



# How to Set Up Your Zoom Meetings for your Course

# Agenda

## KEY TOPICS DISCUSSED IN THIS PRESENTATION

- Pre-Survey: What do you know about Zoom?
- How to use Zoom in your virtual classroom
- Steps on how to Set up your Zoom meeting space
- Quiz: Tells us what you learned!

**Tip:** Use links to go to a different page inside your presentation.

**How:** Highlight text, click on the link symbol on the toolbar, and select the page in your presentation you want to connect.

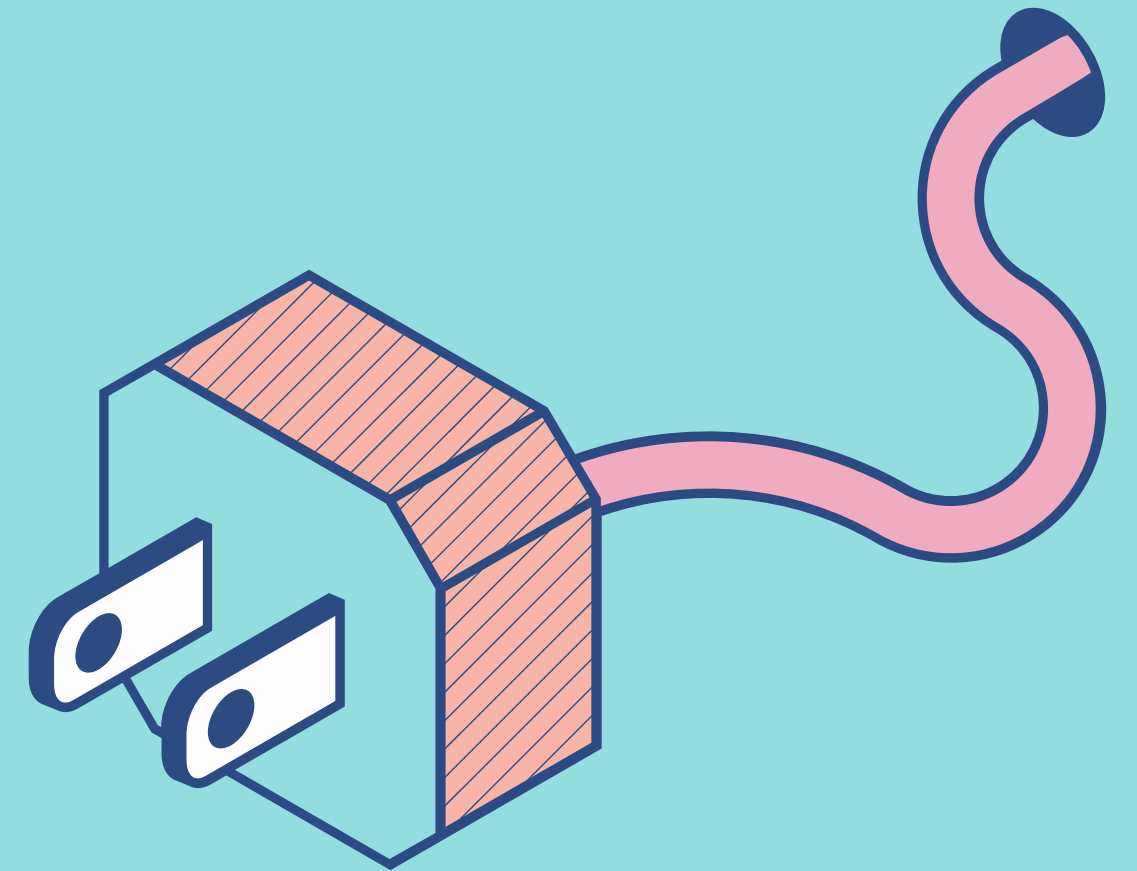


# What do you know about Zoom?(A Mentimeter Quiz)

- 1. Have you used Zoom? If so tell us if have used it as a
  - Participant
  - Presenter
  - Both
- 2. Have you set-up a Zoom meeting before?
  - Yes
  - No
- Tells us what you have used Zoom for?
  - Able to type in response

# Poll Time!

Please log into MentiMeter to tell us how you use Zoom in your classroom.



