

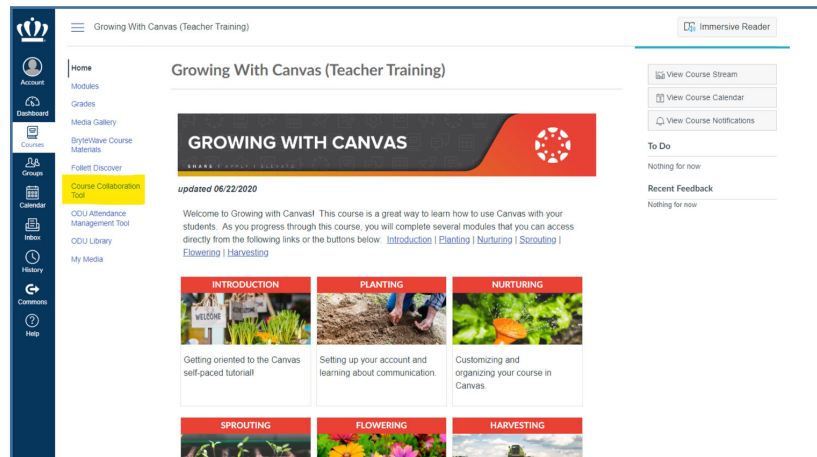
Using Zoom with Canvas

With Zoom's Blackboard integration, faculty can schedule, start and manage meetings directly from Canvas. Students can join meetings and access cloud recordings from within the course as well.

Before you can use Zoom in Canvas, your Zoom account must be activated. If you haven't already, go to odu.zoom.us and sign in with your MIDAS ID and password to activate your account.

Open Zoom within the Course Collaboration Tool in Canvas

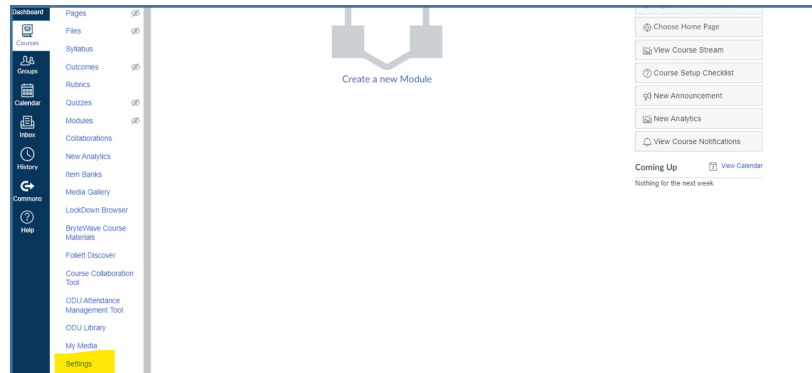
1. From inside your Canvas course, click **Course Collaboration Tool** in the Navigation Menu.



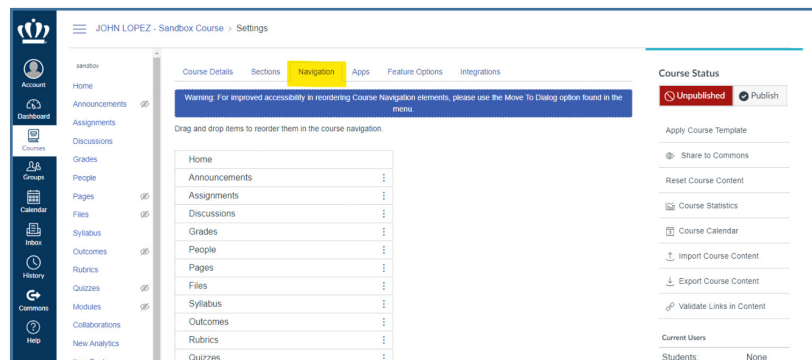
Add Course Collaboration Tool to Course Menu

The Course Collaboration Tool is enabled by default in your Navigation Menu on the left. However, if the tool is missing, you can still add the Course Collaboration Tool link to your Navigation Menu.

