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⚠️ **Scheduled Service Outage Notice**: From **Saturday, January 31st at 10:00 PM EST through Sunday, February 1st at Noon EST**, many Wharton and University systems will be **unavailable or degraded** due to scheduled ISC datacenter maintenance. For more information, see ISC Datacenter Maintenance. ⚠️

Video Conferences for Instruction

Last Modified on 01/30/2026 1:40 pm EST

> We are aware that Zoom is rolling out changes to its interface that may affect some of our directions. We are working on updating these pages, but in the meantime you can visit Zoom's Release Announcement. Please reach out to Wharton Computing if you have any questions.

Penn offers Zoom as a video conferencing tool for instruction. All Wharton students, faculty, and staff have access to the service.

If you are a student looking for information regarding video conferences, please take a look at the Video Conferences article.

> **Before You Start**
> You will need the following before you can complete this task:
>
> - An active PennKey account
> - **IMPORTANT:** A prior successful log in with your PennKey at upenn.zoom.us to establish your PennZoom account. If you are unable to log into upenn.zoom.us with your PennKey, please reach out to Wharton Computing for assistance.
> - Faculty and Staff: If you do not have Zoom on your computer, please contact your IT Support Team to have Zoom installed on your computer.
> - A wired/Ethernet connection, if possible (recommended for the instructor).
> - Robust internet speed: if you are connecting from off campus, go to speedtest.net and look at internet speed. If it doesn't meet the minimums required by Zoom, consider upgrading your Internet speed or contact your IT Support Team.

The recommended way to schedule a meeting depends on whether you are creating a meeting for a consultation with a few individuals (schedule outside of Canvas) or a class session or office hours open to anyone enrolled in your class (schedule in Zoom through Canvas).

Scheduling a Meeting Through Canvas (Recommended for Instruction and Classes)

Creating your meetings through Canvas will take care of scheduling for the class, providing the link to all class participants, directing a recording to the correct Class Recordings folder, and preserving the privacy of your personal meeting account.
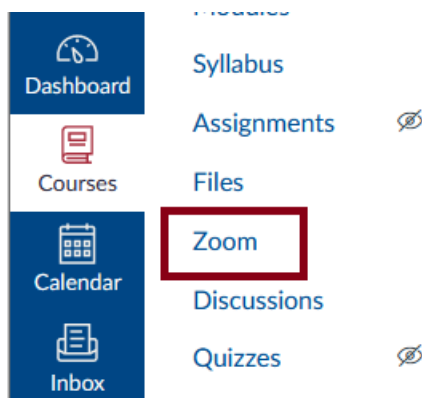
Important Notes:

- We recommend that instructors – not TAs – create each class meeting (or sequence of recurring meetings) within Canvas.
- If the Zoom tab is not visible in your Canvas site, you may need to enable the tool in the Course Settings > Navigation menu.
- If changes or cancellations must be made after creating a meeting intended for all enrolled students to join for a class meeting, **please change or cancel within your Canvas course**, not through your video conferencing app or account.
- TAs, co-instructors, or administrative staff can be added as alternate hosts if they need to be able to start a meeting (see screen shot below).
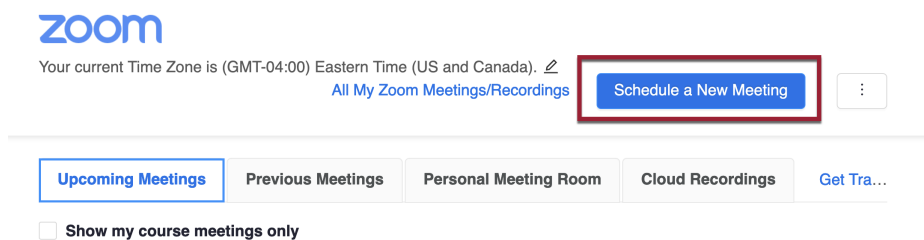
Zoom

For step-by-step instructions on how to schedule a Zoom meeting through Canvas:

1. Launch your classroom in Canvas (go to **canvas.upenn.edu**).
2. Select **Zoom** in the left sidebar.

3. Click the **Schedule a New Meeting** button on the upper right side of the screen.

Note: The first time you access Zoom through Canvas it will request access to your account. Click **Authorize**. You may need to log in, with your PennKey, to authorize Zoom. Read More ⬚

4. Fill in the details of the class. **Include all the details about your class in the Meeting title** – if your class has multiple sections in the same Canvas room, all students will be able to access all sessions, so students should be told to join only the section for which they are registered.

