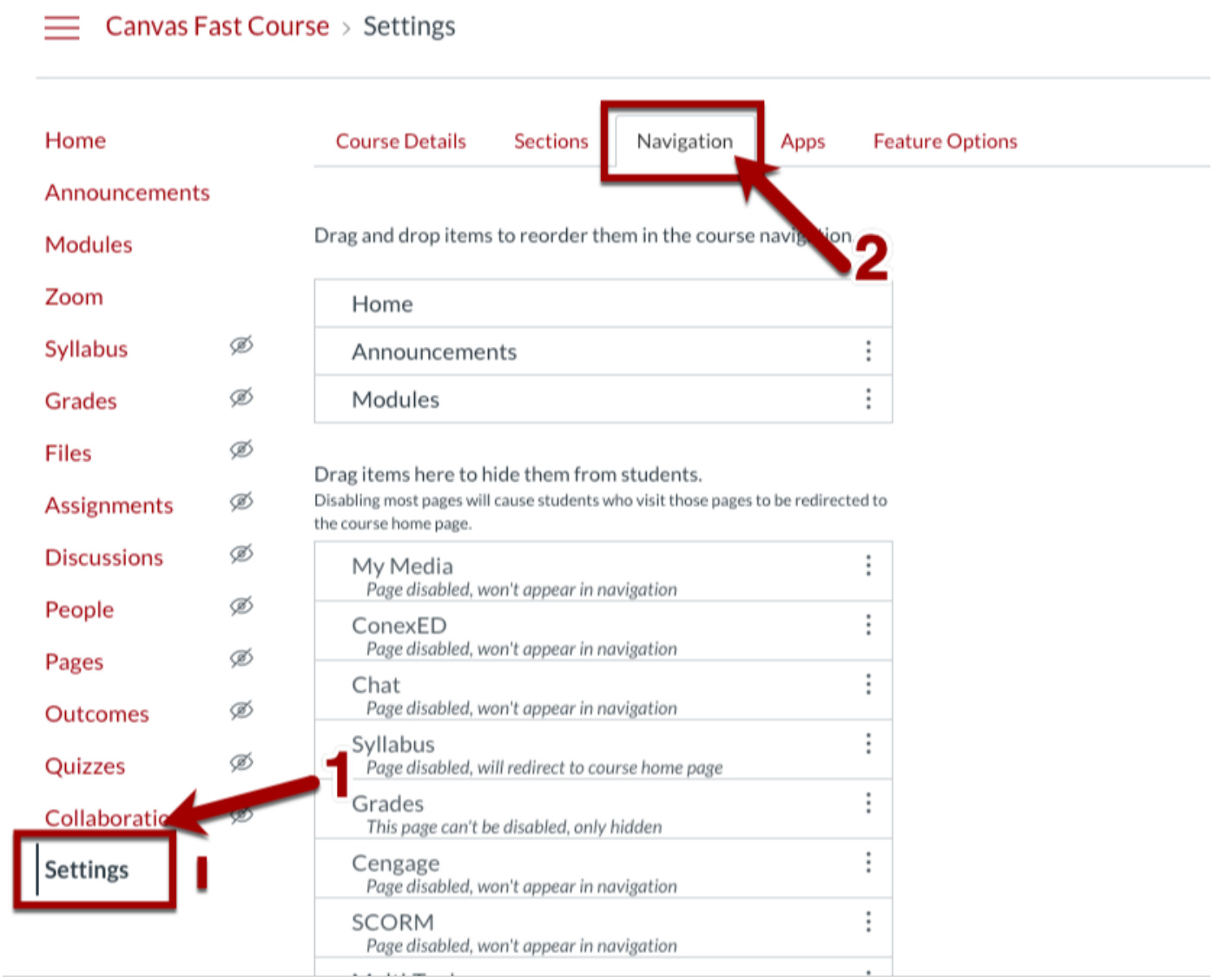
LIVE ZOOM IN CANVAS:

Zoom has recently been added as an approved University web conferencing tool. Here are the basics of getting it set up.
Activate Zoom in your Course