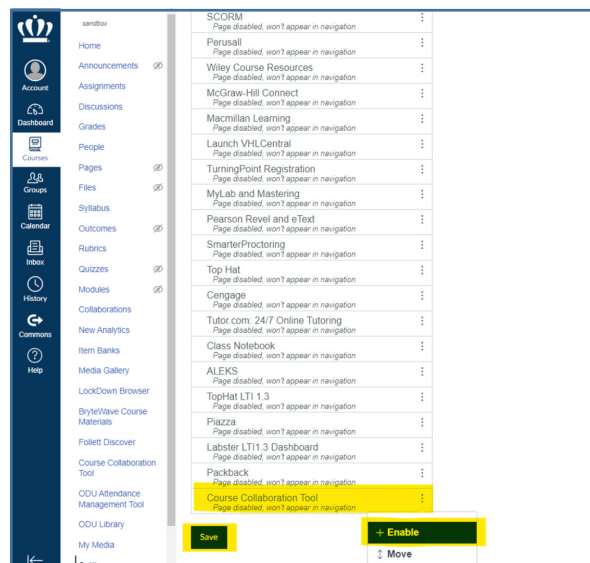
1. From inside your course, scroll down and click **Settings**.



2. Click on the **Navigation** tab.



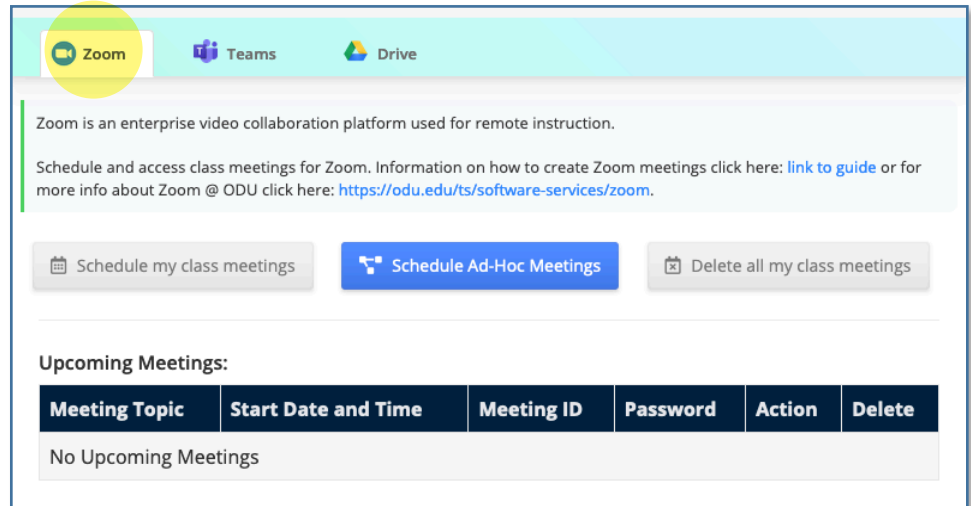
3. Scroll down and look for the **Course Collaboration Tool**. Click the vertical ellipses to its right, then click **Enable** and **Save**.



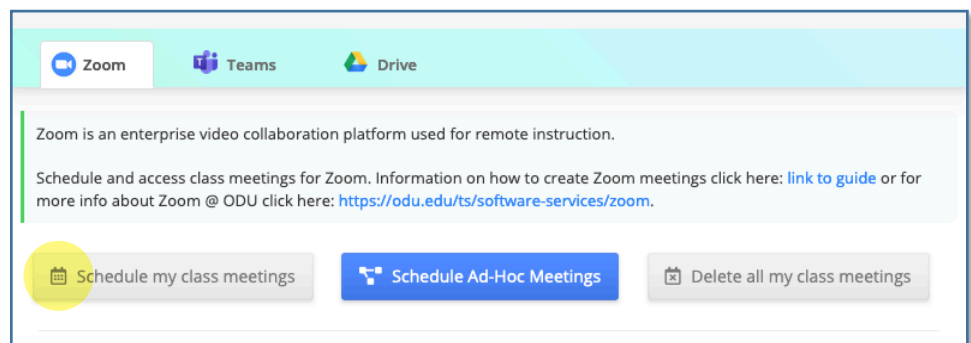
Schedule a meeting

Zoom meetings will only show up in Canvas if they are scheduled from Canvas. Meetings scheduled outside of Canvas (directly through the Zoom app, for example) will not appear in Canvas.

