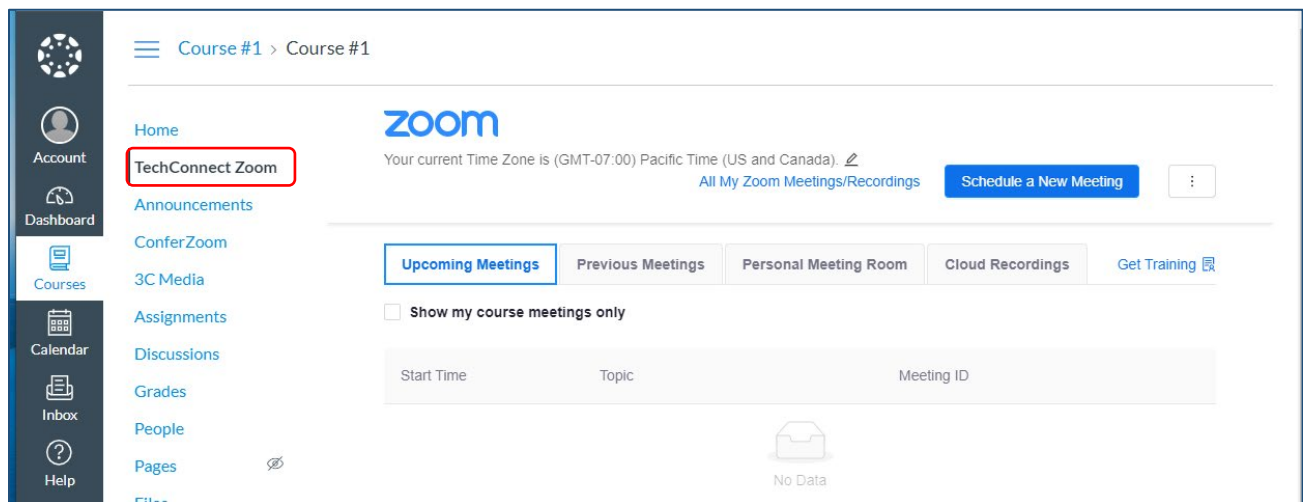


TechConnect Zoom for Canvas Instructor Guide

‘TechConnect Zoom’ is the new Canvas integration at your college offering more scheduling options, faster recordings downloads, and applied Zoom updates. The new app appears in your Canvas navigation and is a direct connect to Zoom. The interface looks just like Zoom because it is Zoom! Click on the ‘TechConnect Zoom’ or ‘Zoom’ app in the Canvas navigation, depending upon how your college chose to name the app. The menu tabs include:

- All My Zoom Meeting/Recordings or Course Meetings/Recordings *
- Schedule a New Meeting
- Import a Meeting (icon is the 3 vertical dots)
- Upcoming Meetings
- Previous Meetings
- Cloud Recordings



* When there is more than one instructor in the course, all meetings/recordings for all instructors can be viewed; or view only your meetings/recordings. The option to toggle between the options is to the left of the ‘Schedule a New Meeting’ button.

The following pages provide information on each of the menu tabs.

Import a Meeting

Meetings scheduled in the ConferZoom app in Canvas can be imported into the TechConnect Zoom app.

- Locate the 'Session ID' in the ConferZoom app by clicking on the 'More Details' link that appears when you click on the Topic (meeting title).

-

Scheduled in Canvas (918978)

Details

Join

Starts in: 19 seconds

Date: Sunday, June 7th, 2020

Start Time: 6:35 PM PDT* (UTC-07:00)

End Time: 8:05 PM

Duration: 1 hour, 30 minutes

Hosted By: Teacher 1 (289468)

Using: Zoom Meetings

Session ID: 96099419547

Session UUID: bKTX6tiIWTM+QBLq9vge8HQ==

- This step will also trigger the event to appear in your account on www.conferzoom.org The information below the 'Start Time' indicates this was a Canvas scheduled event.

Start Time	Topic	Meeting ID
Today 06:32 PM Mon, Jun 8 01:32 AM Universal Time UTC	Scheduled in Canvas	960 9941 9547

- Notice the Session ID and the Meeting ID are the same. Copy the ID to be used to Import the session into the TechConnect Zoom or Zoom app in Canvas. Click the 3 dots icon, then 'Import meeting', enter the Meeting ID on the window that opens. The meeting will populate on your 'Upcoming Meetings' page.

Schedule a New Meeting

⋮

Import meeting

Schedule a New Meeting

The default features settings in your Zoom account will apply to all scheduled meetings/classes.

- The form allows you select or deselect the default features shown in 'Meeting Options' to apply on a per meetings basis.
- Enter appropriate information, then 'Save' at the bottom of the form.

Course #1 > Course #1

Home

TechConnect Zoom

Announcements

ConferZoom

3C Media

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Fullerton Sub Test

ConferZoom Sub

Settings

Course Meetings > Schedule a Meeting

Topic: Course #1

Description (Optional): Enter your meeting description

When: 06/07/2020 9:00 AM

Duration: 1 hr 0 min

Time Zone: GMT-07:00 Pacific Time (US and Canada)

Recurring meeting

Registration: Required

Video: Host on off; Participant on off

Audio: Telephone Computer Audio Both

Meeting Options

Require meeting password 3g729r

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 9765462052

Enable waiting room

Only authenticated users can join

Record the meeting automatically

Alternative Hosts: Example: john@company.com, peter@school.edu

Upcoming Meetings

Displays all scheduled events. Launch the meeting by clicking the 'Start' button.