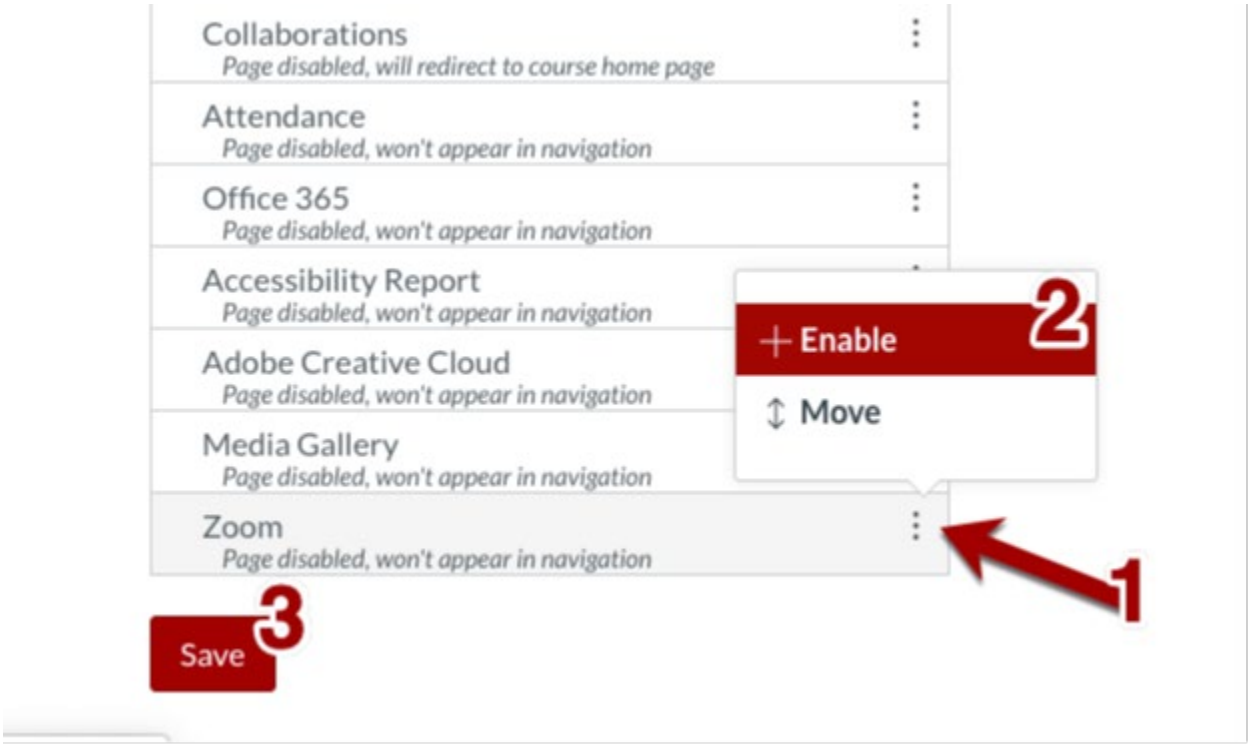
- **Navigate to the course you'd like to set up your zoom meeting in. Click the "Settings" tab, then click Navigation.**

NOTE: You will need to go through this process for each course you teach in order to have the Zoom link available to you and your students in that course.

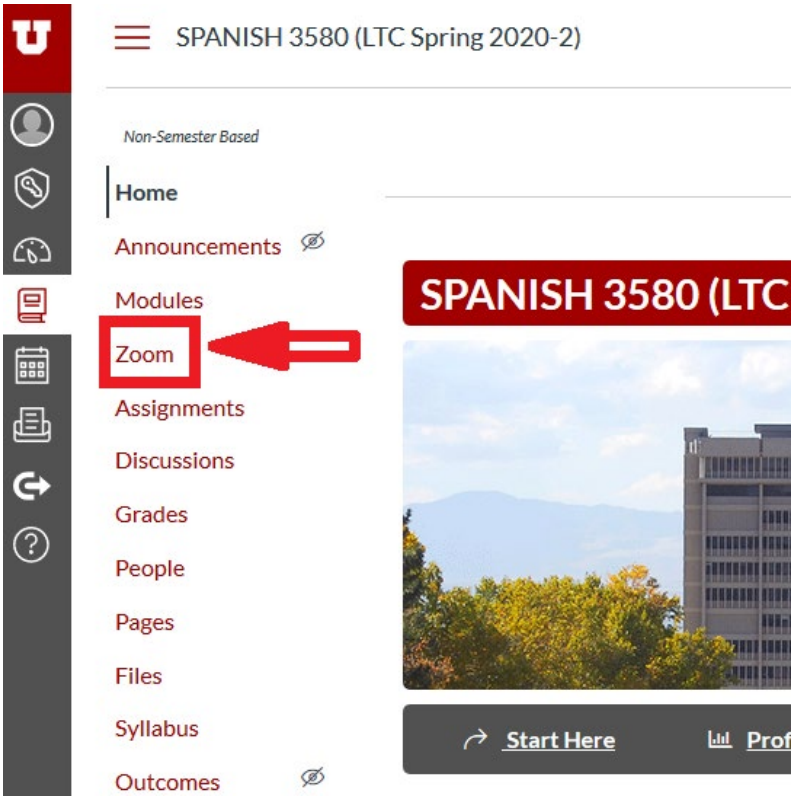


- **Scroll down to the bottom and find Zoom in the list.**
- **Select the three dots to the right of Zoom and select "Enable." This will move Zoom to the top of the page.**
- **Scroll back to the bottom and click "Save"**

