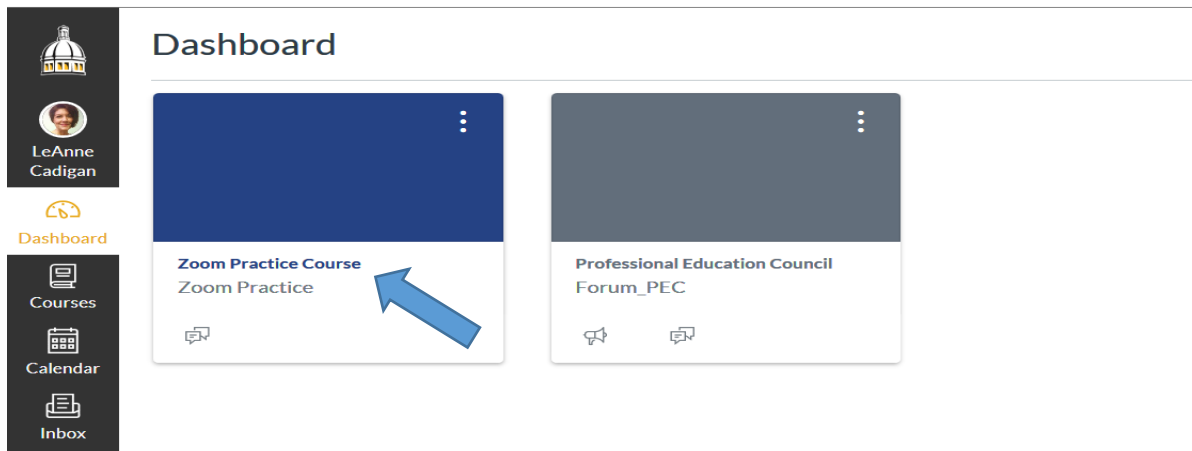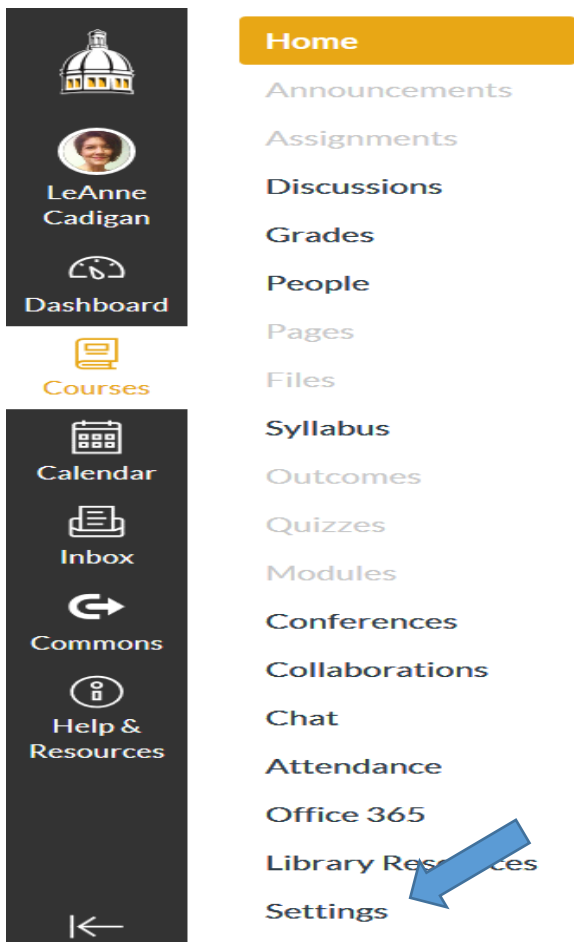## Using Zoom with Canvas
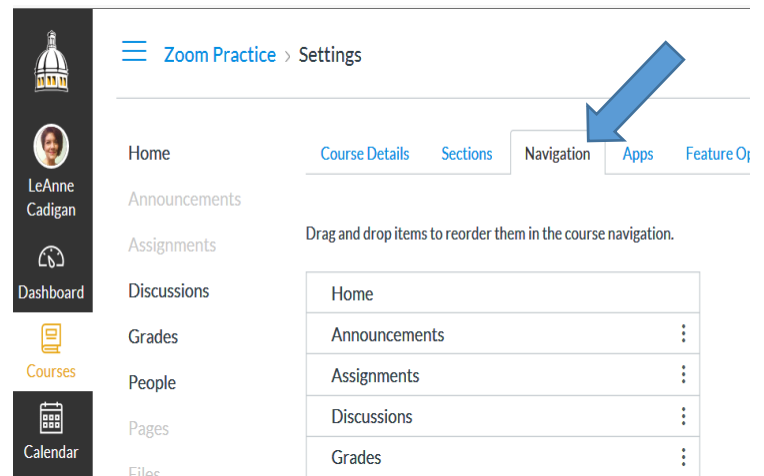
1) Using the Google Chrome Browser, log in to Canvas.
2) Navigate to your Dashboard or Courses and select the course to which you wish to add Zoom functionality.
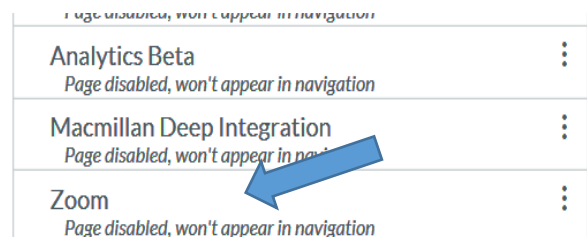

3) Navigate to and select "Settings".

