Instructional Design & Support UAB SHP

Tuesday Tip

Personal (Virtual) Meeting Room

Zoom provides cloud video conferencing and simple online meetings. Instructors can now use Zoom Web Conferencing tool within Canvas to provide a virtual classroom experience, record lectures, or host virtual office hours. One change to be aware of this year is that meetings are now added to the dynamic syllabus and calendar if meetings are scheduled within a course shell.
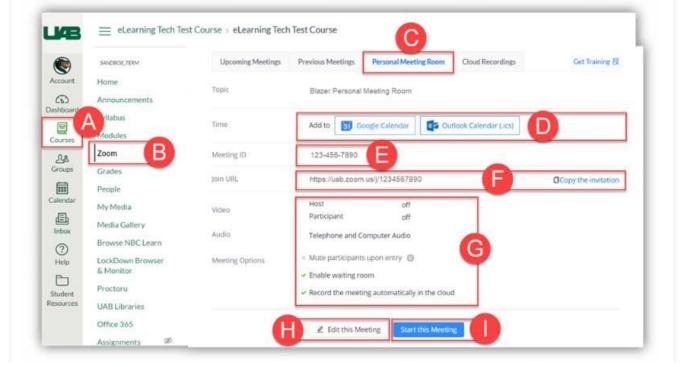
If you are using Zoom only to record lectures, be sure to use your **Personal Meeting Room**. Follow these instructions to do so, and note that students cannot see these meetings. When using your Personal Meeting Room for office hours, you will need to send the link for students to join.

Personal Meeting Room

Personal Meeting Rooms are assigned to you automatically as a permanent virtual room. This Meeting can be started at any time or scheduled for future meetings. Once a participant has the link to your PMR, they can join it at any time the meeting is in use, unless you lock the meeting or use the Waiting Room feature to admit participants individually.

1️⃣ To access Zoom in Canvas, click the desired **Canvas Course** (A), then click the **Zoom** (B) link in the course navigation. Use this Canvas guide to enable Zoom if you do not see it in your Course.

2️⃣ Click the **Personal Meeting Room** tab (C) at the top.

3️⃣ Click on a **Time** option (D) to schedule a meeting in your Personal Meeting Room at a later time using the desired calendar.

4️⃣ The **Meeting ID** (E) can be used to join the meeting through the Zoom Desktop app, mobile app, or website.

5️⃣ The **Join URL** (F) can be shared with desired attendees. You can copy and paste the entire invitation in an email to give access to attendees. This URL can be customized.

6️⃣ A summary of the **Settings** (G) for your Personal Meeting Room is listed here. Click **Edit this Meeting** (H) to change the settings.

7️⃣ Click **Start this Meeting** (H) to start a meeting immediately in your Personal Meeting Room.

Note: Students will not see this meeting in their Zoom tab. An invitation or Join link must be shared with desired participants.

Have questions about Canvas, Zoom, Kaltura, or any other academic technologies? Contact our IDS team! You can email Rebecca Harrison at millerr@uab.edu or Courtney Garza at cbgarza@uab.edu.