

Managing Zoom Meetings for courses with multiple instructors and multiple lectures and/or sections

- A separate course site on Canvas is usually assigned for each lecture section. However, instructors can request to combine multiple sections into one course site by sending an email to canvas@ust.hk.
- In a course site with multiple instructors/TAs and/or multiple sections and/or multiple tutorials,
 1. Any Instructor/TA can schedule a meeting through the Zoom Meeting tab of that course site
 2. Whoever logs in to Canvas to schedule the meeting will be the official meeting host with more controls during the Zoom Meeting.
 3. For consistency and clarity, we suggest
 - Each instructor/TA in the course site should schedule only the meetings (lessons/tutorials) he/she teaches.
 - Only the host (i.e. the person scheduling the meeting) can edit the meeting time, settings, etc. Hence, we suggest that only the instructor of that lesson/class schedule the meeting himself/herself.
 - Although the host can add a co-host when scheduling a meeting, the co-host cannot edit the meeting schedule and the parameters. The co-host simply has more control than participants, but less control than the host during the meeting.
 - If the Instructor would like the TA to schedule or edit parameters on the instructor's behalf, "Schedule Privilege" should be set-up in hkust.zoom.us "Settings". Please note, although this will allow the TA to schedule for the instructor, it will also mean the TA will own the reports for that meeting they scheduled. In addition, the TA will also be able to access and edit ALL HKUST Zoom Meetings (and Polls) for that instructor until their "privilege" is removed.

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

ctmay@ust.hk ×

ctrambo@ust.hk ×

Allow TA to schedule on your behalf by adding TA(s) e-mail here

I can schedule for

ctmay@ust.hk ×

canvas@ust.hk ×

After TA(s) given 'Privilege', TAs will see instructor(s) e-mail in their account here

- When scheduling, the "recurring meeting" mode should be used so that the same meeting ID will be used for all lessons taught by the same person in the same section/tutorial/lab and will be the same ID for all those weeks taught by the same person.
- Those recurring meetings should use a clear and consistent naming scheme. We suggest that the meeting name start with the course code, then the section

number and/or, instructor/TA name to indicate the instructor or TA for that meeting. It is good practice to have consistency across all Instructors/TAs using the suggested examples below:

- “ELEC1234 L1” or
 - “ELEC1234 (by Roger Cheng)” or
 - “ELEC1234 L1 (by Roger Cheng)” or
 - “ELEC1234 T3 (by Tom Owen)”
4. Recordings will be stored under the host’s zoom account.
 5. However, since the meetings are scheduled in Canvas, recordings will also appear on the “Cloud Recordings” tab on the “Zoom meeting” page inside the course site.
 6. All Instructors/TAs in the course team who can schedule a meeting in the course site, can toggle the “Publish” button to publish the recordings for students to view, even though the meeting was not hosted by him/her.
- Students will be advised to go into the Canvas course site -> Zoom meeting tab and then click on the “join” button for the scheduled class meeting to join the class. In essence, instead of going physically to the assigned classroom at the scheduled class time, students should log in to the Canvas course site -> Zoom meeting tab to “join” the virtual Zoom online meeting.
 - We recommend that the instructor does NOT send the students a direct Zoom link. Instead, tell the students to go to the Canvas course site to click the title of the meeting to stream the video for viewing.
 - When designing your classes, keep in mind that, just like students can walk into any classroom in the offline world, students accessing the Zoom link can join any scheduled meeting whether or not it is his/her class sections or tutorial sections.