ZOOM in Canvas Overview
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

Download the ZOOM Desktop Client
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 client.

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

*To learn more, contact your college or department IT support for further assistance.*
Login 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
Meetings You Can Schedule in ZOOM

There are three types of ZOOM meetings you can schedule in Canvas. Whenever you create a ZOOM meeting, an event will be added to the Calendar and an email will be sent to everyone enrolled in the course with the ZOOM meeting information. Gone are the days of having to send students meeting invites!

ONE: 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 left
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. Meeting Options
      i. Require Meeting Password*
      ii. Enable Join Before Host
      iii. Mute Participants Upon Entry
      iv. Only authenticated users can join – TAMU NetID
   f. Advanced Options (optional)
      i. Alternative Hosts: Enter the email of TAs, alternate instructors, etc.
4. When done, click Save

TWO: 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 left
3. Set the following:
   a. Topic: Office Hours
   b. When (date and time of first office hours)
   c. Duration
   d. Select Recurring Meeting
      i. Recurrence: Weekly
      ii. Repeat every 1 week
      iii. Occurs on: Select office hours days
      iv. End date: Select last day of office hours
e. Meeting Options
   i. Require Meeting Password*
   ii. Mute Participants Upon Entry
   iii. Enable Waiting Room*
   iv. Only authenticated users can join – TAMU NetID
f. Advanced Options (optional)
   i. Alternative Hosts: Enter the email of TAs, alternate instructors, etc.

4. When done, click Save

Schedule One-time Meetings 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 from the Course Navigation menu located on the left-hand side
2. Click Schedule a New Meeting button on the top left
3. Set the following:
   a. Topic: Specify Topic for Students
   b. When (date and time of meeting)
   c. Duration
   d. Meeting Options
      i. Require Meeting Password*
      ii. Enable Join Before Host
      iii. Mute Participants Upon Entry
      iv. Only authenticated users can join – TAMU NetID
   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. <<link to document https://support.zoom.us/hc/en-us/articles/360045009111-FAQ-Meetings-Waiting-Room-and-Passcode-Requirements-September-27-2020>>

Start ZOOM Meeting in Canvas

Start Zoom Meeting
1. Click ZOOM from the Course Navigation menu located on the left-hand side
2. Locate the meeting and click Start that appears on the right of the meeting
3. Zoom will now launch from the ZOOM Desktop Client
Join Zoom Meeting – Instructions 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 Join
3. Zoom will now launch from the ZOOM Desktop Client or the ZOOM App

Access ZOOM Recordings
Everyone enrolled in the course can access ZOOM cloud recordings from the ZOOM link in Canvas. We recommend informing students with the following instructions for how to access cloud recordings of your ZOOM meetings. 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!
Watch our videos on how to use ZOOM in Canvas:

- Schedule a ZOOM Meeting in Canvas <<link to https://www.youtube.com/watch?v=n3Q40uaceSY>>
- Access ZOOM Meetings in Canvas – for Students <<link to https://www.youtube.com/watch?v=j2v1ifDnor0>>