Agenda

1. Setting up your Zoom/Canvas integration
2. Scheduling New Class Sessions in Canvas
   a. Special Setups (Office hours & Concurrent)
3. Setting up Polls & Breakout Rooms
4. Zoom Meeting Notification & Joining
5. Accessing Recordings and Reports

*This session is designed for the Non-HIPAA version of Zoom*
Housekeeping

- Move your mouse to see these tools at the bottom
- You have been muted upon entry
- Please type all questions in the chat which will open on the side of the screen
Introductory Poll

What are you most interested in learning about during this session?

A. Issues setting up my account
B. Can’t see the Canvas-Zoom integration
C. I have a paid account and I’m waiting for direction
D. I want to learn how to use Zoom
E. I feel confident with using Zoom
F. Other
Current Exceptions

If you had a previous paid Zoom account that used your Rutgers email and/or netID, you can *not* set-up the Canvas integration until the account is moved over to the institution license.
Pairing Your Zoom account to Your Canvas Account
First Change Your Default Email in Canvas

- Your Zoom account used netid@rutgers.edu
- You must change your default email in Canvas to match for integration to work

At the top right of screen look for “Ways to Contact”

4 - check email to confirm
Implications for Other Platforms

- This may remove your access to other external applications such as Akindi, iClicker, standalone Turnitin, Wiley, and Cambridge MyBusinessCourse
- NOT Affected: Kaltura, Playposit, Hypothesis, Voicethread, Turning Technologies, Piazza
Show Zoom in Course Navigation

● Go to Canvas course. If you don’t see Zoom in left-hand menu, show it by “managing the course navigation links”

3- drag and drop Zoom to shown navigation

4 (at bottom)
Authorize Zoom with LMS

- Authorize to pair your Zoom account with your Canvas account
- You will only need to do this once
Check Your Time Zone is Correct

- Go to Zoom from course navigation menu
- Click on the pencil to change your time zone
Scheduling Zoom Sessions for Your Course in Canvas
Scheduling a New Meeting

- Only instructors/TAs etc can schedule through Canvas
- Go to rutgers.zoom.us to schedule other meetings (1-1, TA meetings etc.)
Scheduling a New Meeting: Set-up Options

Topic
Calculus - Synchronous Meetings

Description (Optional)
Enter your meeting description

When
08/25/2020 6:00 AM

Duration
1 hr 0 min
Scheduling a New Meeting: Set-up Options

- Recurring meeting: Every week on Tue, Thu, until Dec 07, 2020, 30 occurrence(s)
  - Recurrence: Weekly
  - Repeat every: 1 week
  - Occurs on: Tue, Thu
  - End date: By 12/07/2020
Scheduling a New Meeting: Set-up Options

- It is suggested you turn on the registration for each session for attendance purposes
Scheduling a New Meeting: Set-up Options

- You can enable the **passcode** for extra security but only those in your Canvas course can get the link
- You need to ‘admit’ each participant when using **waiting room** - may be helpful for office hours but not suggested for normal synchronous sessions
Scheduling a New Meeting: Set-up Options

- Start with **video** off - everyone can turn on in the meeting
- Allow both telephone and computer **audio** for students with wifi issues
Scheduling a New Meeting: Set-up Options

- Optional - this will start recording when 1st person comes in
- Mute upon entry is suggested
- Students will be prompted to login with their Zoom account
- To store in Canvas course record to cloud or record on computer upload to Kaltura

Meeting Options

- ✗ Enable join before host
- ✔ Mute participants upon entry
- Use Personal Meeting ID 2843834829
- ✔ Only authenticated users can join
- ✗ Record the meeting automatically
Canceling One Meeting of Recurring Meeting

- To delete an individual meeting (to adjust for odd Rutgers scheduling) go to Zoom in Canvas.

1. Click on “Delete” for meeting
2. Delete just this occurrence
Changing One Meeting of Recurring Meeting

- It is suggested to create recurring meetings
- To change an individual meeting (to adjust for odd Rutgers scheduling) go to rutgers.zoom.us

1. Click on “edit” for meeting that needs to change
2. Click on “edit this occurrence” - change the dates and save
## Attendance and Registration vs. Authentication

- Either meeting option will facilitate attendance reporting and poll reports.

<table>
<thead>
<tr>
<th>Require Registration</th>
<th>Require Authentication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students can use personal or employer-issued accounts</td>
<td>Must use any Zoom account (✔ after add/drop)</td>
</tr>
<tr>
<td></td>
<td>Must use Rutgers Zoom account to use with pre-assigned breakout rooms (✔ after add/drop)</td>
</tr>
<tr>
<td></td>
<td>Doesn’t force users to login with Rutgers Zoom accounts</td>
</tr>
</tbody>
</table>
# Recording Options

