

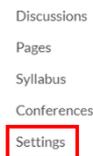
Using Zoom with Canvas

Zoom is a simple yet feature rich meeting/video conferencing platform that has been integrated into Canvas. It can be used as a tool to facilitate off-campus learning by leveraging features such as Live Audio/Video delivery, presentation of slides, screen sharing, polling, virtual whiteboard and breakout rooms.

Adding Zoom to your course

In order to start using Zoom in your course, you first need to make it available in the sidebar. These steps will need to be performed for each course you wish to use Zoom in. To do this, simply use the instructions below...

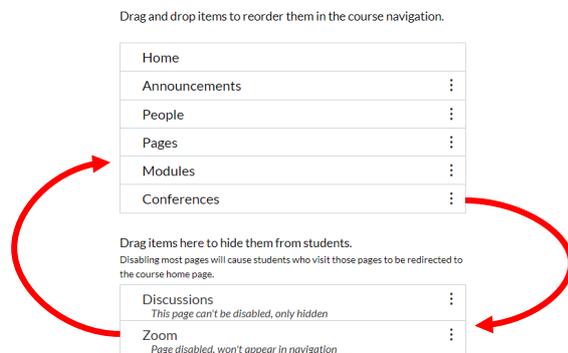
1. Open Canvas, and click on the course you want to add Zoom in
2. In the navigation bar, click on "Settings"



3. Click on the "Navigation" tab



4. Click and drag "Zoom" into the top "course navigation" list and drag "Conferences" into the bottom "hidden" list



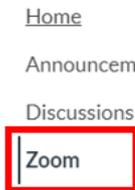
5. Click "Save"



Scheduling a new Zoom meeting

Zoom meetings in Canvas are one time use only, you may need to create a new meeting every time you want to meet. To create a Zoom meeting in Canvas, simply follow the instructions below...

1. Open Canvas and navigate to the course you wish to host a Zoom meeting in
2. Click on the "Zoom" link in the sidebar



3. Up the top right, click "Schedule a New Meeting"



4. Use your class name and teacher as the topic of the meeting. This will help students select the right meeting to join



5. Set the duration of the meeting to be "0 hours and 0 minutes" to ensure the meeting never expires



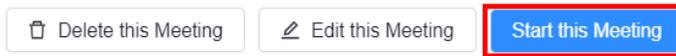
6. All other settings have been automatically set for you, scroll down to the bottom of the page and click "Save"



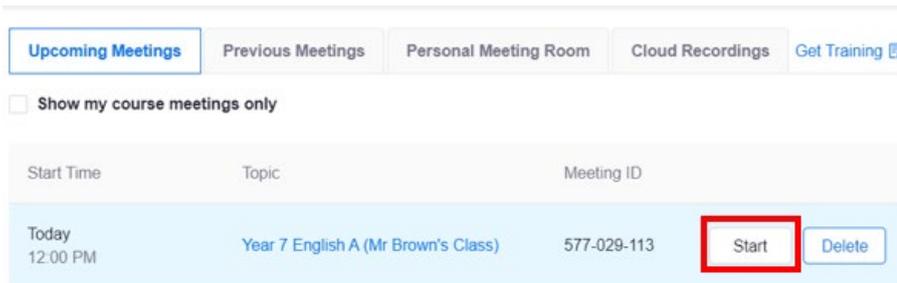
7. Your meeting has now been created and will remain created until you end or delete the meeting. You can either start the meeting by using the instructions below or come back to it later.

Starting your meeting

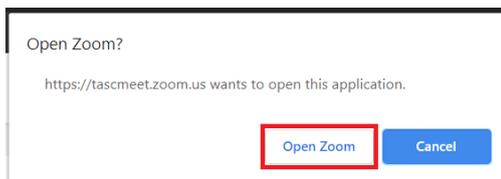
1. If you just created the meeting, you can join straight away by clicking “Start this Meeting”



Alternatively, you can start your meeting by navigating to the “Zoom” link in the Canvas course and clicking “Start” next to your meeting



2. Once you click “Start”, a web page will appear asking you to “Open Zoom?”, click the “Open Zoom” button



- a. If no “Open Zoom?” message appears, click “download & run Zoom” to begin a download

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or **download & run Zoom.**

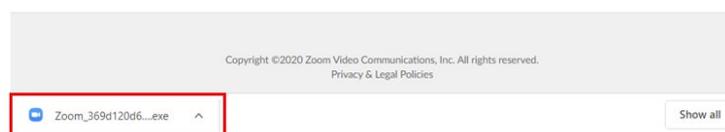
If you cannot download or run the application, [start from your browser.](#)

- b. Once Zoom has finished downloading, click on the download to open Zoom

Please click **Open Zoom Meetings** if you see the system dialog.

