ZOOM: Enabling and Using Zoom in Canvas for Online Classes

STEP ONE: Enable Zoom in Canvas

In order to use Zoom with Canvas courses, you will first need to add the Zoom button to the course menu.

1. Login to Canvas and navigate to one of your courses.
2. Click Settings in the course menu.
3. Click the Navigation tab at the top of the page.
4. Click-and-drag the Zoom UMSystem button until it is in the top part of the menu (above the line that says, “Drag items here to hide them from students.”)
5. Scroll down to the bottom of the page and click Save.

STEP TWO: Activate your Zoom Account

There are three different scenarios, depending on whether or not you have a Zoom account:

1. You have an existing Zoom account via https://mst.zoom.us.
2. You have a NEW Zoom account created via https://umsystem.zoom.us
3. You do not have a Zoom account at all.

   Scenario 1: You have an existing Zoom account through S&T

In this scenario, you will first need to convert your mst.zoom.us Zoom account to a umsystem.zoom.us account. When you click on the Zoom UMSystem button in Canvas, you will see an error message with a link. Click the link. This will start the process of migrating your S&T Zoom account to a UM System Zoom account.

   NOTE: Your existing settings in Zoom will be migrated over. Your personal Zoom link will be converted to a umsystem.zoom.us URL. For instance: https://umsystem.zoom.url/j/123456789

Once your S&T Zoom account has been migrated over to UM System, the next time you click on the Zoom UMSystem button in Canvas, you can move on to STEP THREE below.

   Scenario 2: You have a NEW Zoom account through UM System

Congratulations! In this scenario, you are already set up to use Zoom in Canvas. Move on down to STEP THREE below.
Scenario 3: You do not have a Zoom account at all

In this scenario, you have NO Zoom account at all through either S&T or UM System. Therefore, when you click on the Zoom UMSystem button in Canvas, you will see a message indicating that you need to activate your Zoom account. Click the button. Zoom will send you an email that will guide you through the rest of the activation process. It only takes a minute or two.

Once your UM System Zoom account has been created, the next time you click on the Zoom UMSystem button in Canvas, you can move on to STEP THREE below.

STEP THREE: Create Zoom Meetings through Canvas

At this point, you should be ready to set up a series of meetings for your classes.

1. Login to Canvas and navigate to your course.

2. Click the **Zoom UMSystem** button (see STEP ONE above).

3. Click the **Schedule a New Meeting** button in the upper-right corner.

4. Type in a name for the topic (or leave it the name of the course)

5. For the “When” drop-down menu, select the START date of your recurring meetings (e.g. 03/16/2020).
   a. Also select the desired time for your recurring class (e.g. 9:00 a.m.)

6. Select a **Duration**.
   a. For a 50-minute class, go ahead and select 1 hour.
   b. For a 75-minute class, select 1 hour and 15 minutes.
   c. For longer classes (e.g. labs or evening classes), select the desired duration.

7. **IMPORTANT:** Under Time Zone select the **Recurring meeting** checkbox. This will let you set up a series of recurring meetings corresponding to your normal class schedule.
   a. Select **Weekly** from the Recurrence drop-down menu.
   b. Select the days of the week from the **Occurs on** checkboxes (e.g. Mon, Wed, Fri or Tue, Thu).
   c. Choose an **End Date**. NOTE: For convenience, it may be easiest to select the last day of the semester--either May 8 (last day of classes) or May 15 (last day of finals).
8. **Meeting Options** - In this area, you can choose which options to apply to your series of meetings. Recommended options:

   a. **UNCHECK** - Enable join before host. This will ensure that students can’t enter the Zoom meeting until you enter it first.

   b. **CHECK** - Mute participants upon entry. This will automatically mute students’ microphones when they enter the room.

   c. **CHECK** - Record the meeting automatically. This means Zoom will automatically record the meeting. There are two options for storing the recording:

      i. **Option 1** - On the local computer. Zoom by default will store the recordings in a Zoom folder, which is usually tied to your Documents folder on a Windows computer. You will need to manually upload the recording into Panopto or to the Media Gallery in Canvas in order for students to view the recording.

      ii. **Option 2** - In the cloud. Zoom will upload the recording to cloud storage. However, you will still need to Publish the recording from the Cloud Recordings tab on the Zoom UMSys page in Canvas.

9. When you are done creating your recurring meeting schedule, click Save at the bottom of the page.

**STEP FOUR - Starting a Zoom Meeting**

After you have created your recurring meeting, starting a Zoom session is very simple.

1. Login to Canvas and navigate to your course.

2. Click the Zoom UMSys button in the course menu.

3. Click the Start button next to today’s recurring meeting. NOTE: The very first time you do this, if you have never used Zoom before, you will need to download and install the Zoom client.

4. Click Join with Computer Audio.

5. Click the Share button at the bottom of the screen to start sharing your screen, your PowerPoint slides, specific applications, whatever.

   a. To end Sharing, click the Stop Share button at the top of the screen.

6. To end the meeting, click the End Meeting button in the lower-right corner, then click End Meeting for All. If you don’t see an End Meeting button, make sure Screen Sharing has ended.
7. If recordings are automatically published to the cloud, it will take some time before they are available for viewing. This depends on many factors, such as the length of the recording, bandwidth for uploading, and how much is happening on the backend of Zoom. You should receive an email when the recording is ready.

**STEP FIVE - Publishing Recordings**

Once you’ve received an email that the recording is ready, you will need to Publish the recording so that students will be able to view it.

1. Login to Canvas and navigate to your course.

2. Click on the Zoom UMSystem button in the course menu.

3. Click the Cloud Recordings tab.

4. In the Publish column, click the Publish toggle for the recording to be published. It should turn blue and move to the right, indicating that students can now view the recording.