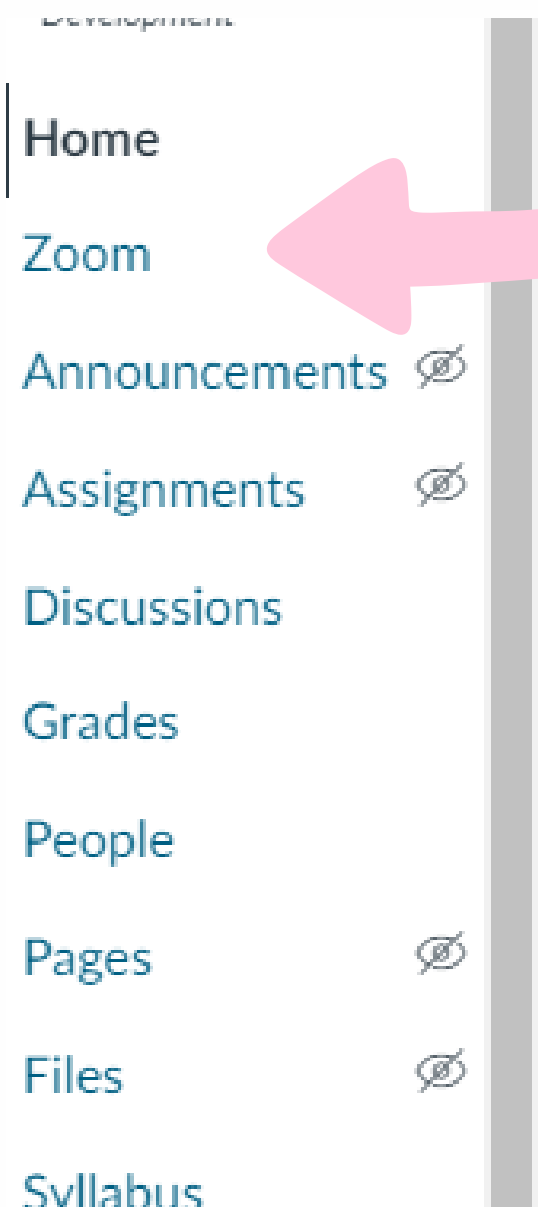


# Utilizing Zoom in your Classroom

- One of the Main utilization of Zoom in the classroom is to hold live lectures in your blended or synchronous online courses.
- Record lectures for your asynchronous online classrooms
- Record live lectures/notes to upload for your Face-to-Face or blended classes for students for study and review.
- Open Office hours to meet with students.
- Tutoring sessions with students.

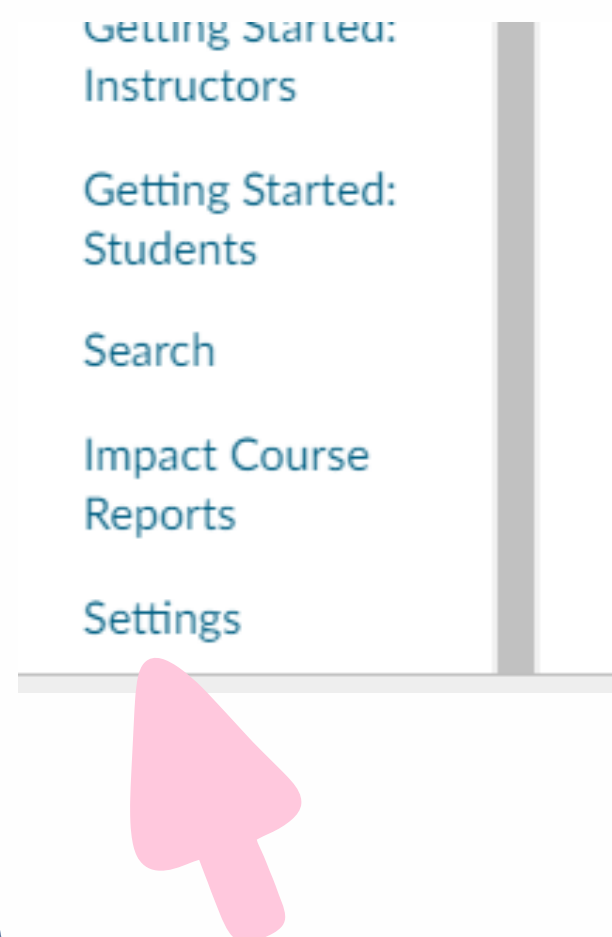
# Steps on how to set up your Zoom meetings

Lets take you through the steps!

