# Hosting live (synchronous) sessions

**Covered in this guide:**

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

University of Maryland — School of Public Policy

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



- 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
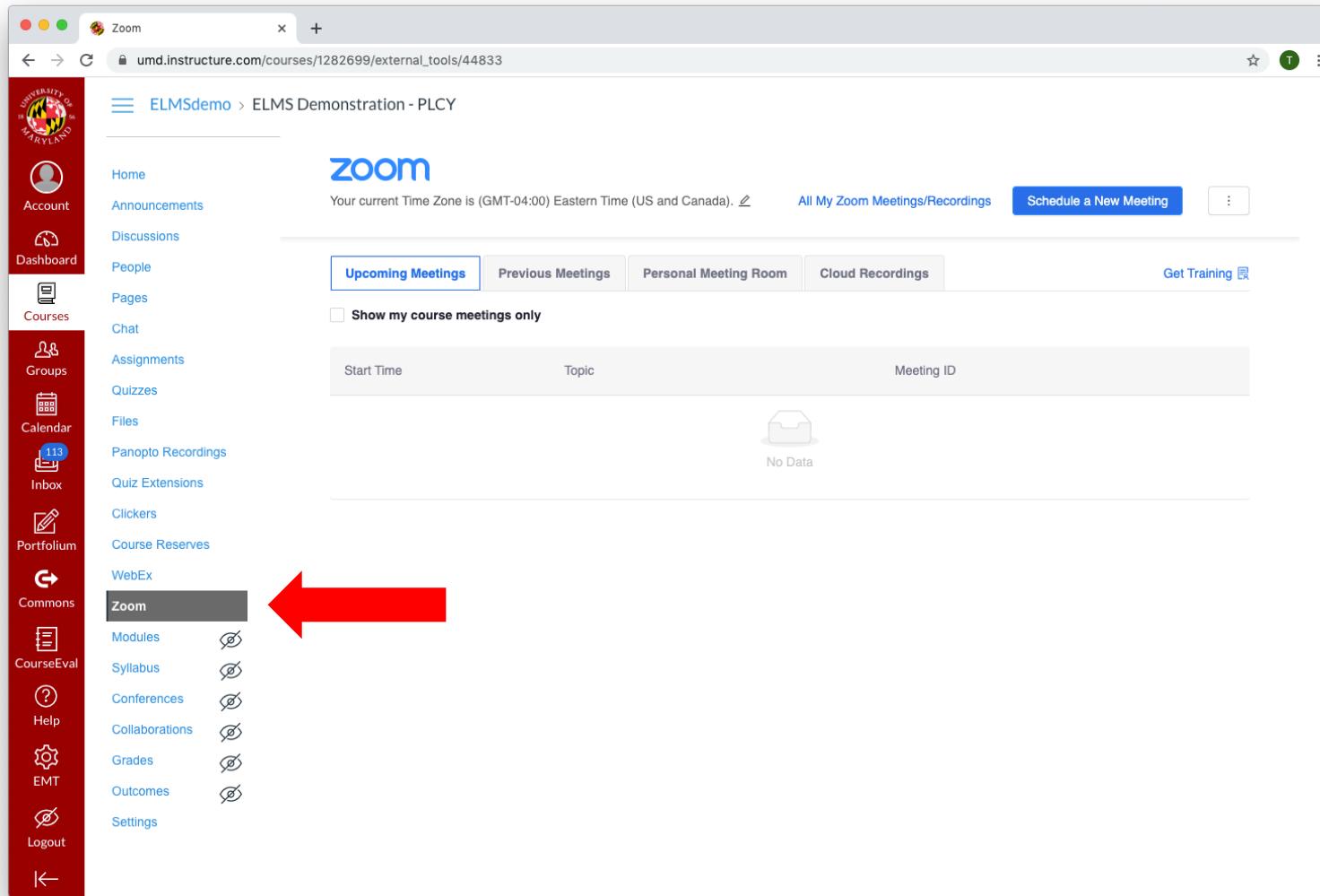


- Select *Zoom* from the left-hand side menu

- 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
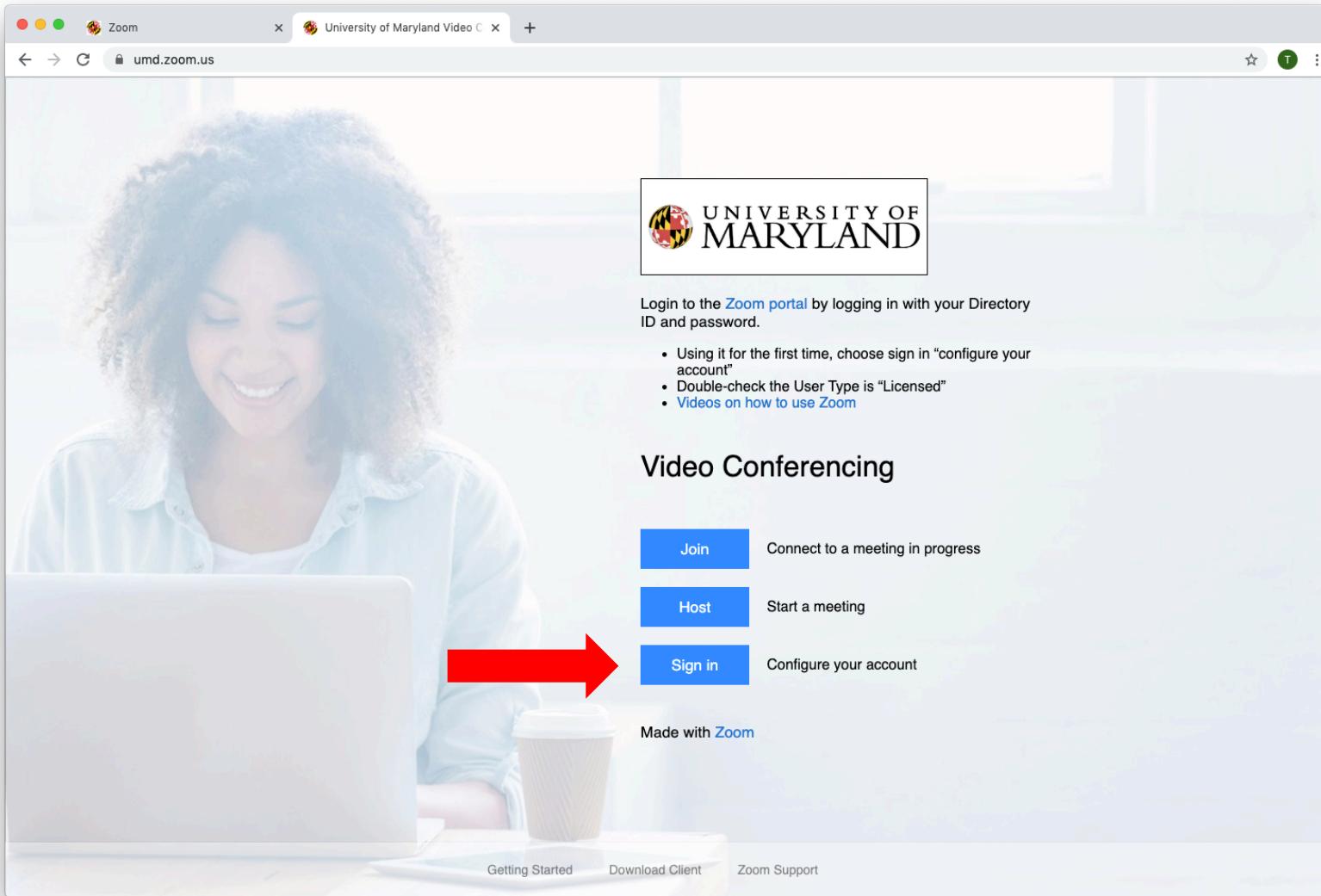


