

Setting up Zoom Meeting through Canvas

A guide from CPE- Habib University





Account



Dashboard



Courses



Calendar



Inbox



History



Commons



Help



Published Courses (11)



Scientific Methods-L3

CORE 200-L3

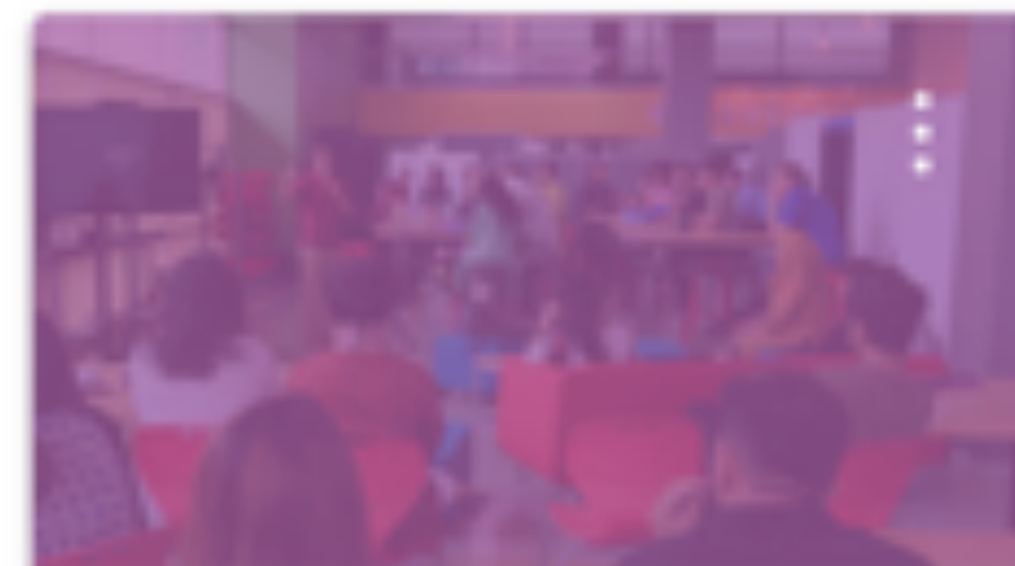
Fall Semester 2021



Design Your Habib Experience-D1

PLAY 113-D1

Fall Semester 2021



Introduction to Human Centred D...

Intro to Design Thinking



Self-paced tutorials on Online Tea...

CPE 101



Everything Canvas, Panopto and Z...

CPE - 110



Misaal Initiative

Misaal

Click on the Course that you want to setup the Zoom Meeting for

The image shows a Blackboard course page. On the left is a vertical navigation menu with various icons and labels. The 'Zoom' label is highlighted with a red rectangular box. The main content area displays course items, including 'Office Hours on Microsoft Teams - Monday and Wednesday 10 to 11 am', an 'Assignments' section, and a 'Week 1: Introduction' section containing items like 'Pre-recorded Videos', 'Week 1 - Video 1: Welcome to Scientific Methods (4 mins)', 'Week 1 - Video 2: Setting some Expectations for the Course (4 min)', 'General Discussion', 'Expectations from the course', and 'Weekly Reading on Hypothesis and Discussion'. On the right side, there are utility buttons such as 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. Below these are 'To Do' and 'Coming Up' sections with specific course-related notifications.

Locate and Click on the Zoom button in the menu bar on the left of the screen

Fall Semester 2021

Home

Modules

Assignments

Quizzes 

Announcements 

Discussions

Grades

Syllabus

People

Attendance

Outcomes

Rubrics

Collaborations

New Analytics

Chat



Your current Time Zone and Language are (GMT+05:00) Islamabad, Karachi, Tashkent, English 

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



Upcoming Meetings

Previous Meetings

Cloud Recordings

[Get Training](#) 

Show my course meetings only

Start Time	Topic	Meeting ID	
Tue, Aug 31 (Recurring) 11:30 AM	Scientific Methods - Weekly Class Meeting	867 7254 3721	Start Delete
Thu, Sep 2 (Recurring) 11:30 AM	Scientific Methods - Weekly Class Meeting	867 7254 3721	Delete
Tue, Sep 7 (Recurring) 11:30 AM	Scientific Methods - Weekly Class Meeting	867 7254 3721	Delete
Thu, Sep 9 (Recurring) 11:30 AM	Scientific Methods - Weekly Class Meeting	867 7254 3721	Delete

Click on Schedule a New Meeting

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Description (Optional)