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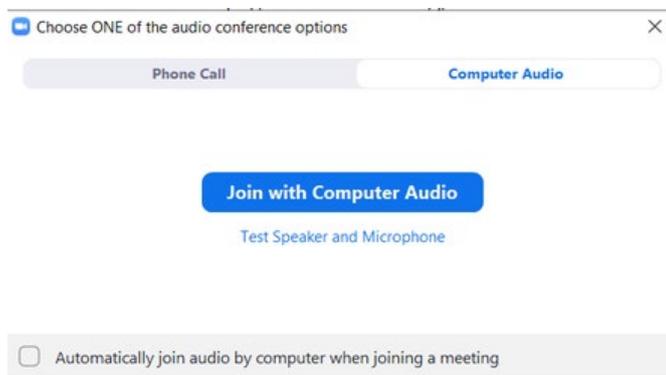
If you cannot download or run the application, [start from your browser.](#)



3. A Zoom login window may appear, however it can be ignored as the meeting will open automatically

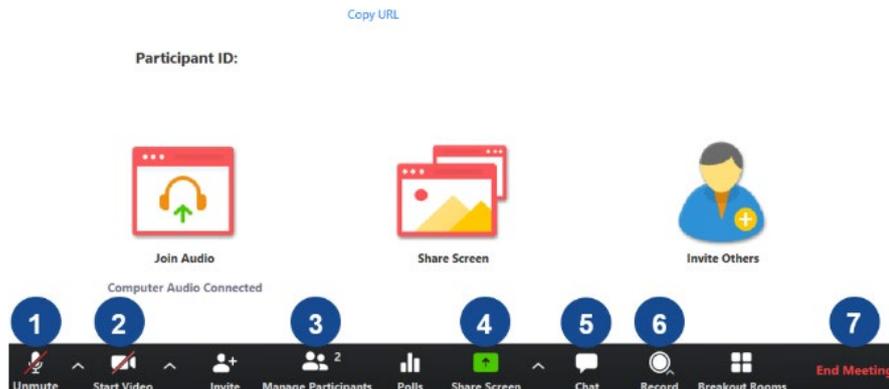


4. The Zoom meeting will now open and you will be presented with an option for how you want to participate in the meeting - via Telephone or Computer



- **Computer Audio** - to use your computer's microphone and speaker, simply click "Join with Computer Audio". This option is recommended if you are the host, or you want to use your webcam in the meeting
- **Phone Call** - to participate in the meeting via your phone, simply click the "Phone Call" tab, dial the telephone number listed and follow the audio instructions. Please be aware that you will still require your computer to start and manage the meeting, this option just allows you to use your phone instead of your computer's microphone and speaker

5. Once you have connected to the meeting via your preferred audio method, you will be presented with the Zoom Meeting Control Panel. A quick overview of some of the important features are...



- (1) **Mute/Unmute** - this is how you mute/unmute your microphone. It is recommended that if you are not speaking that you keep yourself muted to prevent excess noise being picked up. By default, all participants are unmuted when they join the meeting but it is strongly recommended to mute yourself as soon as you join by clicking the **Mute** button

If you wish to speak, simply click the **Unmute** button, start speaking and then click the **Mute** button once finished. Alternatively, you can hold **space bar** on your computer while speaking then release it when you are finished

- (2) **Start/Stop Video** - this is how you start/stop your webcam. By default, all meetings are audio only however you can simply start sharing your webcam to others by clicking **Start Video**. If you no longer want to share your video, simply click **Stop Video**
- (3) **Manage Participants** - this button allows you to bring up a list of all participants in the meeting, and provides controls such as...
- **Mute/Unmute All Participants** - you can also prevent participants from unmuting their microphone by unchecking "Allow Participants to Unmute Themselves"
 - **Disable participants video** – hover your mouse over the participant, click "More" > "Stop Video". This will prevent the participant from using their webcam

The **Manage Participants** button is also used to admit participants to your meeting that are currently waiting in the waiting room (see below)

- (4) **Share Screen** - should you wish to share your computer screen, or use a whiteboard to draw on, simply click **Share Screen** and select either **Screen** or **Whiteboard**
- (5) **Chat** - throughout the meeting some participants may post a message in chat in order to not disrupt those who are speaking. You can send and view all messages by clicking the **Chat** button and respond accordingly
- (6) **Record** - you have the ability to record your meeting to refer to it at a later date. By default, no meetings are recorded unless the host specifically enables recording. If the host enables recording, all participants are notified that the meeting is being recorded

