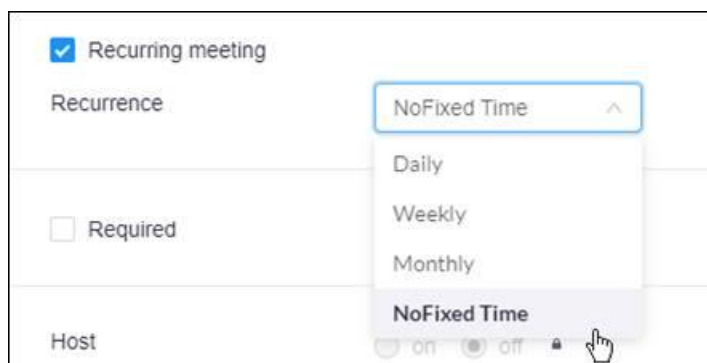


1. Please set the session to be recurring with no fixed time. **Failure to do so will result in students not able to view any recording after 30 days.**



2. When you schedule an online class within Canvas -> Virtual Class/Online Seminar, the topic (title) of your online class will be **populated automatically** with the coursecode_semesteryear_group.

Please **DO NOT DELETE** the portion highlighted in blue below. You can type in anything thereafter.

An automation is in place to save storage space whereby meetings not related to online classes will be deleted on a monthly basis. This course code naming convention will prevent your Zoom (class) recordings from being deleted.



Course Meetings > Schedule a Meeting

Topic

HRM201_JAN21_T01: HUMAN RESOURCE MANAGEMENT




3. Starting July 2021 semester, security has been further enhanced to prevent Zoombombing. When you schedule an online class, please select **"Only Authenticated users can join meeting"**.


Students would need to login to their SUSS account to join your online class. The above option would prevent unauthorised access to your class.

Note: If you have an external guest speaker, checking on this option will prevent them from joining your online class. Keep it unchecked if you have external attendees.

Security

☒ Passcode  331597
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
SUSS Users 

4. Please **DO NOT CREATE** your online classes outside of Canvas. You must always do it via your Canvas course -> Virtual Class/Online Seminar. Your students have been informed to attend online classes and access recordings of these classes in Canvas.

Do follow this quick guide for a smooth online teaching experience with your students.

https://d2jifwt31jehd.cloudfront.net/LSA102/others/LSA102_Zoom%20Set-up%20for%20Teaching%20Purposes.pdf