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 can save to the cloud and display in Canvas or record to your computer and 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 (https://bit.ly/2TRyLJV) 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.

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.

> It's recommended you set Host and Participant video to **off** and check the box next to **Mute participants upon entry**.

Recording a Zoom Meeting in Canvas

When recording with Zoom through Canvas, you have two options in the **Meeting Options** area of the settings for where to record: **On the local computer** or **In the cloud**.

Recordings saved **on a local computer** should be shared via Kaltura in a course.

Recordings saved **in the cloud** are available in both the Zoom cloud and on Cornell's Video on Demand (VOD). The recordings in each tool are not linked past the initial recording session.

Comparison of saving Zoom recordings on the local computer and in the cloud

	Saved on a Local Computer	Saved in the Cloud	
		Zoom Cloud	Cornell VOD
Need to be shared via Kaltura to be available in a Canvas Course	✔	✗	✔
Are available to publish directly in an associated Canvas course	✗	✔	✗
Are FERPA compliant to use in an associated course	✔1	✔	✔2
Are automatically closed captioned	✔1	✗	✔
Are available _____	in perpetuity1	for 120 days	in perpetuity
Do not affect Canvas file limits	✔1	✔	✔
Can be trimmed	✔1	✔	✔
Can have sections cut out of the middle	✔1	✗	✔
Can be made available to all users in a Canvas course	✔1	✗3	✔2
Can be easily shared with other/future classes if **not** containing FERPA protected data	✔1	✔2	✔2
Can be used to record breakout rooms	✔4	✗	✗

1 via Kaltura in Canvas; 2 must be downloaded and shared via Kaltura in Canvas; 3 users must have a Cornell NetID; 4 An instructor recording to a local computer can be followed into a breakout room. Participants can be allowed to record breakout rooms to their local computers.

To share a recording made to a local device, you will want to upload the recording to Kaltura in the desired course. See Getting Started in Kaltura (https://canvas.cornell.edu/courses/1848/pages/getting-started-in-kaltura) for details.

To share recordings from the Zoom cloud in Canvas, go to **Zoom** --> **Cloud Recordings** and switch the desired recordings' **Publish** switch to the right.

To share VOD recordings, you will need to visit Cornell VOD (https://vod.video.cornell.edu/) and follow the steps outlined under **Accessing Your Recordings** on the IT page Zoom Recording Help (https://it.cornell.edu/zoom/zoom-recording-help). Once you have downloaded the recording, use Kaltura in Canvas to share it with your course. See Getting Started in Kaltura (https://canvas.cornell.edu/courses/1848/pages/getting-started-in-kaltura) for details.

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/38yIuKE) 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.