To record a meeting, simply click the **Record > Record to the Cloud** button. Once you end the meeting, you will receive an email notification containing a link to the recording

- (7) **End Meeting** - this is how you end the meeting once it is finished. Once the meeting has been ended, all participants will be removed and cannot re-join without your approval

Participant Approval

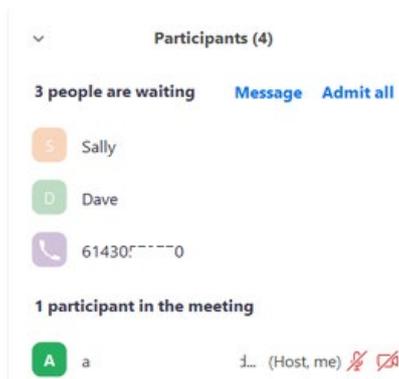
In order to prevent unwanted students from joining your Zoom Meeting Room, all participants that attempt to join will be placed in a “waiting room” until you admit them into the meeting.

To admit one or more participants into the meeting, simply use the following instructions below...

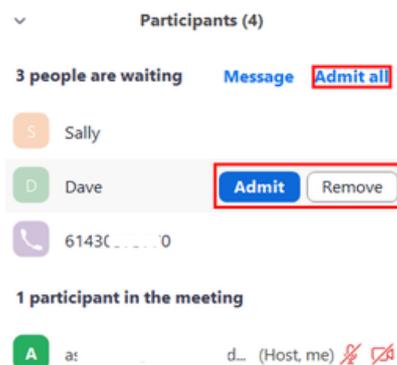
1. Once you have joined the meeting on your computer using the steps above, click the **Manage Participants** button



2. A list of all participants will appear, showing those who are currently waiting to be admitted into the meeting. Those participants using a computer will have their names listed, those using their telephone will show the phone number



3. Review the list of participants that are waiting to join your meeting and either click **Admit all** to admit all participants into your meeting, or individually hover your mouse over a participant and either **Admit** or **Remove** them from your meeting



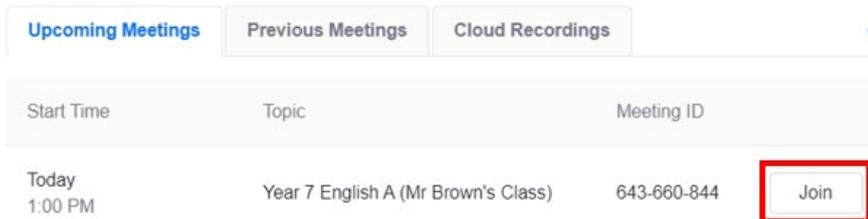
How do my students join my meeting?

The following instructions outline how a student joins your Zoom Meeting. Simply ask them to perform the following steps...

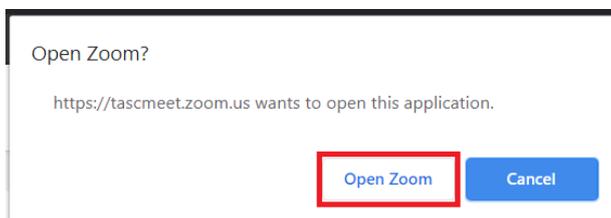
1. Navigate to Canvas and click on the course that holds the Zoom meeting
2. Click on the "Zoom" link in the sidebar



3. Click "Join" next to the relevant meeting. Take note of the class name to ensure you are joining the right meeting



4. A web page will appear asking you to "Open Zoom?", click the "Open Zoom" button



- a. If no "Open Zoom?" message appears, click "download & run Zoom" to begin downloading Zoom

Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

- b. Once Zoom has finished downloading, click on the download to open Zoom

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

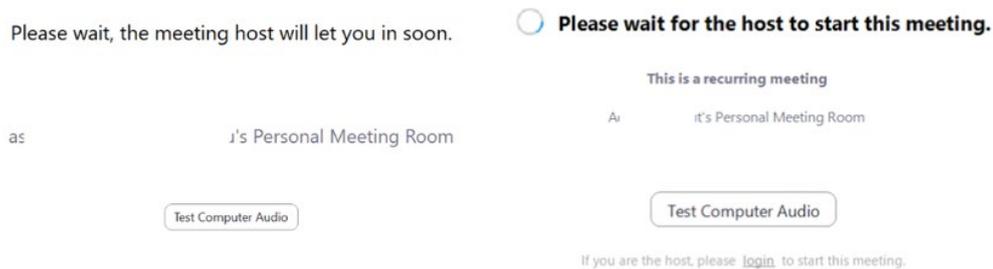
If you cannot download or run the application, [start from your browser](#).



