



ZOOM IN CANVAS

OVERVIEW AT TEXAS A&M UNIVERSITY

Zoom integrates into Canvas and allows for real-time engagement between students and content; students and professors; and among students. We encourage you to use Zoom in Canvas to improve the student experience in your online course. You and your students can easily access Zoom from within any course in Canvas from the course navigation on the left-hand side of your screen.

ACCESSIBILITY MATTERS!

Before you set up Zoom in your course, make sure you have enabled the option for your recordings to generate an Audio Transcript that can be used for closed captioning your video. This process is automatic once enabled and will be generated after the recording.

Note: You will only have to enable this setting once and from then on all future recordings will generate an audio transcript. You may consider reviewing the audio transcript for accuracy once it is generated.

1. Navigate to tamu.zoom.us and login with your TAMU NetID and password
2. Click Settings on the left-hand menu
3. Click the Recording tab
4. Select the Audio Transcript option

LOG-IN TO ZOOM

Once you have downloaded and installed Zoom, you will need to login.

1. Open the Zoom Desktop Client
2. On the right-hand side, click on Sign in with SSO
3. Type "TAMU" in the box before .zoom.us
4. Click Continue and login with your TAMU NetID and password

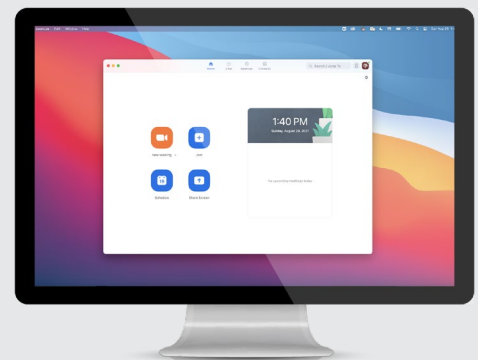
ACCESSING ZOOM IN CANVAS

1. Log into Canvas at canvas.tamu.edu with your TAMU NetID and password
2. From the course navigation menu on the left-hand side, click Zoom

DOWNLOAD THE ZOOM DESKTOP CLIENT APP

The Zoom integration in Canvas will require you to use the Zoom Desktop Client to host your meetings. If you haven't already, please download the Desktop Client App.

1. Navigate to tamu.zoom.us
2. Click on the Download Zoom button
3. On the next page, click Download under the Zoom Client for Meetings section
4. To learn more, contact your college or department IT support for further assistance.



MEETINGS YOU CAN SCHEDULE IN ZOOM

The Canvas-Zoom integration allow instructors to schedule online meetings from within Canvas. There are settings and features available for enabling in the Zoom app and web portal that are not available to be enabled on Canvas. Please make sure that your Zoom settings are accurate. You can change your Zoom settings using tamuzoom.us web portal. Once you have finalized changes to your Zoom meeting settings, you are ready to create a meeting in Canvas. There are three types of Zoom meetings you can schedule in Canvas.

SCHEDULE CLASS MEETINGS HELD WEEKLY IN ZOOM

1. Click **Zoom** from the Course Navigation menu located on the left-hand side
2. Click **Schedule a New Meeting** button on the top right
3. Set the following:
 - a. Topic: **Course Number** (This will be auto-filled for you)
 - b. When (date and time of the first class meeting)
 - c. Duration
 - d. Select Recurring Meeting
 - i. Recurrence: Weekly
 - ii. Repeat every 1 week
 - iii. Occurs on: Select class meeting days
 - iv. End date: Select last day of class
 - e. Security
 - i. Enable Passcode* or waiting room*
 - ii. Enable Only authenticated users can join meetings – TAMU NetID
 - f. Meeting Options
 - i. Enable Join Before Host
 - ii. Mute Participants Upon Entry
 - iii. Record meeting automatically – In the cloud
 - g. Advanced Options (optional)
 - i. Alternative Hosts: Enter the email of TAs, alternate instructors, etc.
4. When done, click **Save**

SCHEDULE OFFICE HOURS IN ZOOM

1. Click **Zoom** from the Course Navigation menu located on the left-hand side
2. Click **Schedule a New Meeting** button on the top right
3. Set the following:
 - a. Topic: **Office Hours**
 - b. When (date and time of the first class meeting)
 - c. Duration
 - d. Select Recurring Meeting
 - i. Recurrence: Weekly
 - ii. Repeat every 1 week
 - iii. Occurs on: Select class meeting days
 - iv. End date: Select last day of class
 - e. Security
 - i. Enable Passcode* or waiting room*
 - ii. Enable Only authenticated users can join meetings – TAMU NetID
 - f. Meeting Options
 - i. Enable Join Before Host
 - ii. Mute Participants Upon Entry
 - iii. Record meeting automatically – In the cloud
 - g. Advanced Options (optional)
 - i. Alternative Hosts: Enter the email of TAs, alternate instructors, etc.
4. When done, click **Save**

SCHEDULE ONE-TIME MEETING IN ZOOM

One-time Meetings in Zoom can vary from course to course. Examples include exam review sessions, guest speakers, and groupwork feedback opportunities.

1. Click **Zoom Meetings** from the Course Navigation menu located on the left-hand side
2. Click **Schedule a New Meeting** button on the top right
3. Set the following:
 - a. Topic: **Specify Topic for Students**
 - b. When (date and time of the first class meeting)
 - c. Duration
 - d. Meeting Options
 - i. Enable Join Before Host
 - ii. Mute Participants Upon Entry
 - iii. Record meeting automatically – In the cloud
 - e. Advanced Options (optional)
 - i. Alternative Hosts: Enter the email of TAs, alternate instructors, etc.
4. When done, click **Save**

* As of September 27th, 2020, all Zoom meetings will be required to have either a Passcode or Waiting Room enabled. For more information, [please visit this link here.](#)

START ZOOM MEETINGS IN CANVAS

1. Click **Zoom** from the Course Navigation menu located on the left-hand side
2. Locate the meeting and click the **Start** button that appears on the right hand of the meeting window.
3. Zoom will now launch from the Zoom Desktop Client App

JOIN ZOOM MEETINGS - FOR STUDENTS

We recommend informing students that you will be using Zoom to host synchronous sessions. You may send an email or announcement with the following instructions for how students join your Zoom meetings.

1. Click **Zoom** from the Course Navigation menu located on the left-hand side
2. Locate the meeting and click the **Join** button.
3. Zoom will now launch from the Zoom Desktop Client App

ACCESS ZOOM RECORDINGS

Everyone enrolled in the course can access Zoom cloud recordings from the Zoom link in Canvas. Links will include anything that was recorded, including any shared screen content, presenters and an audio transcript. The transcript is automatically embedded within the video and accessed by clicking on the Closed Captioning (CC) button on the video player.

1. Click **Zoom** from the Course Navigation menu located on the left-hand side
2. Click on the Cloud Recordings tab
3. Click on the name of the recording you would like to view
4. Click play on the video

ACCESS OUR VIDEOS

1. [Schedule a Zoom Meeting in Canvas](#)
2. [Access Zoom Meetings in Canvas for Students](#)
3. [Access Zoom Cloud Recordings in Canvas](#)

NEED MORE HELP?

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