

**How to schedule, record and post sessions in Canvas.**

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| **Scheduling & Recording your meeting**1. Login to ACES and access your Canvas Course. Chose the course from your Dashboard. **Note: If you have not enabled the “Zoom” link for your course, please follow these steps.**1. Open the **“Settings”** link
2. Click on the “**Navigation**” tab
3. Fine the “**Zoom**” link and drag and drop it to the “Course Navigation”.
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| 2. Click on the “**Zoom**” in the course navigation. 3. Click “**Schedule a New Meeting**” button and you will then be able to enable your meetings settings.4. The “**Video, Audio and Meeting Options**” settings parameters need to be selected for your meeting. a. Check **“Record the meeting automatically**” **Note: To prevent Zoom Booming enable:****1. Required Meeting Password****2. Enable Waiting Room**  | **A screenshot of a cell phone  Description automatically generated****A screenshot of a cell phone  Description automatically generated****A screenshot of a cell phone  Description automatically generated** |
| **Posting Meeting information in Canvas**5. Creating a meeting in Canvas using the Zoom link allows students to join the meeting by clicking the “**Join**” button.**Note: If you create the meeting in your alamo.zoom.us portal account you will need to send the meeting invitation through the Canvas “Inbox” email or post it in an Announcement.****Sending the Meeting Invitation using the Canvas “Inbox”**6. Click on the “**Inbox**” icon on the Global navigation bar. 7. Choose the “**course**” you want to send the message to.  |  |
| 8. Select “**Students**” in the “To” box9. Add a “**Subject line**”10. Check the “**Send to individual message to each recipient**” box11. Copy the Zoom “**Invitation**” from your Zoom Meeting 12. Click “**Send**”  **Post Zoom Link in an Announcement**13. Click on the “**Announcement**” link in your Canvas Course.  | A picture containing clock  Description automatically generatedA screenshot of a cell phone  Description automatically generated |
| 14. Click on the **“+Announcement**” button in the upper right-hand corner of your screen. 15. Enter a title and copy the “**Join Zoom Meeting**” link to the announcement. Click the “**Save**” button at the bottom. **Note: You may want to add directions to the announcement.** 16.The Announcement will appear in the “**Announcement**” link. | A picture containing drawing  Description automatically generatedA screenshot of a cell phone  Description automatically generated**A screenshot of a social media post  Description automatically generated** |

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| **Congratulations! You’re done!** You have just successfully completed scheduling, recording and posting a Zoom meeting in Canvas. If you need further assistance, call the Instructional Innovation Center at 210-486-0712 or email sac-iic@alamo.edu  |