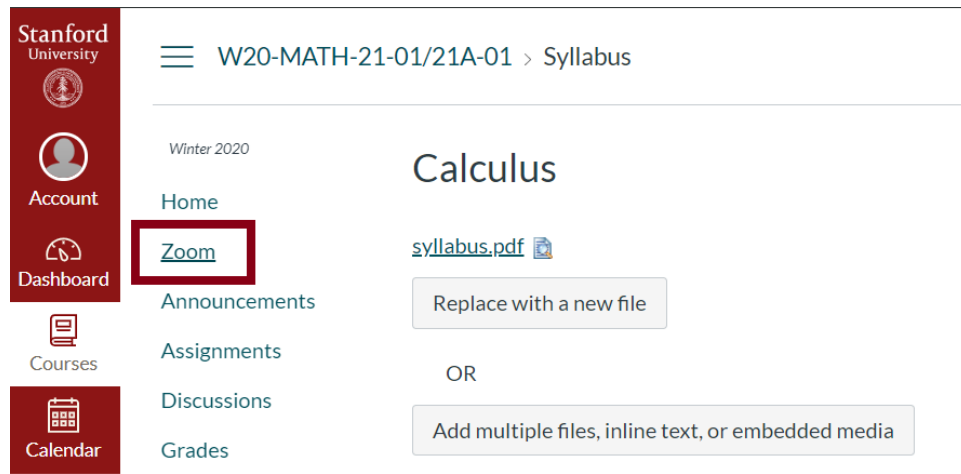
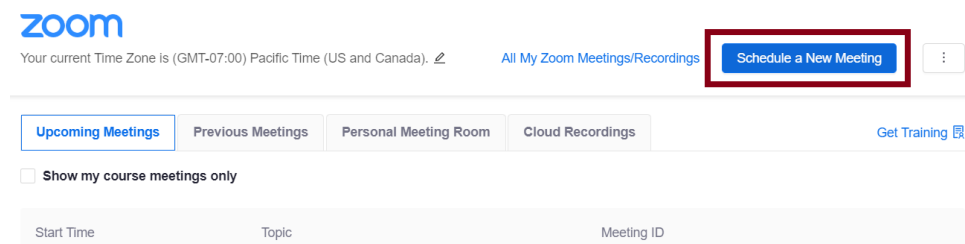


Before the lecture

1. Open Canvas and click on “Zoom” in the top left part of Canvas.



2. Click on “Schedule a New Meeting” in the top right portion of the page.



3. Fill in the title field; “Lecture (March 30)”, “Gene’s OH”, etc. Then, select a starting date/time along with the length of the Zoom session.

This screenshot shows the "Schedule a Meeting" form in the Zoom interface. The form is titled "Course Meetings > Schedule a Meeting". It contains several fields: "Topic" with the value "Gene's OH", "Description (Optional)" with the placeholder text "Enter your meeting description", "When" with a date field set to "03/23/2020", a time field set to "11:00", and an AM/PM dropdown set to "AM". The "Duration" field is set to "1 hr 30 min".

4. Click “on” for video for both Host and Participant; otherwise, you will most likely be talking to a black screen with a bunch of names, which can be quite awkward. Also enable the feature “Enable join before host.” The feature “Record the meeting automatically” along with “In the cloud” should be enabled for lectures and disabled for office hours (due to FERPA).

Video	Host	<input checked="" type="radio"/> on <input type="radio"/> off
	Participant	<input checked="" type="radio"/> on <input type="radio"/> off
Audio	<input type="radio"/> Telephone <input checked="" type="radio"/> Computer Audio <input type="radio"/> Both	
Meeting Options	<input type="checkbox"/> Require meeting password	
	<input checked="" type="checkbox"/> Enable join before host	
	<input type="checkbox"/> Mute participants upon entry ⓘ	
	<input type="checkbox"/> Use Personal Meeting ID 6089537054	
	<input type="checkbox"/> Enable waiting room	
	<input checked="" type="checkbox"/> Record the meeting automatically <input type="radio"/> On the local computer <input checked="" type="radio"/> In the cloud	
Alternative Hosts	<input type="text" value="Example: john@company.com, peter@school.edu"/>	
<div><input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/></div>		

