Zoom Meetings - Scheduling through Canvas

1. Login to Canvas at 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.
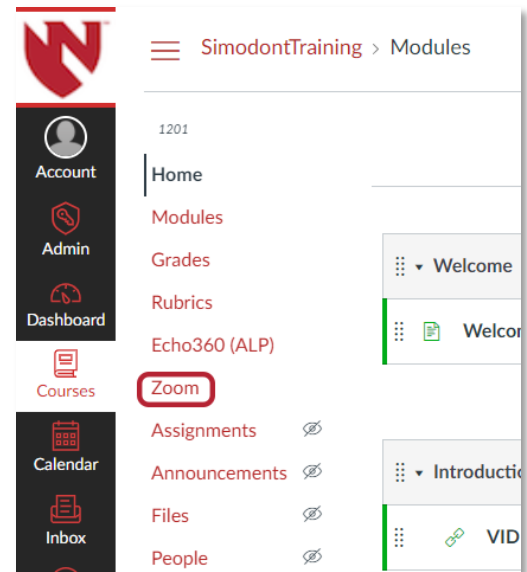
3. Click on the Schedule a New Meeting button.
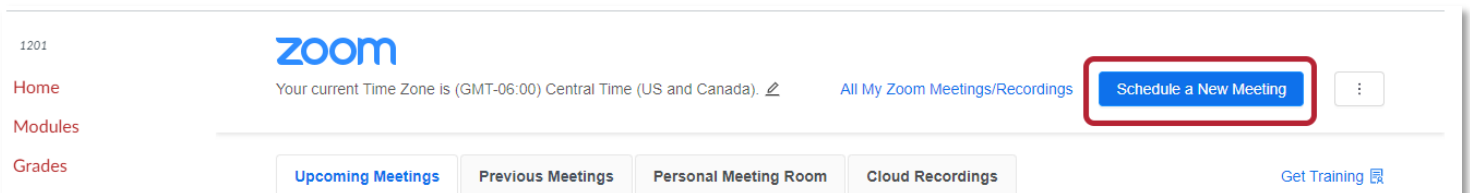
4. a. Add your course information to the Topic text field. Suggested for the naming structure COURSE NUMBER: Course Common Name SEMESTER or TERM, i.e. **ADRS 123: Dental Methods SPRING 2021.**

   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.

zoom

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Course Meetings > Schedule a Meeting

Topic: ADRS 123: Dental Methods SPRING 2021

Description (Optional): Enter your meeting description

Time Zone: GMT-06:00 Central Time (US and Canada)

☑ Recurring meeting

Recurrence: NoFixed Time
- Daily
- Weekly
- Monthly
- **NoFixed Time**

Registration: ☐ Required

5. **Do not** require registration. Use the Security code that is assigned – **do not** change.

Registration   ☐ Required

Security   ☑ Passcode 🔒 9v016q   ☐ Waiting Room

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.

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Video   Host   ○ on   ◉ off
                 Participant   ○ on   ◉ off

Audio   ○ Telephone   ○ Computer Audio   ◉ Both

Meeting Options ☑ Enable join before host
                 ☐ Mute participants upon entry 🔽
                 ☐ Use Personal Meeting ID 9318171532
                 ☐ Require authentication to join
                 ☐ Record the meeting automatically on the local computer

