Using Zoom In Canvas

The Scripps Research Canvas environment has integration with Zoom Web Conferencing software. Each course has a 'Zoom' tab, which allows you to view your upcoming / previous meetings and schedule new meetings.

NOTE: All TAs should use Canvas to schedule lectures using Zoom.

Your account should be provisioned by the time you access this page to schedule the Zoom meetings.

Select [Schedule a New Meeting]

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۹	Spring 2020		Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	
Account	Home <u>Syllabu</u> s			Frevious Meetings		ciouu recorulligs	
8						Cet Training	
Admin	Zoom		Schedule a New Meeting	Your current Time Zone is (GMT-7:00) Pacific Time (US and Canada). Edit			
ري) Dashboa	Appourcements	Ø					
rd	Modules	ø	Start Time 💠	Topic 💠	Meeting ID		
밑	Discussions	Ø					
Courses	Assignments	Ø	The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.				
Calendar	Grades	ø					

Fill out the meeting settings

- **Topic:** the meeting topic is the same as the lecture topic, e.g. Organelle Dynamics (Grotjahn)
- When: the date and time of the meeting
- Duration: total amount of time the meeting will run for (you can join a meeting early)
- Recurring: this might be useful when entering recurring lecture meetings

Please also ensure the following options are enabled:

- Video Host / Participant is turned on
- 'Enable Join before Host' is checked
- 'Record the Meeting Automatically (in the cloud)' is checked

When you select [Save], you will see your upcoming meeting(s).

Why Schedule your Zoom lecture in Canvas?

Scheduling a zoom meeting in Canvas has several advantages in terms of how the information is displayed and shared within the rest of the Canvas course:

- Students and course directors will receive an email notification
- A calendar event is automatically created
- The event shows up on the course homepage, meaning anyone associated with the course will be able to see the meeting in their '**Coming Up**' section of the homepage

For further information, please see the Zoom help page on this subject: <u>https://support.zoom.us/hc/en-us/articles/115004519146-Using-Canvas-App-with-Zoom-as-a-Meeting-Host</u>