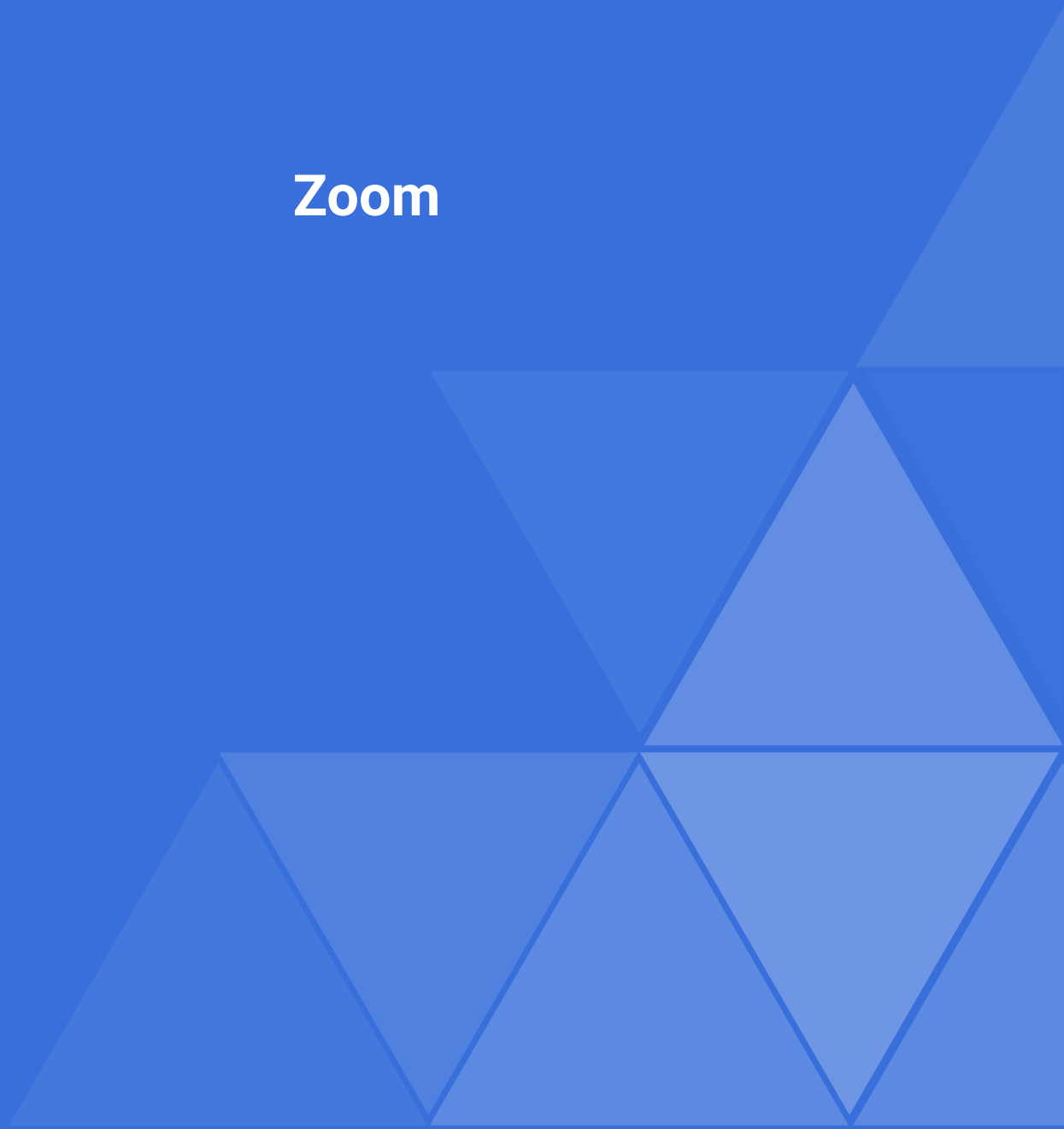


**Zoom**



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# Chapter 1. Teach, Meet, and Learn with Zoom

Zoom is an online video conferencing system now available to the UMN community!

