LBCC TechConnect Zoom
ZOOM CANVAS INTERFACE HELP GUIDE

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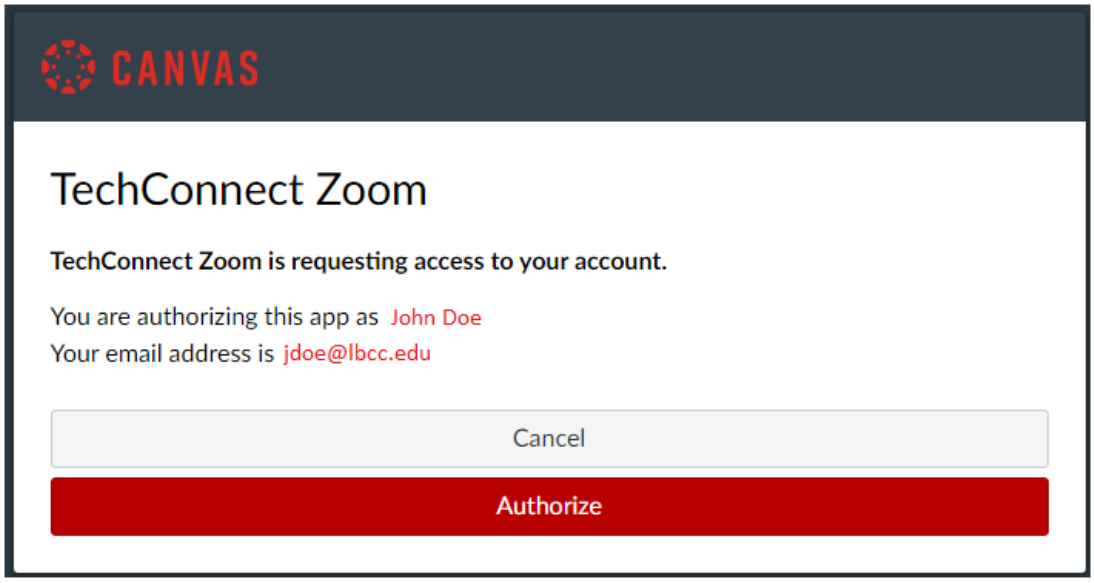
STEP 1: TechConnect Zoom Link in Canvas Course Navigation

Once the migration is completed, a new link to TechConnect Zoom will be automatically added to the course navigation in each course.

STEP 2: Authorize Your TechConnect Zoom Account In Canvas

When you click on **TechConnect Zoom** link you will be asked to authorize the account. This step will connect your Canvas account with Zoom account allowing you to schedule your meetings within your course. You will need to do this authorization once.
Click **Authorize**.

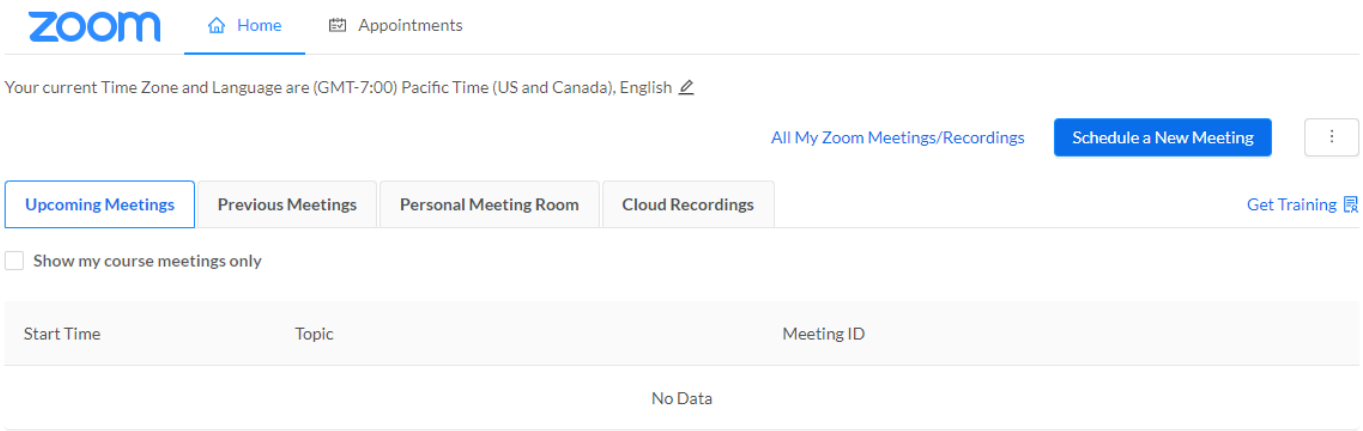


STEP 3: TechConnect Zoom Interface In Canvas

Once you authorize the account, you will have access to TechConnect Zoom account in Canvas.