Course Meetings > Schedule a Meeting

Topic
DEPT XXXX Section 001 - 10:30 am - Online Class Meeting   (A)

Add Sections And Groups ⓘ

Add Viewers ⓘ

Description (Optional)
Enter your meeting description

When
01/29/2026   2:00   PM   (B)

Duration
1 hr 0 min

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

☑ Recurring meeting   **Every day, until Feb 4, 2026, 7 occurrence(s)**

Recurrence
Daily

Repeat every
1   Day

End Date
⦿ By 02/04/2026   ○ After 7 occurrences

Registration
☐ Required   (C)

Security
☑ Passcode   510848   (D)
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
Penn users only
*.upenn.edu Edit
Authentication Exception Edit
Guest Speaker (guestspeaker@business.com)

Video
Host   ○ on ⦿ off   (E)
Participant   ○ on ⦿ off

Audio
○ Telephone ○ Computer Audio ⦿ Telephone and Computer Audio

Meeting Options
☐ Enable join before host   (F)
☑ Mute participants upon entry ⓘ
☐ Allow host to save video order
☐ Breakout Room pre-assign
☑ Record the meeting automatically ○ On the local computer ⦿ In the cloud

Alternative Hosts
pennkey@upenn.edu ✕   (G)

Tracking Field
Canvas_Calendar   1914116
canvas_course_id   1914116   **Do not edit**
panopto_folder_context   1914116

💾 Save   Cancel

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a. **Topic**: Enter the **class**, **section number**, **time**, and **meaningful title** (e.g. **MKTG XXX Section 001 - 10:30 am - Online Class Meeting**). Identify your meeting clearly so students can easily pick it out from their

other meetings (e.g., **Lecture** won't identify it as their Marketing Class). This title will be visible to students on the Canvas Syllabus page, the student's To Do list, and the student's Canvas Calendar. You can also enter a **Description** if you like, but this is optional.

b. **When**: Set the start time, duration, and Time Zone. Be aware of your time zone and the time zone for your course.

Recurring meetings can be checked or unchecked. Be sure to fill in the proper class start and end dates. For meetings with no fixed time (for example, office hours), toggle the Recurrence to No Fixed Time:

Use the **single arrow** to page through the **months** and the double arrow to page through the years.

Meeting with No Fixed Time:

c. **Registration**: Since all of your students will have Penn Zoom accounts, we recommend you leave Registration unchecked. If you check it, your Zoom meeting will require people to register ahead of time. More details about this can be found here.

d. **Security**:
   - **Passcode** - We recommend that you require a Passcode for your meetings. Most attendees won't need to manually enter the code as it will be part of the URL included in the meeting invite.
   - **Waiting Room** - The Zoom Waiting Room gives you the ability to preview the attendees before they enter the meeting. This will make your meeting more secure, but it does require someone to admit each student (either one by one or in bulk).
   - **Require authentication to join** - We recommend requiring authentication to join and limiting

participants to Penn Zoom users. Authentication exceptions (for guest speakers, for instance) can be entered as needed.

e. **Video**: This setting determines if the Host's and participants' cameras are on or off when they enter the meeting. **Off** is the default, but if you have changed your Penn Zoom account default, you will see the change in Canvas.

f. **Meeting Options**: You have a few options that you can set up for your meeting. Here's what each does and our recommendations around them:

- **Enable join before host** - Consider whether you want to have this option available.
  - **Unchecked:** Many people join meetings ahead of time to test settings, and leaving this unchecked ensures the meeting won't start until you want it to.
  - **Checked:** Your Zoom meeting (and the recording, if the meeting is set to auto-record) will start the moment anyone joins the meeting. This can be useful if you may be running late or if you would like the flexibility of asking someone to start the class.

- **Mute participants upon entry**: When checked, the video and audio of participants will be muted automatically when they enter. We recommend you leave this unchecked, though if you prefer to have more control over the initial moments of your class, you should check it.

- **Use Personal Meeting ID**: This option **SHOULD NOT** be checked. If it is checked, Canvas will associate all the meetings you have with your Personal ID with this Canvas site. You don't want that.