- Go to **umd.zoom.us** in your web browser

- Choose to "Sign In" and log in using your University ID, password, and complete the Duo multi-factor authentication

# 2. Schedule a new meeting



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
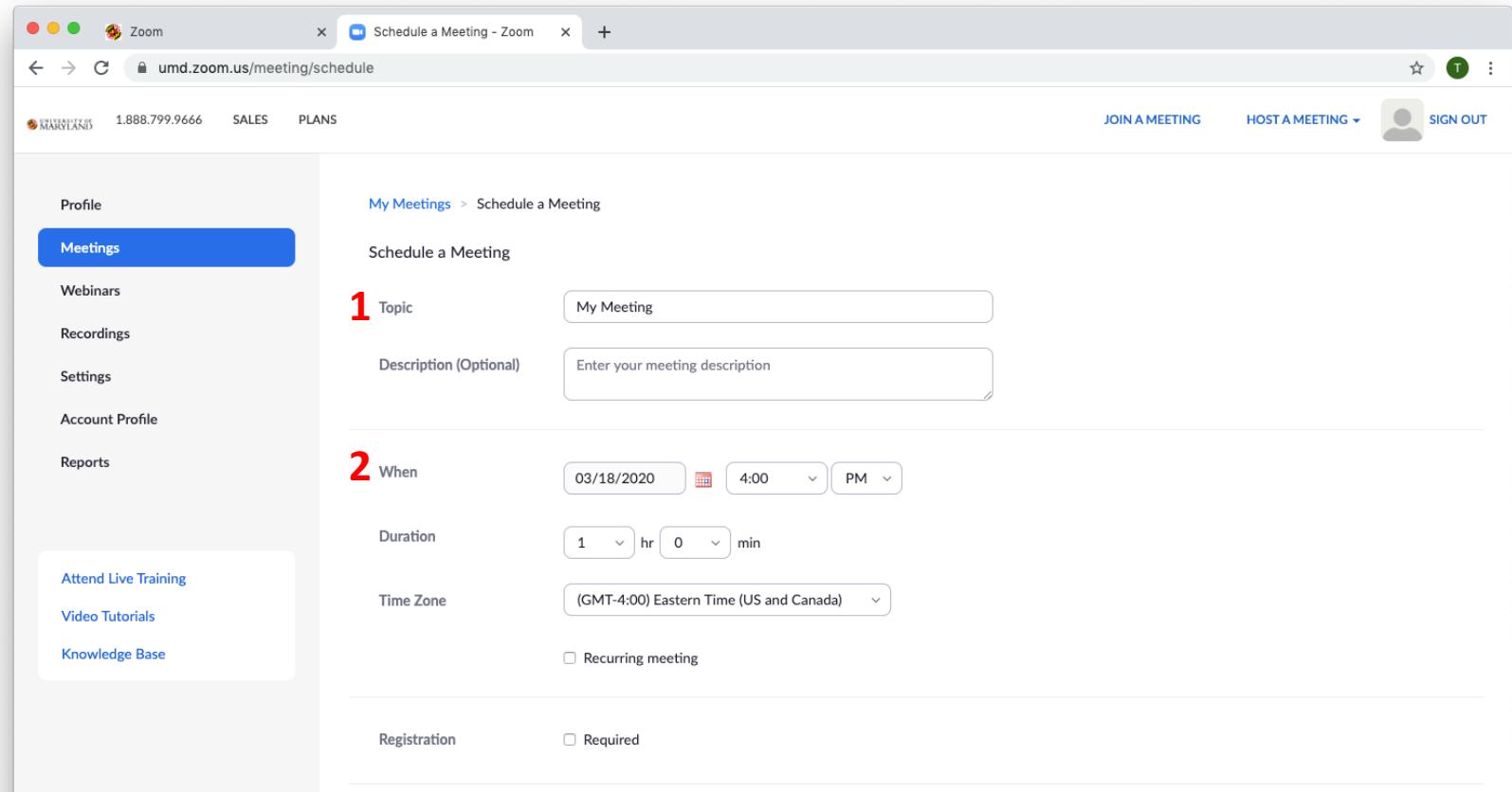


1 • Enter a topic for your meeting (and description if desired)

2 • Specify a date, time, and duration for your meeting

# 2. Specify additional meeting settings



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
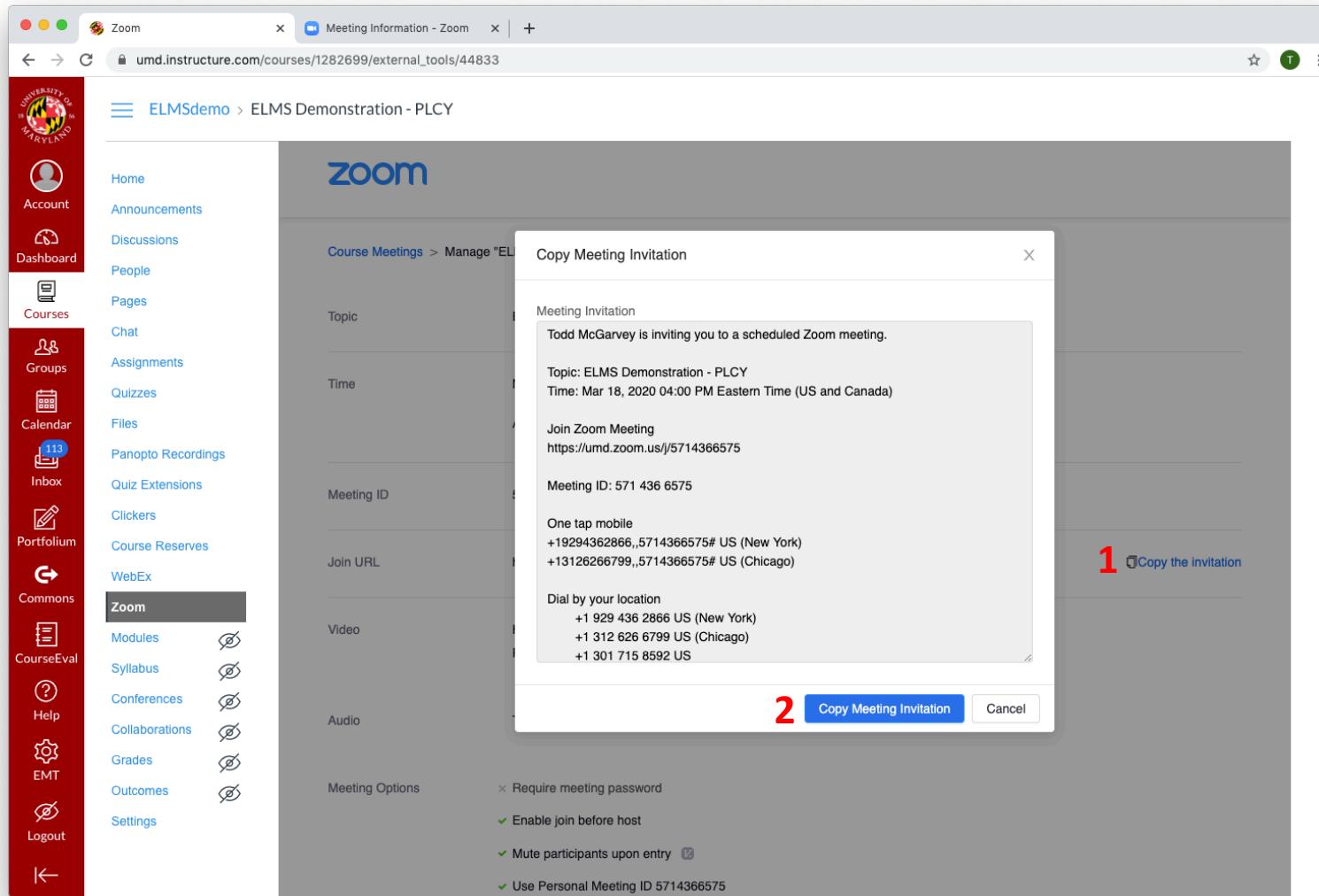


