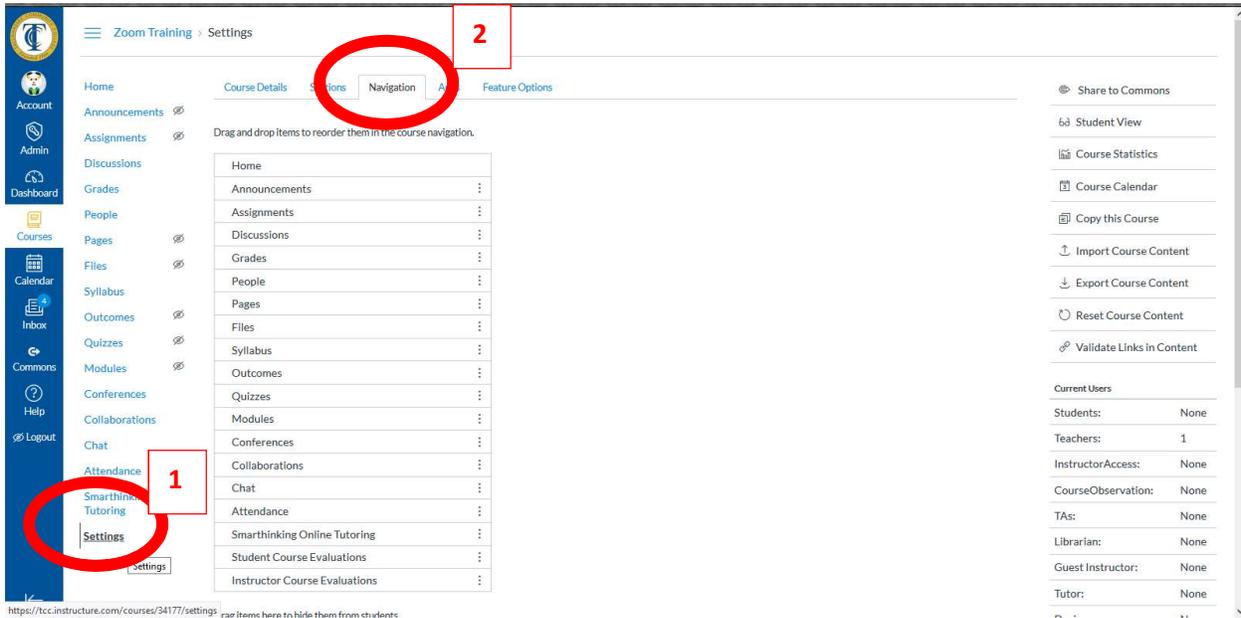


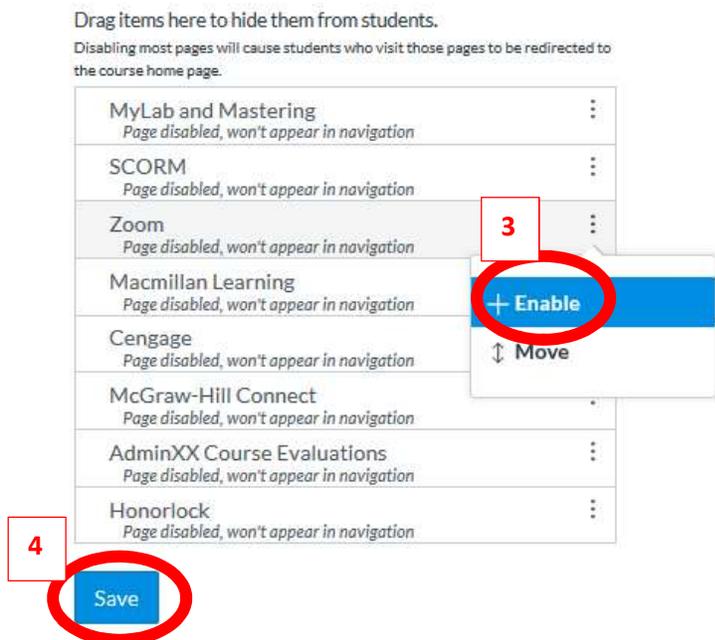
# Using Zoom in Canvas

Before you can begin using Zoom, you must enable the connector in your course by following the instructions below:

- 1) Click **Settings** in your Canvas course.
- 2) Click **Navigation**.



