

Faculty Instructions for Using

zoom in canvas

Zoom video conferencing is available in all NMSU Canvas courses. If you will be using Zoom to hold course meetings, follow these instructions to access Zoom through your Canvas course.

Quickstart Guide

Hold a class meeting using Zoom in Canvas

You should always schedule a class meeting through Canvas so that students will be able to easily find and attend your course Zoom meeting(s). You will need to use the **schedule a meeting button in Canvas** which is explained in more detail in this guide. In Canvas you should schedule **one recurring meeting for your class lectures**. You may also choose to schedule **one recurring meeting for office hours**.

Do not use your Personal Meeting ID for scheduled course meetings/scheduled office hours. Your Personal Meeting ID should be used for unscheduled/on-demand student meetings that are not pre-scheduled.

You can only hold one live meeting at a time. You should avoid overlapping scheduled meetings.

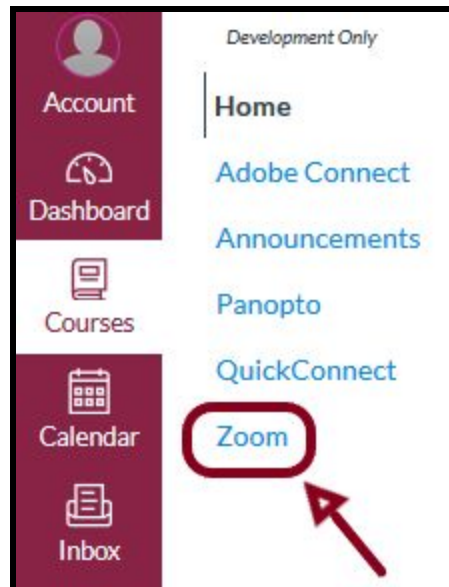
Step 1: Test your ability to access Zoom using your computer or mobile device

Use the [Zoom Test Meeting](#) to make sure you will be able to participate in a Zoom meeting.

IMPORTANT: Download the [Zoom app for your computer or mobile device](#). It is important to use the Zoom App/Zoom Desktop Client so that you will be able to use all of the features available in a Zoom meeting.

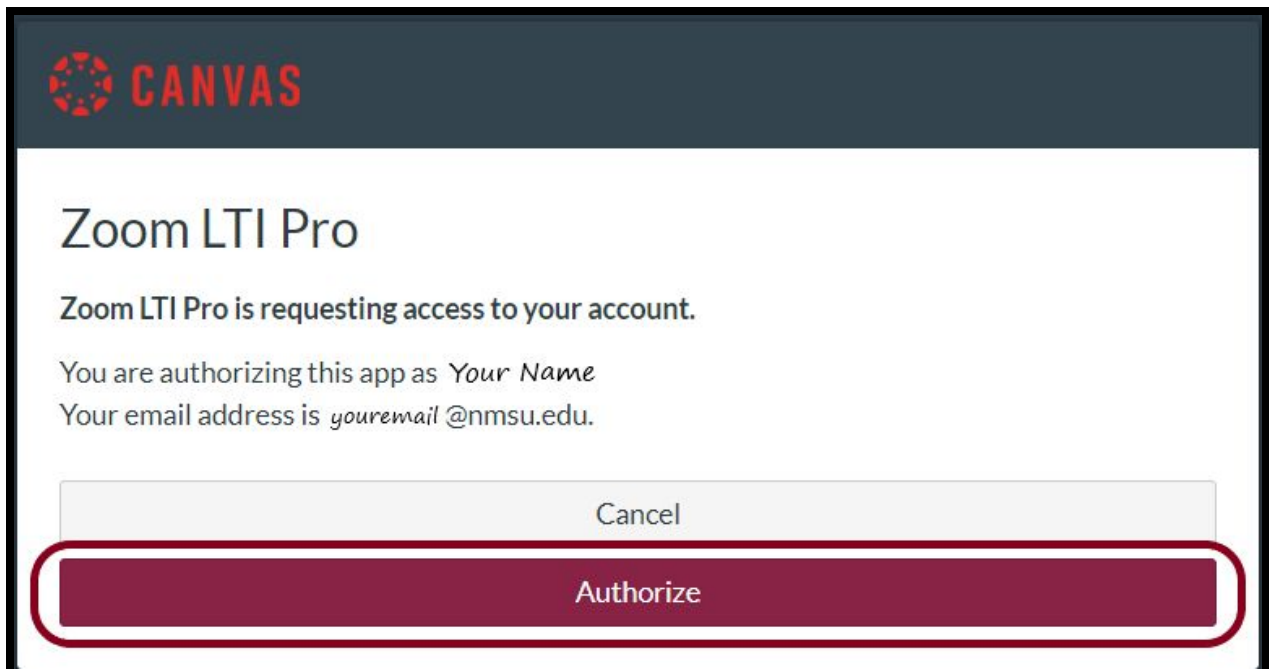
Step 2: Locate Zoom in your Canvas course