The interface is almost identical to the interface you used when you logged in Zoom via the web.

The TechConnect Zoom dashboard will show all upcoming and the previous meetings that you have scheduled for your class. If you set up cloud recordings all recordings for this class will be under Cloud Recordings.



- **All My Zoom Meetings/Recordings –** view all your upcoming and previous meetings as well as cloud recordings

- **Schedule a New Meeting –** to schedule a new meeting
  The default settings in your Zoom account will apply to all scheduled meetings/classes.

- **Import a Meeting (icon with 3 vertical dots) –** to import a meeting previously set up with ConferZoom

- **Upcoming Meetings** – displays all scheduled events
  Launch the meeting by clicking the 'Start' button.

- **Previous Meetings** – displays previous events
  Meetings will appear on this page after the scheduled end time.

- **Personal Meeting Room –** this is a quick launch meeting
  It is your 24/7/365 open room.

- **Cloud Recordings** – displays all cloud recordings when processing is complete

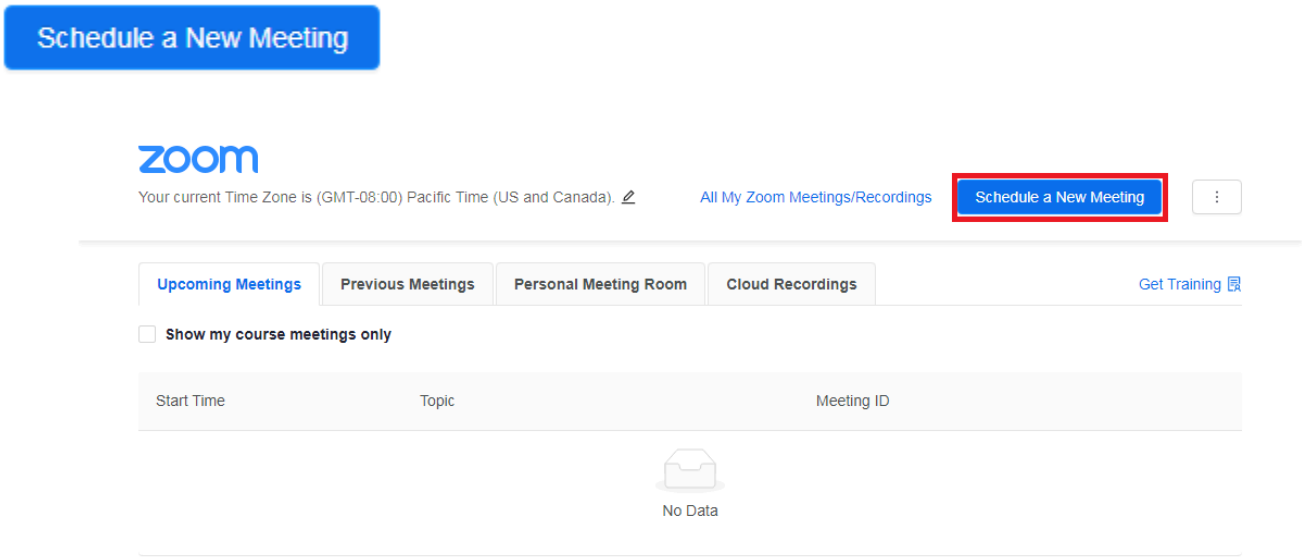
- **Get Training** – links to free and interactive live training webinars offered daily
  https://support.zoom.us/hc/en-us/articles/360029527911

- You can also watch recorded training sessions. Go to the following link and select any session.
  https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions

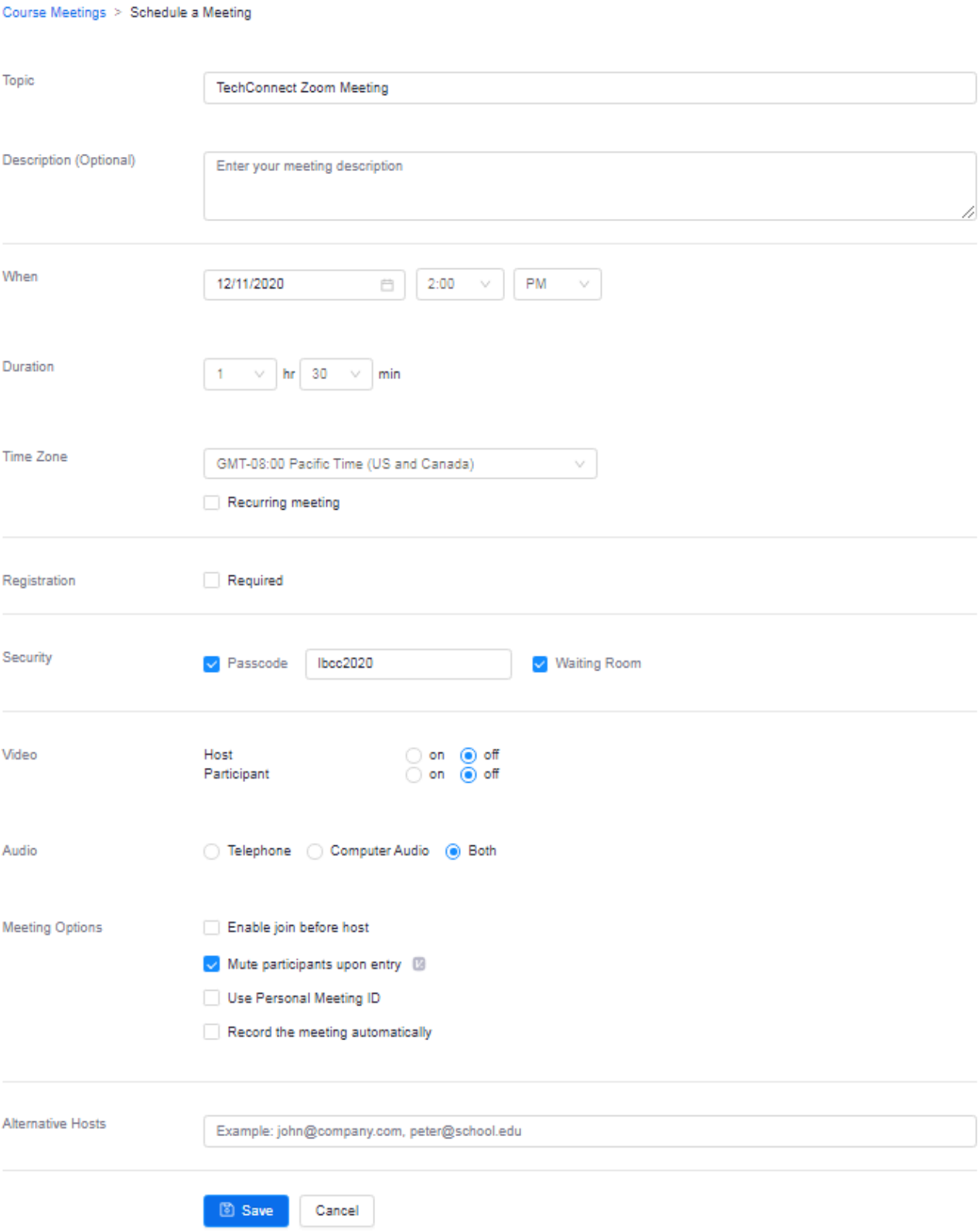
- **Appointments Tab** - ***New*** interface where you can create schedules with dates and time slots that people can book to meet with you. Note – Appointments **do not** appear on student or faculty calendars. You can learn more about this feature here: TechConnect Zoom Appointments

STEP 4: Schedule a New Meeting

To schedule a new meeting, click on **Schedule a New Meeting** button.

