

## Getting Started with Zoom in Canvas

Zoom allows you to meet your students online when you can't meet in person, and record lectures that you later upload to Canvas using [Kaltura](#). In addition you can host one-on-one meetings for online office hours, engage with multiple students for study sections, or even hold classes with up to 300 students (contact [IT@Cornell](mailto:IT@Cornell) for larger courses).

Follow the instructions on this page to get Zoom meetings scheduled through your Canvas course space.

Accessibility tips when using videos:

- If recording the meeting and uploading it to Canvas, edit the full meeting to videos under 10 minutes long before uploading.
- Verbally describe any images or props you show in the video.

### Add the Zoom Link in Course Navigation

This process is not needed if **Zoom** is already available in the Course Navigation to the left.

1. Within your course, click the **Settings** link at the bottom of the Course Navigation menu on the left.
2. Click the **Navigation** tab in the top middle of the page.
3. Drag and drop **Zoom** from the bottom list to the top list. (Alternatively, you can click the three dots next to **Zoom** and choose **Enable**.)
4. Click the **Save** button at the bottom.

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Syllabus	⋮
Modules	⋮
Library Reserves	⋮
Grades	⋮

Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Zoom	Page disabled, won't appear in navigation	⋮
New Analytics	Page disabled, won't appear in navigation	⋮

### Setting up a Zoom Meeting in Canvas

1. Within your course, click the **Zoom** link in the Course Navigation menu on the left.
2. Click the **Schedule a New Meeting** button on the top right.
3. Enter a clear, descriptive **Topic** for the meeting, add a description, schedule the meeting time and length, choose settings for the meeting, and click the **Save** button.

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   
 Use Personal Meeting ID 8044221324  
 Enable waiting room  
 Record the meeting automatically  On the local computer  In the cloud

It's recommended you set Host and Participant video to **off** and check the box next to **Mute participants upon entry**. When recording the meeting, choose to record the meeting **On the local computer** for easiest access for uploading the video to Kaltura (<https://canvas.cornell.edu/courses/1848/pages/getting-started-in-kaltura>).

## Running a Zoom Meeting in Canvas

Running a Zoom meeting will require the installation of the Zoom application on your computer. You can find the application and instructions on the IT@Cornell website (<https://it.cornell.edu/zoom/install-zoom-software>). (Be sure to download and install the application well in advance in case you need IT support with the installation.)

Be sure to clearly communicate the time and function of the Zoom meeting to the students far enough in advance for them to properly prepare. Also make sure they know they will need to install Zoom on their devices before they can enter the Zoom meeting.

1. Within your course, click the **Zoom** link in the Course Navigation menu on the left.
2. Click the **Start** button to the far right of the Zoom meeting.
3. Click the **Open zoom.us** button in the pop-up window.
4. Run the Zoom meeting. (See Host and Co-Host Controls in a Meeting (<https://bit.ly/38yluKE>) for documentation on functions within Zoom. Your experience may differ slightly based on the settings you have chosen.)
5. When the meeting is finished, click **End Meeting** at the bottom right.
6. Click the **End Meeting for All** button that appears to the right in the pop-up window.