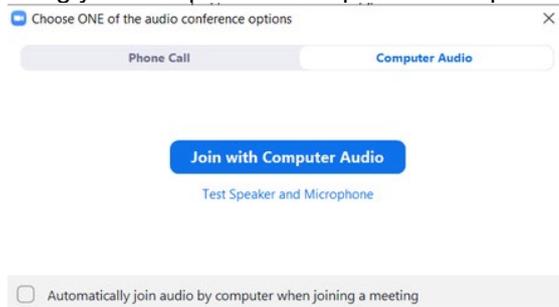
5. A Zoom login window may appear, however it can be ignored as the meeting will open automatically



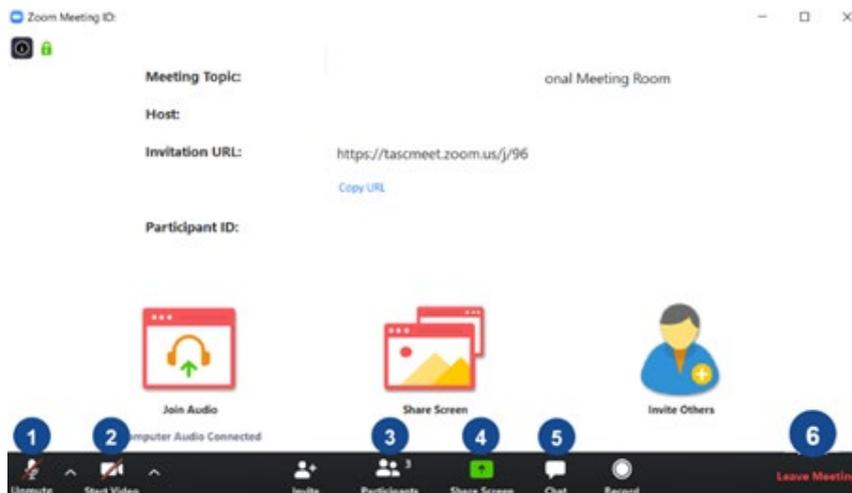
6. You will be presented with either a "Please wait for the host to start this meeting", or "Please wait, the meeting host will let you in soon" message. Sit tight, the host will admit you to the meeting shortly



7. Once you have been admitted into the meeting room, you will be prompted to join the meeting using your computer's microphone and speaker, simply click "Join with Computer Audio"



8. Once you have connected to the meeting, you will be presented with the Zoom Meeting Control Panel. A quick overview of some of the important features are...



- (1) **Mute/Unmute** - this is how you mute/unmute your microphone. It is recommended that if you are not speaking that you keep yourself muted to prevent excess noise being picked up. By default, all participants are unmuted when they join the meeting but it is strongly recommended to mute yourself as soon as you join by clicking the **Mute** button

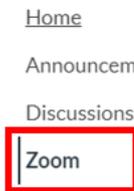
If you wish to speak, simply click the **Unmute** button, start speaking and then click the **Mute** button once finished. Alternatively, you can hold **space bar** on your computer while speaking then release it when you are finished

- (2) **Start/Stop Video** - this is how you start/stop your webcam. By default, all meetings are audio only however you can simply start sharing your webcam to others by clicking **Start Video**. If you no longer want to share your video, simply click **Stop Video**
- (3) **Participants** - this button allows you to bring up a list of all participants in the meeting
- (4) **Share Screen** - should you wish to share your computer screen, or use a whiteboard to draw on, simply click **Share Screen** and select either **Screen** or **Whiteboard**
- (5) **Chat** - throughout the meeting some participants may post a message in chat in order to not disrupt those who are speaking. You can send and view all messages and by clicking the **Chat** button and respond accordingly
- (6) **Leave Meeting** - this is how you leave the meeting once you are finished. If you need to rejoin the meeting, you will be placed in the waiting room and the host will have to admit you again

Accessing recorded meetings

If you have recorded the meeting using the “Record” button (see above instructions), staff and students can access the recordings by using the following steps below...

1. Navigate to Canvas and click on the course that holds the recording
2. Click on the “Zoom” link in the sidebar



3. Click the “Cloud Recordings” tab

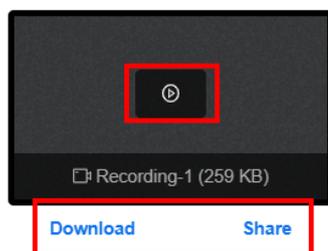


4. Click on the recorded meeting that you wish to watch



5. Click the “Play” button to start watching the recording

Year 7 English A (Mr Brown's Class)
Mar 19,2020 12:30 PM Canberra, Melbourne, Sydney ID: 643-660-844



6. Alternatively, you can “Download” or “Share” the recording

