Synchronous Discussions with Zoom

If faced with a campus closure, you may conduct synchronous discussions in Zoom or use Canvas Discussions. Additional documentation about Zoom is found at https://support.zoom.us/hc/en-us.

Zoom video conferencing is available to all active SMU faculty, staff, and students. To login, go to http://smu.zoom.us/signin and use your SMU username and password. If you are a Canvas user, you may enable the Zoom link by going to Settings > Navigation > dragging Zoom to the top > Save.

To schedule a new meeting, click on Schedule a New Meeting [1]. You will need to update the information about your meeting (topic, date, time, record the meeting automatically and other settings). Once you are done, click to Save.

If you are scheduling your Zoom meeting in Canvas or via the Zoom website, you will see a Start button [2] under the Upcoming Meetings area. You may click on that button to start the meeting.

In Canvas, your students will see a Join button to join the meeting.

To share the link to the meeting to your students via email, click on your upcoming meeting topic [3] and under the Invite Attendees section, copy the link to the meeting or the full meeting invitation. You may paste that link or invitation on an email and send that to your students.
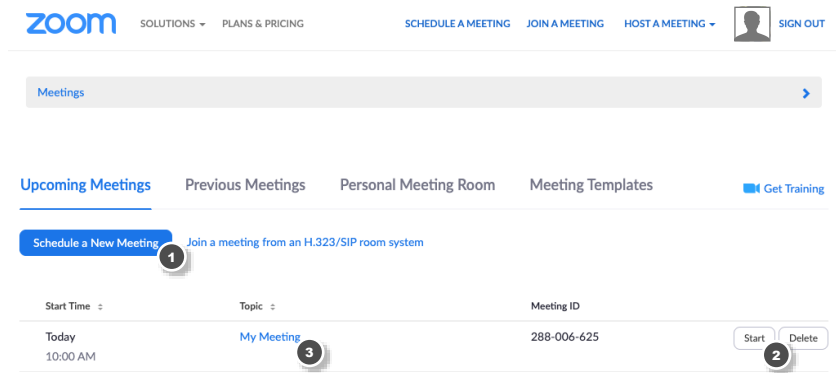
Managing Your Classroom in Zoom

There are many features in Zoom that can help you manage your classroom. Additional documentation about Zoom features for Teachers can be found at https://support.outschool.com/en/articles/2334575-zoom-features-for-teachers.

To enable polling and breakout rooms, login to Zoom and:
- Go to Settings
- Under in Meeting (Basics) click to allow to add 'Polls' to the meeting controls. This allows the host to survey attendees.
- Under In Meeting (Advanced) click to allow host to split meeting participants into seperate, smaller rooms