

Overview and Use Case

Zoom is the primary online synchronous meeting tool here at UNC. This guide reviews how to schedule a meeting in Canvas and how to record that meeting for later viewing.

Step One: Enable Zoom

The first step is to enable Zoom so that you and your students will be able to access your Zoom meetings and recordings from the course menu. For more information, select the link below.

- [How do I manage Course Navigation links?](#)

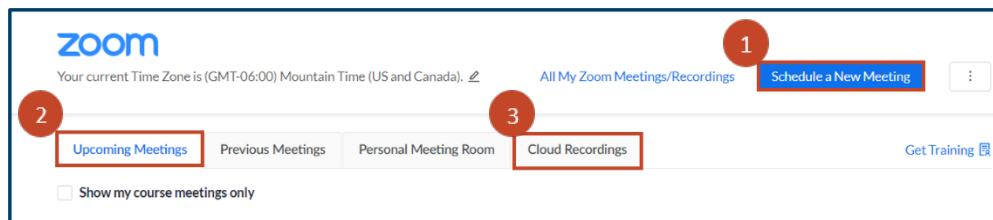
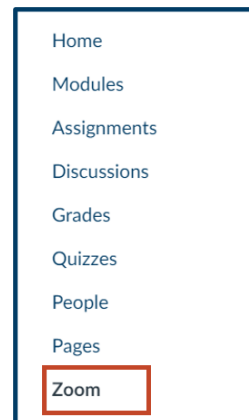
Step Two: Open Zoom in Canvas

As soon as you have enabled Zoom in your Course Navigation, select it from the navigation menu, and Zoom will open within Canvas. From this page, you will be able to:

1 – Schedule a New Meeting: You can schedule lectures from within your Canvas Zoom page. Once you have the meeting scheduled, it will appear listed in a table on the Upcoming Meetings tab. Know that when you schedule a Zoom meeting within a Canvas course, you are putting that meeting on the calendars of everyone in your class roster.

2 – View Upcoming Meetings: You and your students will be able to view upcoming scheduled meetings from the Upcoming Meetings tab.

3 – Access cloud recordings: If you recorded lectures to the cloud, you and your students will be able to access them through your Zoom page as well.



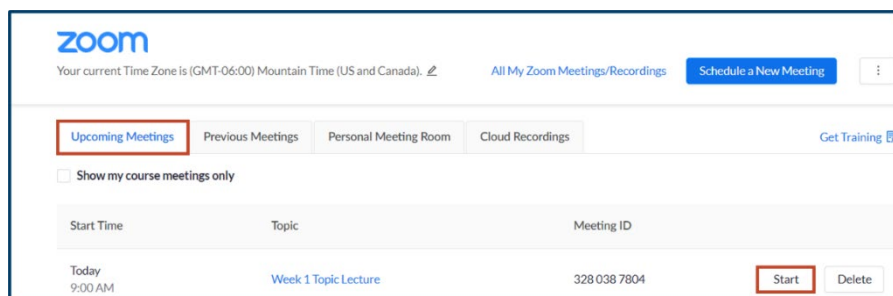
Step Three: Schedule a Zoom Meeting

To schedule a meeting, select the **Schedule a New Meeting** button and answer the prompts. Select and customize the meeting options to fit you and your class. For more information, select the link below.

- [Scheduling meetings](#)

Step Four: Start Your Zoom Meeting

To enter your Zoom meeting, select **Upcoming Meetings** and select the **Start** button on your Zoom page. Doing so will open a separate control panel and the main room window. If this is your first time using Zoom on this computer, you will be prompted to download the Zoom software. This process should only take a few moments.

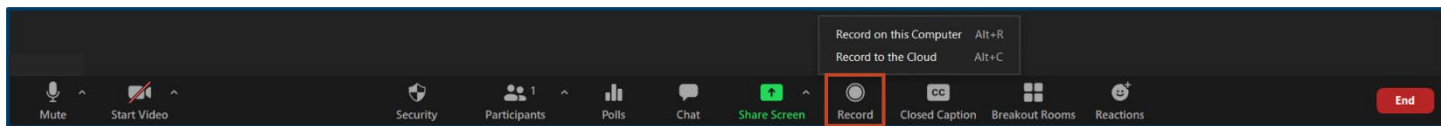


ZOOM FOR SYNCHRONOUS LECTURES

Step Five: Know Your Meeting Controls

When the Zoom window opens, you will see a panel of different control options at the top or bottom of your Zoom window. For more information, select the link below.

- [Host and co-host controls in a meeting](#)



Step Six: Record Your Meeting for Later Viewing

To record your meeting, you can select the **Record** button on the control options panel. You will be provided with two options: to record on your computer (record locally) or to record to the cloud. If you elect to record your meeting to the computer, your meeting files will be stored on your computer and can be found in a file called “Zoom.” If you elect to record your meeting to the cloud, your recordings can be found on the cloud recording tab of the Zoom screen in Canvas. For more information, select the links below.

- [Cloud recording](#)
- [Local recording](#)

Step Seven: Share Your Zoom Recording

If you elect to record your meeting locally, then the best option to share your video is to upload it to Panopto and embed the video. Please be advised that you will need to adjust recording settings in Zoom to protect student identities, which in some cases may be a FERPA compliance issue. The settings allow you to record the speaker, the screen, and the gallery. If you record the gallery, you will be recording meeting participants. For more information, go to [ID On Demand](#) and search for the “Upload Panopto Video” guide.

If you elect to record your video to the cloud, you can share your recording via a link or have students access the recording via the Zoom tab within your Canvas course. Please note that cloud recordings last thirty days unless you turn off that option. For more information, select the link below.

- [Managing and sharing cloud recordings](#)

Step Eight: Further Information

See the links below for more information on settings that could enhance student engagement within a Zoom lecture, such as breakout rooms and polling, or video tutorials on certain Zoom features and functions.

- [Enabling breakout rooms](#)
- [Polling for meetings](#)
- [Zoom video tutorials](#)