- Once you click "Save", you will be presented with a confirmation of your meeting settings

**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 – <u>via Canvas</u> (cont.)
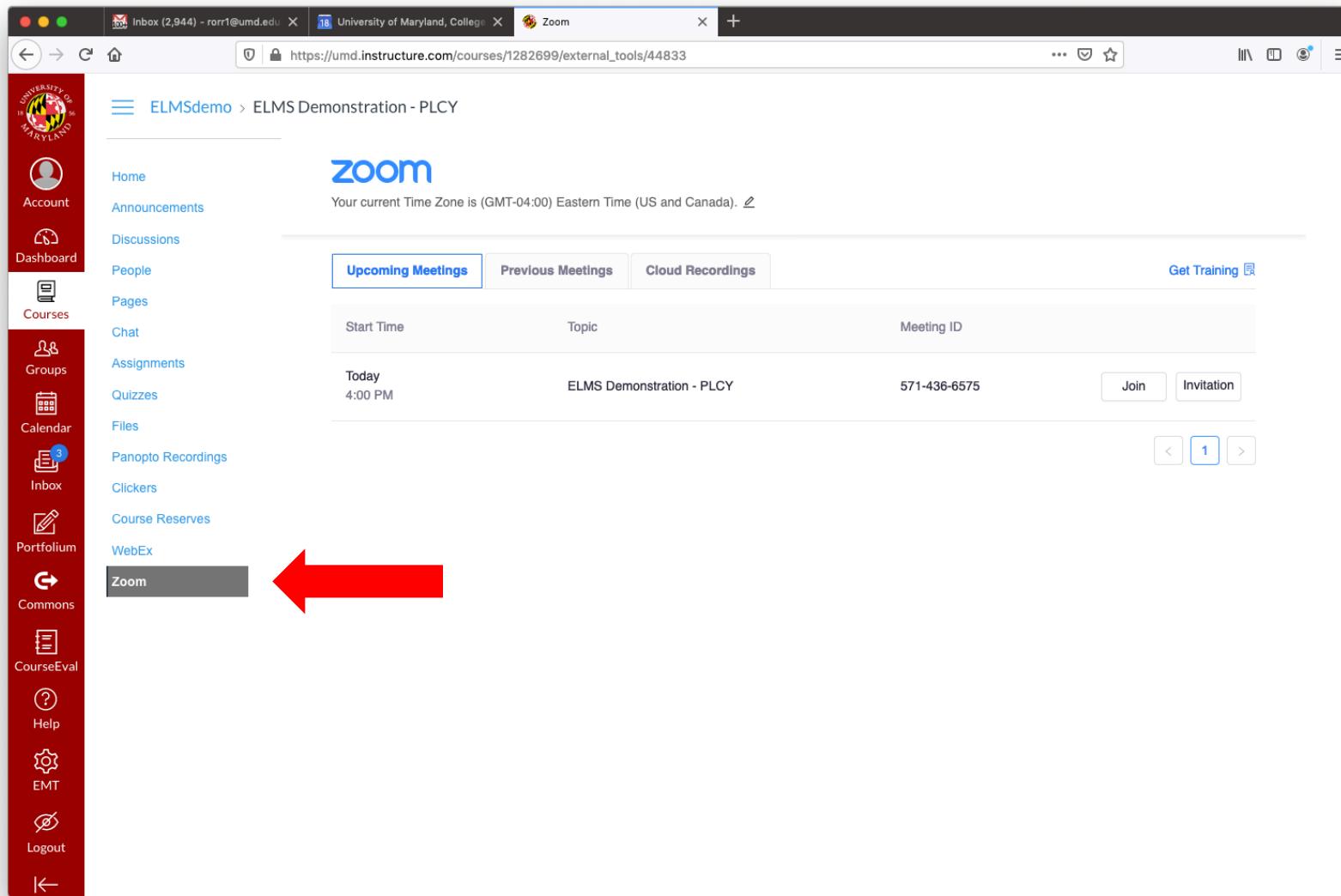


- Alternatively you can direct students to the "Zoom" section in their Canvas course space

- 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 – <u>via web portal</u>
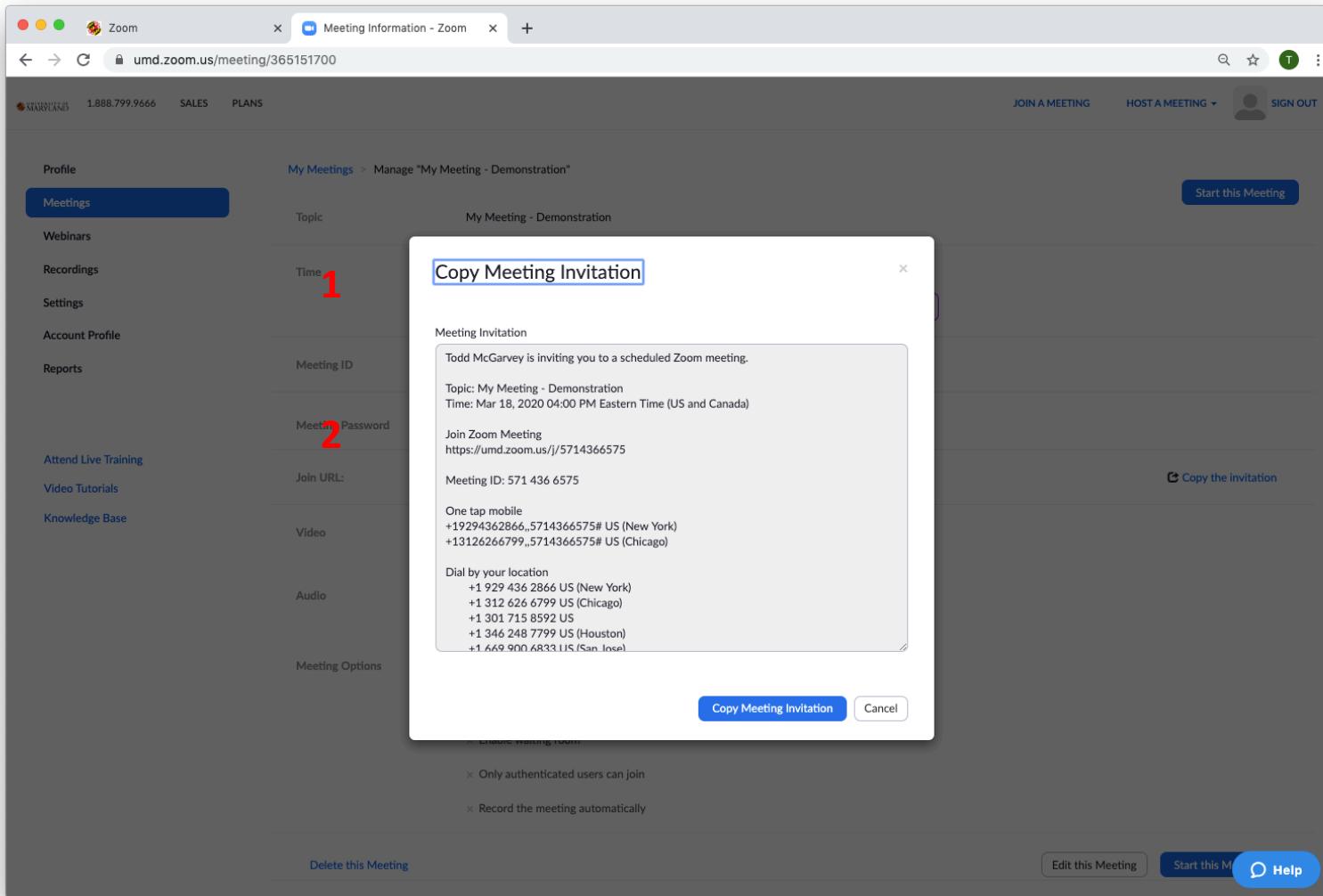


