

**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”. |  |
| 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” 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**”    **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](mailto:sac-iic@alamo.edu) |