Using Zoom in Canvas

Before you can begin using Zoom, you must enable the connector in your course by following the instructions below:

1) Click **Settings** in your Canvas course.

2) Click **Navigation**.
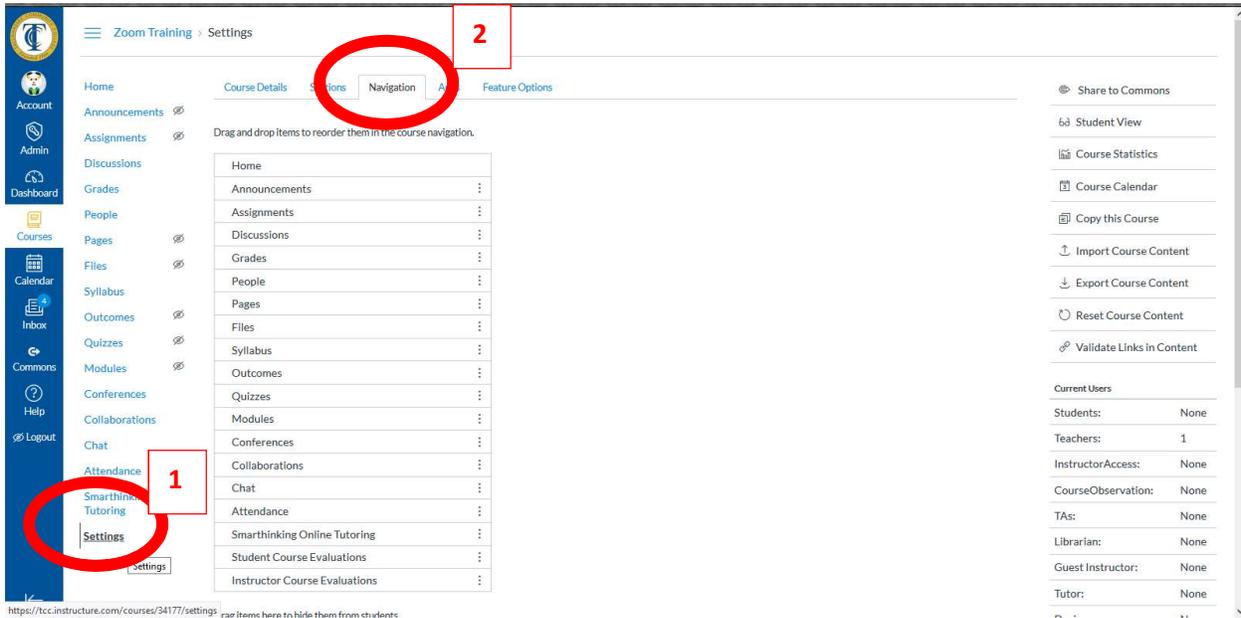
3) Locate Zoom under the disabled links. Click the three dots and select **Enable**.

4) Click **Save**, then click Home. Zoom is now in your course navigation menu and ready for use.
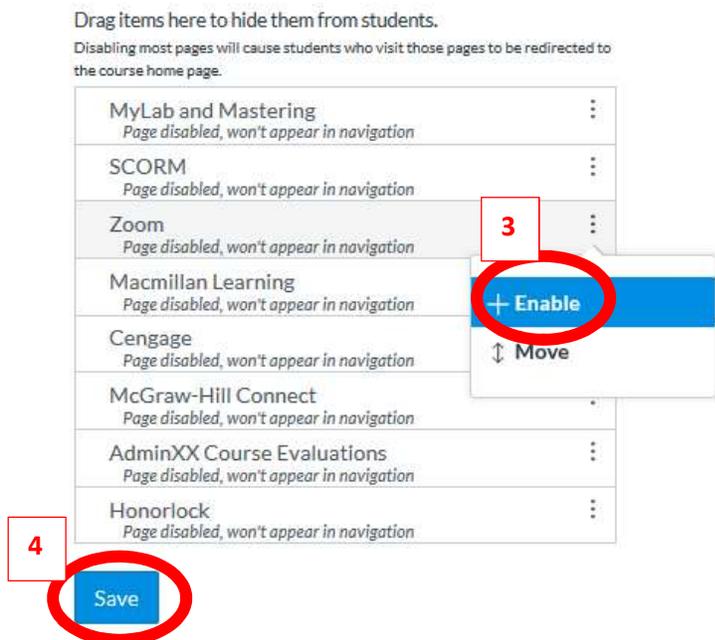
Creating a Zoom Meeting in Canvas

1) Click **Zoom** in the Course Navigation Menu.