Zoom can be used by teachers to hold class meetings, by teachers/students for video conference meetings, and by students for learning tasks. If you are using Zoom for more advanced tasks, such as presenting at meetings, scheduling meetings, or acting as support for Zoom events and webinars, check out [Schedule, Support, and Present](#).

## When to Use Zoom vs Google Hangouts Meet

Compare the best use practices for Zoom and Google Hangouts Meet to decide when to use each tool.

Zoom	Google Hangouts
Professional meetings and interviews that you want recorded	Smaller/informal meetings
Webinars	One-on-one meetings or interviews
Large meetings	-

## Features of Zoom and Google Hangouts Meet

Compare the features of Zoom ([umcn.zoom.us](https://umcn.zoom.us)) and Google Hangouts Meet ([meet.google.com](https://meet.google.com)) to decide which tool is best for your needs. Google Hangouts Meet is the simplest tool and interface for online meetings, but Zoom offers many additional features.

	Zoom	Google Hangouts
<b>Recording Capability</b>	Yes	Yes
<b>Screen Sharing</b>	More than one at a time	Only one at a time
<b>Accessibility</b>	Automatic live transcription	Automatic captioning
<b>Max # of participants</b>	Up to 300 in <b>meetings</b> ; 1000 in <b>webinars</b>	Up to 100
<b>Hosting Permissions</b>	All faculty, staff, and students can host <b>meetings</b> ; only faculty and staff can host <b>webinars</b>	Faculty, staff, and students can host a meetings
<b>Attendant Permissions</b>	Anyone with the link	Anyone with the link

## Chapter 2. Zoom for Canvas Overview

The Zoom for Canvas Integration allows UMN faculty and staff to use the following Zoom features within Canvas.

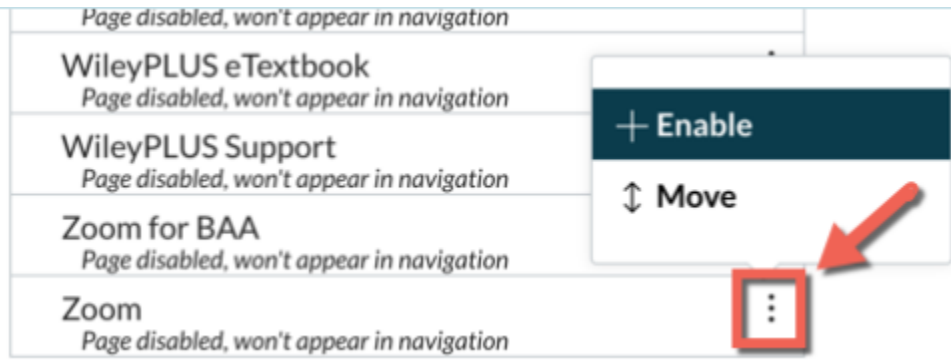
- Schedule Zoom meetings
- List upcoming Zoom meetings
- Join Zoom meetings
- Create Calendar events for Zoom meetings
- Create Canvas Conversations about Zoom meetings
- Record Zoom meetings to the cloud (for non-HCC account holders only)

## Adding Zoom to Canvas Courses

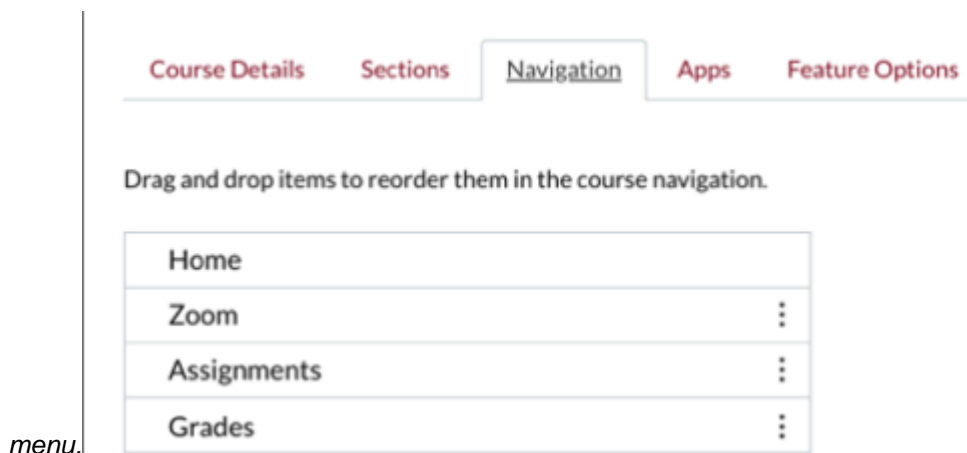
Follow these steps to add the Zoom integration to each Canvas course you want to use with Zoom.

