

OCCC Faculty Contingency Tools: Canvas Checklist, Using Zoom, and Creating a Lecture in Canvas

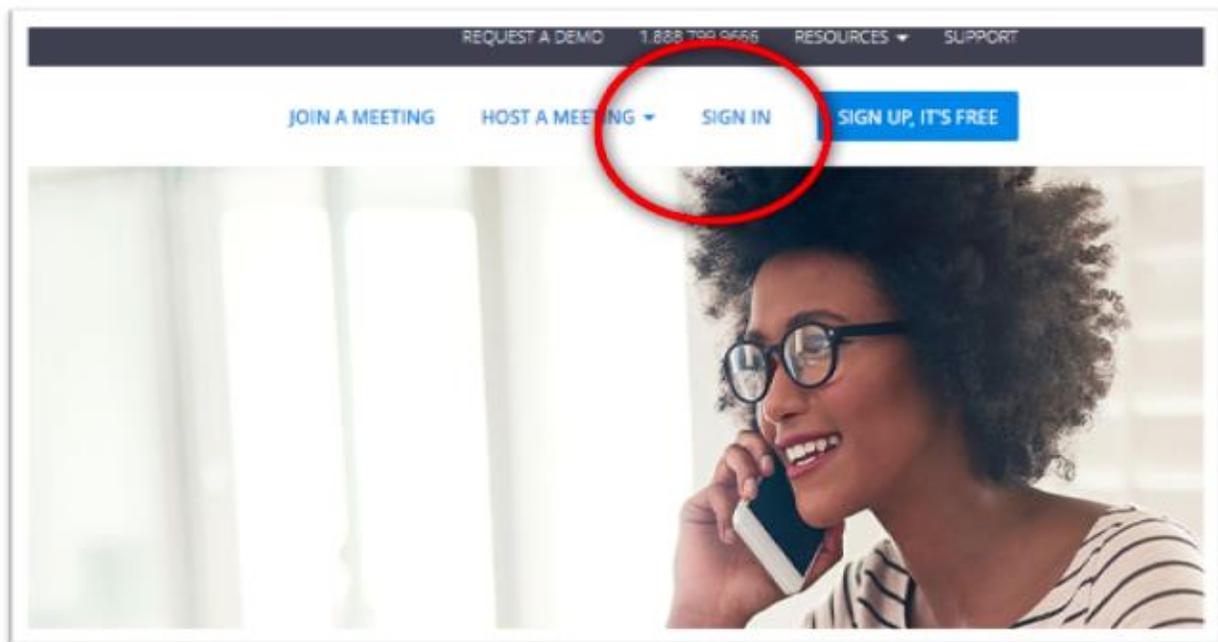
Use this Checklist to Add Content to Your Course: [Canvas Checklist](#)

Using Zoom in Canvas for Synchronous Lectures or Recordings:

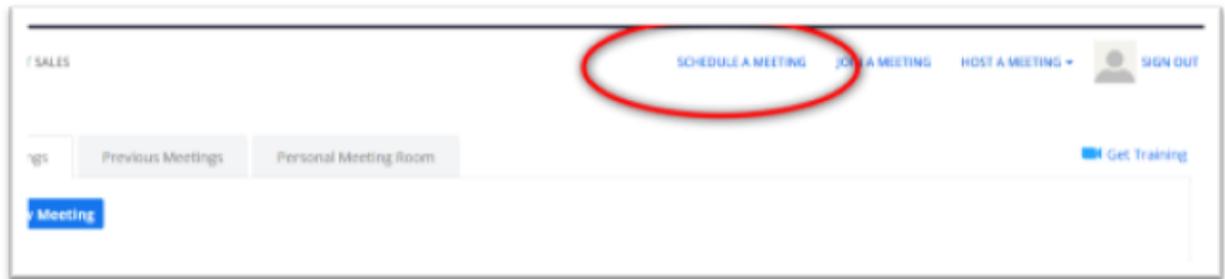
Using Zoom inside Canvas is quite easy. If you don't have a Zoom Pro account, please let me know and I'll set you up with one. For students-- it's free, and accessible on their phones!!