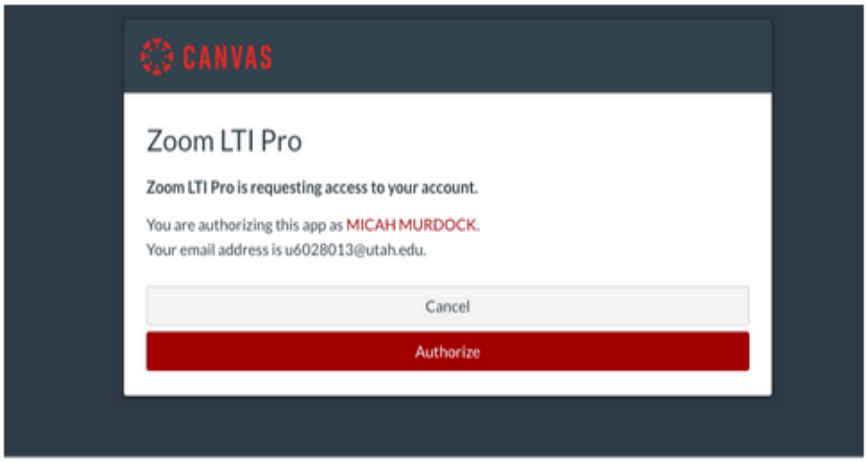
NOTE: If you forget to click save this change will NOT take effect.



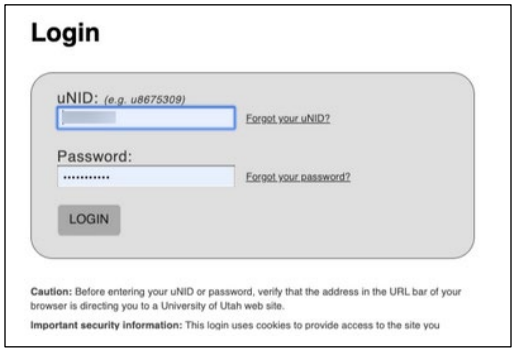
Find Zoom in the course navigation and select it.



1. You may see this screen. If you do, click “Authorize”.



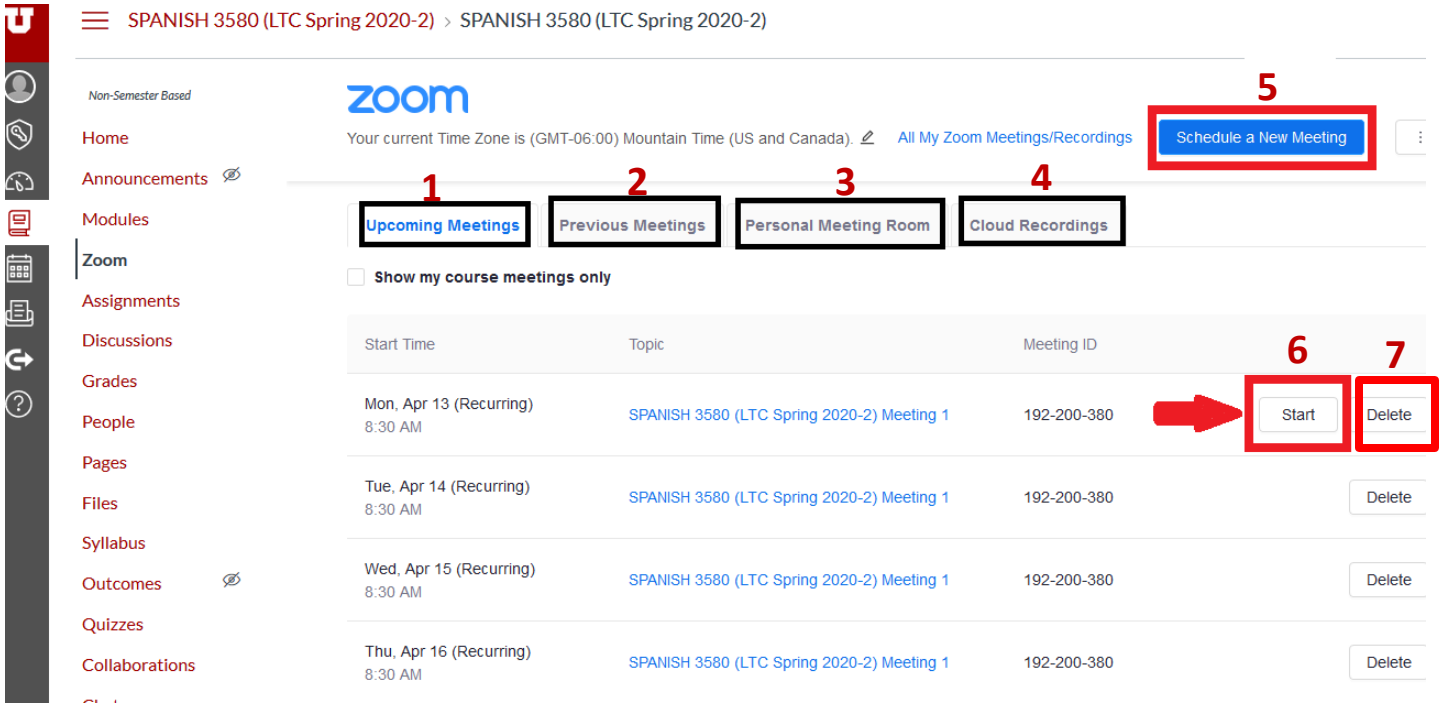
** The first time you click the Zoom link it may ask you to login with your University of Utah credentials.



