Quick Start Guide: Using Zoom Meeting within Canvas

Check the configuration of your microphone and speaker

1. Right click sound settings at the bottom right side of your monitor OR you may access Sounds through Control Panel

![Sound settings screenshot]

2. Click ‘Levels’ and adjust the microphone to a higher level. Suggest over 50 but less than 100, so the sound does not pop during your recording.

![Recording settings screenshot]

3. Click ‘Recording Tab’ and Double-click to select the microphone you are using. Speak normally to make sure the green bar reaches more than half while speaking.

![Microphone settings screenshot]

4. Select your speaker for playback when testing sound from your recording.

![Speaker settings screenshot]
Enabling Zoom Meeting in the Canvas course

1. Zoom Meeting is hidden by default within Canvas courses. If you want to use it in your course, please enable it from the Navigations tab in Settings.

2. Zoom Meeting will now appear in your course navigation menu.

3. The landing page shows information on Upcoming Meetings, Previous Meetings, Personal Meeting Room and Cloud Recordings.
Scheduling Zoom Meetings within Canvas

1. Click "Schedule a New Meeting" to create a new meeting session.

2. Fill in the meeting information such as the time and name of the meeting. Name the session with a meaningful title in order to make it easier for students to identify the recording after the session ends. If this will be a regularly occurring session, you can select "Recurring Meeting" and enter the necessary information.

   You can find more information on meeting options in Zoom’s guide on scheduling meetings: https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings.

3. Once you fill out the necessary information and click "Save", you will be brought to a screen confirming the details of your meeting settings. You may notify your students about the meeting session with the Canvas announcement.
4. After the meeting session has been created, it will be listed under the Upcoming Meetings tab. Please note that your upcoming meetings will list only meetings associated with this course. If another instructor or TA schedules a meeting in the class, it will appear in the list of Upcoming Meetings.

Hosting a Zoom Meeting

1. Click ‘Start’ to start the meeting session from the Upcoming Meetings list.

2. Zoom will download if you haven’t already installed it. Follow instructions to install the player/controls; Or, if you already have it installed see instructions below.
3. Click ‘Open Zoom Meetings’ Zoom player will appear.

4. Click ‘Join with Computer Audio’. You can test the microphone and video to make sure it works by following Zoom instructions provided. Please make sure you can hear your voice echo during the mic test. If you can’t hear your voice echo, please check that your microphone is plugged in and go back to check the settings and set-up again.

5. Remember to click Record to record the session. Select **Record to Cloud** if you want to allow students to access the recording in the Cloud Recording tabs within the Canvas course. You will receive an email once your recording is ready.

Here is more information on [How to Record Lecture](#)
6. After the recording is ready, please toggle the “Publish” under the Cloud Recordings tab to make it available to students to view it.

<table>
<thead>
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<th>File Size</th>
<th>Publish</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Files (585 KB)</td>
<td>Off</td>
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**Note:** The recording links in HKUST Zoom cloud are not permanent. Please download files to your computer for back-up.