2) Click **Schedule a New Meeting**.
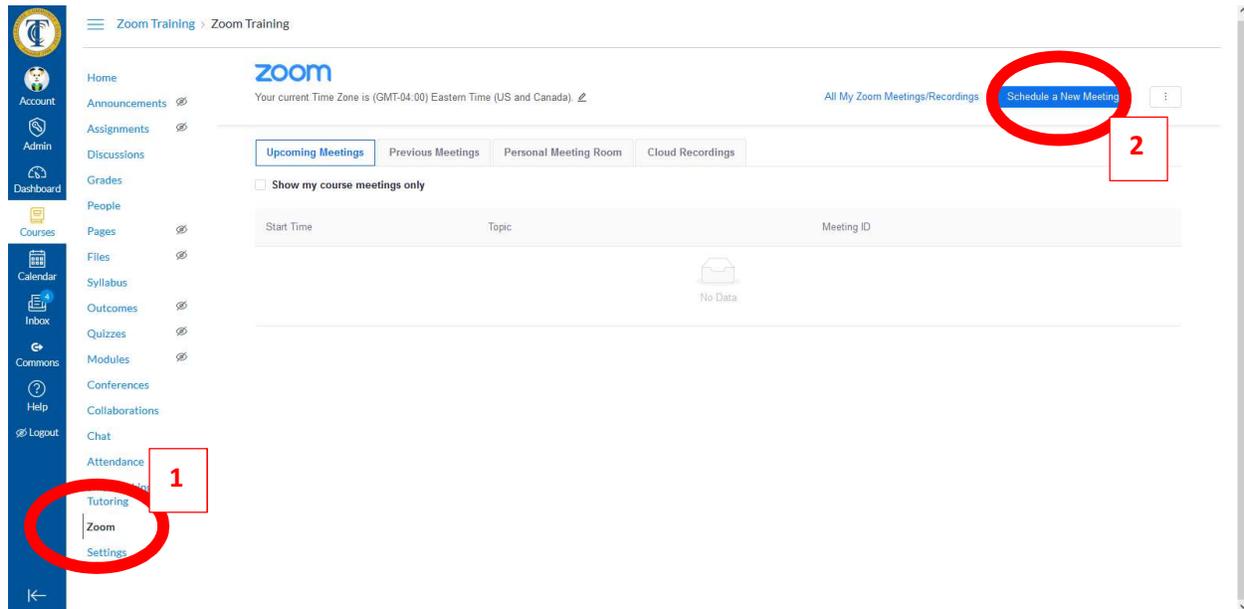
3) Enter the **Date and Time** when the meeting will take place, then enter how long the meeting is expected to last.

Note: If this is a recurring event, check the Recurring Meeting box to select further dates and times.

4) Select Video and Audio options for you (the Host) and your students (Participants).

6) Choose other meeting options:

Require meeting password Allows you to restrict the meeting only to students who have been given a code. (*Recommended*)

Enable join before host allows students to begin the meeting before you join.

Mute participants upon entry begins the meeting with all users microphones disabled. (*Recommended*)

Enable waiting room will keep students on Hold until you allow them to join the meeting. (*Recommended*)

Record the meeting automatically will record the meeting.

7) Click **Save.**

8) When the meeting is due to begin, access **Zoom** from the navigation menu and then click the **Start** button next to the appropriate meeting.

Using Zoom in Canvas as a Student

Students can join a Zoom meeting directly from the meeting link you've placed within the course or via email, or through the course menu:

1) Click the **Zoom** link in the Course Navigation Menu.

2) Click the **Join** button.

Important Note March 2020:

Due to increased amount of "zoombombing," where individuals log into zoom meetings for the sole purpose of disrupting those meetings with offensive videos, Zoom made a change to their security settings. **Zoom meetings now default to only allow the meeting host to share their screen.** As a meeting host you can change this setting from within a meeting so that others can share their screens. You can also change this setting for all of the meetings you host by changing your **User** settings. Information on how to do this can be found here: https://support.zoom.us/hc/en-us/articles/360041591671

Additional Resources:

More information on using Zoom, including videos and tutorials, can be found on the TCC's Remote Work webpage: http://tcc.fl.edu/remote-work

Technical Support:

- For Canvas Support at Tallahassee Community College, please contact **LMS Support Staff** at LMSSupport@tcc.fl.edu.
- For assistance with Zoom, please contact the **TCC Help Desk** at (850) 201-8545 or https://askit.tcc.fl.edu