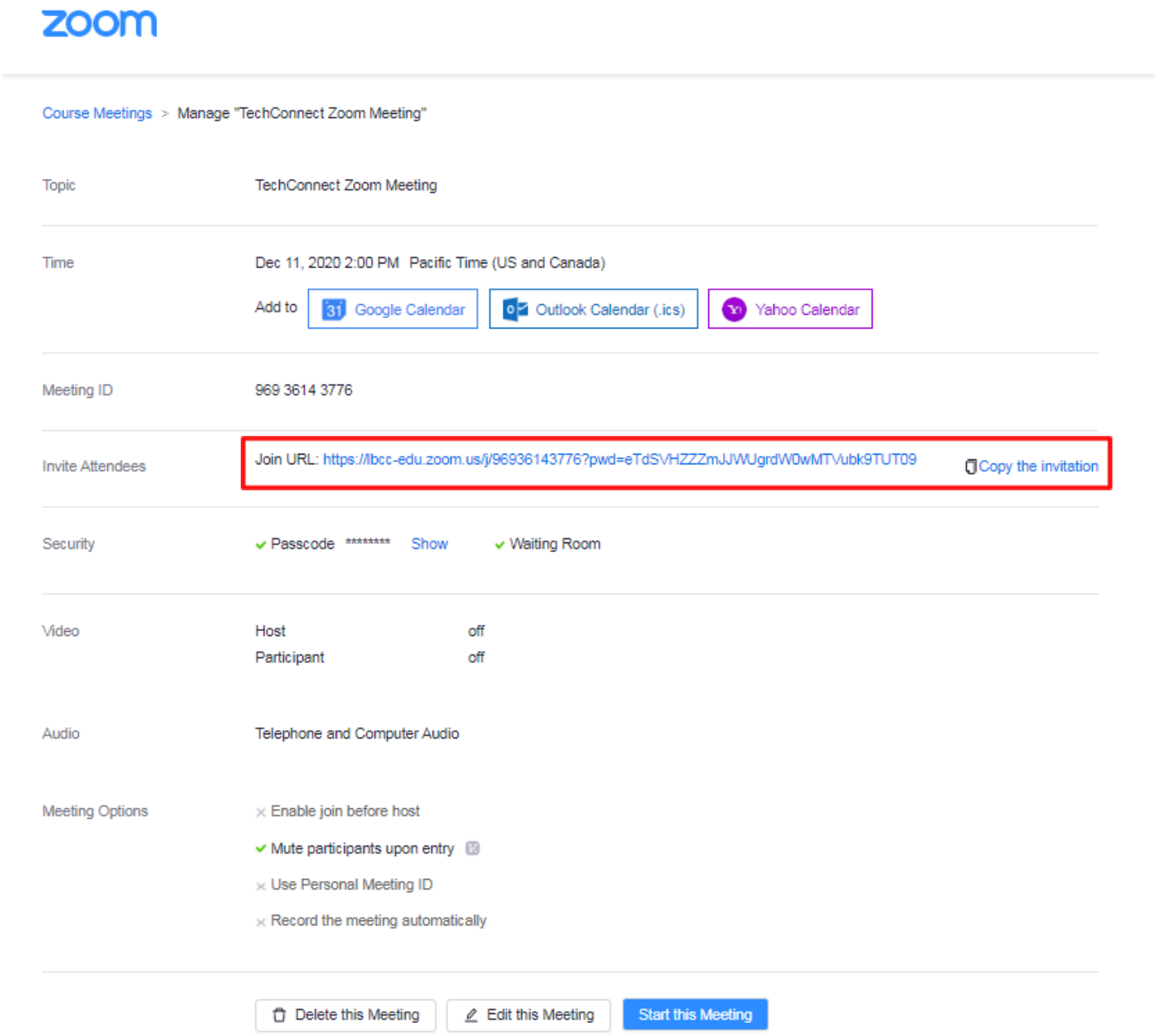


Enter the name of the meeting, then add or customize any meeting settings and select **Save**.

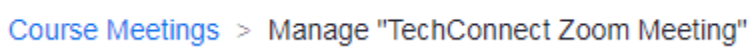

Course Meetings > Schedule a Meeting
Topic
TechConnect Zoom Meeting
Description (Optional)
Enter your meeting description
When
12/11/2020
2:00
PM
Duration
1
hr
30
min
Time Zone
GMT-08:00 Pacific Time (US and Canada)
Recurring meeting
Registration
Required
Security
Passcode
lbcc2020
Waiting Room
Video
Host
on
off
Participant
on
off
Audio
Telephone
Computer Audio
Both
Meeting Options
Enable join before host
Mute participants upon entry
Use Personal Meeting ID
Record the meeting automatically
Alternative Hosts
Example: john@company.com, peter@school.edu
Save
Cancel

Once you save the meeting, you will see the meeting details and invite information.

