

## Using Zoom in Canvas

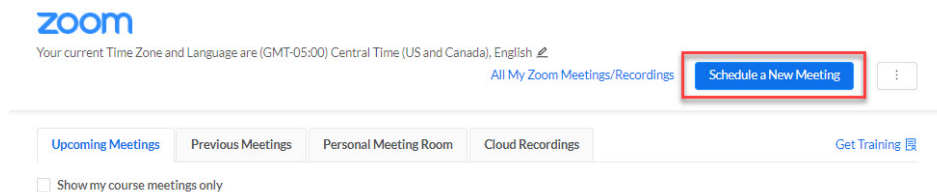
Zoom is a web conferencing tool that allows you to host live meetings and lectures. The Canvas-Zoom integration can be activated in all Canvas shells to allow instructors to schedule online meetings from within Canvas. Steps to use Zoom are below.

### Activate the Zoom link in the Course Navigation.

1. Click on Settings
2. Click the Navigation tab
3. Find the Zoom link and drag to the top half of the page.
4. Scroll down and click Save.

### Scheduling Meetings

1. Click the Zoom link located in the course navigation.
2. Click Schedule a New Meeting



3. Fill out the meeting settings.
  - a. Topic: the title of your meeting
  - b. When: date and time of the meeting
  - c. Duration: total amount of time the meeting will run for (a meeting can end early or extend beyond)
  - d. Recurring meeting: Used to set up meetings that will be used more than once in the course (e.g., weekly class meetings)
  - e. Security Settings
    - i. Select Passcode to be used to access the meeting.
      1. The password can be sent to your students via a Canvas announcement
    - ii. Enable a Waiting Room (good for Virtual Office Hours -but not necessary for class meetings)
  - f. Video Host/Participant: select whether you'd like your/your participants' video to be automatically turned on or off
  - g. Meeting Options:
    - i. Do not select "Enable join before host". You can start the meeting a few minutes ahead of the scheduled time to allow students to get settled, chat, and ask questions.
    - ii. If you'd like recordings of the meeting to share later, select "Record the meeting automatically" and select "Save the recording in the cloud".
4. Click Save.
5. You will see the meeting(s) appear under Upcoming Meetings