<table>
<thead>
<tr>
<th>Cloud</th>
<th>Computer / Kaltura</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recordings shared automatically with students in course</td>
<td>Instructor must upload to Kaltura</td>
</tr>
<tr>
<td>Stored for 180 days</td>
<td>Stored forever</td>
</tr>
<tr>
<td>Can generate an audio transcription</td>
<td>Will create auto closed captions</td>
</tr>
<tr>
<td>FERPA-compliant</td>
<td>(don’t share recordings with students in courses in future terms)</td>
</tr>
</tbody>
</table>
Recording a Session

Even if you don’t auto record you can select to record in the session

From the bottom bar tools you can select to record - choose to record on computer or on cloud
Scheduling Office Hours

- You can not add a Zoom meeting to more than one course
- If you have the same office hours for all courses, make the Zoom session in rutgers.zoom.us and then add a calendar event to all courses with Zoom link in "location" or use WebEx
- Waiting Room could be used
Concurrent Sessions

- All other instructors (TAs, course coordinators etc.) are added as co-hosts of the meetings
- Any instructor can start the Zoom meeting through Canvas
- You **cannot host concurrent sessions**
- If you have multiple recitations at the same time, have the TAs schedule them in Zoom through the Canvas shell
Concurrent Sessions

- You will then be able to **start/join each session** through the Zoom tab in your Canvas course.

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Topic</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, Sep 2</td>
<td>384:02 Synchronous Workshop for Section 2</td>
<td>928 6216 2132</td>
</tr>
<tr>
<td>3:20 PM</td>
<td>Host Chris Drue</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed, Sep 2</td>
<td>384:01 - Synchronous Workshop Sessions for Section 01</td>
<td>944 4188 3945</td>
</tr>
<tr>
<td>3:20 PM</td>
<td>(Bifulco)</td>
<td></td>
</tr>
</tbody>
</table>
Setting up Polls & Breakout Rooms
Enable Polls and Breakout Rooms (if not done)

- Go to `rutgers.zoom.us` and go to `Settings` on left hand menu
- Ensure polling and breakout rooms options are on

![Polling](image)

- **Polling**
  - Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

![Breakout room](image)

- **Breakout room**
  - Allow host to split meeting participants into separate, smaller rooms
  - Allow host to assign participants to breakout rooms when scheduling
Creating Polls

- Polls are a two step process in Zoom
  
  (1) **Create** the polls in the meeting details in Canvas or go to rutgers.zoom.us to create
  
  (2) **Launch** the polls from the browser

*In your meeting, if you want to create a new poll, you cannot do so in the Zoom meeting - you must go to the meeting details in Canvas or rutgers.zoom.us*
Creating Polls in Canvas

- Go to Zoom in your Canvas course navigation
- Click on the meeting title you want to add polls to and scroll to bottom
Creating Polls in Canvas

- Two question types are single (select one) or multiple (select all that apply)

<table>
<thead>
<tr>
<th>Title</th>
<th>Questions Name</th>
<th>Questions Type</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polling1</td>
<td>How was the homework?</td>
<td>single</td>
<td>Very easy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Easy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>So so</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Difficult</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Very Difficult</td>
</tr>
<tr>
<td>Polling2</td>
<td>What type of device(s) do you</td>
<td>multiple</td>
<td>PC Desktop or Laptop</td>
</tr>
<tr>
<td></td>
<td>have to use for this course?</td>
<td></td>
<td>Mac Desktop or Laptop</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>iPad</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tablet</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Surface</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>How prepared are you feeling for the</td>
<td>single</td>
<td>I am ready to go!</td>
</tr>
<tr>
<td></td>
<td>fall?</td>
<td></td>
<td>Almost ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Powering through</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I have a lot to do!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Panic mode</td>
</tr>
</tbody>
</table>
Creating Polls in Canvas

- Once you create the polls in spreadsheet programs, then you can “Import CSV.”
- You can see the questions in meeting in Canvas or through Web Portal.
Pre-assigning breakout rooms: Things to consider

- Up to 200 students can be “pre-assigned” to breakout rooms
- Students will need to complete multiple steps and be able to use the Zoom desktop client or app
  - Activate Rutgers Zoom account
  - Log into Zoom with Rutgers Zoom account; not personal or employer provided
  - Use desktop or mobile app
You can **set-up breakout rooms ahead of time with csv upload** - go to rutgers.zoom.us, the meeting you want to add to, and click on edit.

1. Click to create rooms
2. Click import from CSV to download template
Pre-assigning breakout rooms: What to do

- The spreadsheet will have room name in 1st column and student emails in 2nd column.
- Student emails must be in the form of netid@rutgers.edu.
- Suggestion: use an export from Canvas gradebook to create emails.