The screenshot shows the Zoom web interface for a course. The 'Upcoming Meetings' tab is selected and highlighted with a red box. Below the tabs, there is a checkbox for 'Show my course meetings only'. A table displays the following meeting:

Start Time	Topic	Meeting ID	
Today 9:00 AM	Course #1 - Introduction to TechConnect Zoom	950-332-77490	Start Delete

The 'Start' button is highlighted with a red box. At the bottom right, there are navigation arrows and a page number '1'.

Previous Meetings

Displays previous events. Meetings will appear on this page after the scheduled end time.

- Click 'Report' to view the attendance record for this event.

The screenshot shows the Zoom web interface for a course. The 'Previous Meetings' tab is selected and highlighted with a red box. Below the tabs, there is a checkbox for 'Show my course meetings only'. A table displays the following meeting:

Start Time	Topic	Meeting ID	
Today 9:00 AM	Course #1 - Introduction to TechConnect Zoom	950-332-77490	Report Delete

The 'Report' button is highlighted with a red box. At the bottom right, there are navigation arrows and a page number '1'.

Personal Meeting Room

This is a quick launch meeting, using a static meeting ID for every event. Your Personal Meeting Room is a 24/7/365 open room; anyone with the ID could join at any time, possibly interrupting a session in progress. Quick Launch meetings will provide attendance tracking.

The screenshot shows the Zoom Personal Meeting Room configuration page within a Learning Management System (LMS) interface. The page is titled "Course #1 > Course #1" and features the Zoom logo and navigation options. The "Personal Meeting Room" tab is highlighted with a red box. The configuration includes a topic "dmg10 Personal Meeting Room", a meeting ID field, and a join URL "https://zoom.us/j/9765462052". The "Video" settings show "Host" and "Participant" both set to "off". The "Audio" setting is "Telephone and Computer Audio". The "Meeting Options" section includes several checkboxes: "Require meeting password" (unchecked), "Enable join before host" (unchecked), "Mute participants upon entry" (unchecked), "Enable waiting room" (checked), "Only authenticated users can join" (unchecked), and "Record the meeting automatically" (unchecked). At the bottom, there are buttons for "Edit this Meeting" and "Start this Meeting".

Course #1 > Course #1

zoom

Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada). [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

Upcoming Meetings Previous Meetings **Personal Meeting Room** Cloud Recordings [Get Training](#)

Topic dmg10 Personal Meeting Room

Time Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID

Join URL <https://zoom.us/j/9765462052> [Copy the invitation](#)

Video Host off
Participant off

Audio Telephone and Computer Audio

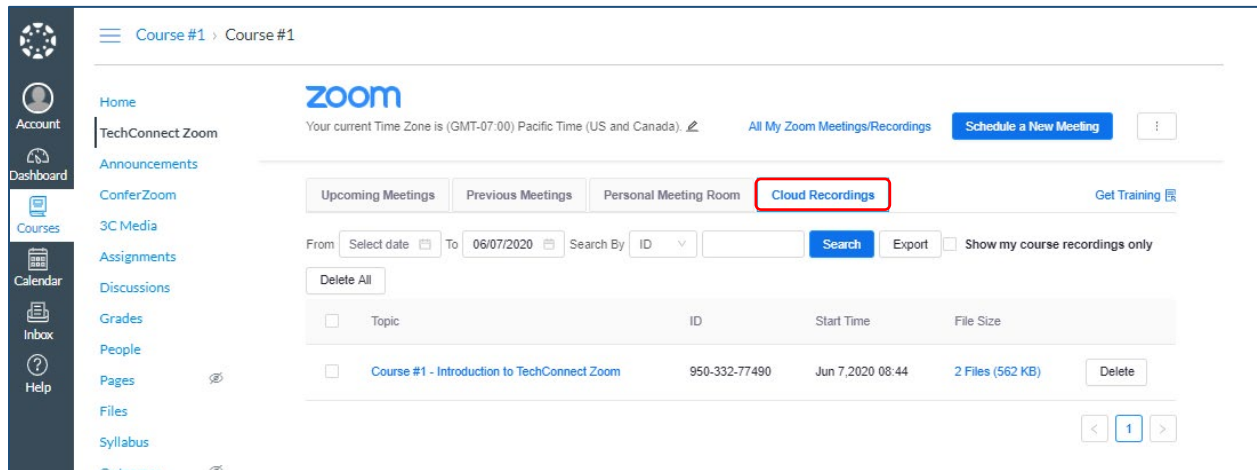
Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically

[Edit this Meeting](#) [Start this Meeting](#)

Cloud Recordings

Recordings process after the Host and all Participants have left the meeting. When processing is complete, the recording will appear on this page. If you left the meeting before the scheduled end time, the recording will begin processing.



The screenshot shows the Zoom interface within a course page. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'Course #1' and features the Zoom logo and a time zone indicator. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings' (which is highlighted with a red box). A search bar is present with a date range from 'Select date' to '06/07/2020' and a search button. A table lists recordings with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. One recording is listed: 'Course #1 - Introduction to TechConnect Zoom' with ID '950-332-77490', start time 'Jun 7, 2020 08:44', and file size '2 Files (562 KB)'. A 'Delete' button is next to the recording. At the bottom right, there are pagination controls showing '1'.

Topic	ID	Start Time	File Size
<input type="checkbox"/> Course #1 - Introduction to TechConnect Zoom	950-332-77490	Jun 7, 2020 08:44	2 Files (562 KB)