University of **PITTSBURGH** | School of Law

## QUICK SETUP TO VIRTUALIZE YOUR IN-PERSON CLASS

The following information will assist you in setting in-person classes via Zoom. Zoom web conferencing may be used to set up synchronous online class meetings with your students directly through Canvas.

Setting up Zoom

Visit pitt.zoom.us to enable your Pitt Zoom account and all its features. The Canvas integration will only function correctly if you use the main Pitt Zoom account.

Adding a Link to Zoom in Your Course

1. Visit canvas.pitt.edu.
2. Select your class in the Dashboard.
3. Add Zoom to your course menu via course **Settings** (left image) and clicking the **Navigation** tab (below image).
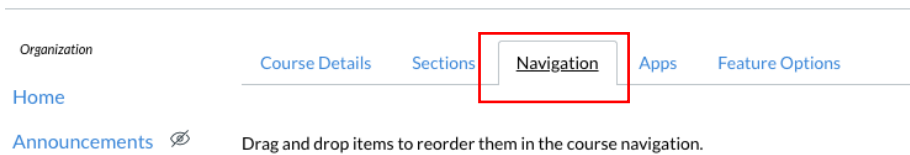
4. Drag the Zoom menu item from the bottom of the list and drop it into the active course menu
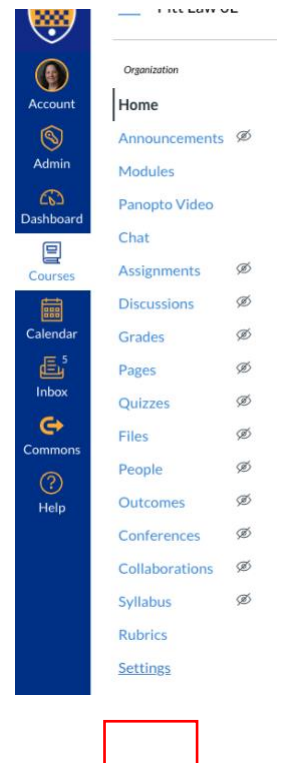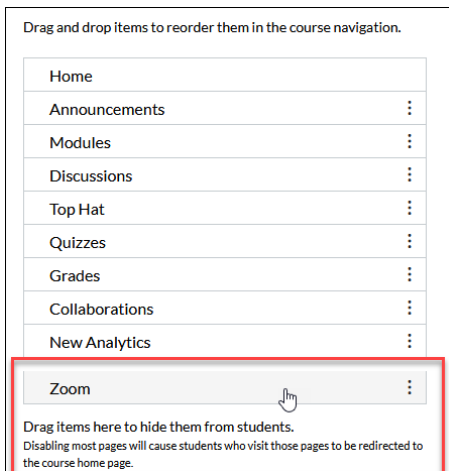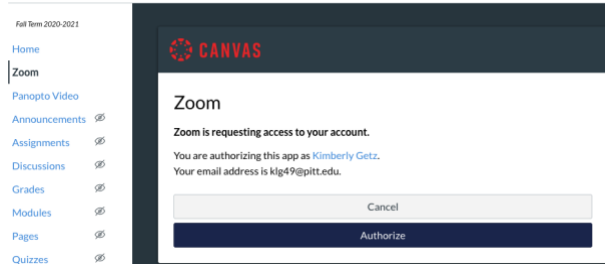

5. While on this page, drag the Panopto Video to the top, too.

6. Scroll to the bottom of the page and click **Save**.

Creating a Zoom Meeting

1. Click the course menu link created through the above steps.

2. Authorize Zoom to access to your account.

3. When the Zoom interface opens, you will see only meetings you have scheduled *for this course*. If you have not scheduled meetings *for this course*, no meetings will be displayed, even those planned for other courses.

