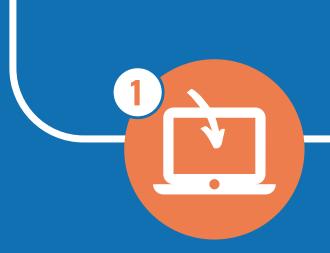
ZOOM SET-UP FOR ONLINE SEMINAR/ VIRTUAL CLASS **(TEACHING PURPOSES)**



Download & install Zoom Client for Meetings: zoom.us/download.

After installation, you may do a test at http://zoom.us/test.

Access canvas.suss.edu.sg & navigate to your course site (T/TG/TV Group). Click on "Virtual Class" or

"Online Seminar".



Click on "Schedule a New Meeting".

Enter session information such as Date and Time after the auto generated Topic as an identifier for students.

Important note:

Do not delete the auto-generated course code naming convention. Our automated recording deletion is based on the course code to identify a lesson.

All virtual class sessions must be created from within Canvas's Virtual Class/Online Seminar.



Remember to check on "Recurring Meeting" & set the recurrence to "No Fixed Time".

Check on "Only Authenticated users can join meetings" For multiple sessions, repeat steps 3-4.



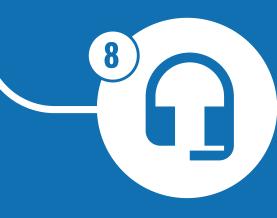
Highly recommended to check on "Only authenticated users can join" followed by "SUSS Users" to prevent unauthorised access to your lessons. If you have an external guest, select the second option for external user from the drop-down list.



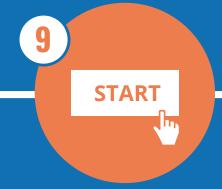
Students can see the sessions you have created and join via Virtual Class or Online Seminar, in Canvas.



The meeting passcode will be automatically generated. You are **NOT** required to share password as students are required to login to Canvas to join virtual class.



Plug in USB headset & webcam.



Once you're ready to start your Zoom session, click on "Start".



Select "Participants" and click "Mute All". Un-check to disallow students to unmute themselves.



Upon launching Zoom Launcher, test your audio and click "Join Audio By Computer".

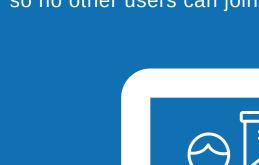


• Enable Waiting Room to

- control which user to enter the session.
- Once all participants are in, enable "Lock Meeting" so no other users can join.



Turn on your video camera & check if your students can see & hear you.



Say Hello to everyone!