- Once you click "Save", you will be presented with a confirmation of your meeting settings

**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



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.)
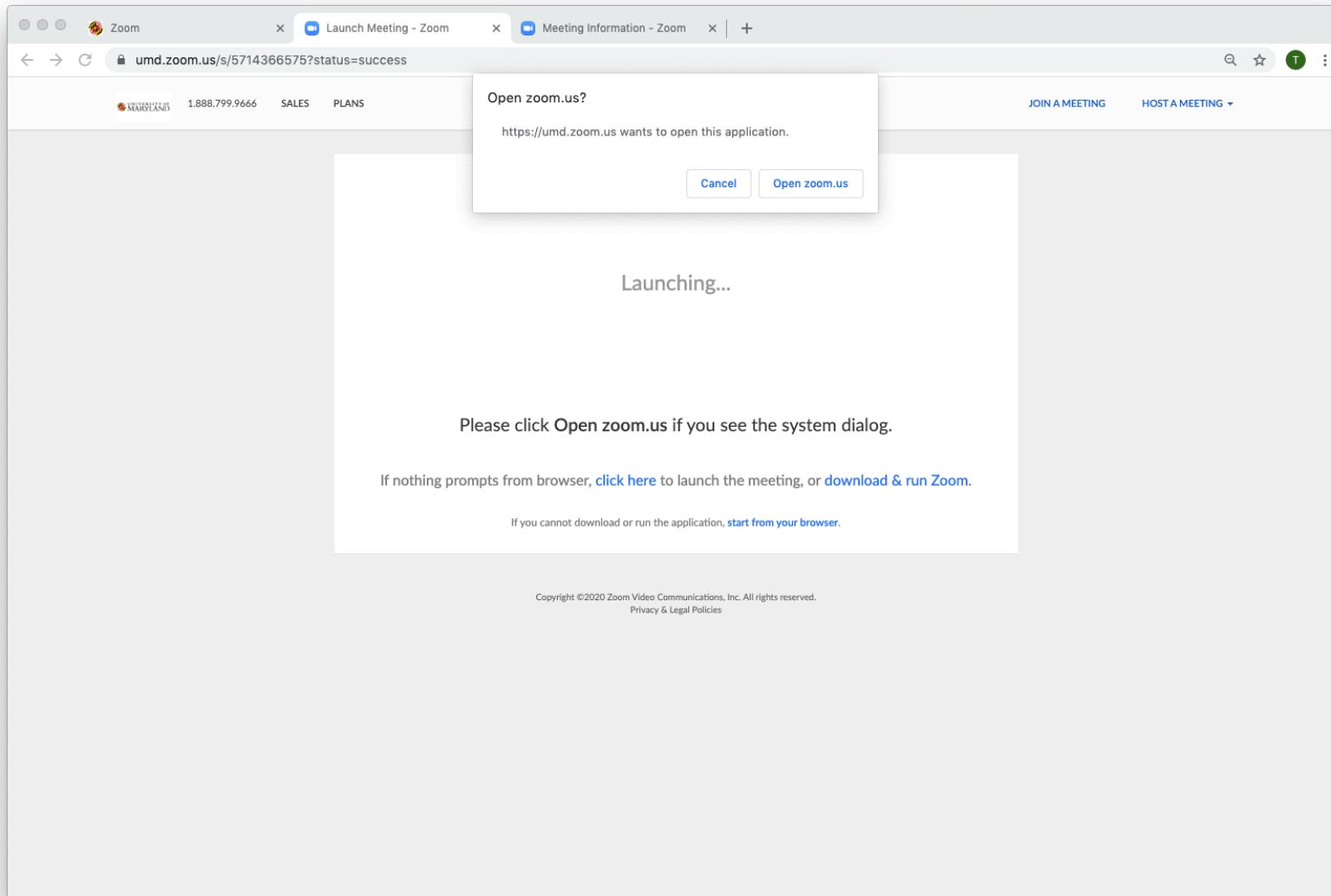


- You will be prompted to open the Zoom software – click "Open zoom.us"

  - 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.)
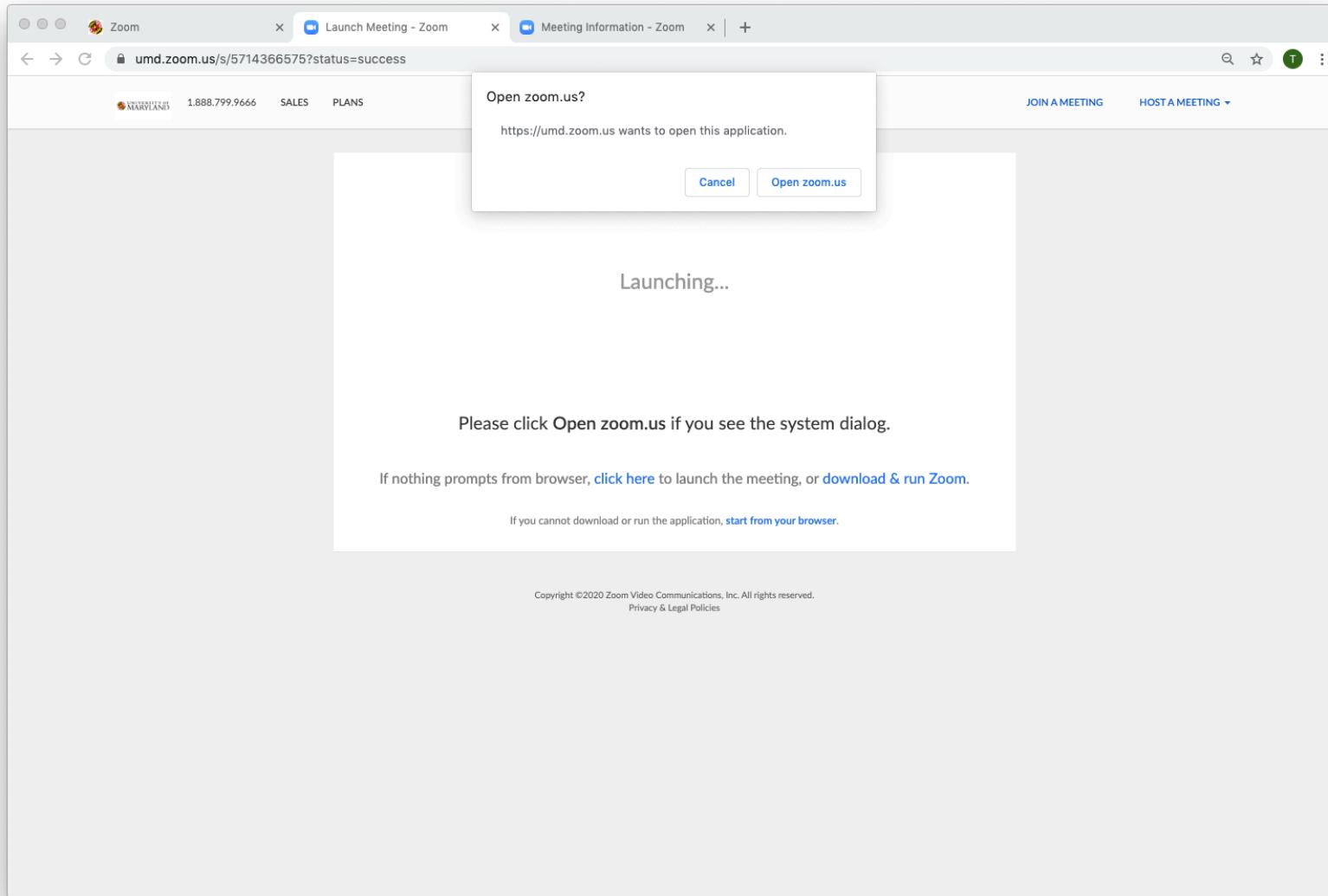