- **Record the meeting automatically**: Check this box to ensure your Zoom session is recorded. The Zoom meeting record will start the moment one person joins the meeting; each participant is notified that the meeting is being recorded upon entry. **In the cloud** is the default destination for your recording, and we recommend you keep this set as is.

g. **Alternative Hosts**: You can manually add additional alternative hosts here. Note that alternate hosts need to be added in the format: *pennkey*@upenn.edu (**NOT** *pennkey@school*.upenn.edu).

5. Click **Save,** and your Zoom meeting is scheduled. The details are displayed for you:

The scheduled Zoom meetings will be listed on the Zoom tab for you and your students:

The Zoom meeting will be visible to students on the Canvas Syllabus page, the student's To Do list, and the student's Canvas Calendar.

Course Summary:

Date	Details	Due
Mon Feb 2, 2026	🗓 DEPT XXXX Section 001 - 10:30 am - Online Class Meeting	10:30am to 12pm
Wed Feb 4, 2026	🗓 DEPT XXXX Section 001 - 10:30 am - Online Class Meeting	10:30am to 12pm

To Do

🗓 DEPT XXXX Section 001 - 10:30 am - Online Class Meeting ✕
Sandbox for Virtual Teaching Planning - Communication Workstream testing
Feb 2 at 10:30am

🗓 DEPT XXXX Section 001 - 10:30 am - Online Class Meeting ✕
Sandbox for Virtual Teaching Planning - Communication Workstream testing
Feb 4 at 10:30am

Today	← → February 2026

SUN	MON	TUE	WED	THU
1	2 🗓 10:30a DEPT XXXX S...	3	4 🗓 10:30a DEPT XXXX S...	5

> **Note:** Now that your meeting is scheduled, you may want to **add pre-assigned breakout room assignments** to your meetings. See our article Video Conference Breakout Rooms to learn more about pre-assigning breakout rooms.

Recordings

Any Zoom meetings scheduled through Canvas (see the above instructions) and set to record will have their recording automatically posted to **Class Recordings** in the Canvas site shortly after the meeting ends. The meeting title will be used as the recording title. Depending on how long the recording is, there may be a delay as the video recording is processed.

Recurring meetings will all have the same title but are differentiated by the dates included in the recording description.

You can edit videos in Panopto. More details about how to do this can be found in our Editing Videos in Panopto article.

Class Recording Permissions

By default, Zoom recordings will be provisioned with the permissions configured in the Class Recording Permissions app.

Scheduling a Meeting with a Guest Speaker

For bringing a guest speaker into your classroom using Zoom, there are a few considerations:

We recommend choosing one of the following two options to schedule your Zoom call for a guest speaker appearance:

1. Scheduling guest speaker meetings via the Zoom tab in Canvas when students have the option to attend virtually rather than in person.
2. Scheduling guest speaker meetings via https://upenn.zoom.us when the intention is for students to attend only physically in class. Once scheduled, a private meeting invitation can be shared with each guest speaker.

(The best practice is **not** to use Personal Meeting Room for either option (1) or (2) noted above.)

If your guest speaker does not have a Penn Zoom account, you will need to configure an authentication exception to allow them to join the meeting.

1. Select the option Only authenticated users can join meetings
2. Toggle to Penn users only
3. Select Edit and enter the guest speakers name and email address they will be using to login to the meeting.

- If students are expected to be in the physical classroom, consider whether you want the guest speaker meeting to be listed in Canvas for students to join:
    - *Unlisted for students*: please use the general Zoom instructions for setting up a meeting without using Canvas.
    - *Listed on Canvas and OK for students to join the Zoom meeting directly*: instructions on this page will work.
- If you are not comfortable getting your Zoom meeting to appear via the projector, be sure to contact CTS Classroom Support 3 or more business days in advance to arrange for in-classroom assistance.

Reminder: If you plan to have a guest speaker join your meeting, be sure to confirm the comfort level of your speaker being recorded, as some guests have requested not to be recorded as a condition of their appearance. To arrange for classroom recordings showing a projected guest speaker not to be recorded, please contact CTS Classroom Support 3 or more business days in advance.

Questions?

For additional help and support:

- See our Zoom FAQ
- Contact your academic support representative
- Check out the Knowledge Bases for Zoom