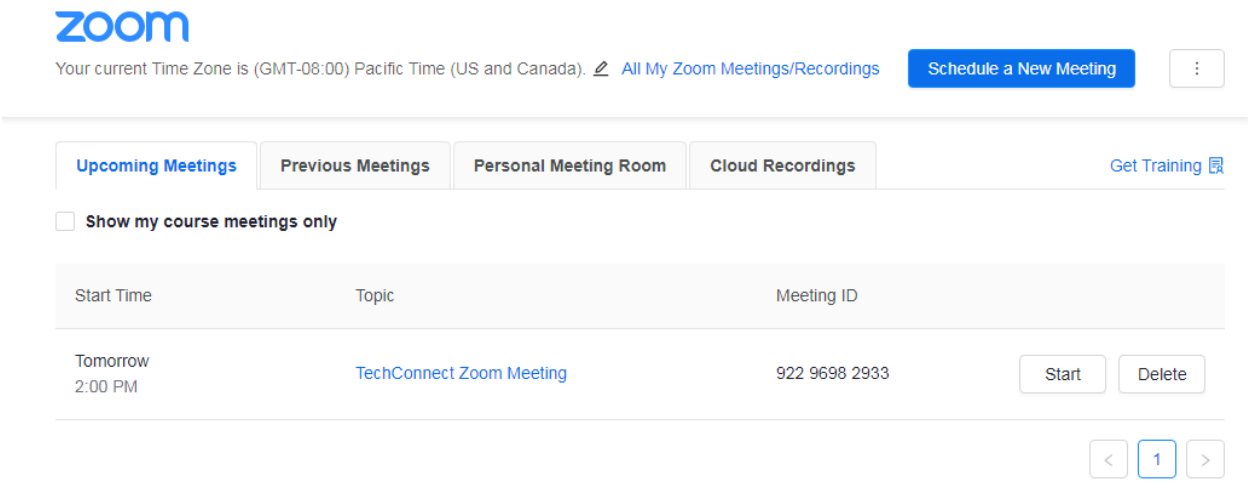
To invite participants, click **Copy the invitation** and follow the instructions.



To go back to the TechConnect Zoom main page, scroll all the way up and select **Course Meetings** from the breadcrumb trail.

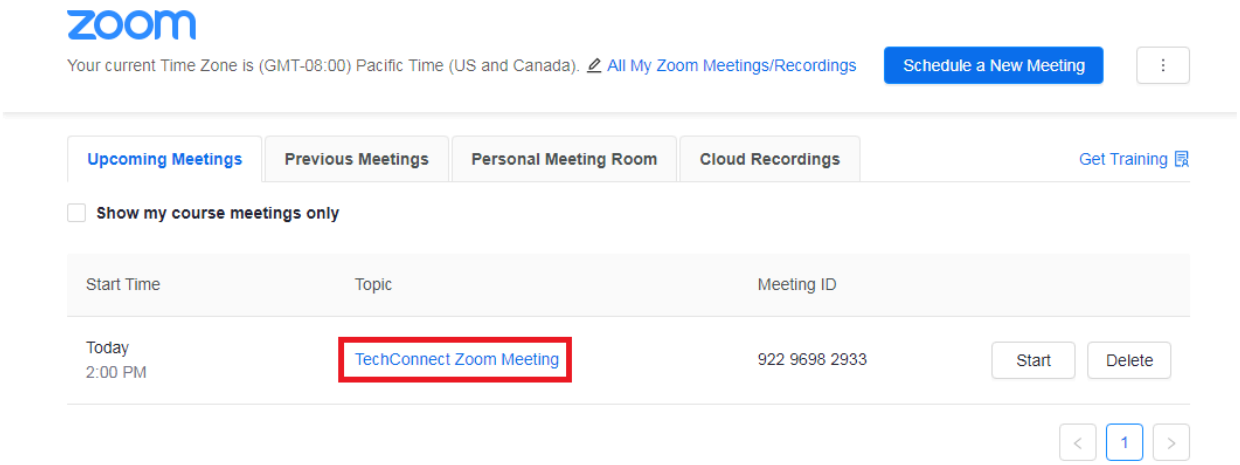


The meeting will automatically appear in a list of the **Upcoming Meetings** for the course.