The Zoom LTI for Canvas will appear as a clickable link in your course navigation menu.



Once you click Zoom in your Canvas course:

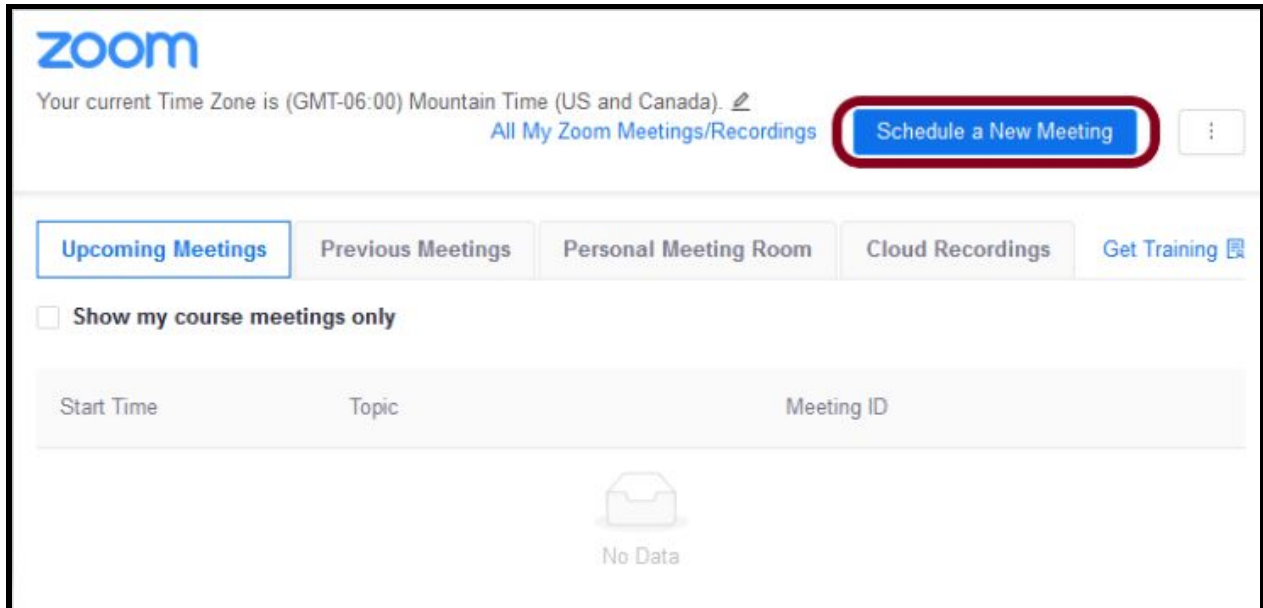
- **Authorize** Zoom for use with Canvas (you will only see this message once)



- Your Zoom account will be created and activated.
 - If you receive an error message, wait a few seconds and try again. There may be a delay as your account is created.

Step 3: Schedule/create your Zoom class meeting

In the Zoom tab for your Canvas course, click ***Schedule a New Meeting.***



- Fill out the meeting settings:
 - Topic: the title of your meeting; for example, *course lectures*
 - When: date and time of the meeting
 - Duration: the scheduled length of the meeting (you can still start or leave the meeting room early)
 - For weekly course lectures **checkmark *recurring meeting***. This will create a meeting that can be used more than once in the course

zoom

Course Meetings > Schedule a Meeting

Topic: Class Lectures

Description (Optional): We will meet for each class lecture using this Zoom meeting.