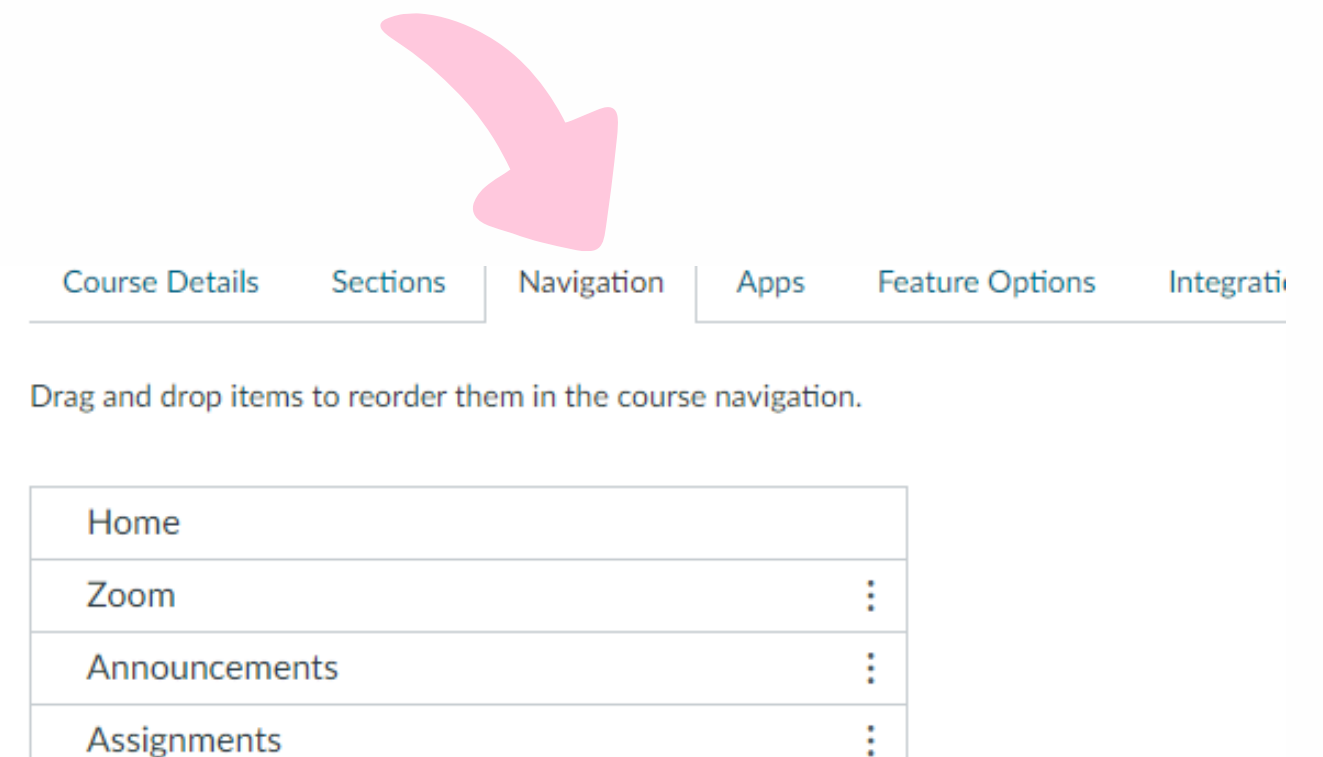


After you log into Canvas, click on the Zoom Link in the Navigation menu.

