

Instructor Guide: Using Zoom in Canvas

Instructors can use Zoom Web Conferencing tool within Canvas to provide a virtual classroom experience, record lectures, or host virtual office hours.

Pre-Requisites

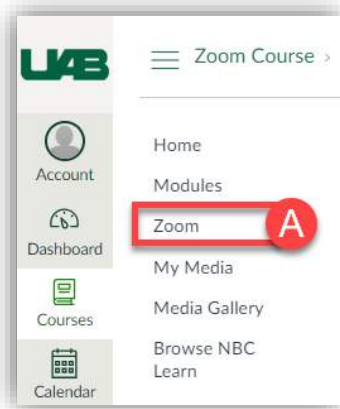
Before having access to Zoom in Canvas, instructors will need to initiate their account at uab.zoom.us.

Follow the links below to learn how to use Zoom in Canvas.

- [Locate the Zoom app](#)
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Locate the Zoom app

1. Locate the **Zoom link** (A) on the left side course menu.



Navigating the Zoom App in Canvas

Upcoming Meetings

1. The information displayed can be filtered to **Show Course Meetings** (A) which will show any meetings scheduled in the course even if you did not schedule it or **Show My Meetings** (B) which only shows meetings scheduled in this course by you.
2. Instructors can click the **Pencil icon** (C) to select which Time Zone to show the meeting times in.
3. Click on the **Upcoming Meetings** Tab (D).
4. Click **Schedule a New Meeting** (E) to schedule a meeting with the people in this course.
5. The **list of upcoming meetings** (F) displayed is not unique to this course. This list will include all meetings you have scheduled in any Zoom platform (website, desktop app, Canvas, etc.)
6. Click the **Meeting Topic** link (G) to see the meeting details.
7. Instructors can **Start** or **Delete** (H) upcoming meetings by clicking the links to the right.

Start Time	Topic	Meeting ID	
Today 12:00 PM	Example Zoom Meeting (G)	826-437-649	(H) Start Delete
Today (Recurring) 3:00 PM	Zoom Recurring Meeting	544-885-064	(I) Join
Thu, Dec 20 (Recurring) 3:00 PM	Zoom Recurring Meeting	544-885-064	Join
Mon, Dec 24 (Recurring) 3:00 PM	Zoom Recurring Meeting	544-885-064	Join

Schedule a New Meeting

1. Click **Schedule a New Meeting** (A) to schedule a Zoom meeting with the people in the course.

Schedule a Meeting: Options

1. Enter a **Topic** and **Description** (A) at the top that will be visible to all attendees.
2. Choose **When**, **Duration**, and **Time Zone** (B) for the meeting.
 The Duration is only for information purposes and will not end meetings if time goes over.
3. Choose if attendees will have to **Register** (C) in order to attend the meeting.
4. Choose if the Host and Participants' **Video** (D) will be on or off by default when they join the meeting.
5. Choose how attendees can join the meeting's **Audio** (E).
6. Choose any advanced **Meeting Options** (F) desired for this meeting.
 - Passwords can increase the security of a meeting.
 - Join before host allows the first person that joins to start the meeting.
 - Mute participants upon entry can reduce distracting noise as attendees join.
 - Each meeting will have its own meeting ID unless you click to use the personal meeting ID assigned to your profile.
 - Waiting rooms ensure that no one joins the meeting without the host admitting them.
 - Recording automatically will start recording as soon as the meeting begins and stop when the meeting ends.
7. List emails of people that can start and **Alternatively Host** (G) the meeting if you are unable to attend.

The screenshot shows the 'Schedule a Meeting' interface with the following sections highlighted by red boxes and labeled with letters:

- A:** Topic and Description (Optional) fields.
- B:** When (date and time), Duration (1 hr 0 min), and Time Zone ((GMT-5:00) Central Time (US and Canada)) fields.
- C:** Registration (Required) checkbox.
- D:** Video settings for Host and Participant (on/off).
- E:** Audio settings (Telephone, Computer Audio, Both) and Dial from United States link.
- F:** Meeting Options including Require meeting password, Enable join before host, Mute participants upon entry (checked), Use Personal Meeting ID 205-934-5256, Enable waiting room, and Record the meeting automatically.
- G:** Alternative Hosts field with example email addresses.

At the bottom, there are 'Save' and 'Cancel' buttons.

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. Possible uses would include a quick meeting with a colleague or student, virtual office hours, or meeting with people that you meet with regularly. 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.

1. Click the **Personal Meeting Room** tab (A) at the top.
2. Click **Start Meeting** (B) to start a meeting immediately in your Personal Meeting Room. **Students will not see this meeting in their Zoom tab.**
3. Click on a **Time** option (C) to schedule a meeting in your Personal Meeting Room at a later time using the desired calendar.
4. The **Meeting ID** (D) can be used to join the meeting through the Zoom Desktop app, mobile app, or website.
5. The **Join URL** (E) 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 at uab.zoom.us.
6. A summary of the **Settings** (F) for your Personal Meeting Room is listed here. Edit these settings at uab.zoom.us.

