



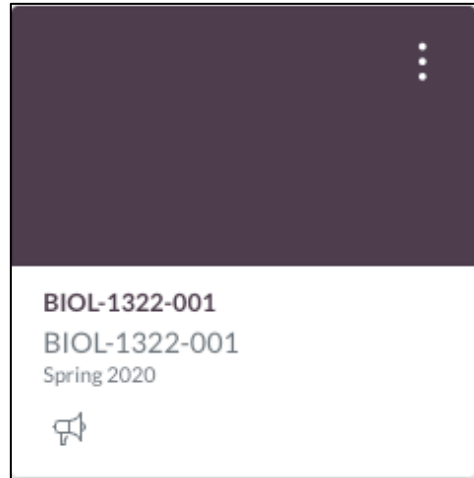
How to schedule, record and post sessions in Canvas.

Scheduling & Recording your meeting

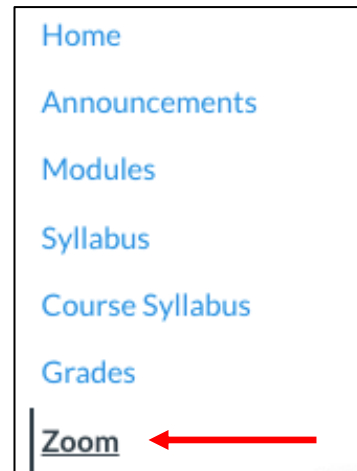
1. Login to ACES and access your Canvas Course. Chose the course from your Dashboard.

Note: If you have not enabled the “Zoom” link for your course, please follow these steps.

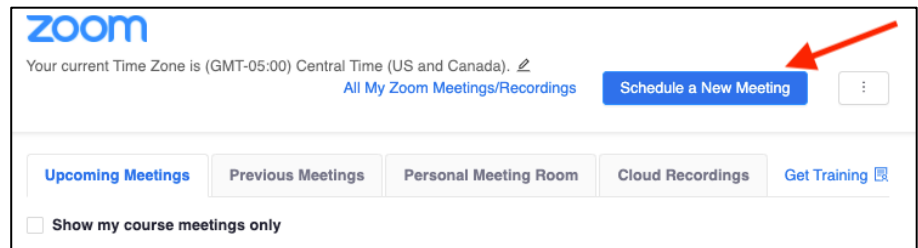
- a. Open the **“Settings”** link
- b. Click on the **“Navigation”** tab
- c. Fine the **“Zoom”** link and drag and drop it to the “Course Navigation”.



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.

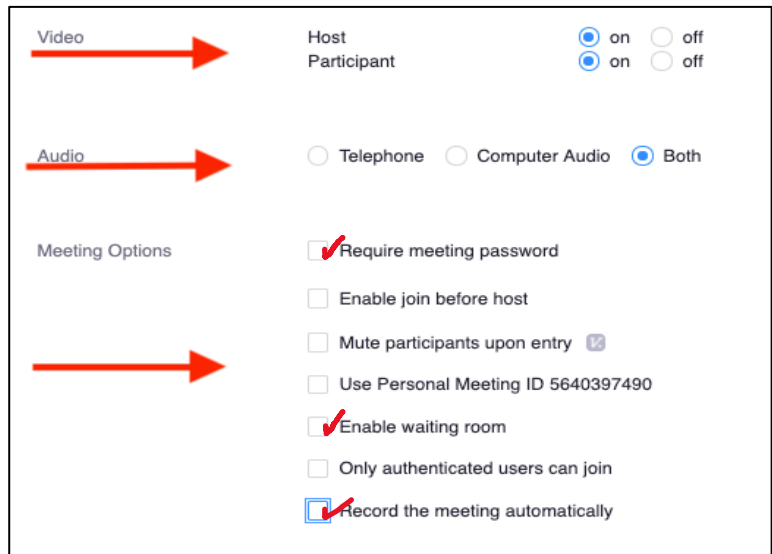


4. The “**Video, Audio and Meeting Options**” settings parameters need to be selected for your meeting.

a. Check “**Record the meeting automatically**”

Note: To prevent Zoom Booming enable:

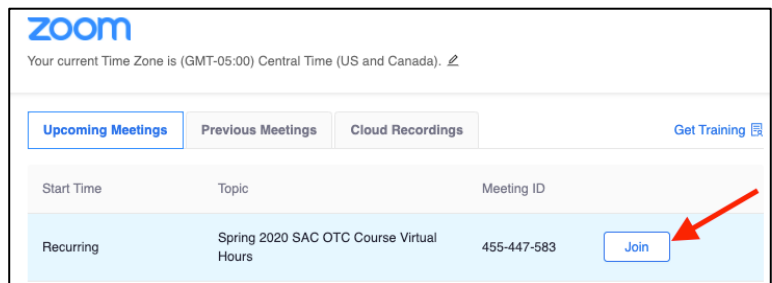
1. **Required Meeting Password**
2. **Enable Waiting Room**



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.

