

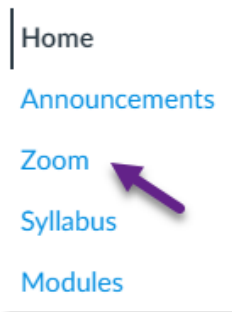
Scheduling Zoom Meetings in Your Canvas Course

Scheduling Zoom meetings in your Canvas course is the best way to meet with your students:

- Meetings can be scheduled individually or as recurring
- No need add students as participants; they all have access to the meetings
- Meeting recordings are automatically saved to Panopto Recordings in your course and are automatically closed-captioned

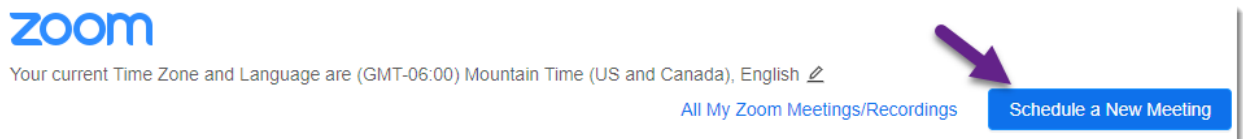
To schedule Zoom meetings in Canvas:

1. Make sure Zoom is active in your course navigation:

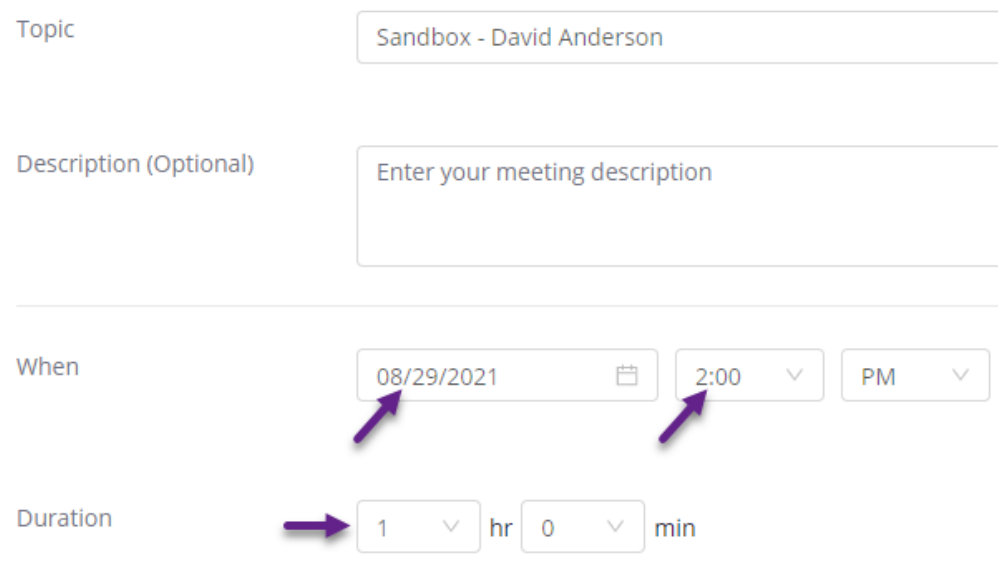


(If it is not, click Settings, go to the Navigation tab, and in the lower list find Zoom and click the three vertical dots to enable it.)

2. Click Zoom, then Schedule a New Meeting:



3. Change the Topic or Description if you want, and set the date, time, and duration:

A screenshot of the Zoom meeting scheduling form. The form has several sections: 'Topic' with a text box containing 'Sandbox - David Anderson'; 'Description (Optional)' with a text box containing 'Enter your meeting description'; 'When' with a date picker set to '08/29/2021', a time picker set to '2:00', and a PM/AM selector set to 'PM'; and 'Duration' with a dropdown set to '1' hour and '0' minutes. Purple arrows point to the date, time, and duration fields.

4. If you want recurring meetings, click the Recurring meeting box, then fill in the specifics:

Recurring meeting **Every week on Mon,Wed,Fri, until Dec 10, 2021, 44 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End Date By After occurrences

5. Click Save.

6. When you or your students click on Zoom, you and they will see the meetings:

Faculty view:

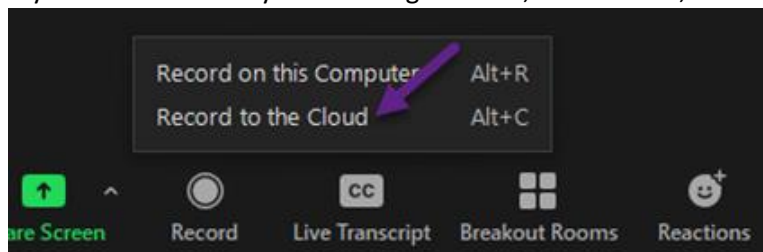
Start Time	Topic	Meeting ID	
Tomorrow (Recurring) 12:00 PM	Organic Chemistry I - FALL 2021 CHEM 3101 SEC001	970 7987 8533	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Wed, Sep 1 (Recurring) 12:00 PM	Organic Chemistry I - FALL 2021 CHEM 3101 SEC001	970 7987 8533	<input type="button" value="Delete"/>

Student view:

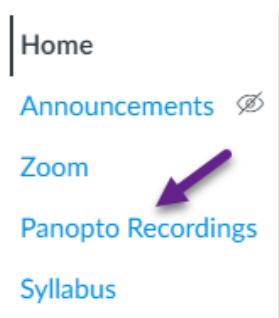
Start Time	Topic	Meeting ID	
Tomorrow (Recurring) 12:00 PM	Organic Chemistry I - FALL 2021 CHEM 3101 SEC001	970 7987 8533	<input type="button" value="Join"/>
Wed, Sep 1 (Recurring) 12:00 PM	Organic Chemistry I - FALL 2021 CHEM 3101 SEC001	970 7987 8533	<input type="button" value="Join"/>

As faculty, you will click Start to start the meeting. Students will click Join to join.

7. If you wish to record your meeting in Zoom, click Record, then select Record to the Cloud:

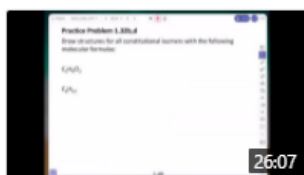


8. Once the meeting has ended, its recording is automatically saved to your Panopto course folder. (It may take a little while to process.) Students will click on Panopto Recordings to access it:



(If this is not in the course navigation, go to Settings, find Panopto Recordings in the lower box, and use the three vertical dots to enable it.)

9. When students click on Panopto Recordings, they can then view them:



Organic Chemistry I - FALL 2021 CHEM 3101 SEC001



Zoom Meeting ID: 91295304738 • Host: David Anderson • Meeting Start: 08/27/2021 @ 12:00 PM • Recording Start: 08/27/2021 @ 12:14 PM • Duration: 26 mins • ...



Organic Chemistry I - FALL 2021 CHEM 3101 SEC001



Zoom Meeting ID: 97079878533 • Host: David Anderson • Meeting Start: 08/25/2021 @ 12:00 PM • Recording Start: 08/25/2021 @ 12:14 PM • Duration: 1 hr 3 mins • ...