Joining a Zoom Meeting
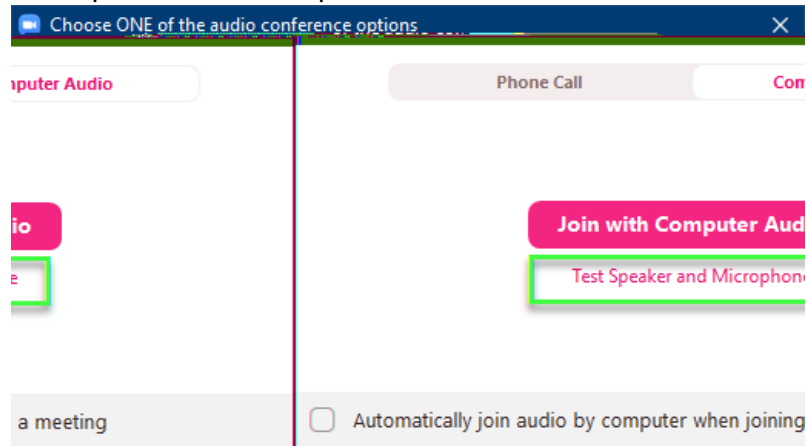
1.) Navigate to your course in Canvas. Click on 'Zoom' in the course menu.
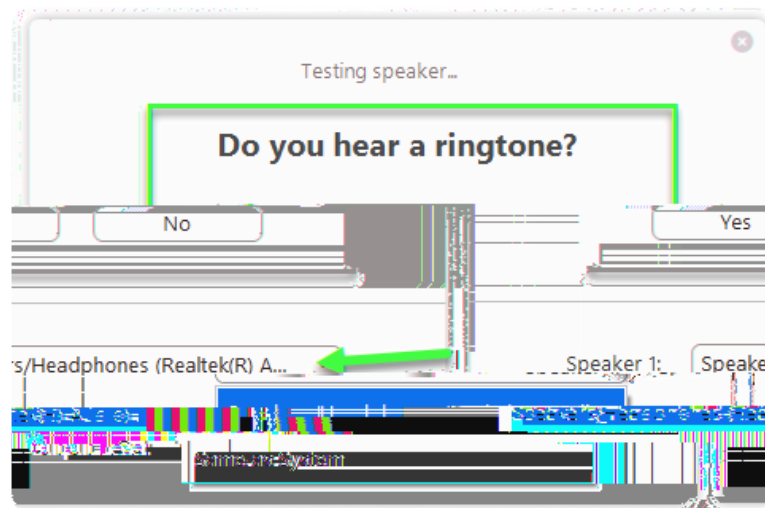
2.)

Setting up Audio and Video

1. Click 'Test Speaker and Microphone'.

2. The meeting will display a pop-up window to test your speakers. If you don't hear a ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.

3. Speak into the microphone. If you don't hear audio replay, use the drop -down menu or click No to switch microphones until you hear the reply. Cli ck Yes when you hear the replay.
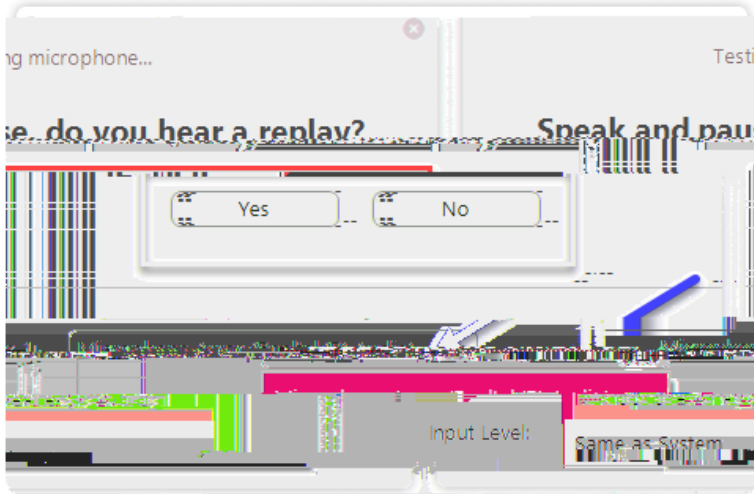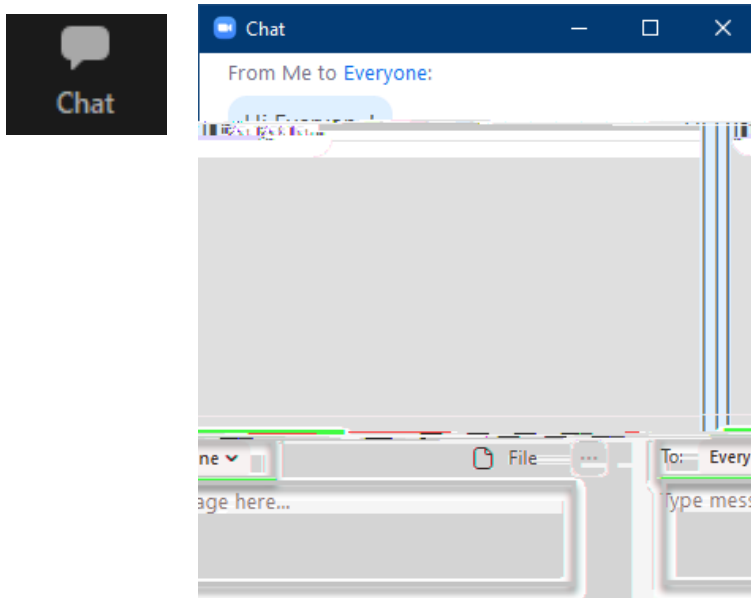
4. Click 'Join with Computer Audio'
5. Unmute your microphone and camera with the icons in the lower left corner.
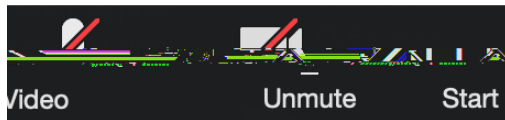
Chatting in Zoom