- You will be prompted to open the Zoom software – click "Open zoom.us"

  - 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



Choose ONE of the audio conference options

Phone Call | Computer Audio

Join With Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting
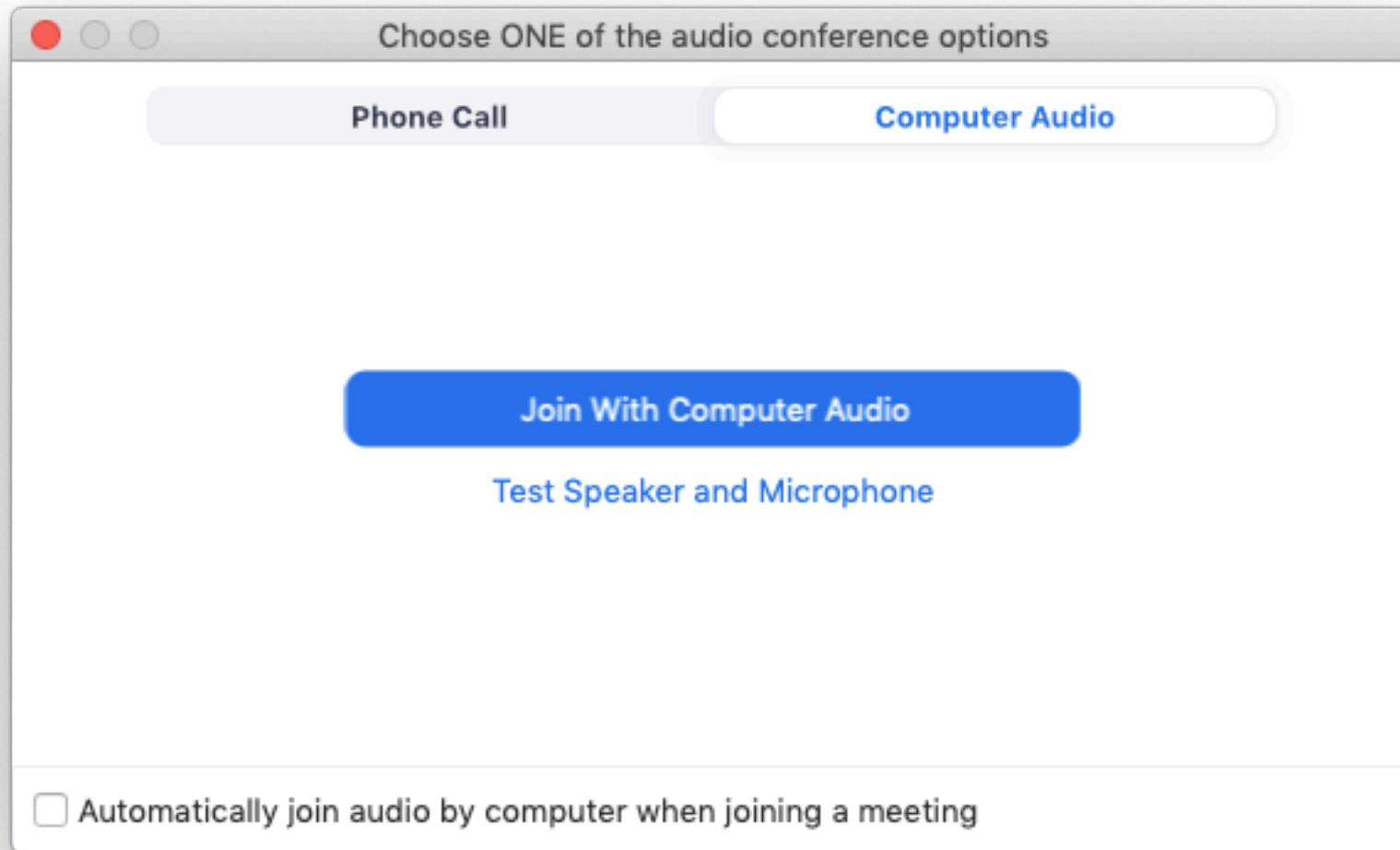
- Select to "Join with Computer Audio" (using your microphone and speaker) or to dial-in with your phone

