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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 01/12/2023 8:20 pm EST

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
- 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](https://www.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 with a few individuals outside of a Canvas classroom or for your class using Canvas.

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

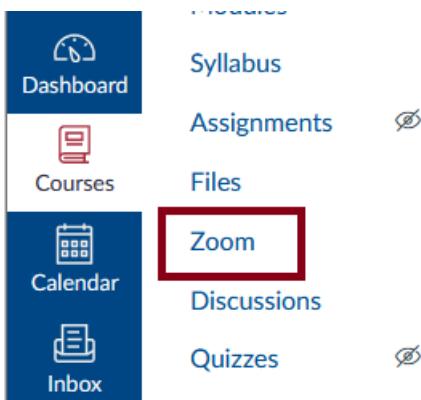
Creating your meetings through Canvas will take care of scheduling for the class, provide the link to all class participants, and preserve the privacy of your personal meeting account.

Note: We recommend that instructors – not TAs – create each class meeting (or sequence of recurring meetings) within Canvas. 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.**

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.

A screenshot of the Zoom interface. At the top, it says 'Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)'. Below that is a blue button labeled 'Schedule a New Meeting' with a red box around it. Further down, there are tabs for 'Upcoming Meetings' (which is selected and highlighted in blue), 'Previous Meetings', 'Personal Meeting Room', 'Cloud Recordings', and 'Get Tra...'. There is also a checkbox labeled 'Show my course meetings only'.

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 A

Description (Optional)

When B

Duration

Time Zone C

Recurring meeting

Registration Required D

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

Require authentication to join

Video Host on off E

Participant on off

Audio Telephone Computer Audio Both

Meeting Options Enable join before host F

Mute participants upon entry

Use Personal Meeting ID 2780530264

Record the meeting automatically

Alternative Hosts G

Save Cancel

- 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). You can also enter a **Description** if you like, but this is optional.
- b. **When:** Set the start time, duration, and Time Zone.

Recurring meetings can be checked or unchecked. Be sure to fill in the proper class start and end dates:

GMT-04:00 Eastern Time (US and Canada) 

Recurring meeting **Every day, until Aug 14,2020, 5 occurrence(s)**

Recurrence 

Repeat every day 

End date By 
 After occurrences 

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

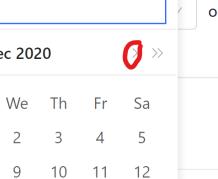
GMT-04:00 Eastern Time (US and Canada) 

Recurring meeting **Every week on Mon,Wed, until Dec 30,2020, 35 occurrence(s)**

Recurrence 

Repeat every week 

Occurs on Sun Mon Tue Wed Thu Fri

End date By 


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** - *[Note: as of 9/22/21, Zoom has confirmed this feature is temporarily unavailable in their LTI Pro integration; they are working on restoring it.]* You can limit participants to your meeting to either Penn Zoom users or Zoom users in general. Selecting either option will require participants to log in using the proper Zoom credentials.

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.

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.
- **Confirm Closed Captioning is Enabled:** **Enabling closed captioning** allows you, as host, or your attendees, to turn on automatic closed captioning options. You, as host, must enable this option in the meeting itself before it can be available to your attendees.

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:

Zoom Test LTI3 > Zoom LTI Test Course 3

Search...

Penn Term

Home

Announcements

Modules

Syllabus

Assignments

Files

BlueJeans

Zoom

Discussions

Quizzes

Grades

BlueJeans

Zoom

Discussions

Quizzes

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Zoom

Discussions

Quizzes

Grades

Class Recordings

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Instruction Center

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Collaborations

Conferences

Settings

zoom

Course Meetings > Manage "Zoom LTI Test Course 3"

Topic: Zoom LTI Test Course 3

Time: Aug 10, 2020 5:00 PM Eastern Time (US and Canada)

Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar

Meeting ID: 980 1736 4602

Alternative Hosts: dfenton@wharton.upenn.edu

Invite Attendees: Join URL: <https://wharton.zoom.us>

Audio: Telephone and Computer Audio

Meeting Options:

- Enable join before host
- Mute participants upon entry (checked)
- Use Personal Meeting ID (checked)
- Only authenticated users can join
- Record the meeting automatically

Delete this Meeting, Edit this Meeting, Start this Meeting

Poll

You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)

You have not created any poll yet.

Import CSV

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



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [Change](#)

[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

Today
5:00 PM

[Zoom LTI Test Course 3](#)

980 1736 4602

[Start](#)

[Delete](#)

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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 section shortly after the meeting ends. 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.

The screenshot shows the Canvas LTI Test Course 3 page. The left sidebar has a blue bar with icons for user, shield, and help, and a list of course modules: Penn Term, Home, Announcements, Modules, Syllabus, Assignments, Files, BlueJeans, Zoom, Discussions, Quizzes, Grades, and Class Recordings. The 'Assignments' icon has a blue circle with a '7' on it. The main content area shows a folder named 'Zoom LTI Test Course 3'. Inside this folder is a recording titled 'Marketing 101' with a thumbnail image of a person. The recording details are: Zoom Meeting ID: 97415470582, Host: Scott McNulty, Meeting Start: 08/26/2020 @ 9:48 AM, Recording Start: 08/26/2020 @ 9:48 AM, Duration: 0 minutes, and a status of 'Processing'. There are also 'Create' and 'Powered by Panopto' buttons.

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 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](#)