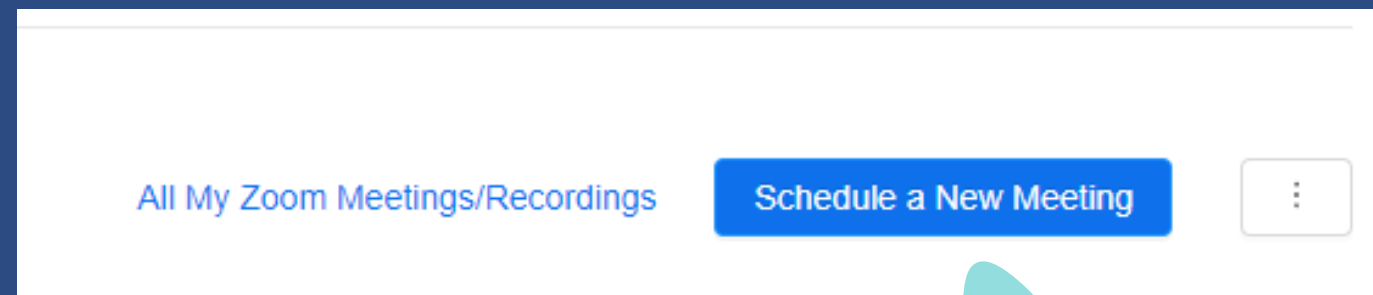
If you do not see it, click on the “Settings” link at the bottom of the Navigation menu



Click on the “Navigation” tab and drag the Zoom link to your Navigation Menu



Once you are in your Zoom page within Canvas, click on the “Schedule a New Meeting” button



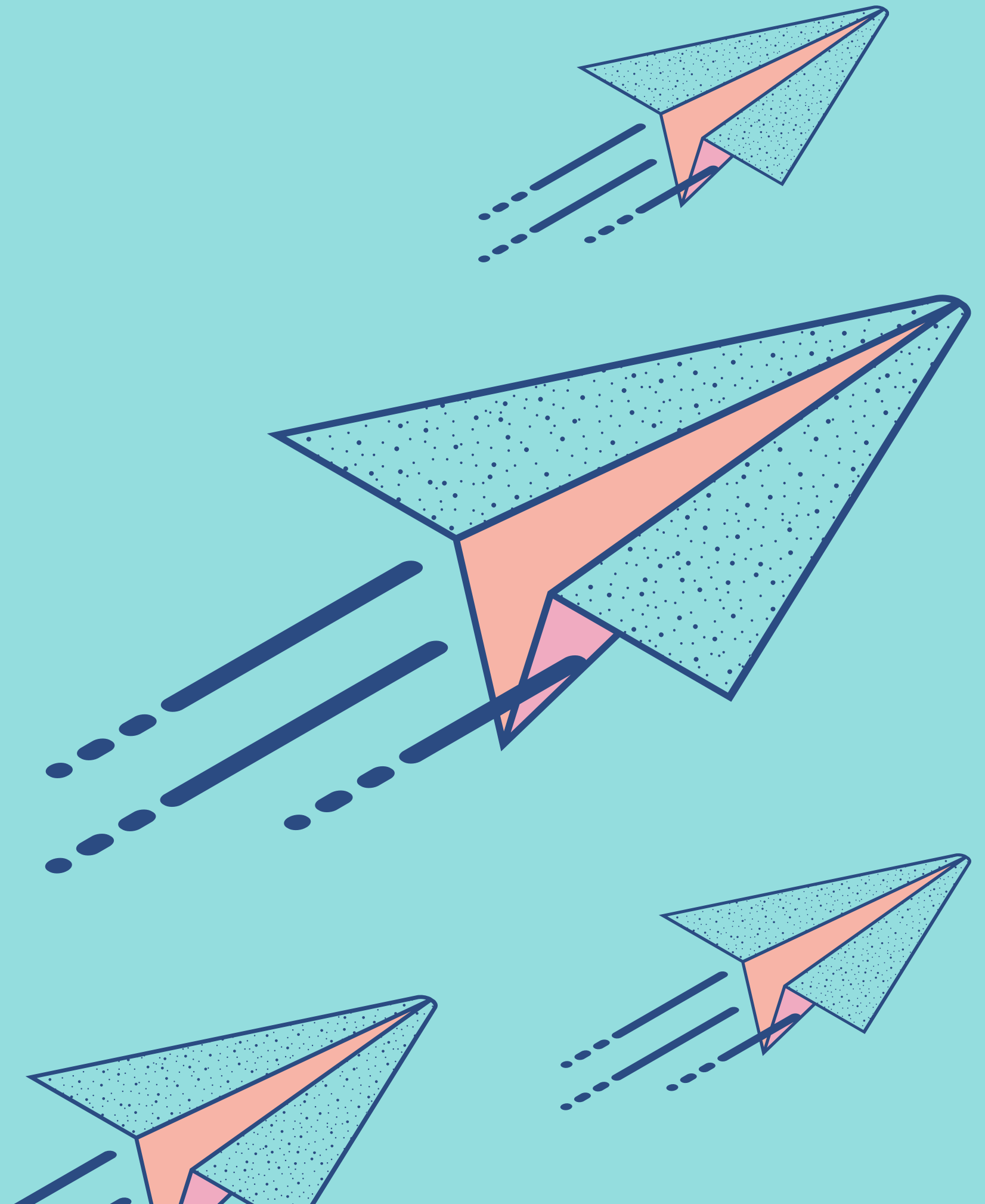
Once you are on the Schedule screen, enter in the Topic, Date/Time of class and Meeting Duration