<table>
<thead>
<tr>
<th>Pre-Assigned Room Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakout Room 1</td>
<td><a href="mailto:netid@rutgers.edu">netid@rutgers.edu</a></td>
</tr>
<tr>
<td>Breakout Room 1</td>
<td><a href="mailto:netid@rutgers.edu">netid@rutgers.edu</a></td>
</tr>
<tr>
<td>Breakout Room 2</td>
<td><a href="mailto:netid@rutgers.edu">netid@rutgers.edu</a></td>
</tr>
</tbody>
</table>
Pre-assigning breakout rooms: Workaround

- In Canvas, let students know what Breakout Rooms they are apart of (share a document).
- Tell the students (& remind them on splash slide) when they get into the Zoom meeting, go to Participants, hover over their name, and click “rename”. They should then put the number of their breakout room in *front* of their name.
Pre-assigning breakout rooms: Workaround

- The host should now set-up breakout rooms “Manually”
Zoom Meeting Notifications & Joining
Communication in Canvas

- Canvas users are notified by Canvas Conversation (Inbox) and a Canvas Calendar Event whenever a meeting is created or deleted (as long as course is published)
- When you schedule or edit a meeting in Canvas, the Canvas Calendar updates automatically
- Editing meetings in the Rutgers Zoom Web Portal will not update the Canvas Calendar
- Students see reminders on Canvas dashboard
Communication in Canvas
Instructors Joining the Meetings

- Any instructor (TA, course coordinator) in the Canvas course can start the Zoom meeting.
Students Joining the Meetings

- Students can select the Join URL to join the meeting at the correct time from Inbox, Calendar, or by going to **Zoom tab in course navigation**.

<table>
<thead>
<tr>
<th>Upcoming Meetings</th>
<th>Previous Meetings</th>
<th>Cloud Recordings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>Topic</td>
<td>Meeting ID</td>
</tr>
<tr>
<td>Recurring</td>
<td>Synchronous Session</td>
<td>955 9997 947 5</td>
</tr>
<tr>
<td>Today</td>
<td>Test meeting</td>
<td>967 9811 840 6</td>
</tr>
</tbody>
</table>

![Zoom interface screenshot](image)
Inviting Visitors to Zoom Meeting

- From Zoom in Canvas or rutgers.zoom.us click on meeting title to see details and scroll down to Invite Link

(1) A new window will open and click “Copy Meeting Invitation” - paste into email and send to who you would like to invite
Accessing Recordings & Reports After Your Meeting
Accessing a Cloud Recording in Canvas

Recordings of meetings set up in Canvas course and recorded to the cloud will be available to you and students by going to Zoom in left-hand navigation and clicking on “Cloud Recordings” tab - instructor will need to “Publish” before students can see.
Attendance & Poll Results in Canvas

1. Previous Meetings

2. Report

3. Export as CSV File
Attendance & Poll Results in Web Portal
Attendance & Poll Results: Registration Option

- Go to rutgers.zoom.us
- Click on “Meetings” in left hand navigation menu
1- Select which you want (you can use registration for attendance report)

2- Change date range and Hit Search

3- Hit generate and then will open “Report Queue” tab for you to download
Attendance: Usage Reports

- Usage reports will include time in and out of meeting and breakout rooms for each participant.
- It is still suggested you use registration to ensure Zoom captures attendee information.
Attendance: Usage Reports

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

<table>
<thead>
<tr>
<th>Topic</th>
<th>User Name</th>
<th>User Email</th>
<th>Creation Time</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration (Minutes)</th>
<th>Participants</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG for Pharmacy</td>
<td>Christina Bifulco</td>
<td><a href="mailto:bifulco@rutgers.edu">bifulco@rutgers.edu</a></td>
<td>08/14/2020 04:51:24 AM</td>
<td>09:56:50 AM</td>
<td>10:10:55 AM</td>
<td>15</td>
<td>2</td>
<td>Zoom</td>
</tr>
</tbody>
</table>

1 - Click on the number
## Attendance: Usage Reports

### Meeting Participants

<table>
<thead>
<tr>
<th>Name (Original Name)</th>
<th>User Email</th>
<th>Join Time</th>
<th>Leave Time</th>
<th>Duration (Minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Delaney</td>
<td><a href="mailto:jpd@rutgers.edu">jpd@rutgers.edu</a></td>
<td>08/26/2020 09:56:50 AM</td>
<td>08/26/2020 10:10:54 AM</td>
<td>15</td>
</tr>
</tbody>
</table>

1. Tick box next to export

2. Click “Export” to download the report
Tips for Faculty

- Always use the Desktop Client (not app or web browser) to make use of all the features
- Make sure you are logged into your Rutgers account before you join a meeting
- Caution your students against sharing Zoom links
- You may want to enable “Audio Transcript” in your settings - some have said this is better than Kaltura closed captions
Contacts for Questions

- If you have specific questions or need assistance accessing Zoom, please contact your department’s IT staff or your local Office of Information Technology Help Desk.
- If you have questions on the Zoom integration, please contact help@canvas.rutgers.edu
Questions on Managing Synchronous Sessions

If you have questions about how to manage Zoom sessions, CTAAR offers office hours from 10-11 am every week day. See pop-up at ctaar.rutgers.edu for connection information.

If you are looking for best practices on designing your synchronous sessions you can:

- Drop into **office hours**
- CTAAR conducted and recorded a session that is [now available online](https://example.com) (sign in with netid)
- TLT will be offering **several sessions throughout the Fall**