

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

1



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

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

2



Access canvas.suss.edu.sg & navigate to your course site (T/TG/TV Group).

Click on "**Virtual Class**" or "**Online Seminar**".

3



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.

4



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.

5



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.

7



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

6



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.

8



Plug in USB headset & webcam.

9



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

11



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

10



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

12



Optional security measures:

- 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.

13



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



Say Hello to everyone!