If applicable, click on the “Recurring meeting” checkbox and select appropriate timeframe

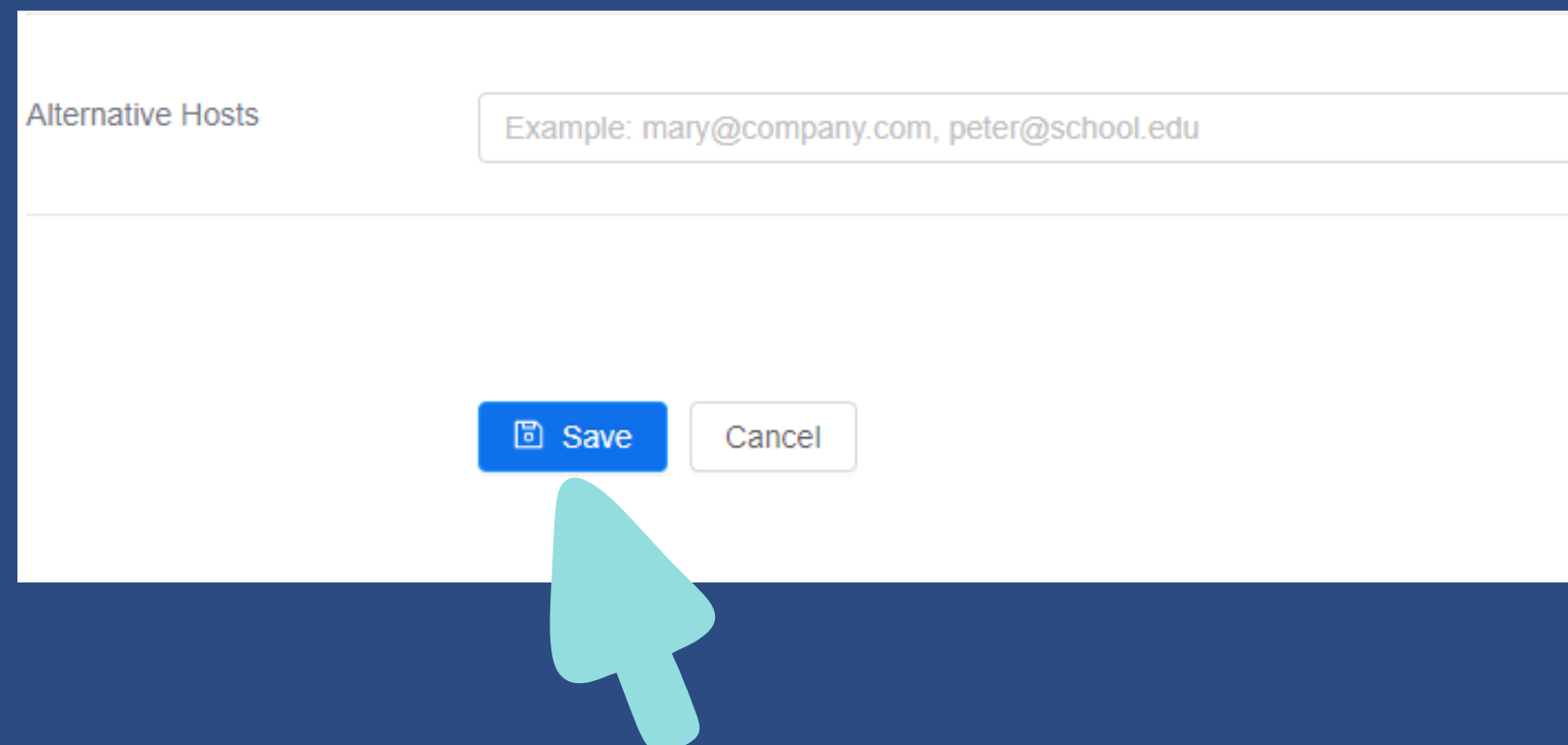


# Other Details To Consider.....

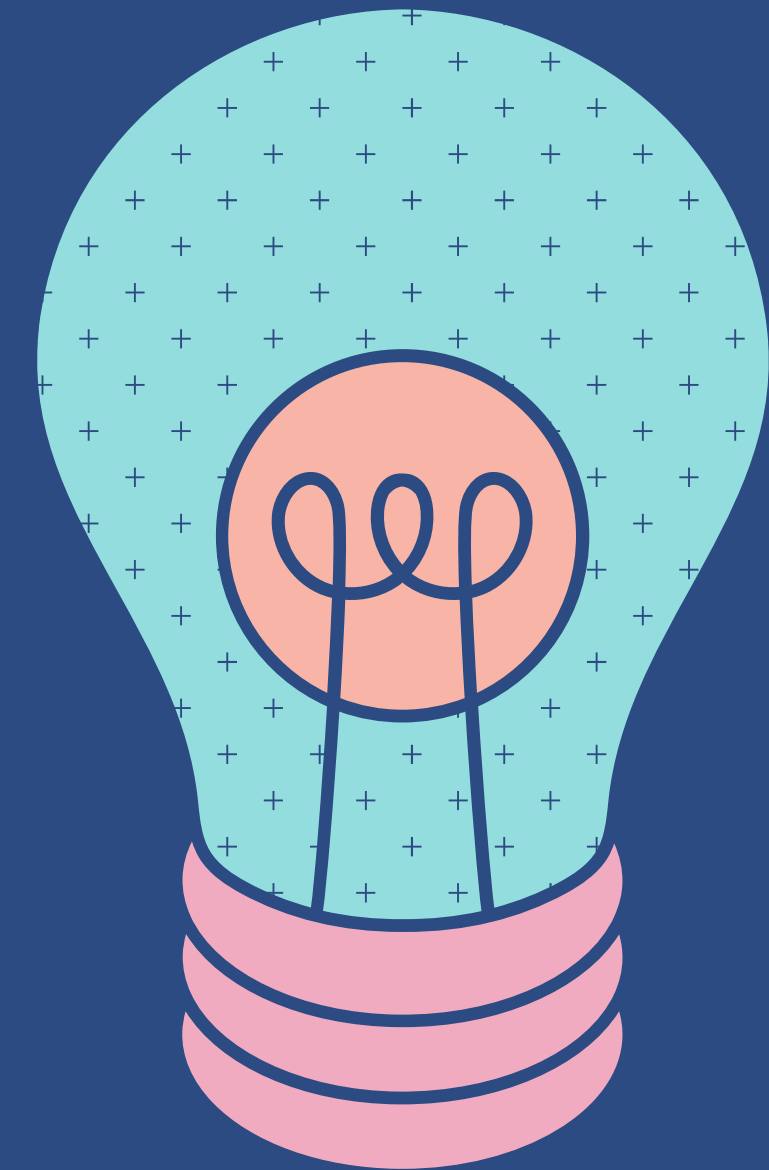
1. Set a Passcode for your meetings
2. Eliminate the waiting room.
3. Do you want to have participants to have their cameral on?
4. Do you want students to be able to join before the host?
5. Do you want to record your meetings?



