

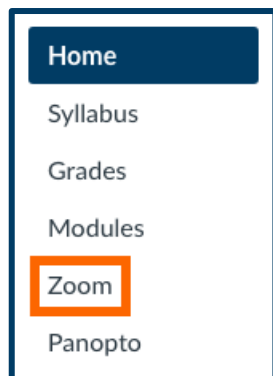
SCHEDULE A ZOOM MEETING

CANVAS QUICK START

UNC

Instructional Design & Development

STEP ONE

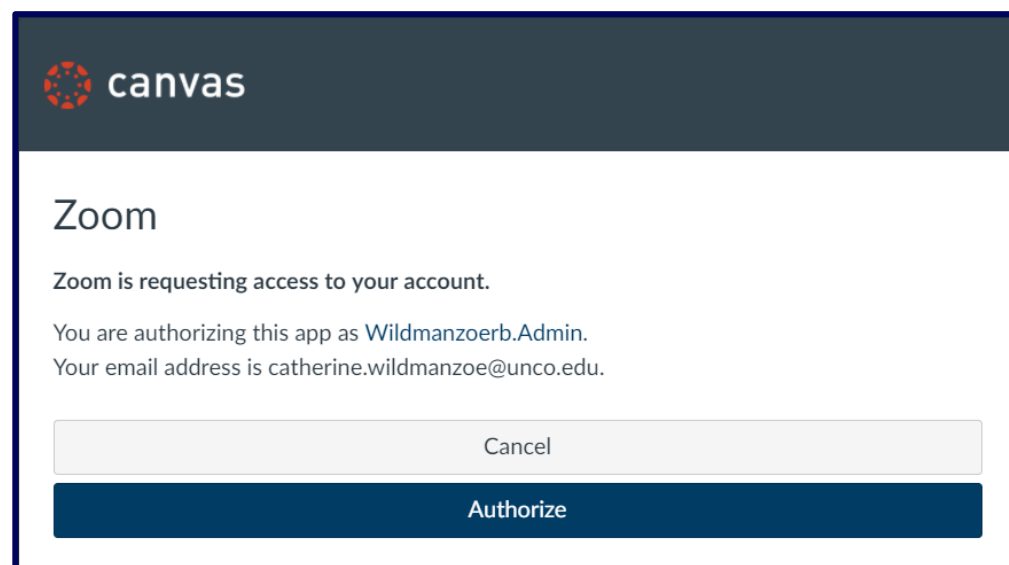


The first time you use Zoom, you will need to [download it from this page](#). After it is downloaded on your machine, you will not need to do that again. Now you will be able to launch Zoom from the navigation menu in your course. If you do not see the Zoom link in your menu, you will need to edit your course navigation menu.

[This guide shows you how to customize your course menu.](#)

STEP TWO

When you select Zoom, a message asks you to authenticate Zoom every time you use it.



Zoom Authentication

Authenticate



You will then need to give Zoom permission to access your Canvas account. You do this by clicking "Authorize."

STEP THREE

When Zoom opens in the content area of your page, you will see a set of tabs across the top. To schedule a meeting, select the "Upcoming Meetings" tab, and then click the blue "Schedule a New Meeting" button. Answer the prompts to schedule the meeting. Once you have the meeting scheduled, it will show up listed in a table on the "Upcoming Meetings" tab (see image below). Know that when you schedule a Zoom meeting in a Canvas course, you are putting that meeting on the calendars of everyone in your class roster. To be sure students get a meeting invitation, you can also send an announcement with the link to the meeting.

The screenshot shows the Zoom web interface. At the top, there are tabs for 'Upcoming Meetings' (highlighted with an orange box and arrow), 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A 'Get Training' link is also present. Below the tabs, a blue button says 'Schedule a New Meeting'. To the right, it says 'Your current Time Zone is (GMT-6:00) Mountain Time (US and Canada). Edit'. Below this is a table of upcoming meetings:

Start Time	Topic	Meeting ID	
Recurring	Zoom Meeting	706-663-636	Start Delete
Today 4:00 PM	Welcome to Class! Meeting #1		Start Delete




An orange arrow points from the 'Start' button for 'Welcome to Class! Meeting #1' to the right.

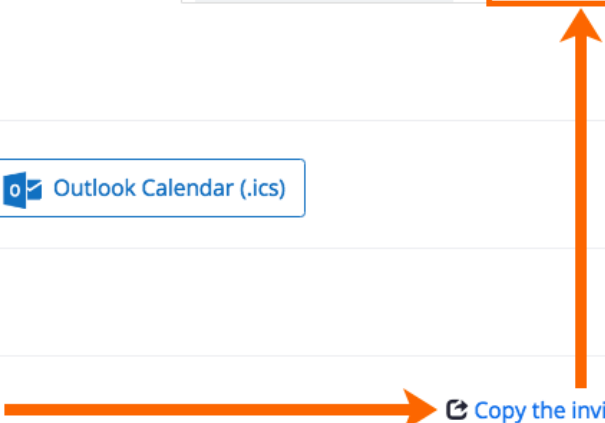
To enter your Zoom meeting room when it's time, click the Start button on your Zoom page. Doing so will open a Separate Control Panel and the main room window. Notice your primary control panel across the bottom of your room. If you don't see it, it is collapsed, so roll your mouse arrow over the bottom to have it pop up.

The screenshot shows a Zoom meeting in progress. On the left, a woman with short grey hair wearing a pink shirt and a headset is visible. On the right, a 'Separate Control Panel' is displayed. It includes a 'Back to Meeting' button, 'Join' and 'Schedule' buttons, and a 'Share screen' button. At the bottom of the meeting window, a 'Primary Control Panel' is visible with icons for Mute, Stop Video, Invite, Manage Participants, Polling, Share Screen, Chat, and More. An orange arrow points to the 'More' icon. The bottom of the screen shows a navigation bar with Home, Meetings, Contacts, and Chats.

STEP FOUR

If you want to schedule a meeting with individuals, rather than the entire class, go to your Personal Meeting Room. On your meeting room tab in Canvas, you can generate an invitation that includes the Join URL. You then go into your email, paste the invitation, and then Start your meeting. Anyone who gets the invitation will be able to click on the Join URL link to join you in your personal meeting room.

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	Start Meeting
Topic	Personal Meeting Room			
Time	Add to	 Google Calendar  Outlook Calendar (.ics)		
Meeting ID	705-523-7366			
Join URL:	https://unco.zoom.us/j/#####			 Copy the invitation



STEP FIVE - NEXT STEPS

Check out these additional resources to learn more about using Zoom in your classrooms:

UNC Technical Support for Zoom – <https://www.unco.edu/canvas/zoom-support/>

Video: Meeting Room Controls (1:02) – https://youtu.be/4w_pRMBEALE

Video: Sharing Your Screen (:37) – <https://youtu.be/9wsWpnqE6Hw>

Video: Breakout Rooms (2:48) – https://youtu.be/j_O7rDILNCM

Video: Recording a Meeting (1:04) – <https://youtu.be/AYzPS28rg7E>

Zoom Free vs. Zoom Pro (to understand the features and limitations of zoom accounts) – <https://zoom.us/pricing>