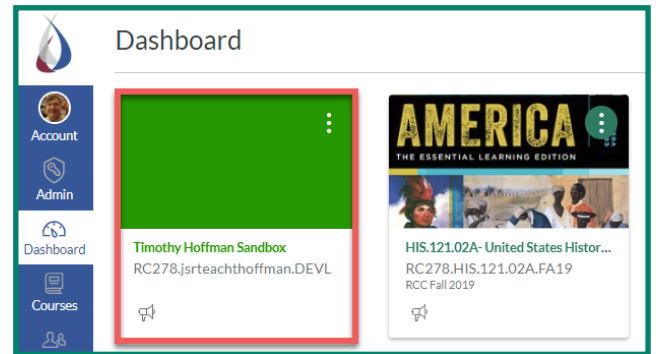


Set up Zoom in Canvas

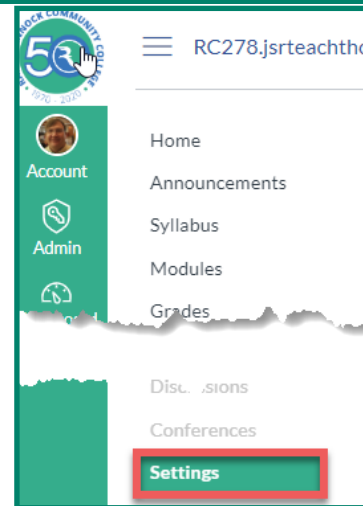
Zoom is the VCCS chosen tool for online web conferencing and synchronous online instruction. We can use this for meetings, webinars, class sessions, advising sessions and office hours—just to name a few.

Part I: Set up Zoom as a menu option

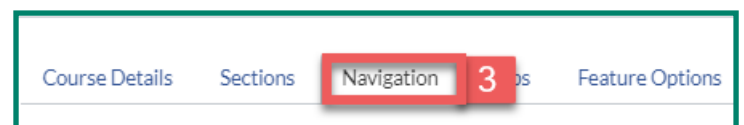
- 1) Click on the tile to Enter your Class in the Canvas Dashboard



- 2) In the Course Menu, click on **Settings**



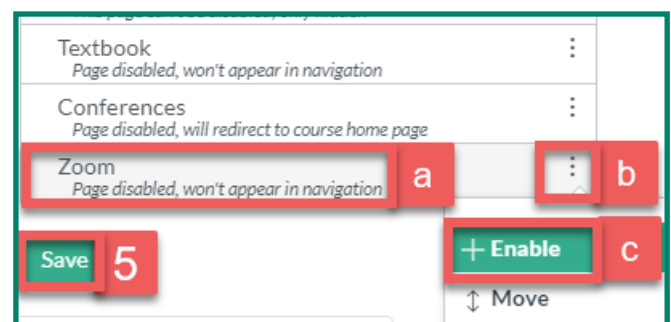
- 3) Click on **Navigation** at the top



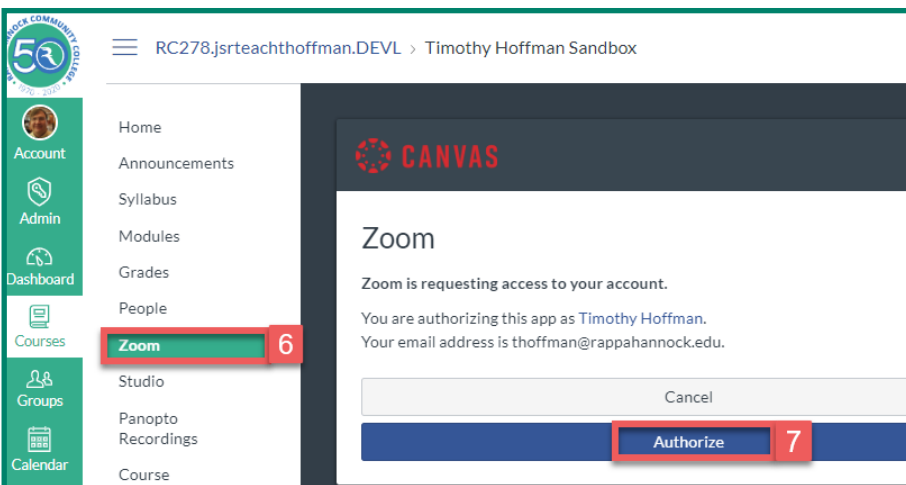
- 4) Find **Zoom (a)** in the lower group of navigation items. These are the disabled items. When you find Zoom, click on the **Kabob (b)**(triple dots) to the right of the box and then click on **Enable (c)**.

*These are often NOT in alphabetical order.