4. To schedule a new meeting, click the **Schedule a New Meeting** button on the top right.

5. You will be prompted to enter several meeting details:

   o **Topic:** Title of your meeting.
   o **Description:** This optional field allows you to provide information about the meeting topic, attendees, and resources.
   o **When:** Meeting start time. You may start before the date and time displayed, but this field alerts students to when they are expected to join.
   o **Duration:** Approximate length of your meeting. You may keep the meeting open longer or shorter than the period displayed, but this field alerts students to how much time to allot.
   o **Time Zone:** Use your current time zone. Other time zones will automatically adjust.
   o **Registration:** We do not recommended that you check this box.
   o **Video:** Recommended setting is **Off**. This determines if video is on for both host and participants upon meeting entry. Participants may opt to turn on cameras once the meeting begins.
   o **Audio:** Recommended setting is **Both**. This allows participants to hear the meeting through a computer or dial-in phone line. Participants without a computer sound card or headphones should opt to use phone audio.
   o **Meeting Options:**

     ▪ You may set a meeting **password** to control entry.
     ▪ You may let participants enter the meeting room before you, the host, does.
     ▪ **Mute participants upon entry** is recommended. Participants may unmute if necessary
     ▪ Zoom users are granted a **Personal Meeting ID**, which is a permanent personal meeting room. You may use this room for class meetings. Leaving this box unchecked means that each class meeting will get its own room, with an individual meeting ID.

     ▪ Enabling the **waiting room** allows you to let participants into the meeting at your discretion.
     ▪ **Record meeting automatically** starts recording when the meeting begins, rather than relying on the host or co-host to start the recording. This allows you to choose to record the meeting to the Cloud or your computer. We recommend choosing **In the Cloud**.
   o **Alternative hosts:** You may choose certain users as co-hosts to allow them to take on some management tasks in the Zoom meeting. See this page to learn more. Your TA may serve as an alternate host using their @pitt.edu email address.

6. Click **Save** to save this scheduled meeting.
7. Click **Edit this meeting** to edit settings.
8. Your students do not need to be invited to this meeting to join. If you have shared the course menu link with students, they will click that link to access the meeting(s). To copy the invitation, send the **Join URL** or click **Copy the Invitation** for the full-text to paste into an email.
9. If you are not going to **Start this Meeting** immediately, close this window or return to your Canvas course by clicking any other course navigation menu items.

Students will access this meeting by clicking the course menu link you created and choosing the correct meeting by topic and description.

You may start this meeting by logging into pitt.zoom.us (you will see all of your scheduled meetings, not just those from a single course) or going through the link you created above in your Canvas course. Click the name of the meeting to review the settings and then click **Start this Meeting**.

Once you have completed the above steps for each of your classes, you do not have to do them again!
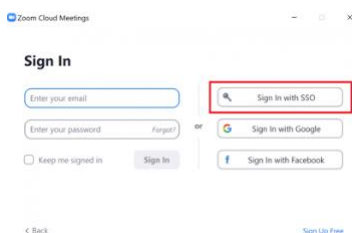
Hosting Your Meeting

1. In the classroom, open the Zoom app from the desktop.

2. Click **Sign In**.

3. Click **Sign In with SSO**.

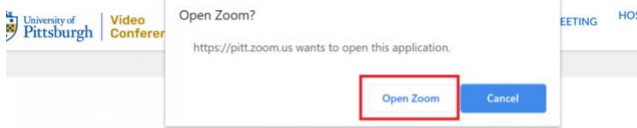4. In **Company Domain**, enter **pitt** (full domain reads pitt.zoom.us) and click **Continue**.

5. 4. If prompted, click **Open Zoom** to launch the desktop client.

6. To begin your meeting, click the **Start** button beside the meeting name.
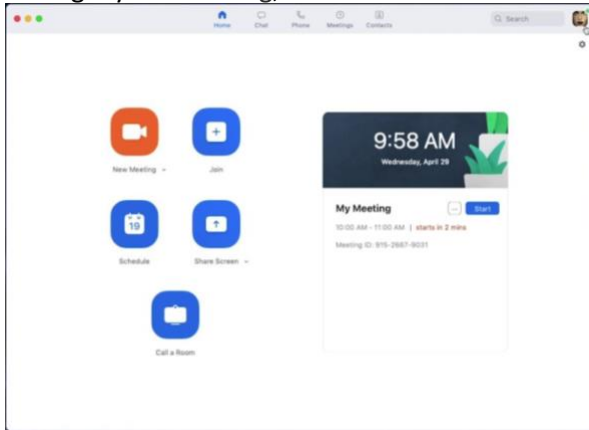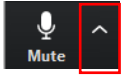