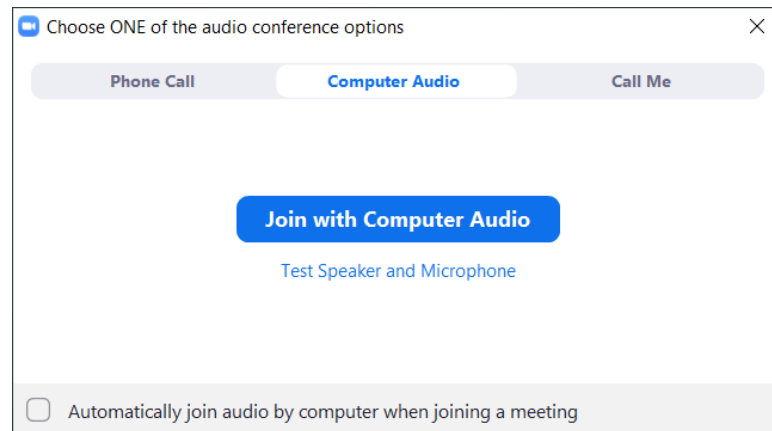
5. Once you click “Save”, the following page will include the invitation link for the Zoom session. You can share this link with the students. The link will also appear in the course Canvas page under “Course Summary.”

Time	Mar 23, 2020 11:00 AM Pacific Time (US and Canada)	
Add to	<input type="button" value="31 Google Calendar"/>	<input type="button" value="o Outlook Cal"/>
Meeting ID	647-181-274	
Invite Attendees	Join URL: https://stanford.zoom.us/j/647181274	
Video	Host	on
	Participant	on

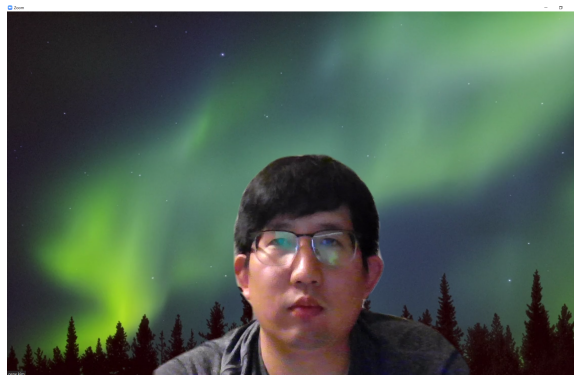
For the lecture

The use of a laptop and a tablet is highly recommended. The laptop is for audio/video purposes, and the tablet is for writing purposes.

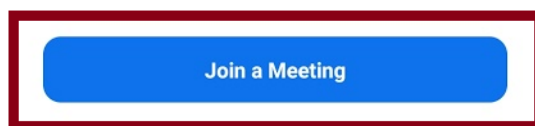
1. Click the Zoom session link. Then, Zoom will open, and the following box will pop up. Click “Join with Computer Audio.”



2. Then, the Zoom window will open with a video of you.



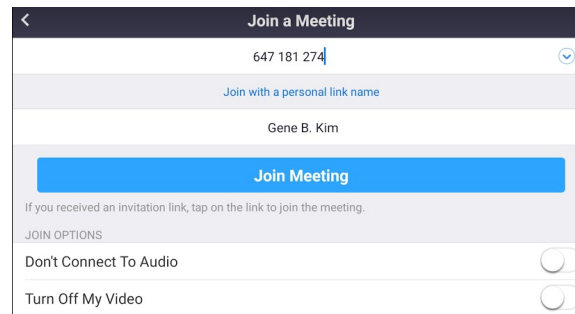
3. Open Zoom on your tablet and click “Join a Meeting.”



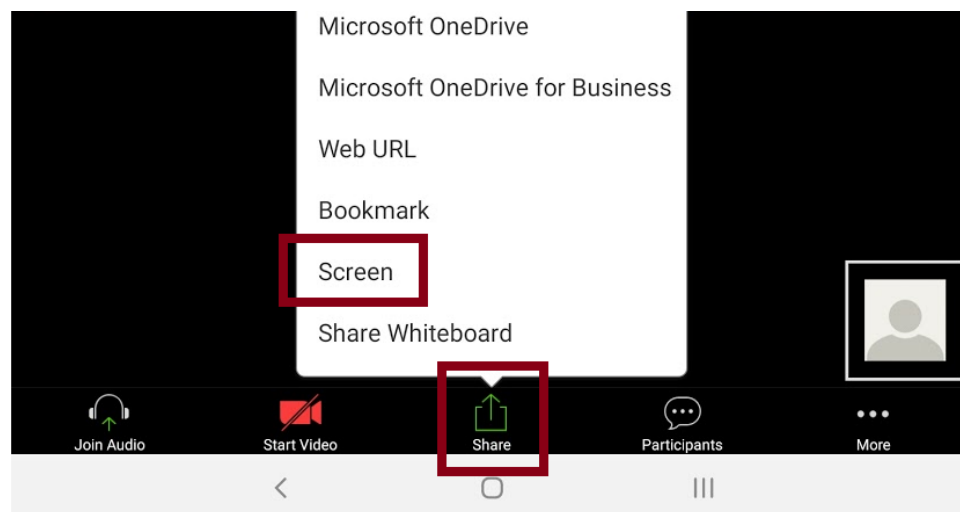
[Sign Up](#)