1. Log into [zoom.umn.edu](https://zoom.umn.edu)
2. In the same browser, log into [canvas.umn.edu](https://canvas.umn.edu)
3. Select the course you would like to add Zoom to.
4. In the course navigation menu on the left-hand side of the screen, select **Settings**.
5. Select the **Navigation** tab.
6. In the list of menu options, select the correct instance of Zoom for your account:
  - **Zoom** if you are NOT in the HCC.
  - **Zoom for BAA** if you are in the HCC
  - **NOTE:** Students whose BAA status differs from the instructor's will not be able to use the Zoom integration in Canvas for that particular course. We therefore recommend posting the class Zoom meeting link in a public area of the Canvas course in addition to scheduling a meeting directly within the Zoom integration in Canvas to accommodate the students with a different BAA status.
7. Click the **Settings** icon.

- Select **Enable** to move Zoom into your Navigation menu.



8. At the bottom of the page, select **Save**. Zoom now appears in the course navigation



9. When you access Zoom for the first time through the course navigation menu, you will need to select the **Authorize** option in order to proceed.

## Hosting a Zoom Meeting Within Canvas

Follow these steps as an instructor in order to host a Zoom meeting within a Canvas course.

After adding Zoom to a course, you can access the Zoom tool from the course navigation menu. Then you can schedule a meeting.



### Note:

You must have instructor access to Canvas in order to create or host your own meetings; students do not have access to this feature.

1. Select **Zoom** from the left-hand course navigation menu.
2. Select **Schedule a New Meeting**.

- Follow the same steps to [schedule a single Zoom meeting](#) that you would use outside of Canvas.
3. To schedule a recurring meeting, select the **Recurring Meeting** checkbox. You are able to set the following features:
- How often the meeting recurs
  - How many sessions, or occurrences, the meeting will have
  - The date of the final occurrence

The screenshot shows the 'Schedule a Meeting' form in the Zoom for Canvas interface. The 'Recurring meeting' checkbox is highlighted with a red circle. The form includes fields for Topic, Description, When (date and time), Duration, Time Zone, and Recurrence. The 'Recurring meeting' checkbox is checked, and the recurrence is set to 'Every day, until Mar 16, 2020, 5 occurrence(s)'.



#### Notice:

When you schedule a recurring meeting, each occurrence creates as an independent event. This means that if you need to modify all instances of a meeting, you must edit each event individually.

## Creating Meeting Breakout Rooms


Follow these instructions to use the breakout rooms feature in Zoom.

Breakout rooms allow you to split your Zoom meeting into separate sessions. The meeting host or co-host can split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please.



#### Note:

The Zoom for Canvas Integration does not allow faculty and staff to create breakout rooms before the Zoom meeting within Canvas.

1. Start your scheduled meeting.
2. Click the **Breakout Rooms Icon**: 
3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
  - **Assign Automatically**: Let Zoom split your participants up evenly into each of the rooms.
  - **Assign manually**: Choose which participants you would like in each room.
  - **Let participants choose room**: [Participants can select and enter rooms](#) on their own.
  - **Load pre-assigned rooms**: Choose from pre-assignments or [previously saved assignments](#).
4. Click **Create**.
5. Manage the rooms prior to starting them by clicking **Options** (on Windows) or the **gear icon** (on macOS) to view additional breakout room options (your rooms will be created, but will not start automatically).
6. Click **Open All Rooms** to start the breakout rooms.

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#### Related information

[Enabling Meeting Breakout Rooms](#)