7. If prompted, click **Join with Computer Audio**.
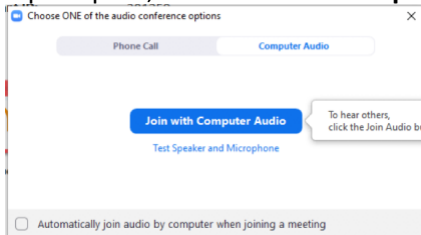
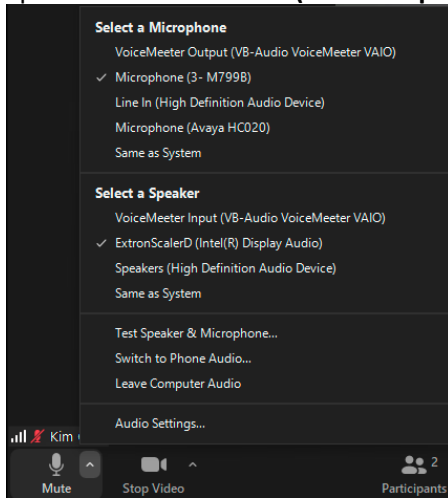8. Once you enter your meeting room, you will find the following controls at the bottom of your screen:

9. Click the up arrow beside Mute.

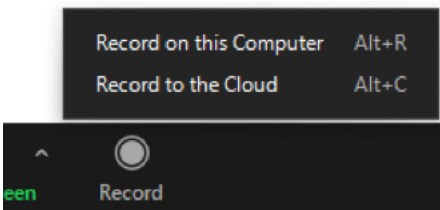10. Ensure the following options are selected. If not, click the appropriate one:
    a. Microphone: **Microphone (2-M799B)**
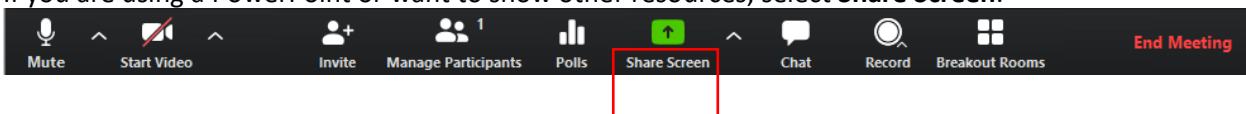   b. Speaker: **ExtronScalerD (Intel® Display Audio)**

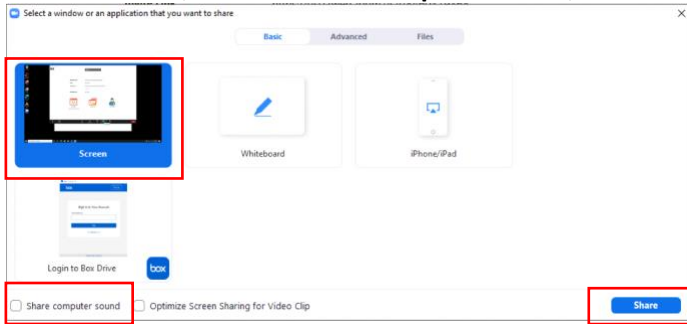11. Turn your video on by clicking on **Start Video**.

12. Next, click **Record**, then **Record to the Cloud**.

13. If you are using a PowerPoint or want to show other resources, select **Share Screen**.

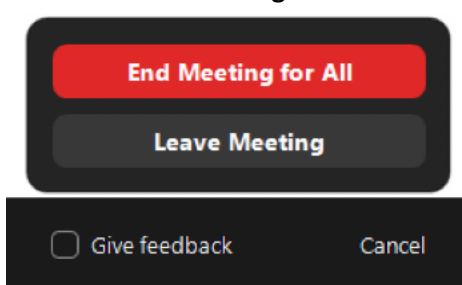14. Choose **Screen**, click on **Share computer sound**, and click **Share**.

At the End of Class

1. When you are finished teaching, click **End Meeting**.

2. Then click **End Meeting for All**.

More Options

Please see this informative page and short video for details about these Host controls. Note that Hosts, Co-hosts, and Participants have slightly different controls at their disposal.

Of special note to instructors hosting a Zoom classes and meetings are the following features:
- Share Screen
- Assigning a co-host
- Polls
- Breakout Rooms
- Chat

Accessing meeting recordings

If you recorded your meeting, you can access the recording directly from the Canvas Zoom interface. If you used the recommendation to record your meeting In the Cloud, then click the **Cloud Recordings**.