

Zoom for Instruction

Zoom is a video collaboration and web conferencing tool that replaces WebEx, Collaborate, etc.. The Zoom for Canvas tool integrates into your Canvas course.

Accessing Zoom for the first time?

Set up your login and configure your settings before using Zoom for Canvas.

1. Go to <https://www.nvcc.edu/>
2. Click **myNOVA** and log in using your myNOVA credentials.
3. Click on the **Zoom** tile.
4. Click **Settings**.

How to...

<p>Add Zoom to the course menu</p>	<p><i>You must add Zoom to each course and course section separately.</i></p> <p>Log into Canvas.</p> <p>From your Canvas Dashboard, click the course tile.</p> <p>From the course menu on the left, click Settings.</p> <p>Click the Navigation tab at the top of the screen.</p> <p>Scroll of the bottom of the screen.</p> <p>Click and drag Zoom up to the list of active items or click the three dots to enable it.</p> <p>Scroll to the bottom of the screen again and click Save.</p>
<p>Schedule a meeting (Video)</p>	<p>Within your Canvas course, click Zoom in the course menu.</p> <p>Click Schedule a New Meeting.</p> <p>Enter the Topic, Date, Time, and Duration.</p> <p>Optional Settings and recommendations:</p> <ul style="list-style-type: none"> ▪ Registration: Off ▪ Video: Off (Host and participants can manually enable video after they join the meeting.) ▪ Audio: Both ▪ Require a meeting password: Off ▪ Enable join before host: Optional ▪ Mute participants upon entry: Optional ▪ Use personal meeting ID: Optional ▪ Enable waiting room: Optional (Waiting Room allows the host to control when a participant joins the meeting. You can meet with one person while another waits in the waiting room, and then allow the person waiting to join the meeting. ▪ Record the meeting automatically: Optional <p>Click Save.</p> <p>Students are automatically notified of the meeting via Canvas Inbox message and a Canvas Calendar event. The meeting also appears in the To Do list on the course homepage. The Calendar event, Inbox message, and To Do item have the Join link.</p>
<p>Personal Meeting Room</p>	<p>Within your Canvas course, click Zoom in the course menu.</p> <p>Click the Personal Meeting Room tab. Scroll down and click Start this Meeting.</p>

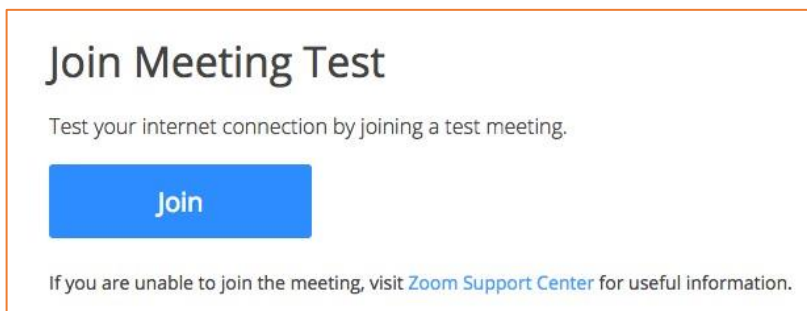
<p>Host Controls (Video)</p>	<p>Mute mutes/unmutes yourself.</p> <p>Start Video/Stop Video turns your webcam on/off.</p> <p>Click Invite to email an invitation to attendees.</p> <p>Manage Participants displays/hides the participants panel. From within the participants panel, you can mute/unmute individual participants or click More at the bottom of the panel to mute participants upon entry.</p> <p>Click Share to share a screen or individual app with participants. Click Advanced to share only a portion of a screen.</p> <p style="padding-left: 40px;">Note: When sharing your screen, all Zoom controls minimize to a small, green button in the top center of the screen. Hover over it to expand the controls. Click the orange Stop Share button to stop sharing.</p> <p>Chat displays/hides the chat panel. Click More to allow attendees to chat with the host-only or everyone.</p> <p>Record the webconference to your local computer or to “the cloud” (i.e. a Zoom server). Click End Meeting to end and close the meeting for all participants.</p>
<p>Enabling Closed Captioning (Video)</p>	<p>A week before the meeting, email interpreters@nvcc.edu to schedule a captionist. In the email, include the date, time, duration and URL for the meeting.</p> <p><i>You must enable closed captioning BEFORE scheduling and starting a meeting.</i></p> <p>Go to https://vccs.zoom.us and click Settings. Log in.</p> <p>From the left menu, click Settings > Meeting.</p> <p>Scroll down to the In Meeting (Advanced) section.</p> <p>Click the toggle button next to Closed captioning.</p>
<p>Assigning the Closed Captionist</p>	<p>Start the meeting.</p> <p>In the toolbar at the bottom of the screen, a Closed Caption icon will appear. If it is green, CC is enabled. Click the icon to enable/disable CC for this meeting.</p> <p>The captionist will join the meeting like any other participant. Hover over the captionist’s name to display the More button.</p> <p>Click More > Assign to type Closed Caption.</p> <p>The captionist clicks the CC icon in the toolbar to see a captioning box. As they type in the box, all participants will see the text appear at the bottom of their screens.</p>
<p>Special Features</p>	<p><i>All other settings must be enabled directly from vccs.zoom.us including, chat, polls, and breakout rooms. Once enabled, settings will be applied to all of your meetings going forward.</i></p> <p>How to share a whiteboard that you and other participants can annotate.</p> <p>How to transfer files during a meeting.</p> <p>How to create polls with single-choice or multiple-choice questions.</p> <p>How to create breakout rooms for small group work.</p>
<p>FOR STUDENTS Join a meeting (Video)</p>	<p>From the Canvas Calendar, Inbox message, or To Do list on the course homepage, click the Join hyperlink for the meeting.</p> <p>- or -</p> <p>Within your Canvas course, click Zoom from the course menu.</p> <p>Find the correct meeting date and time.</p> <p>Click the Join button.</p>

Resources

ZOOM SUPPORT has some great information available at <https://support.zoom.us> Start with the [getting started](#) article and the [meeting controls](#) video.



Practice hosting a meeting by [Joining a Meeting Test](#)



Sign up for a [Zoom training event](#)