When: 03/19/2020 3:00 PM

Duration: 1 hr 0 min

Time Zone: GMT-06:00 Mountain Time (US and Canada)

Recurring meeting **Every week on Thu, until May 08, 2020, 8 occurrence(s)**

Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 05/08/2020 After 8 occurrences

- Video Host/Participant: Instructors are automatically set as meeting hosts. Students are automatically set as participants. Select whether you want your students' video to be on or off when they join the meeting room.

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Enable waiting room

Record the meeting automatically On the local computer In the cloud

Alternative Hosts

- Key Meeting Options:

- For maximum flexibility you may want to choose **enable join before host** to allow students into the meeting room before you have joined the meeting.
- If you plan to record your class meeting but are not sure that you will remember to start the recording when class starts, you may want to choose **record this meeting automatically** and save the recording to the cloud.

- When you are done, click **Save**. You will see a summary for the meeting you created.

The screenshot displays the Zoom meeting management page. At the top left is the Zoom logo. Below it, the breadcrumb navigation reads "Course Meetings > Manage 'Class Lectures'". The meeting details are as follows:

- Topic:** Class Lectures
- Description (Optional):** We will meet for each class lecture using this Zoom meeting.
- Time:** Mar 26, 2020 3:00 PM Mountain Time (US and Canada). It is a recurring meeting: "Every week on Thu, until May 7, 2020, 7 occurrence(s) [Show all occurrences](#)".
- Add to:** Three buttons are provided: "Google Calendar" (with a 31-day icon), "Outlook Calendar (.ics)", and "Yahoo Calendar".
- Meeting ID:** 170-191-842
- Invite Attendees:** The join URL is "https://nmsu.zoom.us/j/[redacted]", with a "Copy the invitation" button to the right.
- Video:** Host is "on", and Participant is "on".
- Audio:** Telephone and Computer Audio.
- Meeting Options:** Two options are checked with an 'x' in a box: "Require meeting password" and "Enable join before host".

- Your scheduled class meeting will appear under the **Upcoming Meetings** tab. If you created a recurring class meeting you will see each scheduled occurrence, however there will only be one **Start** button to start the meeting.



Your current Time Zone is (GMT-06:00) Mountain Time (US and Canada). [↗](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Training](#)

Show my course meetings only

| Start Time | Topic | Meeting ID | |
|------------------------------------|--------------------------------|------------|--|
| Thu, Mar 26 (Recurring) 3:00 PM | Class Lectures | | Start Delete |
| Thu, Apr 2 (Recurring) 3:00 PM | Class Lectures | | Delete |
| Thu, Apr 9 (Recurring) 3:00 PM | Class Lectures | | Delete |

Students will find the link for your class Zoom meeting scheduled in Canvas:

- Located under Zoom in the course navigation menu.
- Listed as a course event in the Canvas Calendar.
- Sent via a Canvas notification (determined by your notification settings)