The screenshot shows the Zoom Personal Meeting Room interface. At the top, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room' (labeled A), and 'Cloud Recordings'. A 'Start Meeting' button (labeled B) is in the top right. The main content area includes:

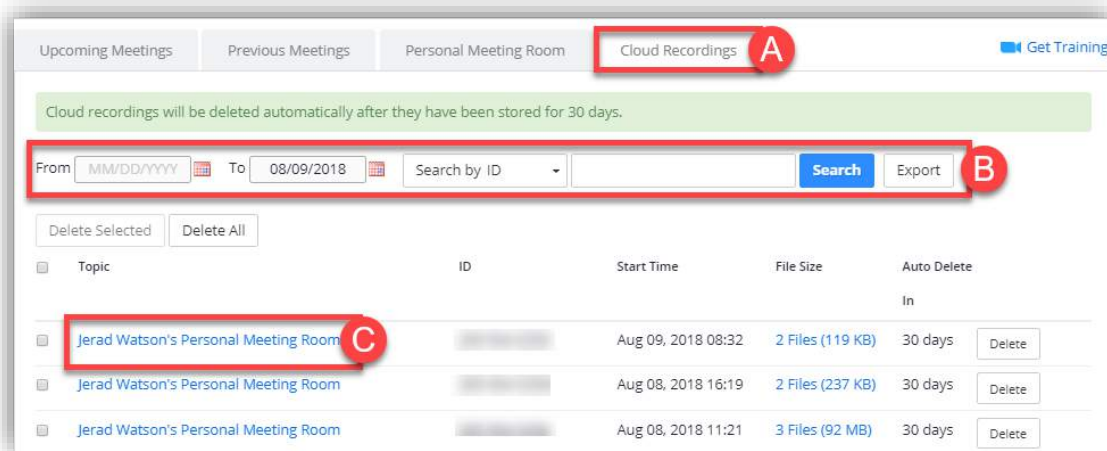
- Topic:** Jerad Watson's Personal Meeting Room
- Time:** An 'Add to' section (labeled C) with buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 123-456-7890 (labeled D)
- Join URL:** https://uab.zoom.us/my/sampleurl (labeled E) with a 'Copy the invitation' link.
- Settings (labeled F):**
 - Video:** Host (Off), Participant (Off)
 - Audio:** Telephone and Computer Audio
 - Dial from United States:** (checked)
 - Meeting Options:**
 - Require meeting password (unchecked)
 - Enable join before host (unchecked)
 - Mute participants upon entry (checked)
 - Enable waiting room (checked)
 - Record the meeting automatically in the cloud (checked)

Cloud Recordings

If instructors choose to record a meeting in the cloud, they will be available on this tab. We recommend linking your Zoom account with your Kaltura account because zoom recordings are only available in Zoom’s cloud for 30 days.

[Click here to see the guide on linking Zoom to Canvas.](#)

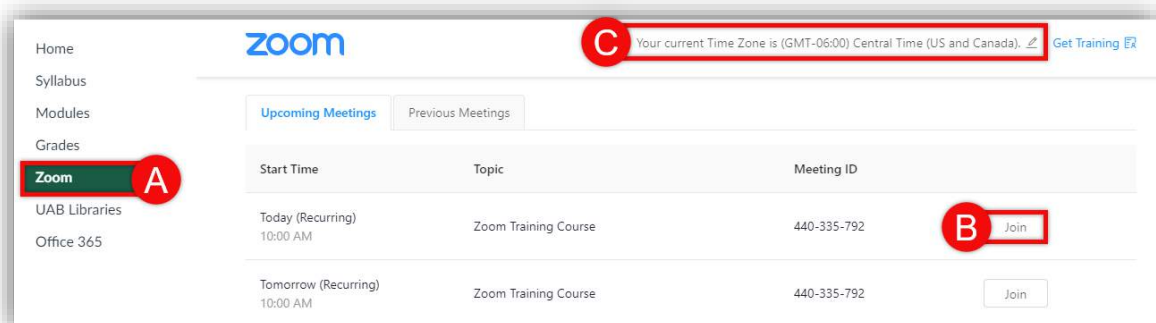
1. Click the **Cloud Recordings** tab (A) at the top.
 2. Recordings can be **Searched** (B) and filtered by date.
 3. Click on the **Meeting Topic** (C) to access and download recording files.
- Available files to download include: Video, Audio, Chat text file, and Transcript (if enabled).



Student View

How Students Join a Meeting

1. Click the **Zoom** (A) Link from the left course navigation.
 2. Click **Join** (B) for the desired meeting.
- You may have to click Run Zoom when the download completes.**
3. Students can also **Edit** (C) which Time Zone the meetings times are displayed in.



More Resources

Zoom Support & Training

Phone

+1.888.799.9666 ext 2

Chat

Online Ticket

Live Webinar Training

Zoom Video Tutorials

Zoom Guides and Articles

UAB Resources

UAB Zoom Home Page

Contact Jerad Watson for face-to-face or virtual training

