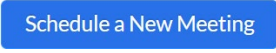


## SCHEDULE ZOOM MEETING IN CANVAS

Zoom is a web-conferencing tool that can be used to enhance and expand classes with powerful collaboration tools, including video breakout rooms, multi-sharing, polling, and group chats. The document below provides steps towards scheduling and launching Zoom sessions from your Canvas course(s).

### SCHEDULING A ZOOM MEETING IN CANVAS

1. Log in to <https://canvas.fau.edu>
2. Go to the course where you would like to schedule a Zoom meeting.
3. Click the **Zoom** tool from the navigation menu in your course. If it is not enabled, use [our instructional document](#) to learn how.
4. Click **Schedule a New Meeting** (  ) to create a new meeting.
5. Select your meeting settings. The following list provides a recommendation for a quick setup.
  - a. **Topic:** The name of your meeting.
  - b. **Description** (Optional): Enter an optional meeting description.
  - c. **When:** Select the starting date and time for your meeting. As the host, you can start your session before this time.
  - d. **Duration:** Set the approximate duration for the session. **Note:** your meeting only ends when you close it.
  - e. **Time Zone:** The default is Eastern Standard Time (EST). Only change this if your course occurs abroad.
  - f. **Recurring meeting:** Select the checkbox if you want the [meeting to occur more than once](#).
  - g. **Registration:** Not recommended for class sessions, as it adds a separate registration process for your students.
  - h. **Security:** **Passcode** and **Waiting room** are on by default. [Require authentication to join](#) should be left off unless you use Zoom to automatically track attendance.
  - i. **Video:** **Host** and **Participant** are off by default but can be turned on if you want the meeting to start with video on.
  - j. **Audio:** Select Telephone and Computer Audio.
  - k. **Mute participants on entry:** Leave this on to mute attendees as they enter.
  - l. **Breakout Room pre-assign\*:** Not required.
  - m. **Record the meeting automatically:** If enabled, your session will be recorded as soon as you start it.
  - n. **Enable focus mode when the meeting starts:** Not required.
  - o. **Alternative hosts:** Not required, but if you have a Teaching Assistant, their email address can be added to start the meeting in your absence.
  - p. **Import into Mediasite:** If you want your **Cloud Recordings** from this session to go to your Mediasite library or Catalog, select **Yes**.
6. Click **Save** to finish scheduling your sessions.

### LAUNCHING A SCHEDULED MEETING IN CANVAS

1. Log in to <https://canvas.fau.edu>.
2. Go to the course where you scheduled the Zoom meeting and click on **Upcoming Meetings** to see the scheduled sessions.
3. Click **Start** next to the corresponding meeting.
4. Click on **Open Zoom Meetings** when the dialog box appears to launch your meeting.
5. Once the meeting starts, click **Join with computer audio** to select your audio settings.

For assistance with the above, feel free to submit a [Help Desk Request](#) or [book a one-on-one appointment](#) with our staff.