# 2. Controlling basic settings
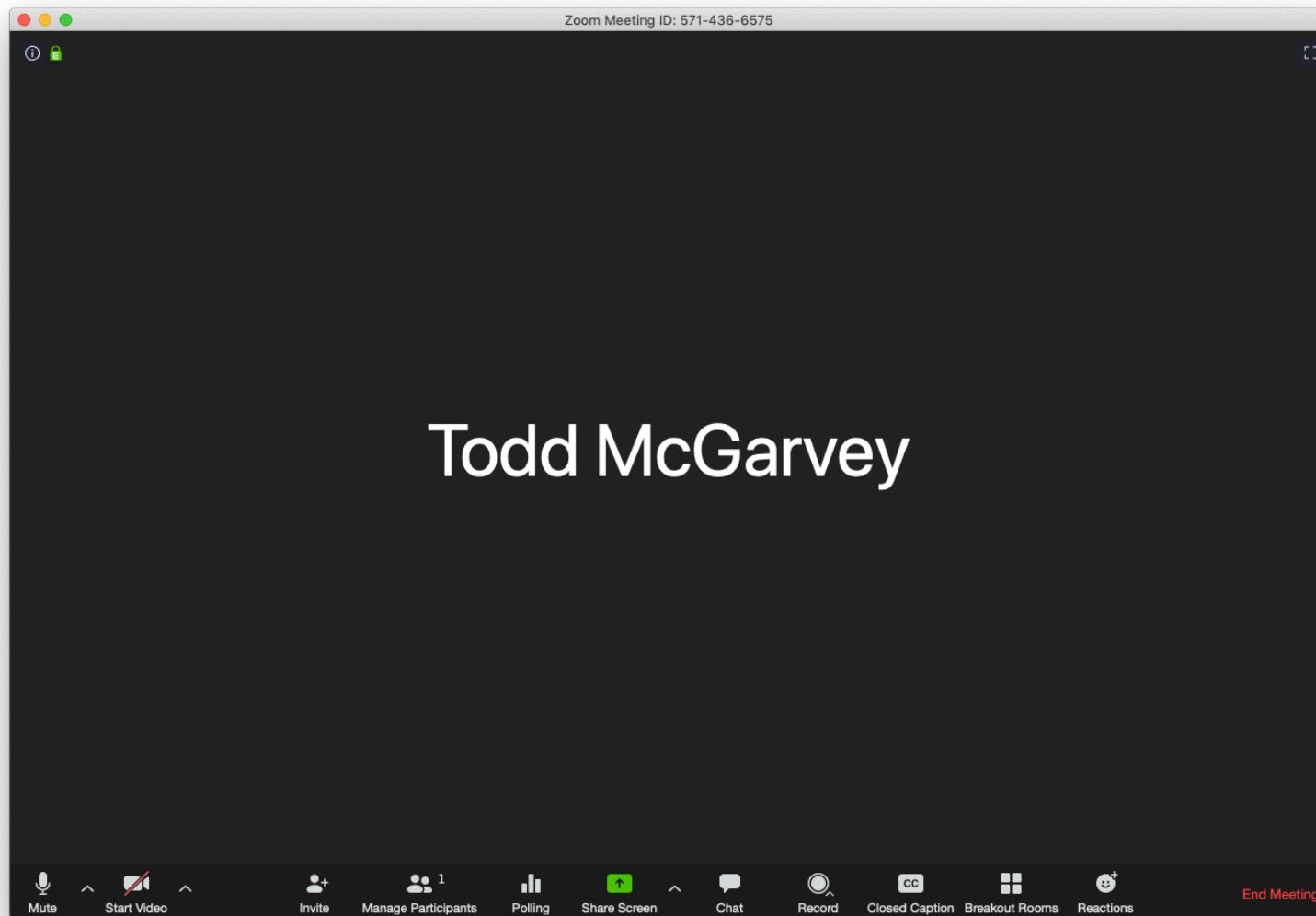


**1** • Use the microphone button to mute and unmute your microphone

**2** • Use the video button to start and stop your webcam

# 3. Managing meeting participants
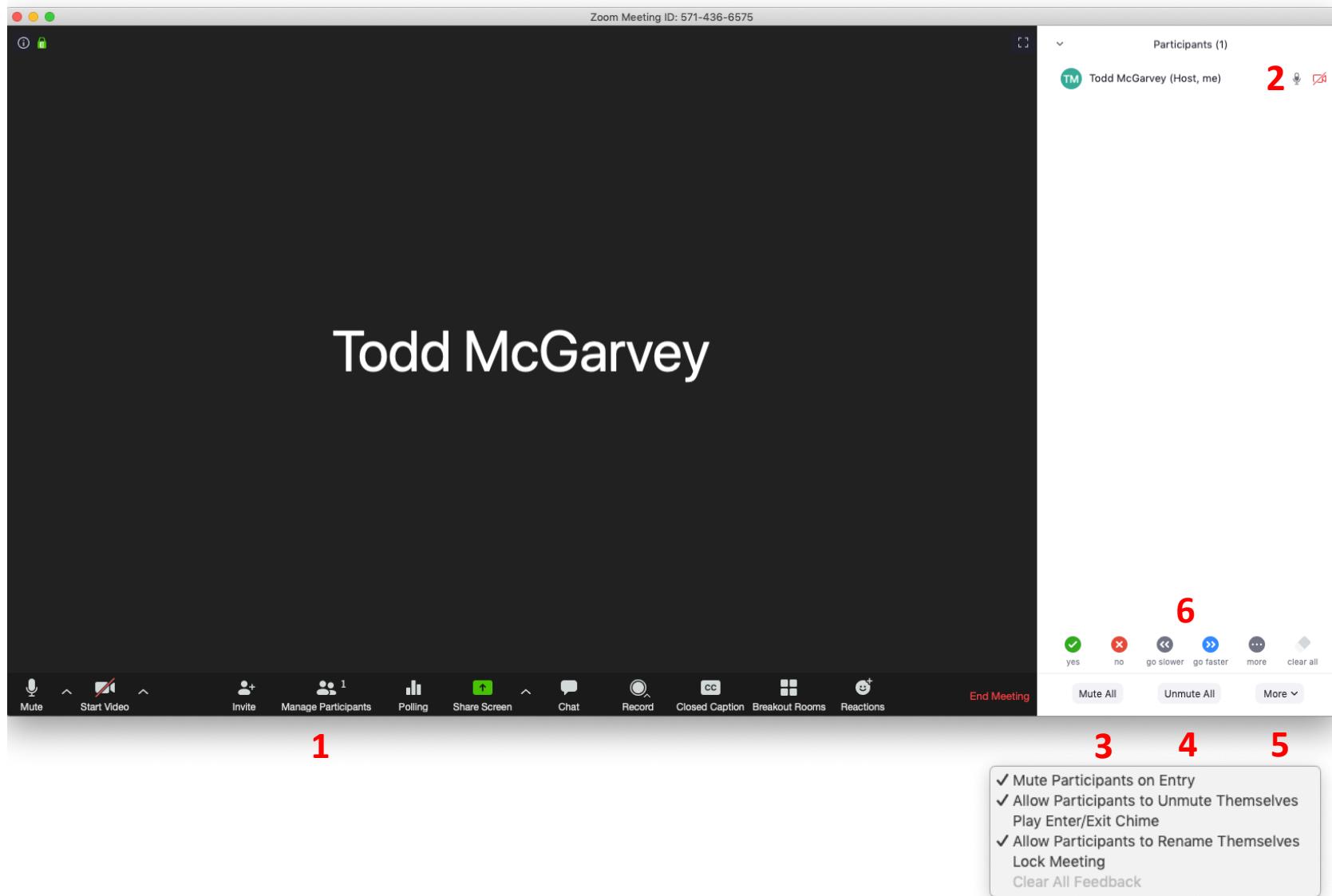


1 • Click "Manage Participants" to display/hide the participant window listing everyone connected

