

Using Zoom Conferencing in Canvas

- 1. Click the 'Zoom Conferencing' link in Canvas to begin.
 - a. If this is your first time using the Zoom Conferencing link, a notice will inform you that you must first sign in to Zoom. Clicking the link to do so will open a webpage where you will log in with your Georgetown NetID and password. You will then be redirected back to your course.

Home	Welcome to the Zoom Conferencing tool for course: XX-SNBX-JB2923-01: Sandbox-jb2923-01.
Announcements	Before Starting Your Zoom Meeting In Canvas
Assignments Ø	
Discussions	Sign in to your Georgetown Zoom account to ensure that host controls (including the option to record) are available to you.
	Each Zoom meeting at Georgetown can hold 300 people (including the host). If you anticipate more attendees please email:
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Grades	Students use the Zoom Conferencing tool in Canvas only to join meetings created by instructors or TAs in the course. They cannot create and host their own meetings using the Zoom Conferencing tool. However, students can create and host their own Zoom meetings outside of Canvas.
People	Which option for creating a Zoom meeting should you choose?
Pages Ø	

 Click the 'Create Meeting (1-click)' button to create a recurring Zoom session for your classroom. The page will refresh, and the generated meeting link will appear below.



- 3. When your class requires online participants in any capacity (whether teaching at home, or teaching on campus to remote students), all students and faculty members will use this new link that has been created.
- 4. Click the link to launch the appropriate Zoom session. Once you are in the meeting, if you elect to record your classes, **you must click 'Record' and then 'Record to the Cloud.'**

