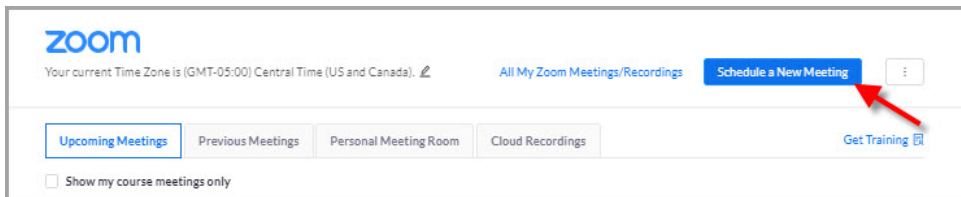


Using Zoom in Canvas

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.

1. You will need to activate the Zoom link in the course navigation list. To do so:
 - a. Click on Settings
 - b. Click the Navigation tab
 - c. Find the Zoom link and drag to the top half of the page.
 - d. Scroll down and click Save.
2. To use Zoom in Canvas
 - a. Click the Zoom link located in the course navigation
 - b. Click Schedule a New Meeting



- c. Fill out the meeting settings.
 - i. Topic: the title of your meeting
 - ii. When: date and time of the meeting
 - iii. Duration: total amount of time the meeting will run for (you can end a meeting early)
 - iv. Recurring meeting: meetings that will be used more than once in the course (e.g., weekly discussion meetings)
 - v. Video Host/Participant: select whether you'd like your/your participants' video to be automatically turned on or off
 - vi. Meeting Options:
 1. Do not select "**Enable join before host**". Just make sure you enter the meeting room a few minutes ahead of the scheduled time.
 2. If you'd like recordings of the meeting, select "**Record the meeting automatically**" and save the recording in the cloud.
 - d. Click Save. You will now see the conference appear under 'Upcoming Meetings'
3. Student Notifications
 - a. By default, once your meeting is scheduled, students will receive an email notification. In addition, the meeting will appear on students' Canvas Calendar.
 4. Need Help?
 - a. From within your Canvas course, open Zoom and click the Get Training link.