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
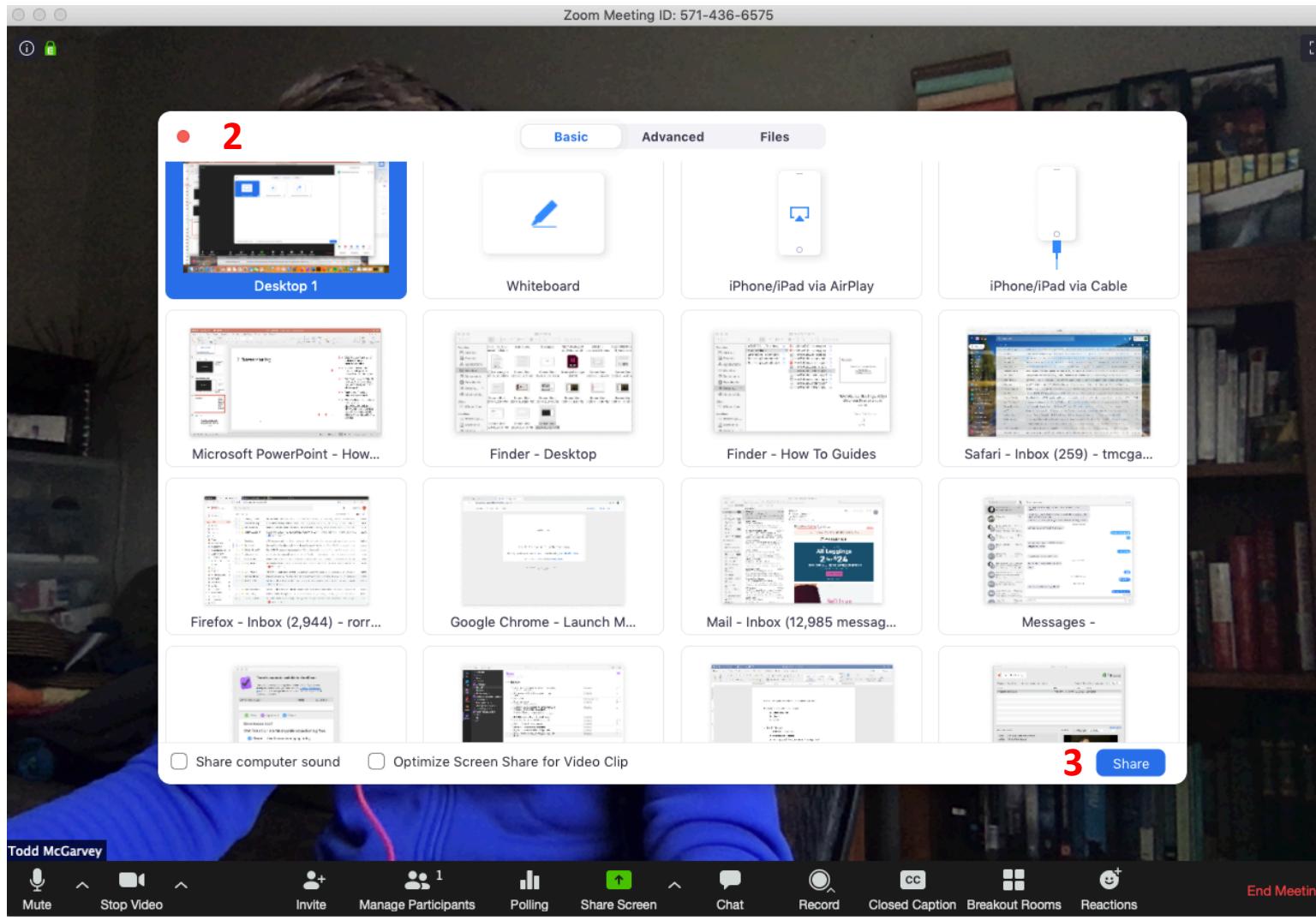