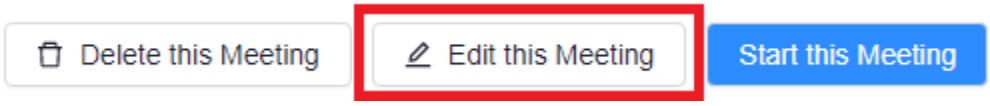


STEP 5: Edit an Upcoming Meeting

To edit an upcoming meeting, click on the name of the meeting listed under **Upcoming Meetings** first.



Scroll all the way down and click on **Edit this Meeting** button.



The meeting will open. Make your changes and then click **Save**.

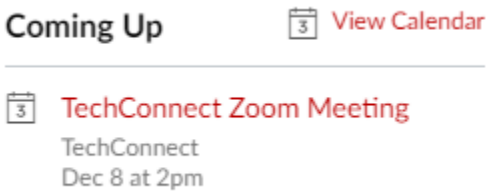
You can start the meeting right away or go back to the TechConnect Zoom main page or simply click on any link in your course navigation menu to continue working on your course.

STEP 6: View Scheduled Meeting in Canvas Calendar

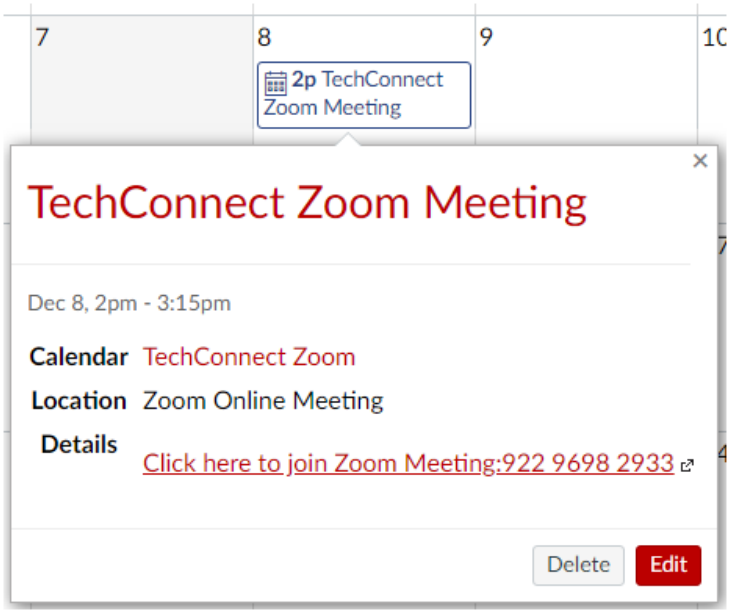
Once any meeting is scheduled it is automatically added to your Canvas calendar.

Click on **Calendar** icon in the global navigation (left-hand side menu)

or click on **View Calendar** or the name of the meeting (right-hand side) in the **Coming Up** column on the home page.