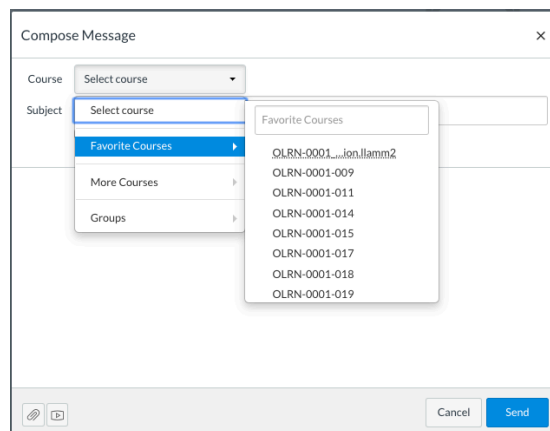


Sending the Meeting Invitation using the Canvas “Inbox”

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”** box

9. Add a **“Subject line”**

10. Check the **“Send to individual message to each recipient”** box

11. Copy the Zoom **“Invitation”** from your Zoom Meeting

12. Click **“Send”**

Compose Message

Course: Spring 2020...OTC Course

To: Spring 2020 SAC OTC Course: Students

Subject: Zoom Link

Send an individual message to each recipient

Yvonne Galindo is inviting you to a scheduled Zoom meeting.

Topic: Spring 2020 SAC OTC Course Virtual Hours
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
<https://alamo.zoom.us/j/455447583>

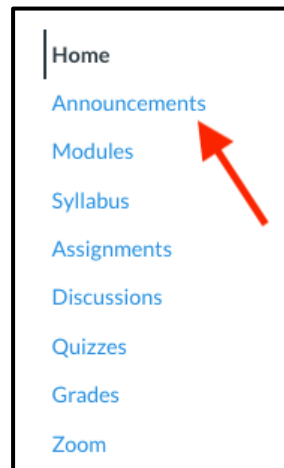
Meeting ID: 455 447 583
One tap mobile
+19294362866,,455447583# US (New York)
+13126266799,,455447583# US (Chicago)

Dial by your location
+1 929 436 2866 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US

Cancel Send

Post Zoom Link in an Announcement

13. Click on the **“Announcement”** link in your Canvas Course.

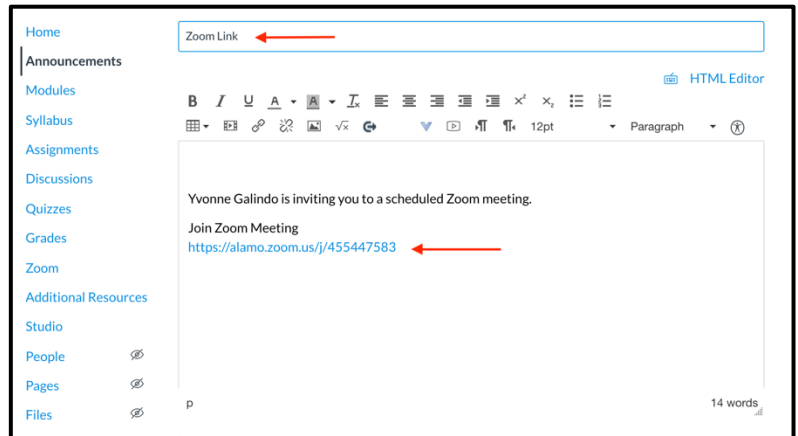


14. Click on the “**+Announcement**” button in the upper right-hand corner of your screen.

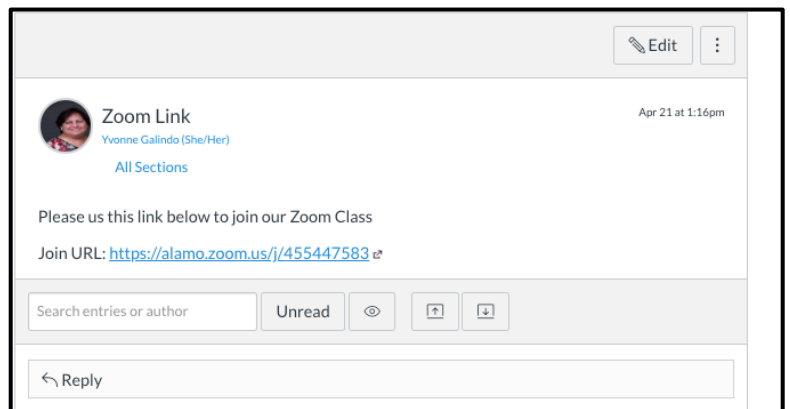


15. Enter a title and copy the “**Join Zoom Meeting**” link to the announcement. Click the “**Save**” button at the bottom.

Note: You may want to add directions to the announcement.



16. The Announcement will appear in the “**Announcement**” link.



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