1. To start Chatting with Everyone or Privately, you will click 'Chat' in the toolbar. This will display the chat box where you can choose to chat with other participants.
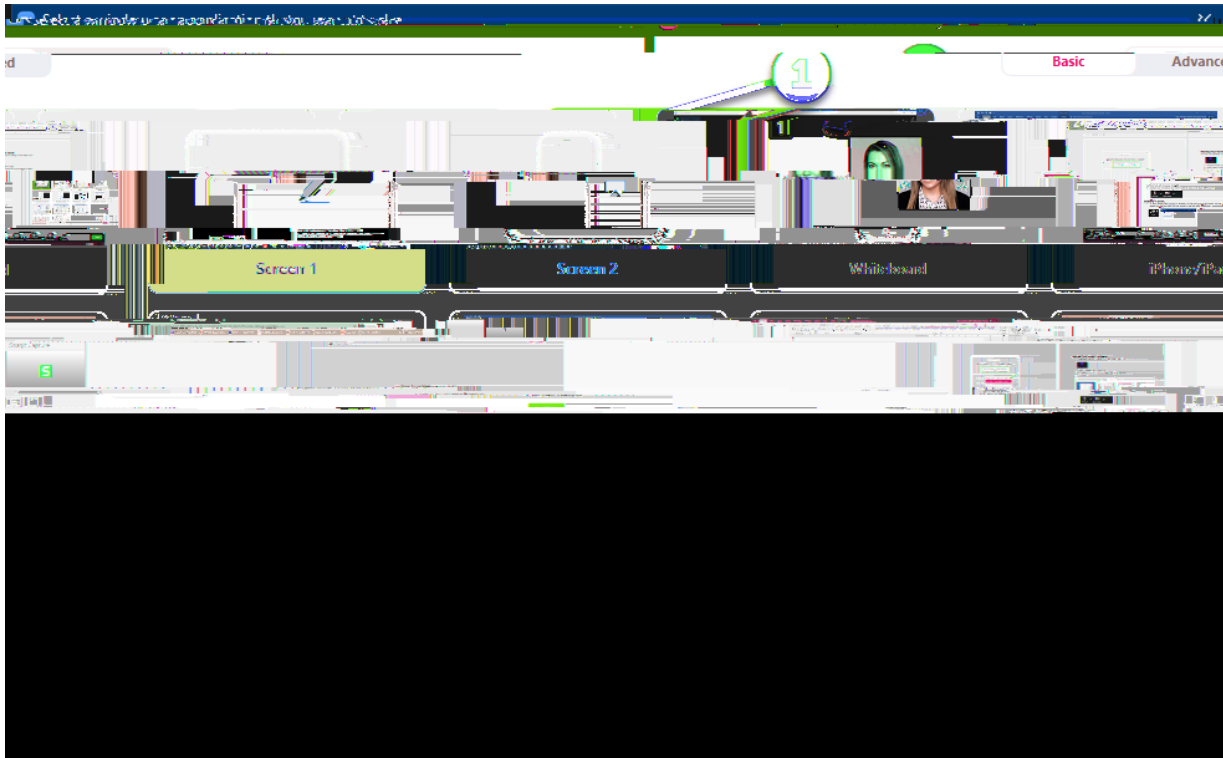
Sharing Your Screen in Zoom

The host and attendees can share by clicking on the 'Share' icon.

1. Choose the item you wish to share.
2. Check 'Share Computer Sound' if you are playing a video
3. Click Share.

Access Zoom Recordings from Your Canvas Course

If your Instructor has published the Zoom recording from your course, it will be located within your Canvas Course in the "Cloud Recordings" tab.

Navigate to your Canvas course, select Zoom, then "Cloud Recordings". Click on the title of the Zoom Meeting listed in blue.
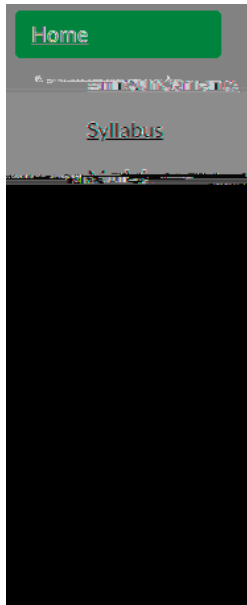
To access the recording click the play button in the "Recording" box. This will open the recording and the transcript from the meeting in a second window. Click play in the lower left corner to play the recording.

Course Recordings > Recording Details

Template Course

Jan 7,2021 3:53 PM Eastern Time (US and Canada) ID: 942 4178 0163

Recording-1 (90 MB)

Audio Only-1 (7 MB)

To   2021-01-07 16:01:09   To   2021-01-07 16:01:09