4) Select the "Navigation" Tab.

5) Scroll to the bottom of the page and locate the "Zoom" function.

6) Select (left click) the "Zoom" function and drag/drop it into the functions menu wherever you want it placed. **Scroll back down to the bottom of the page and hit *"Save"*.**

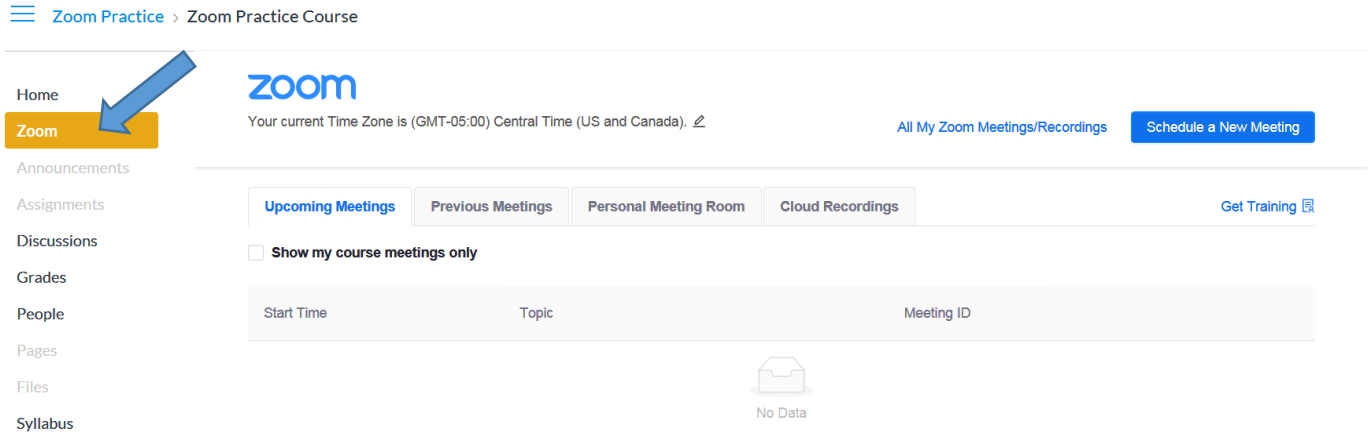7) Go back to the course Home Page - the Zoom function should appear in the side menu bar. *To add "Zoom" to additional courses, repeat steps 2-7 for each course.*
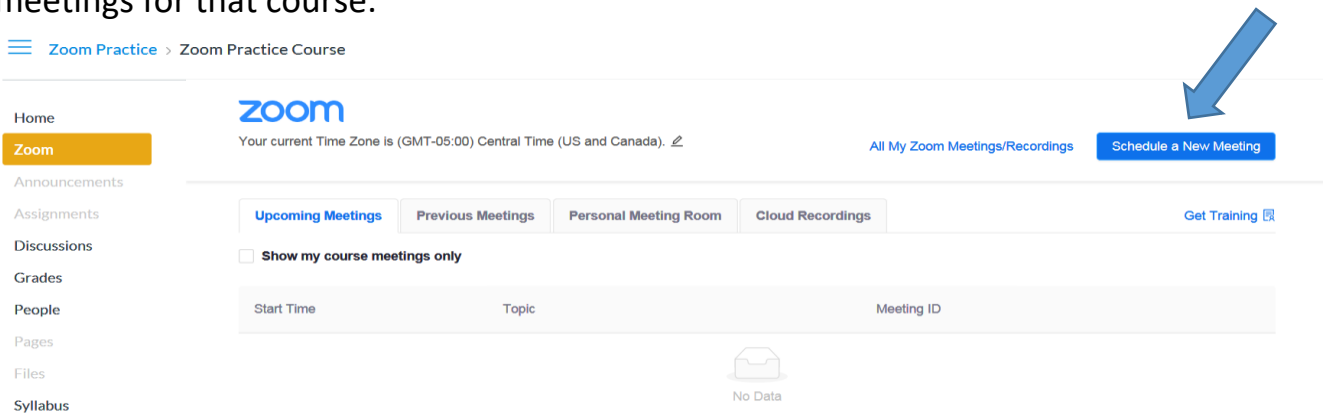
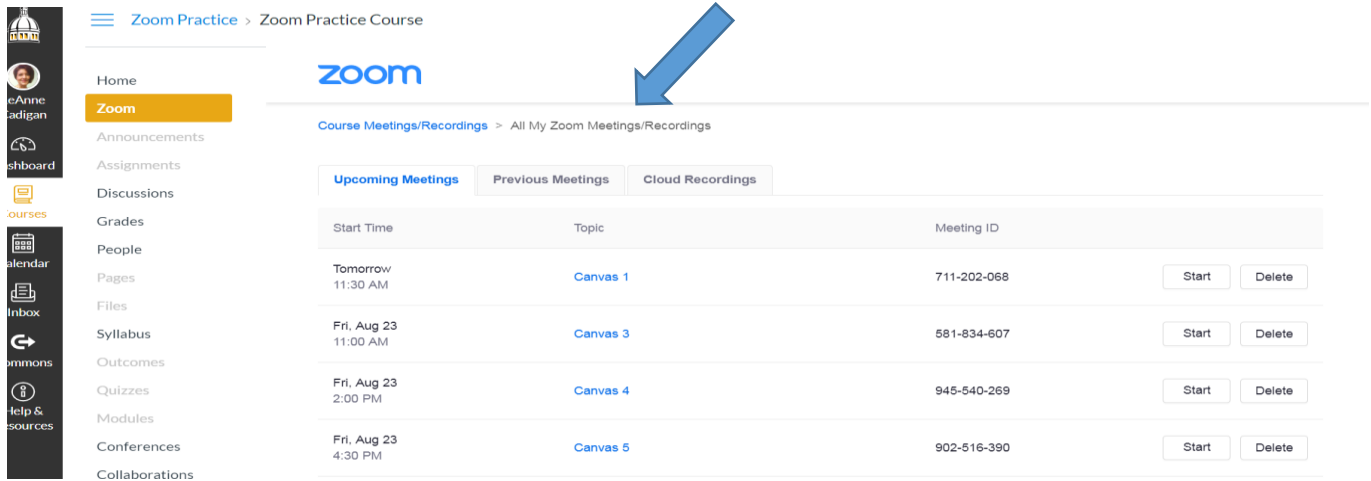8) Inside your course shell, click on "Zoom" in the sidebar menu - your course Zoom Scheduler will appear.