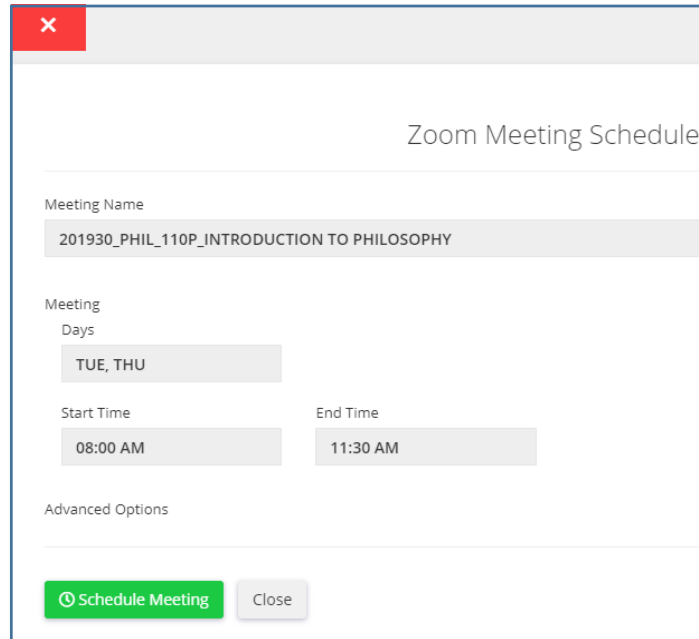
1. Open the **Course Collaboration Tool** and click on the **Zoom** tab.



2. Click **Schedule my class meetings**. This will schedule meetings based on the course name and the days/times that the class meets:



- As you can see below, your course information is pre-populated. Click **Schedule Meeting**. You will receive a message that your meeting has been successfully created.



*Note: If you wish to use Zoom registration to add an additional restriction on who can access class meetings, click **Advanced Options** and select **Restrict access to enrolled students**.*

- The Zoom page in the Collaboration Tool shows a list of meetings scheduled for your course.

Upcoming Meetings:					
Meeting Topic	Start Date and Time	Meeting ID	Password	Action	Delete
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/2/2020 8:00 A.M.(210mins)	94118791903	7014055488	<button>Start</button>	<button>Delete</button>
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/4/2020 8:00 A.M.(210mins)	99864649386	8041812491	<button>Start</button>	<button>Delete</button>
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/9/2020 8:00 A.M.(210mins)	94593908248	2150519233	<button>Start</button>	<button>Delete</button>
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/11/2020 8:00 A.M.(210mins)	98210380559	2807929877	<button>Start</button>	<button>Delete</button>
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/16/2020 8:00 A.M.(210mins)	92615322753	6990129980	<button>Start</button>	<button>Delete</button>
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/18/2020 8:00 A.M.(210mins)	92695515812	8090051232	<button>Start</button>	<button>Delete</button>
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/23/2020 8:00 A.M.(210mins)	93581939531	6044985179	<button>Start</button>	<button>Delete</button>
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/25/2020 8:00 A.M.(210mins)	96198023940	3578889045	<button>Start</button>	<button>Delete</button>

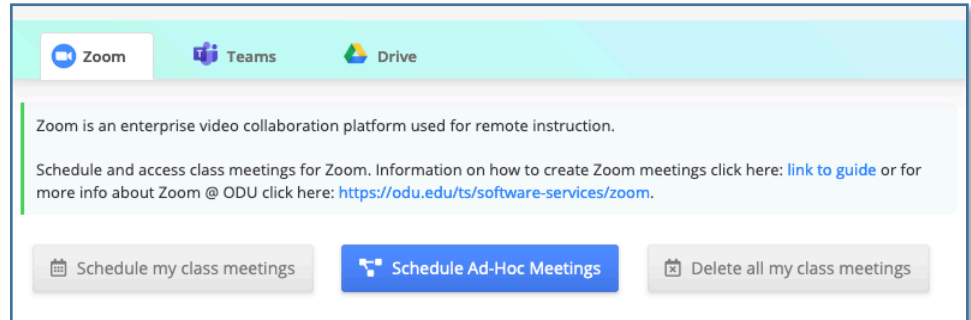
*Note: You can delete individual class meetings by clicking the red **Delete** button next to that class, or delete all meetings at once by clicking the **Delete All Meetings** button.*

Only instructors can schedule meetings within the Course Collaboration Tool. Students can schedule meetings from the Zoom app or at odu.zoom.us.

To edit meeting information (Topic, Description, Time, etc.) for any previously scheduled meeting, log directly into odu.zoom.us (outside of Blackboard).

Schedule ad-hoc meetings

1. You can also use the Course Collaboration Tool to schedule ad hoc meetings. These can be used for office hours or any other time you may want to meet with your students outside of your regular class time.