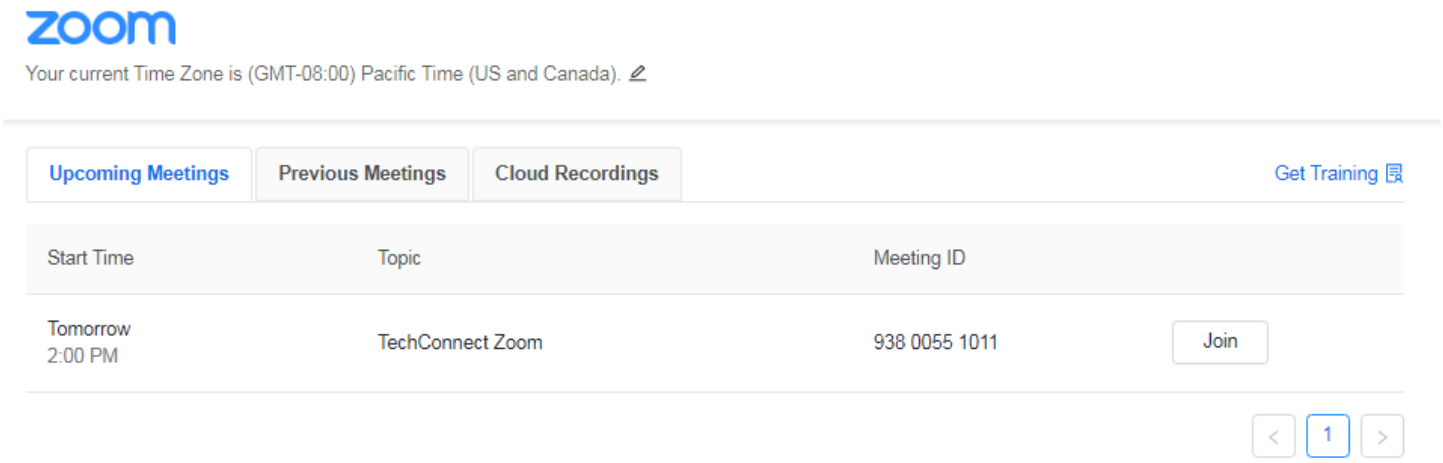


Once the Canvas Calendar is open, click on the event to view the details and join or edit/delete the meeting.

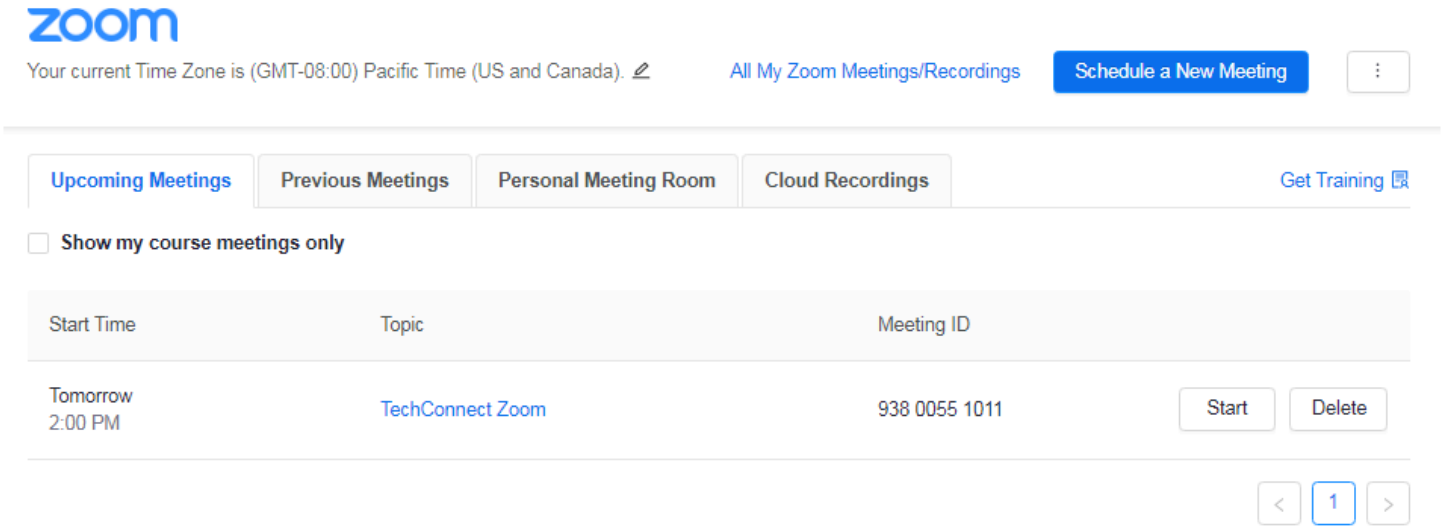


Note: Students can access the meeting from Canvas calendar or the TechConnect Zoom dashboard.

TechConnect Zoom Dashboard - Student View – click **Join** button.



TechConnect Zoom Dashboard - Instructor View – click **Start** button.



STEP 7: Change or Adjust Your Settings in TechConnect Zoom Sub-Account

To change or adjust more Zoom settings, go to https://lbcc-edu.zoom.us

Your current ConferZoom login and password will work seamlessly with the new subaccount.