- 5) Click **Save** to set the options



6) **Zoom** is now on your Course Menu. To start, click Zoom

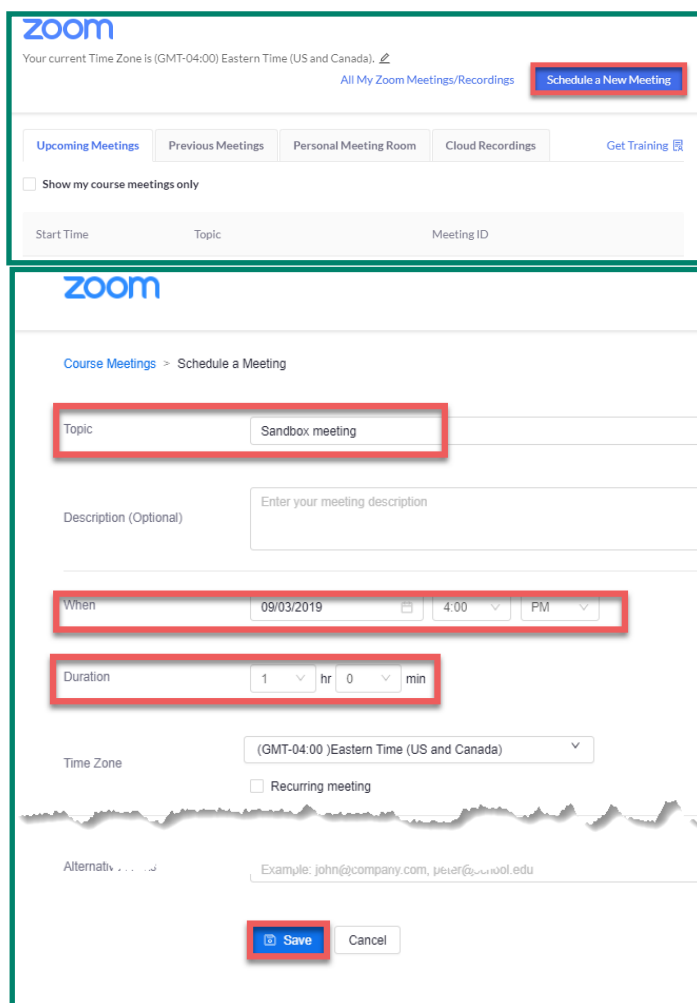


7) You will be prompted to **Authorize** Zoom to work in Canvas—this should only need to be done once, or 1 time/device.

You MAY be prompted to log into Zoom. If so, use your *myRCC_Username@email.vccs.edu* as the email address and your myRCC password.

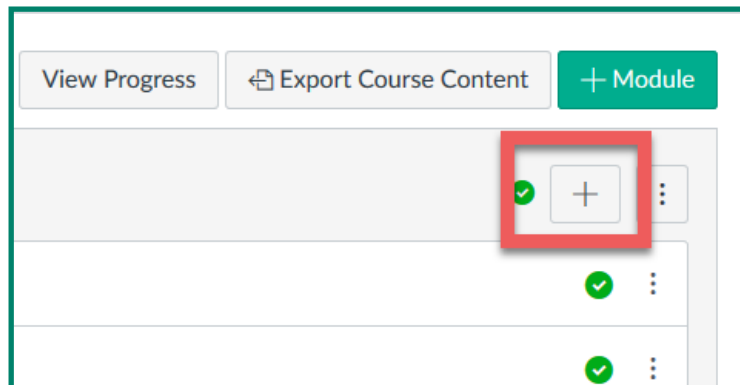
Part II: Set up Zoom Meeting

- 1) Once you enter the Zoom window, you will see your various scheduled meetings listed—if any.
- 2) Click **Schedule a New Meeting**.
- 3) Set the **Topic**, **When it is**, **Duration**, and any other Options you wish.
- 4) Click **Save** at the bottom

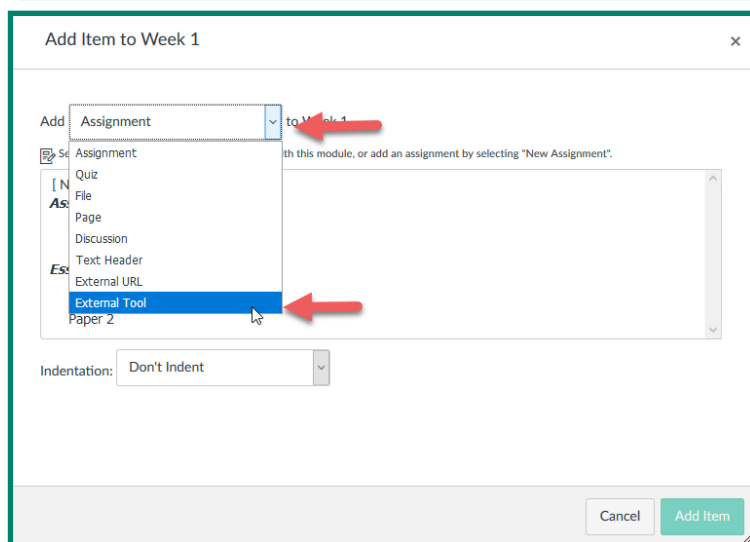


Part III: Add Zoom in a Module

1) To add a Zoom meeting as an item in an existing module, click the + Content button



2) In the **Add** drop down, select External Tool



3) Scroll down the list until you find Zoom

a) Click on Zoom

b) Leave the URL as is

c) Set the Page name to something that makes sense

d) Click Add Item

4) Click on the Zoom item in your class and set it up as in Part II.