Enter your meeting description

When

08/24/2021



12:00



PM



Duration

1



hr

0



min

Time Zone

(GMT+05:00) Islamabad, Karachi, Tashkent



Recurring meeting

Registration

Required

Security

Passcode 641770

Only users who have the invite link or passcode can join the meeting

Waiting room

Enter the Course Meeting Times

When

Duration hr min

Time Zone

Recurring meeting Every week on Tue,Thu, until Oct 5, 2021, 13 occurrence(s)

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End Date By After occurrences

Registration Required

Click on Recurring and choose recurrence period, repeat period and days and end date of the meeting

Security

Passcode

Only users who have the invite link or passcode can join the meeting

Waiting room

Only users admitted by the host can join the meeting

Only authenticated users can join meetings

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Telephone and Computer Audio

Meeting Options



Enable join before host

Mute participants upon entry 

Record the meeting automatically On the local computer In the cloud

This option is unchecked by default. Make sure you check it. This will help in maintaining attendance reports


Full Semester 2023


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Security

- Passcode**
Only users who have the invite link or passcode can join the meeting
- Waiting room**
Only users admitted by the host can join the meeting

Only authenticated users can join meetings



Habib University Users  [Edit](#)


Video

- Host** on off
- Participant** on off

Audio



- Telephone **Computer Audio** Telephone and Computer Audio

Meeting Options

- Enable join before host
- Mute participants upon entry** 

If you have guest speakers coming to the course, then you can set the option of Sign into Zoom

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Video

Host

on off

Participant

on off

Audio

Telephone Computer Audio Telephone and Computer Audio

Meeting Options

Enable join before host

Mute participants upon entry 

Record the meeting automatically On the local computer In the cloud

Alternative Hosts

 Save

Cancel

Make sure that “Record meeting automatically” and “In the cloud” options are checked. This will send all recordings of the course to your canvas site automatically in the Panopto folder



☰ CORE 200-L3 > Scientific Methods-L3

Description (optional)	Weekly Meeting of Scientific Methods - Section L3 for Fall 2021	
Time	Aug 31, 2021 11:30 AM Islamabad, Karachi, Tashkent	
	Every week on Tue,Thu, until Dec 2, 2021, 28 occurrence(s) Show all occurrences	
Add to	Google Calendar	Outlook Calendar (.ics)
	Yahoo Calendar	
Meeting ID	867 7254 3721	
Invite Attendees	Join URL: https://habib-edu-pk.zoom.us/j/86772543721?pwd=HVB0U1JwWW03WWw1U0hNKQZkNWxYVndz09 Copy Meeting Invitation	
Security	✔ Passcode ***** Show ✔ Waiting room	
	✔ Only authenticated users can join meetings: Habib University Users st.habib.edu.pk, ahes.habib.edu.pk, habib.edu.pk, sse.habib.edu.pk	
Video	Host	on
Chat	Participant	on

You can download the calendar file and open it with outlook to see the Zoom meeting link in your calendar

Taking Attendance in a Zoom Meeting

A guide from CPE- Habib University



- Profile
- Meetings
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- Recordings
- Settings
- Account Profile

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Reports

Usage Reports User Activity Reports

Document

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Usage	View meetings, participants and meeting minutes within a specified time range.
Meeting	View registration reports and poll reports for meetings.

Login to vms.habib.edu.pk through your Habib Credentials
Click Reports and then Choose Usage

Check that the date range at the top includes the session for which you want to take attendance. Then click on the **Participants** link for the session.

The screenshot shows the Zoom Reports interface. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. On the left, there is a sidebar with navigation options: Meetings, Webinars, Recordings, Settings, Account Profile, and Reports (highlighted in blue). The main content area shows a date range filter: From: 08/20/2021 To: 08/24/2021, with a Search button. Below this, it says "Maximum report duration: 1 Month" and "Reports show information for meetings that ended at least 15 minutes ago." There are links for "Export as CSV File", "Toggle columns", and "Add tracking field to columns". A table of meeting records is displayed with columns: Topic, Meeting ID, User Name, User Email, Department, Group, Has Zoom Rooms?, Creation Time, Start Time, End Time, Duration (Minutes), and Participants. The first row is highlighted, and the number of participants (71) is circled in red. A blue chat icon is visible in the bottom right corner.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants
Promoting Integrity in Online...	871-8855-8430	Anzar Khaliq	anzar.khaliq@ese.habib.edu.pk	Dhanani School of Science and Engineering	Faculty	No	08/07/2021 06:01:22 PM	08/11/2021 08:43:07 AM	08/11/2021 10:31:08 AM		71
Redesigning First Year Stud...	835-8870-4534	Anzar Khaliq	anzar.khaliq@ese.habib.edu.pk	Dhanani School of Science and Engineering	Faculty	No	08/05/2021 11:35:40 AM	08/11/2021 01:53:30 PM	08/11/2021 03:56:32 PM	124	79
Cross Disciplinary Course De...	824-0270-6565	Anzar Khaliq	anzar.khaliq@ese.habib.edu.pk	Dhanani School of Science and Engineering	Faculty	No	08/05/2021 11:34:30 AM	08/12/2021 01:49:49 PM	08/12/2021 03:54:30 PM	125	28