∨ Advanced Options (Schedule For, Alternative Hosts)
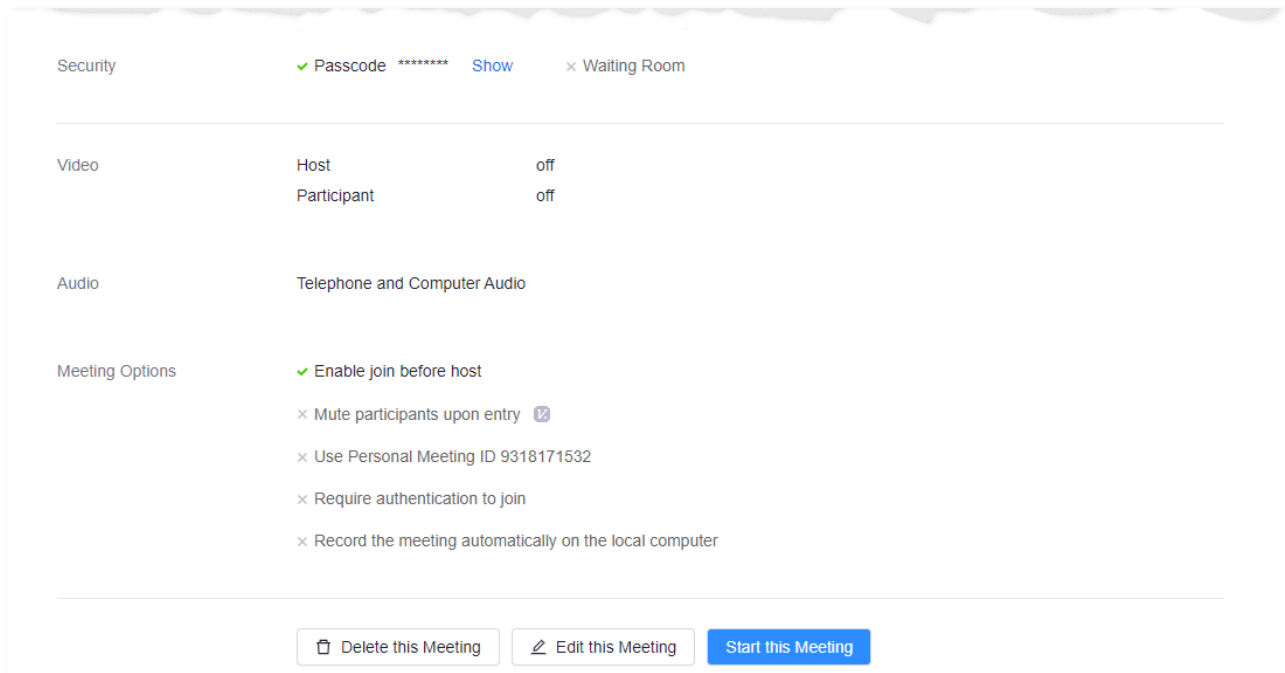
[💾 Save] [Cancel]

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.

∧ Advanced Options (Schedule For, Alternative Hosts)

Schedule For | Myself   ∨ |
Alternative Hosts | Example: john@company.com, peter@school.edu |

[💾 Save] [Cancel]

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.

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Security ✓ Passcode ******** Show   × Waiting Room

Video Host off
Participant off

Audio Telephone and Computer Audio

Meeting Options ✓ Enable join before host
× Mute participants upon entry
× Use Personal Meeting ID 9318171532
× Require authentication to join
× Record the meeting automatically on the local computer

[🗑 Delete this Meeting] [✎ Edit this Meeting] [Start this Meeting]

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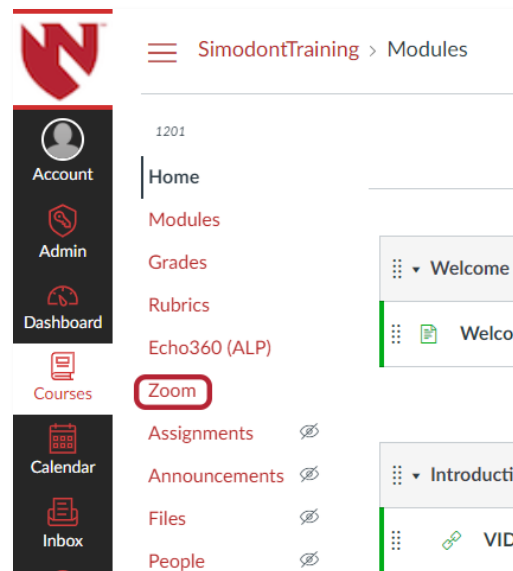
10. Students will join your course meeting from this link (they will see a "Join" option). You will also enter the meeting here and click the "Start" button. This will log you into Zoom as Host. Alternate hosts that log into Canvas using their credentials will also be able to record from this link.

ZOOM

Your current Time Zone is (GMT-06:00) Central Time (US and Canada). ✎   All My Zoom Meetings/Recordings   [Schedule a New Meeting]   [⋮]

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings		Get Training 📖

☐ Show course meetings scheduled by me

Start Time	Topic	Meeting ID		
Recurring	ADRS 123: Dental Methods SPRING 2021	990 5558 1283	Start	Delete

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