[Sign In](#)

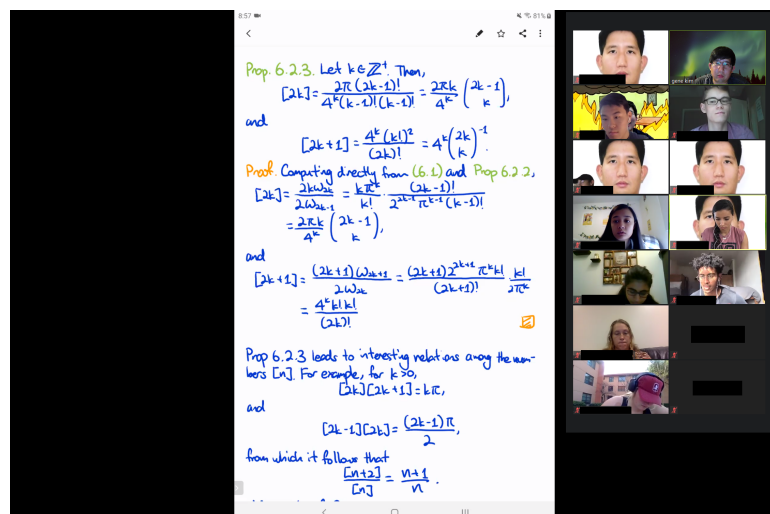
4. Type in the nine digit Zoom session code (should be the last nine digits of the Zoom session link address), and click “Join Meeting.”



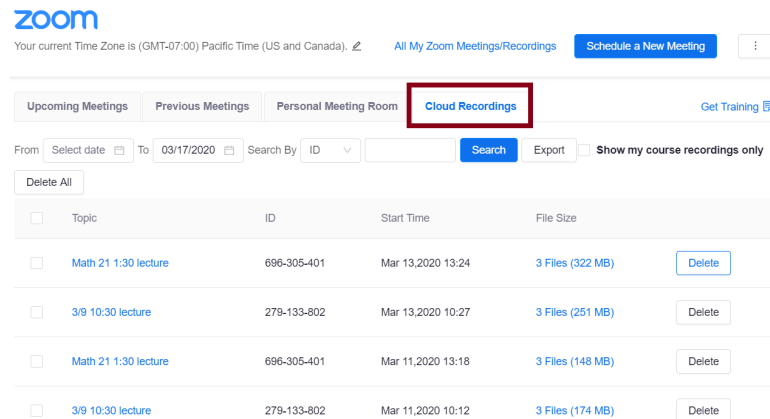
5. Click “Join without Video” (this is because the tablet will be our chalkboard/whiteboard.)
6. Click the “Share” icon at the bottom of the screen, select “Screen,” then click “Start Now.”



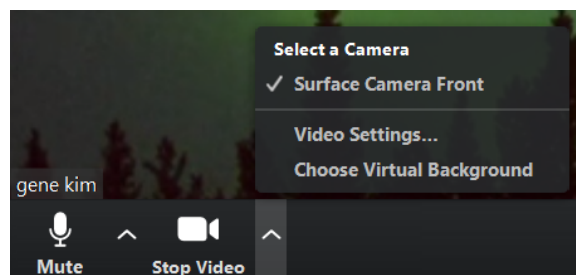
7. Open the note-taking software on your tablet (“Samsung Notes” on Samsung tablets, “Notability” on Apple tablets, etc.) Now, you are ready to write on the tablet and lecture!



8. Once you are finished with your lecture, click “End Meeting” at the bottom right of your screen, and click “End Meeting for All.”
9. If you chose to record the session and save it in the cloud, after some time (to process the file), a link will appear on Canvas, under Zoom/Cloud Recordings.



Fun tip: you can set your background to be whatever you want! Find the “Stop Video” icon in the bottom left corner of the screen, and click on the arrow to the right of it. Then, select “Choose Virtual Background.”



You can either use the images and videos that come pre-loaded with Zoom, or use an image or a video of your choice by clicking the + icon.