**1** • Click "Share Screen" to start sharing your screen

**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
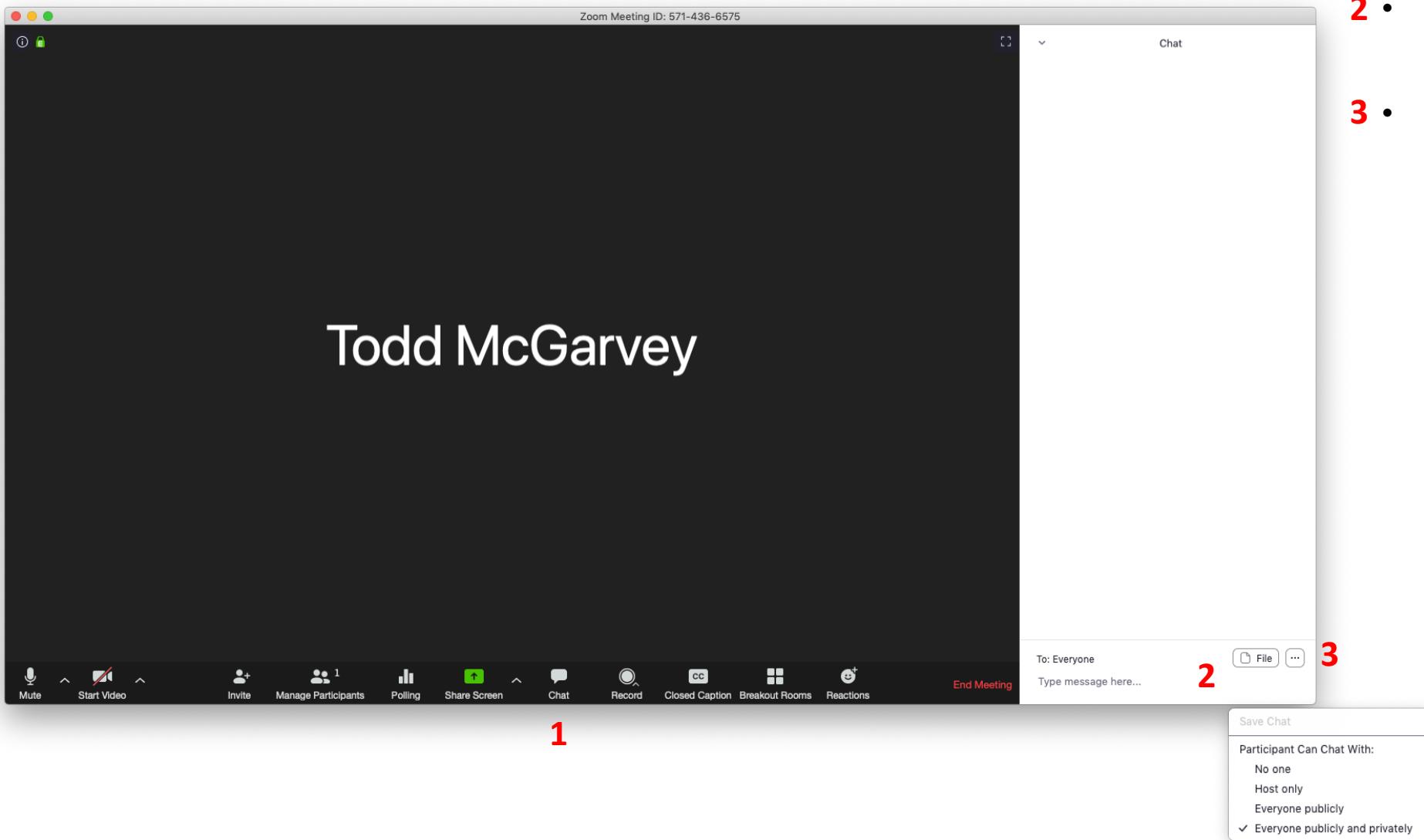


1 • Click "Chat" to open the chat window

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
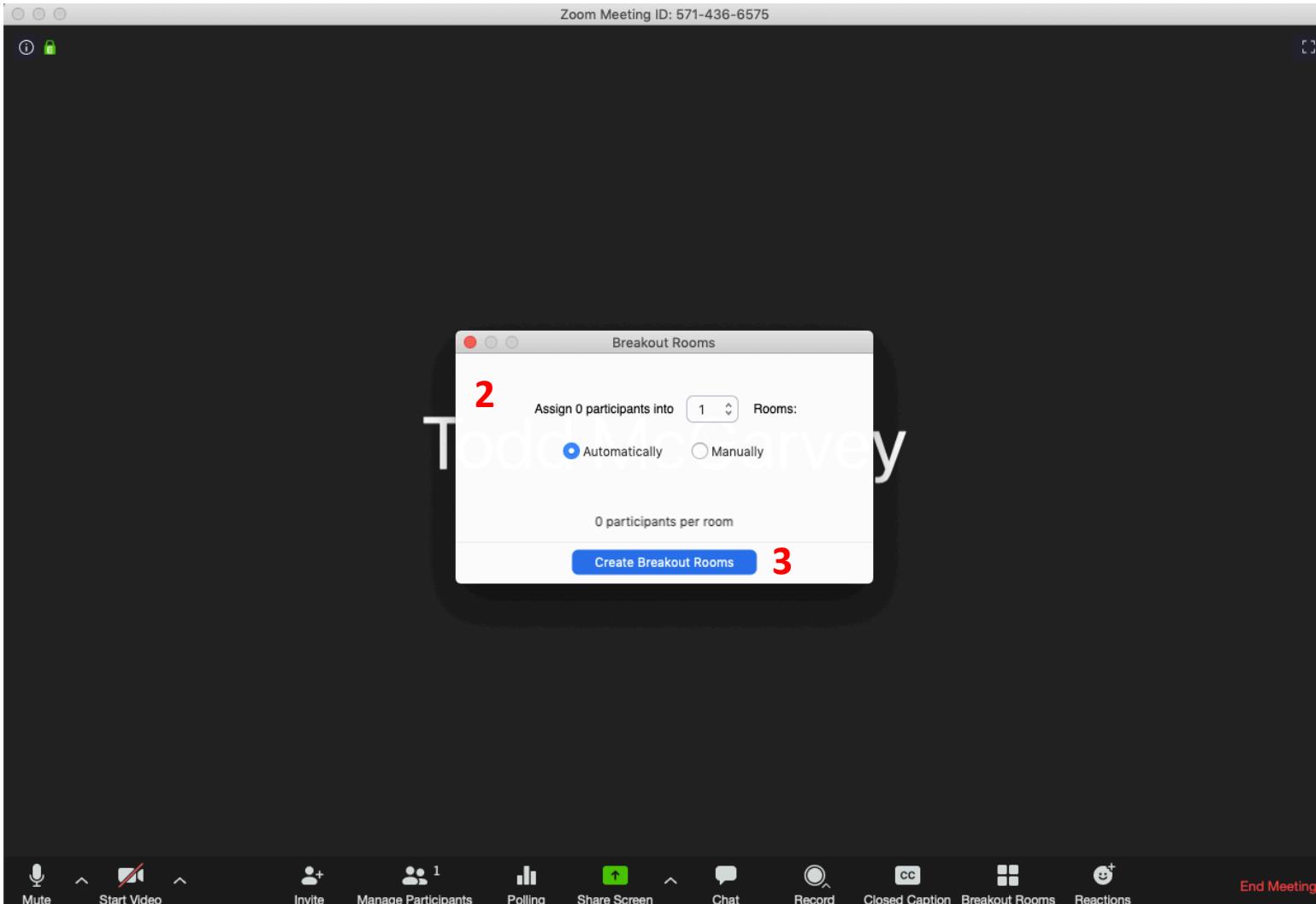


- Breakout rooms allow you to create "mini-meetings" during a session and have students discuss in smaller groups

- 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
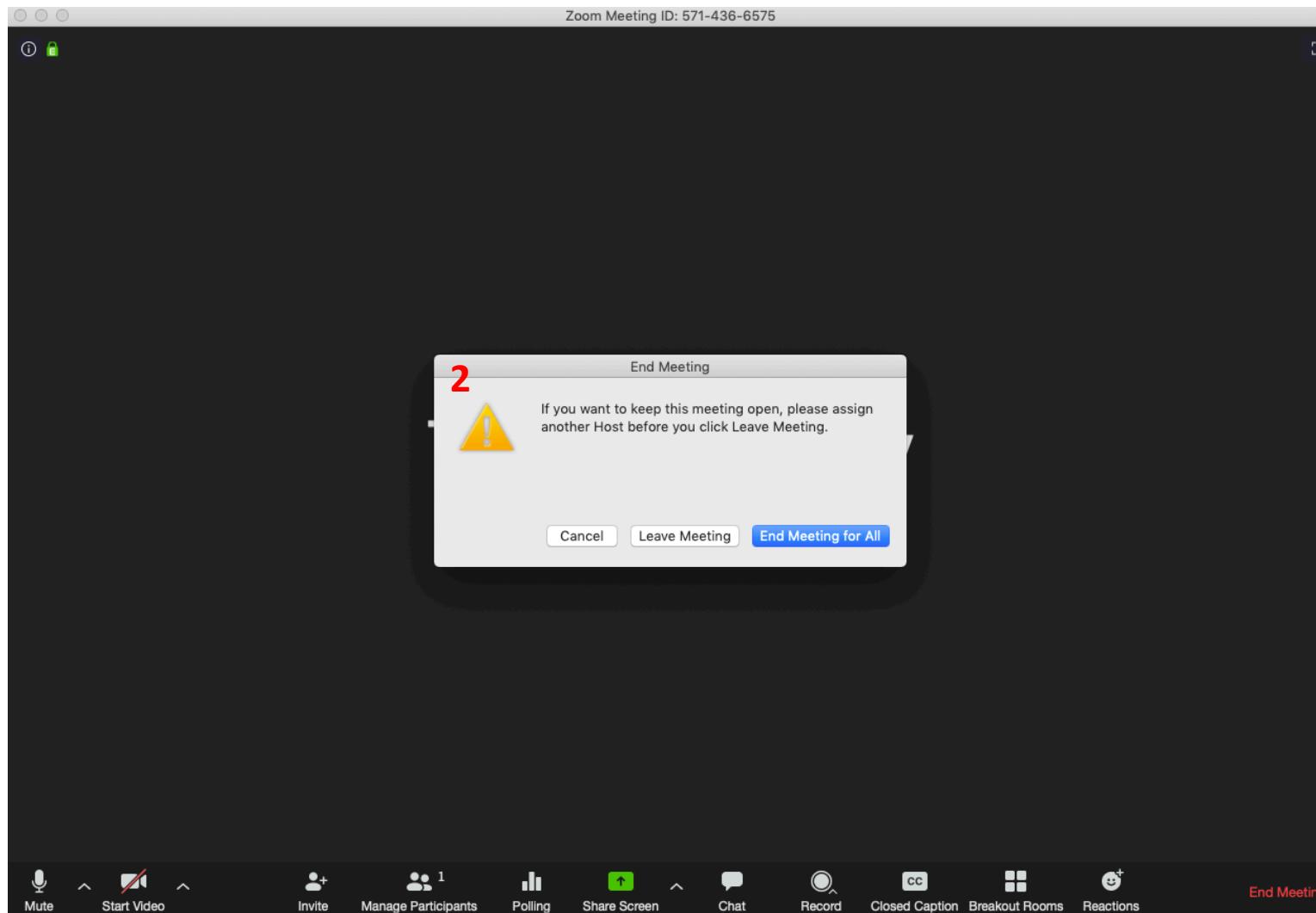


**1** • Click "End Meeting"

**2** • Select "End Meeting for All" to close the meeting and disconnect everyone