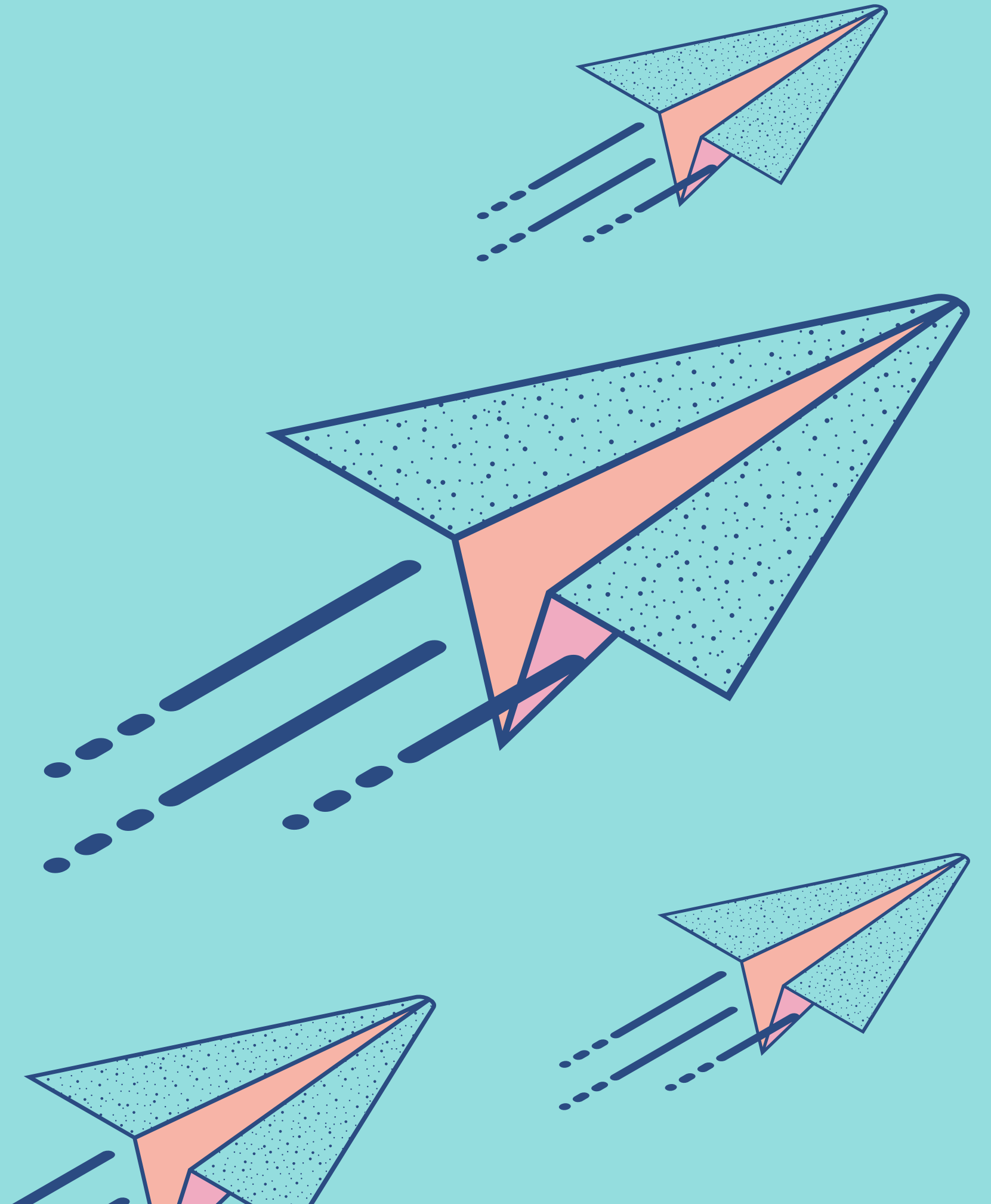
Once you enter in all details of your meeting, click the blue “Save” button at the bottom of the screen. Then you are done!



A screenshot of a web form titled "Alternative Hosts". The form has a text input field containing the placeholder text "Example: mary@company.com, peter@school.edu". Below the input field, there are two buttons: a blue "Save" button with a document icon and a white "Cancel" button. A large, light blue cursor icon is pointing at the "Save" button.



Congratulations  
you have  
Successful created  
your Zoom meeting  
for your class!