9) Use "Schedule a New Meeting" to create meetings within each of your courses. If you have more than one course, you *must* be sure that you are in the correct course before creating meetings for that course.

10) Once scheduled, meetings will populate in your "Upcoming Meetings" tab and in the students' Canvas Calendar. To attend a Zoom class meeting, students *must* log into their Canvas account and click on the appropriate meeting link from within their Calendar.
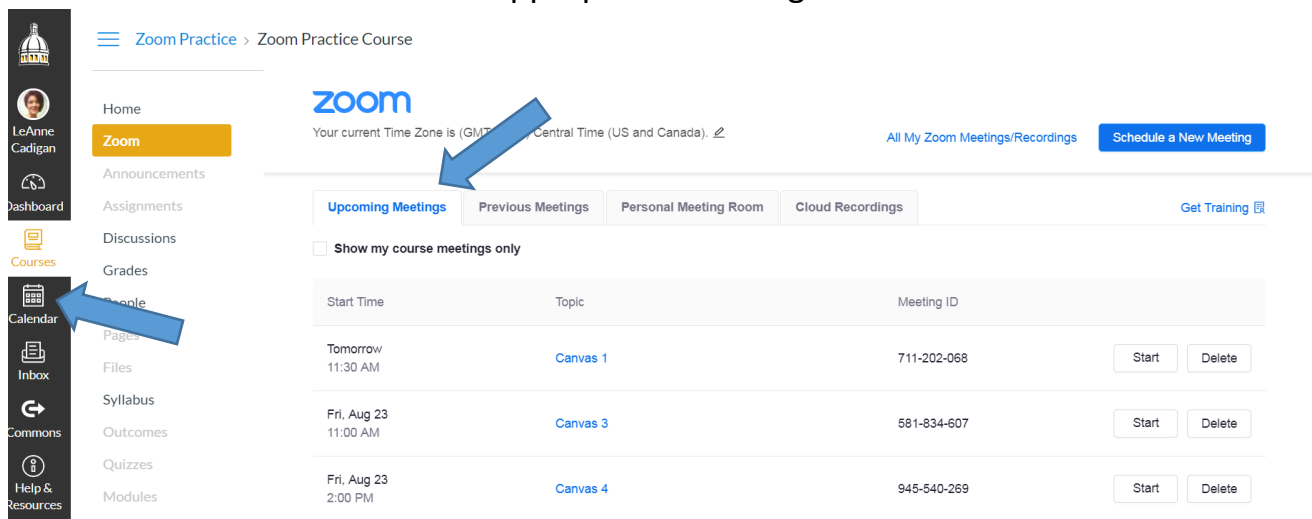
11) To see **ALL** of your meetings, including those scheduled through Canvas and those scheduled directly in Zoom (for non-Canvas meetings), select "All My Zoom Meetings/Recordings".