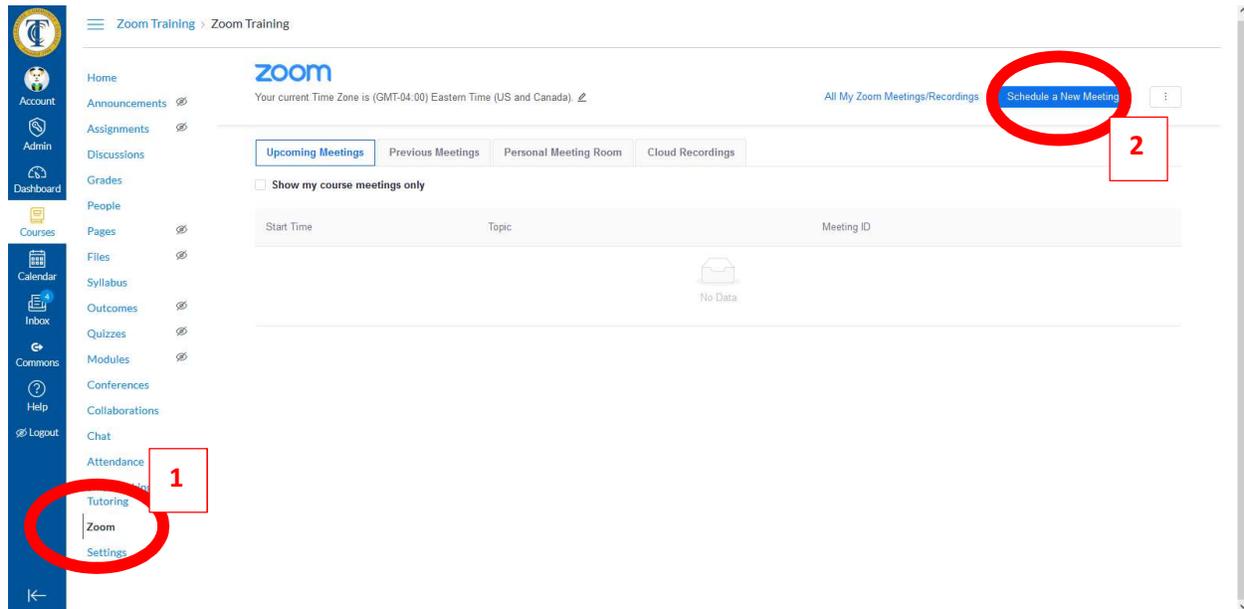
- 3) Locate Zoom under the disabled links. Click the three dots and select **Enable**.
- 4) Click **Save**, then click Home. Zoom is now in your course navigation menu and ready for use.



# Creating a Zoom Meeting in Canvas

1) Click **Zoom** in the Course Navigation Menu.

2) Click **Schedule a New Meeting**.



3) Enter the **Date and Time** when the meeting will take place, then enter how long the meeting is expected to last.

**Note:** If this is a recurring event, check the Recurring Meeting box to select further dates and times.

When

Duration  hr  min

Time Zone

Recurring meeting **Every week on Mon,Wed,Fri, until May 07,2020, 18 occurrence(s)**

Recurrence

Repeat every  week

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date  By   After  occurrences

4) Select Video and Audio options for you (the Host) and your students (Participants).

Video

Host  on  off  
Participant  on  off

Audio  Telephone  Computer Audio  Both

6) Choose other meeting options:

**Require meeting password** Allows you to restrict the meeting only to students who have been given a code. (*Recommended*)

**Enable join before host** allows students to begin the meeting before you join.

**Mute participants upon entry** begins the meeting with all users microphones disabled. (*Recommended*)

**Enable waiting room** will keep students on Hold until you allow them to join the meeting. (*Recommended*)

**Record the meeting automatically** will record the meeting.

7) Click **Save**.

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Enable waiting room

Record the meeting automatically  On the local computer  In the cloud

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Alternative Hosts

Example: john@company.com, peter@school.edu

8) When the meeting is due to begin, access **Zoom** from the navigation menu and then click the **Start** button next to the appropriate meeting.

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings

Show my course meetings only

Start Time	Topic	Meeting ID	
Today (Recurring) 4:00 PM	Zoom Training	104-695-639	<input checked="" type="button" value="Start"/> <input type="button" value="Delete"/>

# Using Zoom in Canvas as a Student

Students can join a Zoom meeting directly from the meeting link you've placed within the course or via email, or through the course menu:

- 1) Click the **Zoom** link in the Course Navigation Menu.
- 2) Click the **Join** button.

The screenshot shows the Canvas LMS interface for a course titled "Zoom Training". The left navigation menu includes options like Home, Discussions, Grades, People, Syllabus, Collaborations, Chat, Tutoring, and Zoom. The Zoom link is circled in red and labeled "1". The main content area displays a table of "Upcoming Meetings" with columns for Start Time, Topic, and Meeting ID. The first meeting is "Today (Recurring)" at 4:00 PM. The "Join" button for this meeting is circled in red and labeled "2".

Start Time	Topic	Meeting ID	Join	Invitation
Today (Recurring) 4:00 PM	Zoom Training	104-695-639	Join	Invitation
Mon, Mar 30 (Recurring) 4:00 PM	Zoom Training	104-695-639	Join	Invitation
Wed, Apr 1 (Recurring) 4:00 PM	Zoom Training	104-695-639	Join	Invitation
Fri, Apr 3 (Recurring) 4:00 PM	Zoom Training	104-695-639	Join	Invitation
Mon, Apr 6 (Recurring) 4:00 PM	Zoom Training	104-695-639	Join	Invitation
Wed, Apr 8 (Recurring) 4:00 PM	Zoom Training	104-695-639	Join	Invitation
Fri, Apr 10 (Recurring) 4:00 PM	Zoom Training	104-695-639	Join	Invitation

## Important Note March 2020:

Due to increased amount of "zoombombing," where individuals log into zoom meetings for the sole purpose of disrupting those meetings with offensive videos, Zoom made a change to their security settings. **Zoom meetings now default to only allow the meeting host to share their screen.** As a meeting host you can change this setting from within a meeting so that others can share their screens. You can also change this setting for all of the meetings you host by changing your **User** settings. Information on how to do this can be found here: <https://support.zoom.us/hc/en-us/articles/360041591671>

## Additional Resources:

More information on using Zoom, including videos and tutorials, can be found on the TCC's Remote Work webpage: <http://tcc.fl.edu/remote-work>

## Technical Support:

- For Canvas Support at Tallahassee Community College, please contact **LMS Support Staff** at [LMSSupport@tcc.fl.edu](mailto:LMSSupport@tcc.fl.edu).
- For assistance with Zoom, please contact the **TCC Help Desk** at (850) 201-8545 or <https://askit.tcc.fl.edu>