## Breakout Room Directions

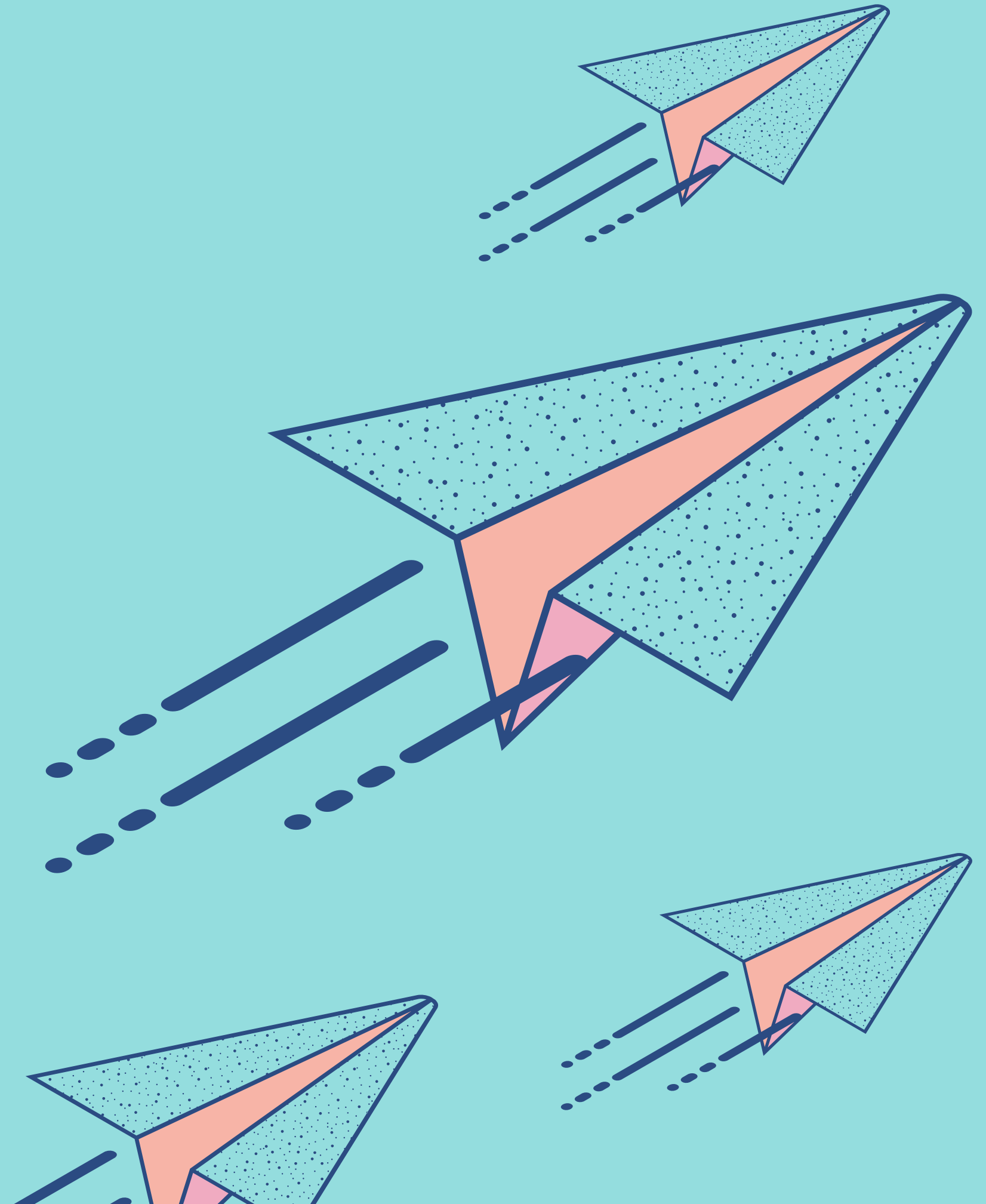
- You will be auto-assigned to a group.
- In the this session, please discuss and collaborate on how to setup your own Zoom rooms for courses.
- Please give feedback respectfully to your peers on how to complete the setup successfully.
- You have 20 minutes with your group and then you will automatically come back to the main meeting room to wrap things up.

# What have you learned?



- 1. What link to click on to add Zoom to the Navigation Menu in your Canvas course?
  - Search
  - Settings
  - Announcements
- 2. What details should you fill that will tell your students when the meeting is?
  - Day/time, duration and time zone
  - Passcode, Registration and Topic
  - Zoom Room name, Description and Meeting Options
- 3. What should you do once you have filled out all details
  - Exit the screen
  - Click the Back button
  - Click the Save Button

**Break Out  
Rooms will  
Start Now!**



# Questions