1. Check that the date range includes the date of the session for which you want to take attendance. If not, adjust the date range and click **Search**.
2. Then click the **Participants** link for the session.

Review the report. Check the Export with meeting data checkbox.

Meeting Participants

Export with meeting data

Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	Recording Consent
Anzar Khaliq	anzar.khaliq@sse.habib.edu...	08/11/2021 08:43:07 AM	08/11/2021 09:52:44 AM	70	No	Y
Center for Pedagogical Exc...	cpe@habib.edu.pk	08/11/2021 08:43:51 AM	08/11/2021 08:44:08 AM	1	No	
Raheel (Center for Pedagog...	cpe@habib.edu.pk	08/11/2021 08:44:08 AM	08/11/2021 09:07:08 AM	23	No	Y
Flower Darby		08/11/2021 08:46:29 AM	08/11/2021 08:46:37 AM	1	Yes	
Flower Darby		08/11/2021 08:46:37 AM	08/11/2021 10:30:11 AM	104	Yes	Y
Almen Farheen Sami		08/11/2021 08:53:30 AM	08/11/2021 08:57:00 AM	4	Yes	
marcelo.lima		08/11/2021 08:56:22 AM	08/11/2021 08:57:01 AM	1	Yes	

1. Notice that the same student joined the meeting twice. This happens when a student leaves the meeting and re-joins it. You won't be able to tell if they left the meeting because of technical difficulties, but you can see how long they were in the meeting under Duration.
2. Click Export with meeting data.

Click Show Unique users to see a collapsed list of each unique attendee and their total duration.

Meeting Participants



Export with meeting data

1

Export

Show unique users

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Anzar Khaliq	anzar.khaliq@sse.habib.edu...	110	No
Center for Pedagogical Exc...	cpe@habib.edu.pk	24	No
Flower Darby		105	Yes
Aimen Farheen Sami		99	Yes
marcelo.lima		10	Yes
Dr. Muhammad Haris	muhammad.haris@ahss.hab...	96	No
Sehel Khandwala (sehel.kha...	sehel.khandwala@habib.ed...	93	No
Sadia Mehboob	sadia.mehboob@ahss.habib...	54	No
Aeyaz (aeyaz.kayani@sse.h...	aeyaz.kayani@sse.habib.ed...	92	No
Abdul Samad	abdul.samad@sse.habib.ed...	92	No
sahaab.bader@ahss.habib.e...	sahaab.bader@ahss.habib.e...	92	No

1. Make sure that Export with Meeting data is checked
2. Click on Export

Meeting Participants ×

Export with meeting data 1

Show unique users

Export 2

Meeting ID : 871 8855 8430 Topic : Promoting Integrity in Online... User Email : anzar.khaliq@sse.habib.edu.pk
Duration (Minutes) : 109 Start Time : 08/11/2021 08:43:07 AM End Time : 08/11/2021 10:31:08 AM
Participants : 71

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	Recording Consent
Anzar Khaliq	anzar.khaliq@sse.habib.edu...	08/11/2021 08:43:07 AM	08/11/2021 09:52:44 AM	70	No	Y
Center for Pedagogical Exc...	cpe@habib.edu.pk	08/11/2021 08:43:51 AM	08/11/2021 08:44:08 AM	1	No	
Raheel (Center for Pedagog...	cpe@habib.edu.pk	08/11/2021 08:44:08 AM	08/11/2021 09:07:08 AM	23	No	Y
Flower Darby		08/11/2021 08:46:29 AM	08/11/2021 08:46:37 AM	1	Yes	
Flower Darby		08/11/2021 08:46:37 AM	08/11/2021 10:30:11 AM	104	Yes	Y
Aimen Farheen Sami		08/11/2021	08/11/2021	4	Yes	

Need More Help?

Contact the Faculty Support Desk at
faculty.support@habib.edu.pk
or cpe@habib.edu.pk

