

Canvas and Zoom Setup

Canvas is the mechanism by which we will communicate with students, post assignments, exams and grades. As we will be using Zoom for synchronous and asynchronous instruction, you are able to link both your Canvas course and Zoom synchronous class Zoom meetings/lectures.

- Setting up Canvas if you have not used it before for your course
 - <https://guides.instructure.com/m/4152>
- You can test your setup, connection, microphone and speakers by using the following link
 - <https://zoom.us/test>
- Integrating Canvas and Zoom
 - Video:
 - <https://nmt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=ba683114-2866-44dc-bf1e-ab84015bcf35>
 - Key steps outlined in the video
 - i. Making sure you the Zoom link showing up in your menu
 - ii. Setting up a Zoom meeting (**make sure you enable recording, and waiting room**). The waiting room will keep the students from joining the meeting before you and also allow you to review who is in there before allowing them to join the class. You can setup the meeting to be recurring so you will need to do it only once per class. These meetings will be visible to the students when they login into Canvas
 - iii. Creating a Panopto folder
 - iv. Linking your Zoom meeting ID with the corresponding course

Security

- **Update your Zoom application frequently**
- Zoom meetings will have authentication enabled by default - this means students have to be logged in with their NMT email either through Canvas or Zoom App
- If you have already setup your meetings prior to April 3rd, you will have to edit those meetings and manually change the authentication setting to restrict access by domain (**use NMT Accounts**)
This video shows how to change options after a meeting room has been created:
<https://nmt.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=ea818b74-fa29-462f-bec4-ab9301364da4>
- Do not share the Zoom meeting ID publicly and use passwords
- Check the sharing options on the default folder for Panopto to make sure that it is private
- Check that you have enabled the waiting room in your Zoom meeting settings

Checklist

- Test your Zoom setup**
- Publish the Canvas pages for every course you are teaching this semester?**
- Create a recurring Zoom meeting for each class**
- Check security settings for all your Zoom meeting and ensure authentication by NMT Accounts is selected**
- Link the Zoom meeting ID and Panopto**
- Check permissions on your main recording folder under Panopto**

Support

If you need assistance setting up your course please contact

- ACT Help Desk: <https://nmt.edu/act/help.php>

If you need assistance while you are conducting the course please contact

- Click on the Chat Help Tab at the bottom of every Canvas page.