

## 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]

### 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: <https://support.zoom.us/hc/en-us/articles/115004519146-Using-Canvas-App-with-Zoom-as-a-Meeting-Host>