Zoom Meetings - Scheduling through Canvas

1. Login to Canvas at [https://www.unmc.edu/canvas.html](https://www.unmc.edu/canvas.html) and navigate to your course.

2. Once on the course page, click the Zoom link in your navigation menu. Note that your menu may be in a different order than what is seen in the image. This will automatically log you into your Zoom account.

3. Click on the Schedule a New Meeting button.

4. a. Add your course information to the Topic text field. Suggested for the naming structure COURSE NUMBER: Course Common Name SEMESTER or TERM, i.e. **ADRS 123: Dental Methods SPRING 2021**.

   b. Check the “Recurring” option and select “No Fixed Time” from the dropdown menu that appears. This enables the course attendees to meet flexibly and for day/time adjustments on the fly by the instructor due to any unforeseen circumstances.
5. **Do not** require registration. Use the Security code that is assigned – **do not** change.

6. The Video options can be on or off at your discretion. The Audio selection should be left at BOTH. Leave the last four boxes under Meeting Options unchecked, making sure **NOT** to check “Mute participants upon entry” as this can also mute different classroom systems.
7. Click Advanced Options if you have additional lecturers. You can add them as alternate hosts by entering their UNMC email address. This will give them the ability to record lectures as Host. Complete the meeting setup by clicking the blue “Save” button.

8. A summary of the meeting and meeting options will be displayed. You can use the “Edit this Meeting” button at any time to adjust settings as desired.
9. Click on the Zoom menu item in Canvas to see your completed meeting.

10. Students will join your course meeting from this link (they will see a “Join” option). You will also enter the meeting here and click the “Start” button. This will log you into Zoom as Host. Alternate hosts that log into Canvas using their credentials will also be able to record from this link.