NOTE: If you have previously set up an account with zoom through the University of Utah, you may need to navigate to the zoom website (outside of Canvas) and log out of that account, then follow these steps again to connect your unID to the Institutional Zoom account.

Once you logged in, you will see four tabs, a “scheduled a new meeting, a start and a delete” buttons. Here is a brief break down of each:

1. Upcoming Meetings - list of all scheduled meetings.
2. Previous Meetings - list of all previously help meetings
3. Personal Meeting Room - Where to go to find and copy your Zoom URL
4. Cloud Recordings - Listing of all recordings from previous web conferences
5. Schedule a New Meeting - Click this button to schedule a new meeting
6. Click here to start scheduled meeting
7. Click here to delete a scheduled meeting

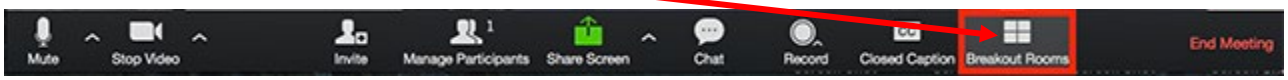


SCHEDULING A MEETING IN ZOOM:

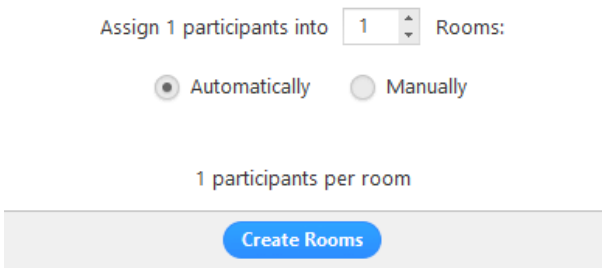
1. Click the "Schedule a Meeting" button
2. Fill in a title and description
3. Choose a date, time, and duration
4. Mark the "Recurring meeting" box (If applicable)
5. Make note of the meeting password
6. Review the remaining settings and make any changes if needed
7. Click Save

CREATING BREAKOUT ROOMS:

1. Start an instant or scheduled meeting.
2. Click **Breakout Rooms**.



3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
   - **Automatically**: Let Zoom split your participants up evenly into each of the rooms.
   - **Manually**: Choose which participants you would like in each room.
4. Click **Create Breakout Rooms**.

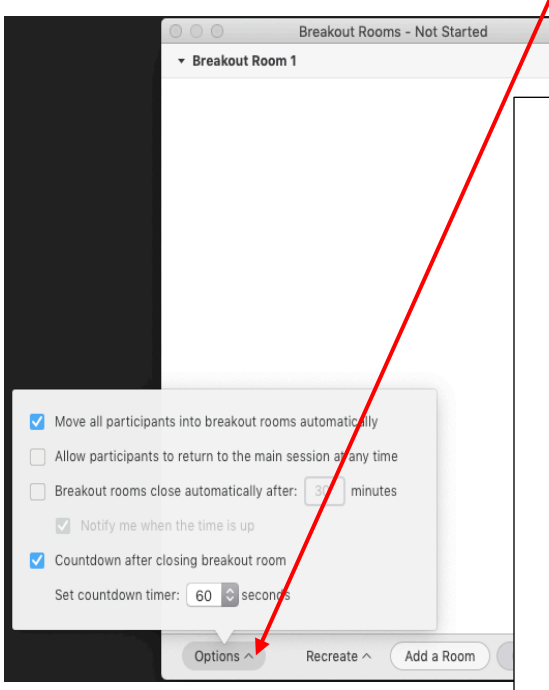


5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Note: You can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting.

OPTIONS FOR BREAKOUT ROOMS:

1. After creating the breakout rooms, click **Options** to view additional Breakout Rooms options.



- Check any options that you would like to use for your breakout rooms.
- **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
- **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
- **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
- **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
- **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
- Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.