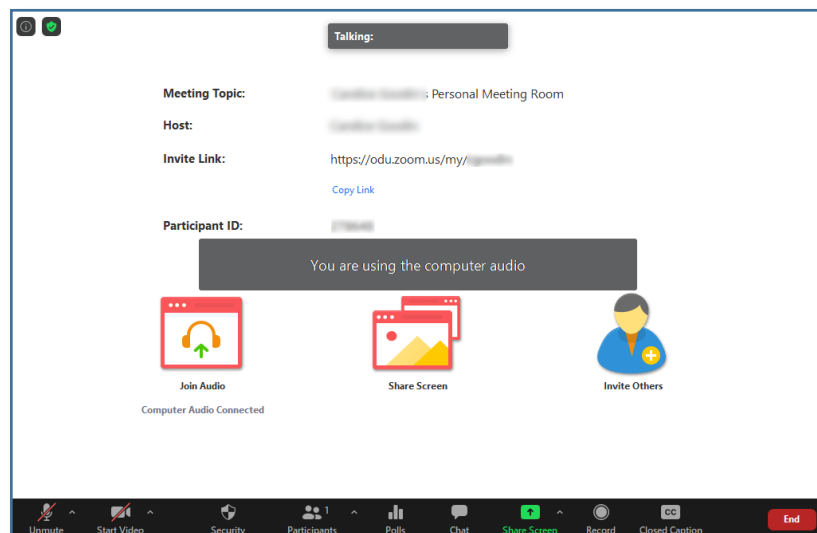


Start a meeting

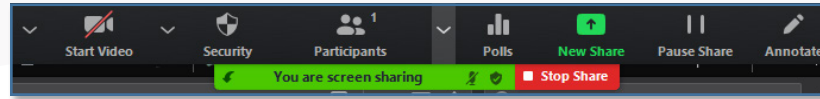
1. To start class meetings, click the **Start** button next to that class session in the Collaboration Tool (the link is available 30 min prior to the scheduled start of class) or from the Zoom app directly.
2. When it's time for the scheduled meeting, students and instructors can access the meeting either through the Tool Link (if created) or through the Course Collaboration Tool.

Using Zoom

You can access the meeting controls located at the bottom of the meeting window to share your screen, mute yourself or all participants, view the chat window, participants and more.



When screen-sharing, meeting controls move to the top of the screen.



Learn more about [polls](#) in Zoom.

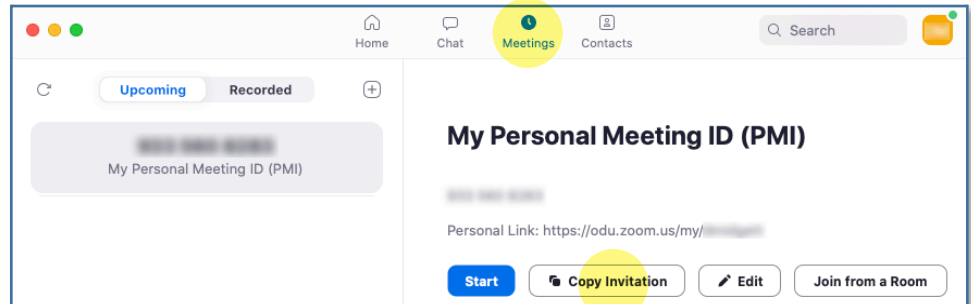
Invite participants to your meeting

There are a couple of ways to invite people to join your meeting:

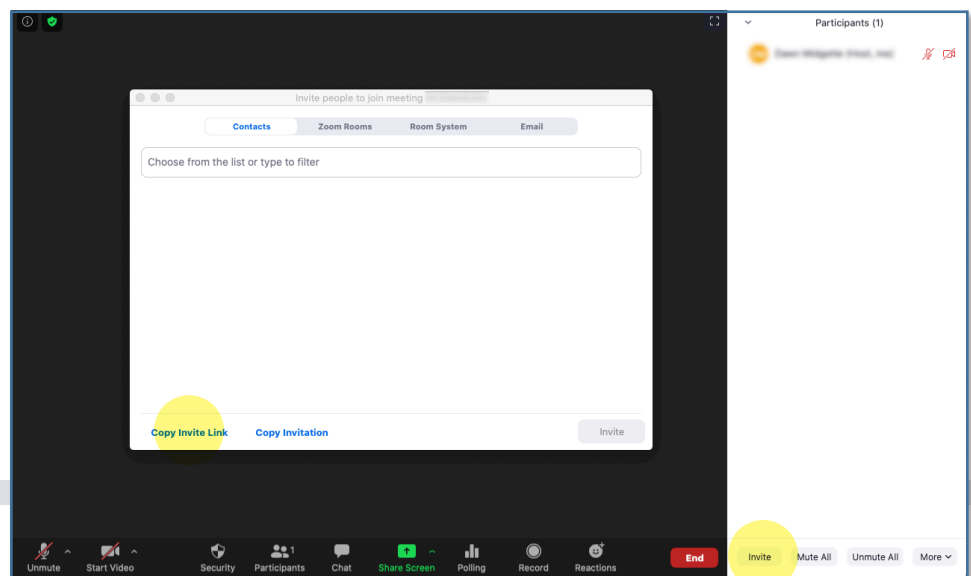
1. All meetings scheduled through the Course Collaboration Tool show up in the tool's list of upcoming meetings. Copy and paste the meeting ID and password in an email or message to your prospective attendee.

Upcoming Meetings:					
Meeting Topic	Start Date and Time	Meeting ID	Password	Action	Delete
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/2/2020 8:00 A.M.(210mins)	94118791903	7014055488	Start	Delete
201930_PHIL_110P_INTRODUCTION TO PHILOSOPHY	6/4/2020 8:00 A.M.(210mins)	99864649386	8041812491	Start	Delete

2. From the Zoom app, click on **Meetings**, select the meeting you want to share, then click **Copy Invitation** to copy the meeting info to your clipboard. Then open an email or message and paste the invitation.



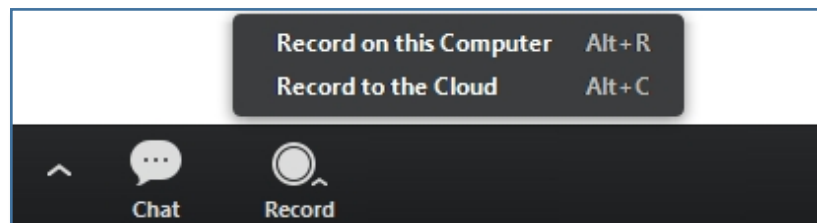
3. From a Zoom meeting already in progress, click on **Participants**, the **Invite** at the bottom of the Participants window, then **Copy Invite Link**. Then open an email or message and paste the invitation.



Record a Meeting

Meetings that are scheduled through the Course Collaboration Tool are automatically recorded by default. If you need to record an ad hoc meeting:

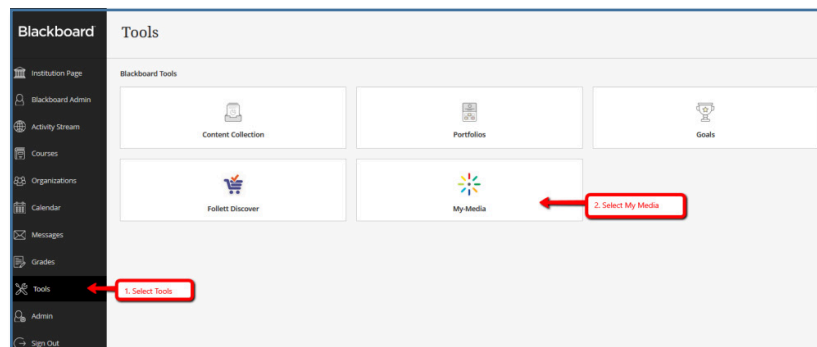
1. Start a meeting as the host.
2. Click the **Record** button in the Zoom toolbar.
3. Select **Record to the Cloud**.
Cloud recordings are automatically transferred to Kaltura, transcoded, and available to instructors in the Kaltura My Media tool.



4. To stop recording, click **Pause/Stop Recording** or **End Meeting**.
5. Zoom processes cloud recordings immediately after the meeting ends and sends an email to the host when the recording is ready. The recording is then transferred to Kaltura within 24 hours.

View and Share Recordings

1. Share recordings in your Canvas courses from **My Media**, found under **Tools**. (Recordings stored in Kaltura are available for up to 3 years.)



Additional Help

Click on the **Get Training** icon to register for Live Training Webinars and access other Zoom documentation.