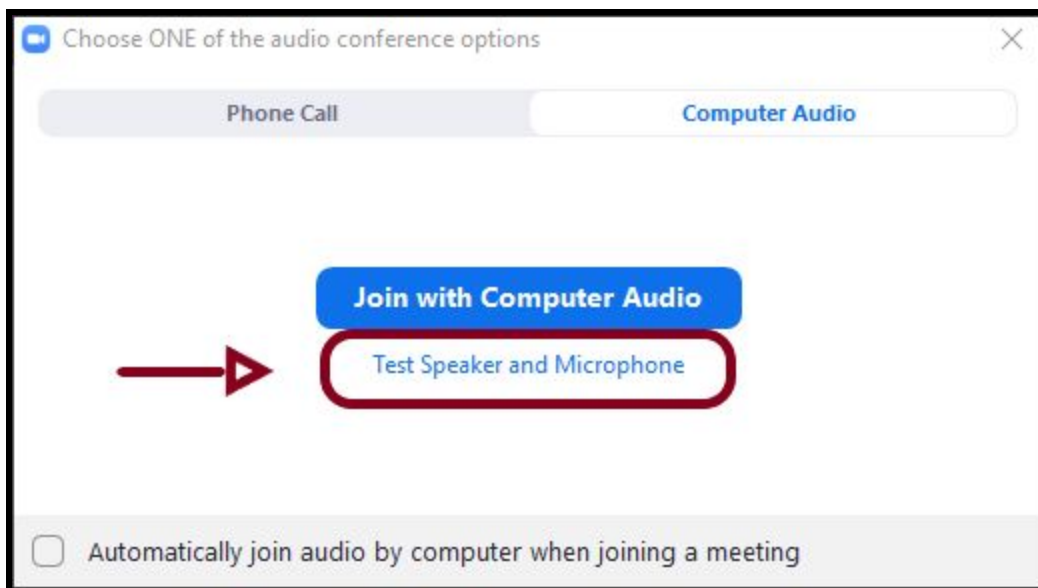
Step 4: Start your Zoom class meeting

Click the **Start** button for your scheduled Zoom meeting in Canvas a few minutes before your class is scheduled to start. If you did not already download the [Zoom app for your computer or mobile device](#) this will give you time to download the app and to set up and test your microphone and camera.



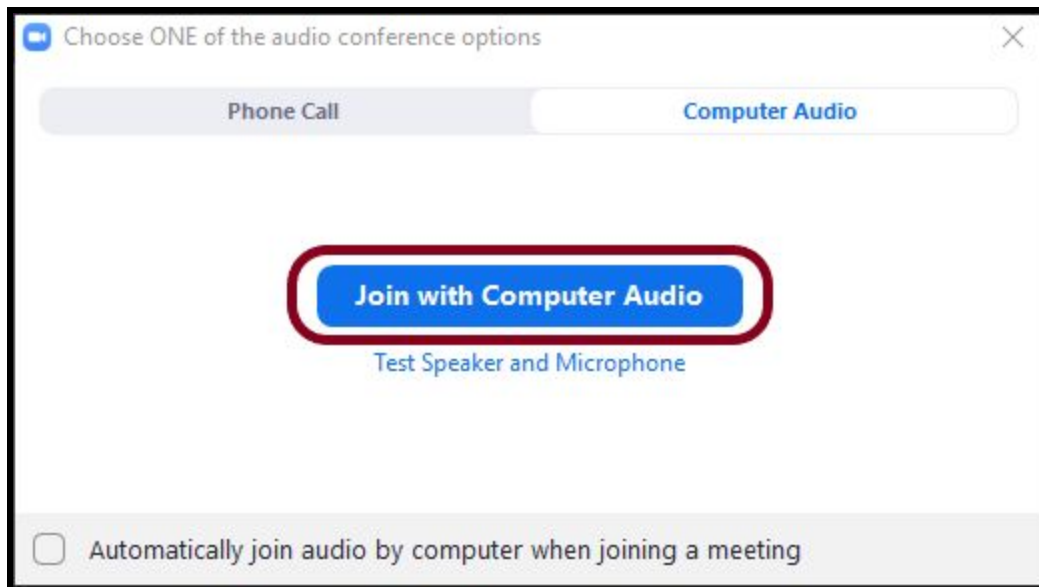
Once the Zoom meeting launches:

- **FIRST** test your computer audio to make sure that your speakers and microphone are working correctly.



- **SECOND** join using computer audio.
 - If needed, you can mute yourself by clicking once on the microphone icon in the bottom left corner of the Zoom window. Your microphone icon will show a red slash mark while you are

muted. Click again to unmute yourself when you are asked to speak.



Instructor Best Practice: Make sure you are in a well-lit and quiet location with a strong internet connection. Use of a headset or earbuds is highly recommended as this will prevent distracting background noise and potential feedback noise.

Student Best Practice: require your students to mute their microphones until called upon to speak. This will prevent distracting background noise and potential feedback. Use of headsets or earbuds is highly recommended.

