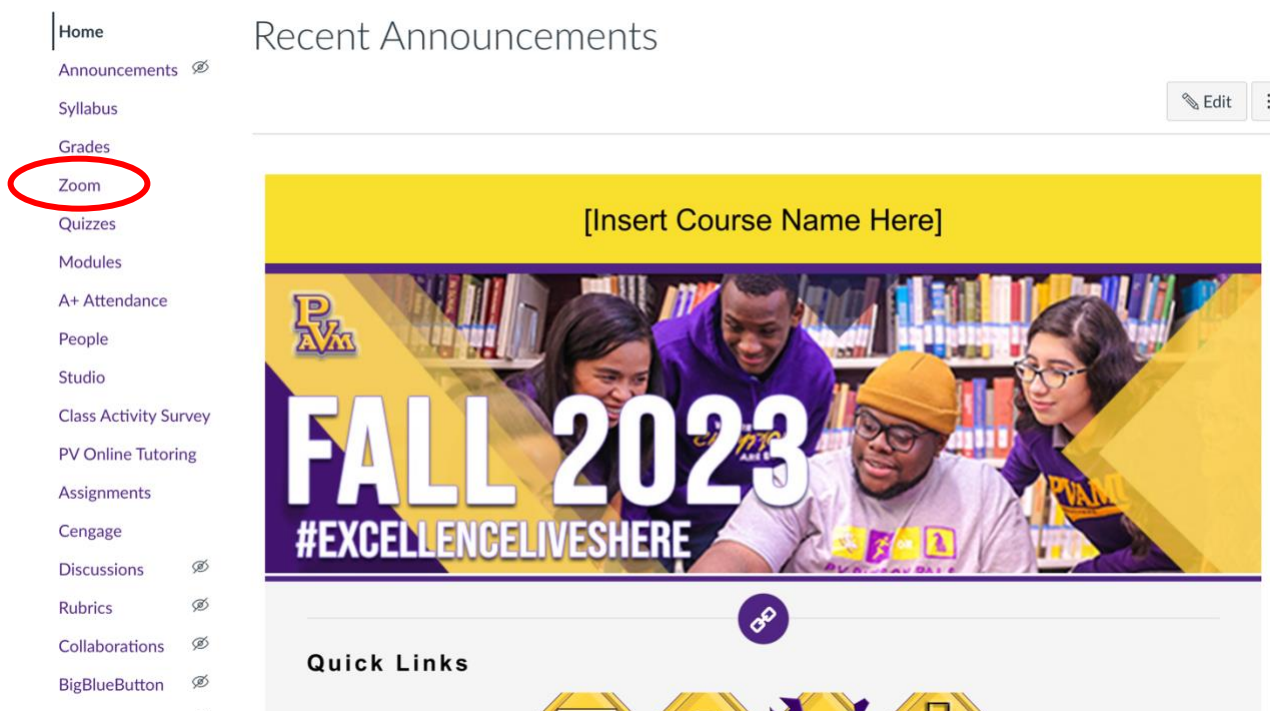




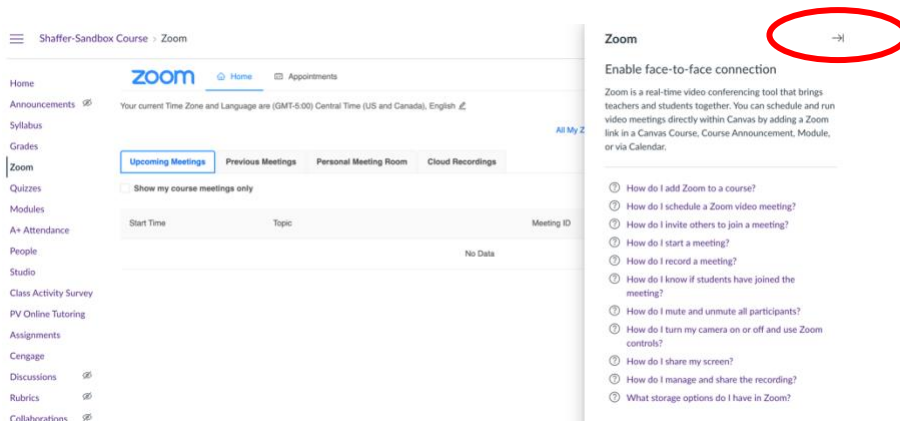
Zoom Instructions for a Synchronous Online Course

To create a Zoom meeting for a synchronous online course, you must be the Teacher in the Canvas course. 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:





- 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.

The screenshot shows the Zoom account dashboard. At the top, there is a navigation bar with the Zoom logo, a 'Home' link with a house icon, and an 'Appointments' link with a calendar icon. Below this, a status line reads 'Your current Time Zone and Language are (GMT-5:00) Central Tin'. There are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Personal Meetings'. Under the 'Upcoming Meetings' tab, there is a checkbox labeled 'Show my course meetings only' which is checked and circled in red. Below the checkbox is a table header with two columns: 'Start Time' and 'Topic'.

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)

The screenshot shows the Zoom account dashboard. At the top, there is a language selector set to 'English' with an edit icon. Below this, there is a navigation bar with 'All My Zoom Meetings/Recordings' and a blue button labeled 'Schedule a New Meeting' which is circled in red. To the right of the button is a three-dot menu icon. Below the navigation bar, there is a 'My Recordings' tab and a 'Get Training' link with a document icon. Below this, there is a table header with a column labeled 'Meeting ID'. The table content shows 'No Data'.

- On the next screen, complete the following information:

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

3. Enter the time duration of the class.

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

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:



Registration

Required

Security

Passcode 

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 [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID **992 6448 1431**

Invite Attendees **Join URL: <https://pvpanther.zoom.us/j/99264481431?pwd=SC9MTDYzVTIKMmVkd3RmS1VVMTE0QT09>**

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.



zoom

Home

Appointments

Your current Time Zone and Language are (GMT-5:00) Central Time (US and Canada), English

All My Zoom Meetings/Recordings

Schedule a New Meeting



Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

Get Training

Show my course meetings only

Start Time	Topic	Meeting ID	
Mon, Aug 28 (Recurring) 6:00 PM	EDTC 5301, Section Z01/Mondays, 6-8:50pm	992 6448 1431	Start Delete
Mon, Sep 4 (Recurring) 6:00 PM	EDTC 5301, Section Z01/Mondays, 6-8:50pm	992 6448 1431	Delete
Mon, Sep 11 (Recurring) 6:00 PM	EDTC 5301, Section Z01/Mondays, 6-8:50pm	992 6448 1431	Delete
Mon, Sep 18 (Recurring) 6:00 PM	EDTC 5301, Section Z01/Mondays, 6-8:50pm	992 6448 1431	Delete
Mon, Sep 25 (Recurring) 6:00 PM	EDTC 5301, Section Z01/Mondays, 6-8:50pm	992 6448 1431	Delete
Mon, Oct 2 (Recurring) 6:00 PM	EDTC 5301, Section Z01/Mondays, 6-8:50pm	992 6448 1431	Delete
Mon, Oct 9 (Recurring) 6:00 PM	EDTC 5301, Section Z01/Mondays, 6-8:50pm	992 6448 1431	Delete

- 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.