Step 5: Use the Host Meeting Controls in Zoom to run your class meeting

The host controls will appear at the bottom of your screen when you are not in screen sharing mode.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
 - Audio Controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
 - Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Invite:** With Zoom in Canvas **there is no need to invite your students to the meeting.** Students are automatically invited to any meeting you create using Zoom in Canvas. If you need to invite a guest lecturer or guest speaker you can use the [Invite others](#) feature to join your meeting. **Again, do not use the *Invite* feature for students.** *Always keep FERPA in mind when inviting someone who is not enrolled in your Canvas course.*
- **[Manage Participants](#):** Opens the *Participants* window.
- **Polling:** Allows you to create, edit, and launch your [polls](#). The options to create or launch polls will open up the Zoom web portal in your default browser.
- **Share Screen:** Start [sharing your screen](#). You will be able to select the desktop or application you want to share.
- **Screen Share controls** (click ^ next to *Share Screen*): Select who can share in your meeting and if you want only the host or any participant to

be able to start a new share when someone is sharing.

How many participants can share at the same time?

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

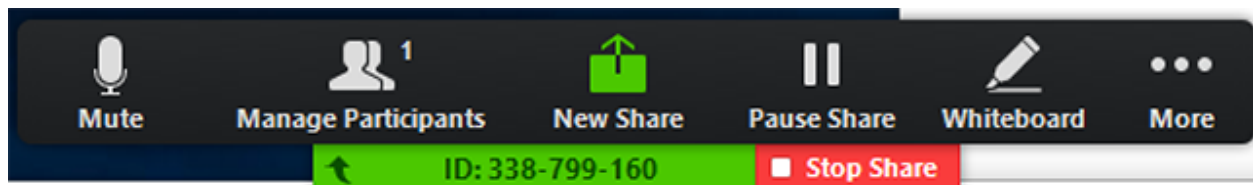
Only Host All Participants

Who can start sharing when someone else is sharing?

Only Host All Participants

- **Chat:** Access the chat window to [chat with the participants](#).
- **Record:** Start or stop a [cloud](#) or [local](#) recording. Choose cloud recording to make the recordings automatically available to students in your course. Audio transcription (captioning) is available automatically only for cloud recordings.
- **Breakout Rooms** (only available to the host): Start [breakout rooms](#).
- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting.

When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location. [Learn more about screen share controls](#).



This video will introduce you to the meeting room host controls:

IMPORTANT: Do not use the *Invite* feature for students. Students are automatically invited to Zoom meetings created in the Canvas course in which they are enrolled.



Step 6: Locate your Zoom class recording(s) in Canvas

If your Zoom meeting in Canvas was recorded, you will locate the recording under Zoom in your course navigation menu. Select the **Cloud Recordings** tab and choose the recording you intend to view.

A screenshot of the Canvas Zoom Cloud Recordings interface. The interface has a top navigation bar with tabs: "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings" (which is circled in red). To the right of the tabs is a "Get Training" link. Below the tabs, there are search filters: "From" (with a date picker set to "03/19/2020"), "To" (with a date picker), "Search By" (with a dropdown menu set to "ID"), a "Search" button, and an "Export" button. There is a checkbox for "Show my course recordings only" and a "Delete All" button. Below these are search results in a table. The table has columns for "Topic", "ID", "Start Time", and "File Size". One row is visible with the topic "Class Lectures" (indicated by a red arrow), a redacted ID, a start time of "Mar 19, 2020 16:52", and a file size of "2 Files (245 KB)". There is a "Delete" button for this row. At the bottom right, there are pagination controls showing "< 1 >".

Note: Cloud recordings will be available shortly after the session ends. The delay between when the class ends and when the recording becomes available will be determined by the length of the recording and the current demand on the Zoom Cloud Recording system.

Please be patient as your recording is processed.

If it has been longer than 24 hours and the recording has not appeared, either submit a Canvas Ticket using the Help menu in Canvas, or contact Academic Technology at learning@nmsu.edu for assistance.

Additional Resources

- [Zoom at NMSU](#)
- [Download and Use the Zoom Desktop Client](#)
- [Host Controls in a Meeting \(video\)](#)
- [Managing Breakout Rooms](#)
- [Getting Started on Windows and Mac](#)
- [Frequently Asked Questions](#)