First go to your Zoom account at <https://zoom.us/>

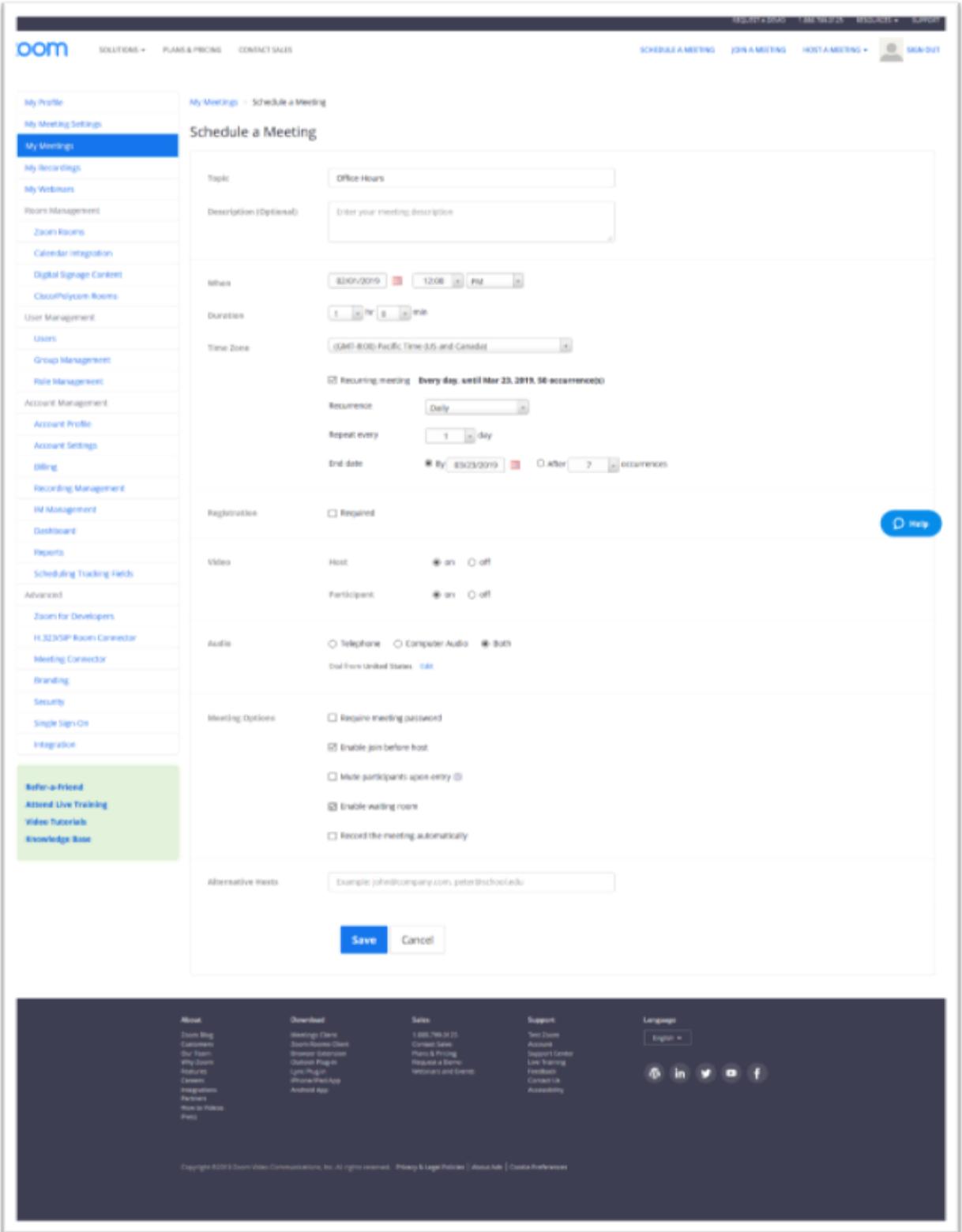
Sign in.



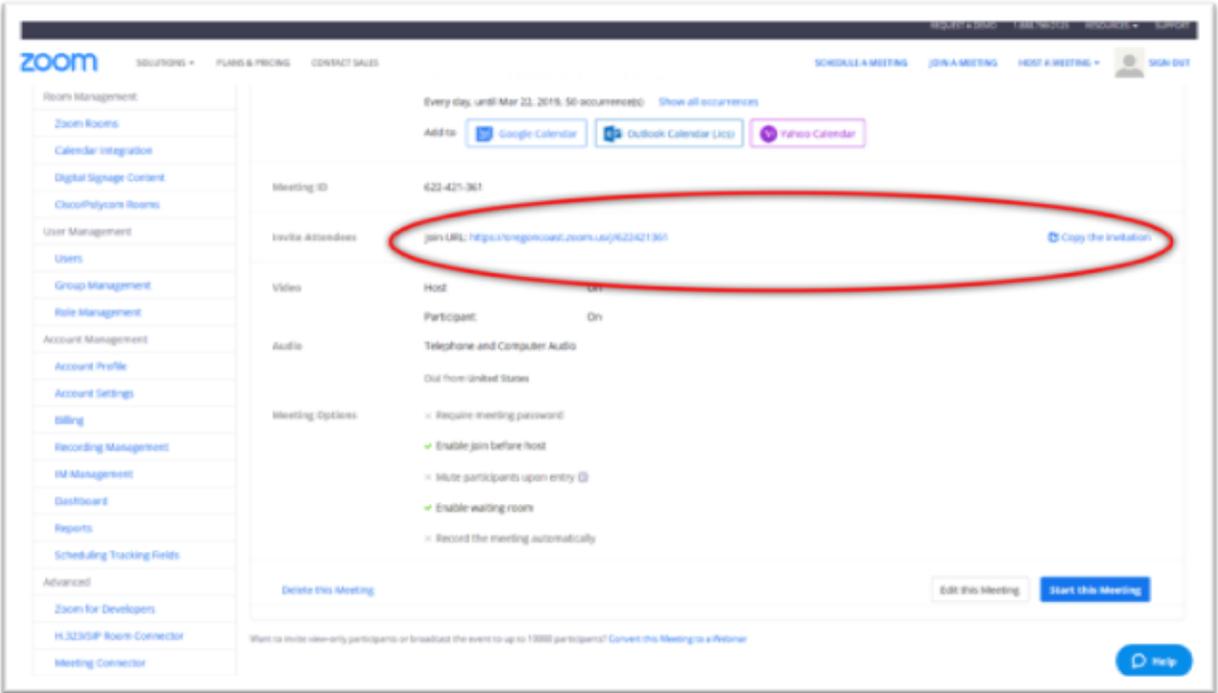
At the top, click on "Schedule a Meeting"



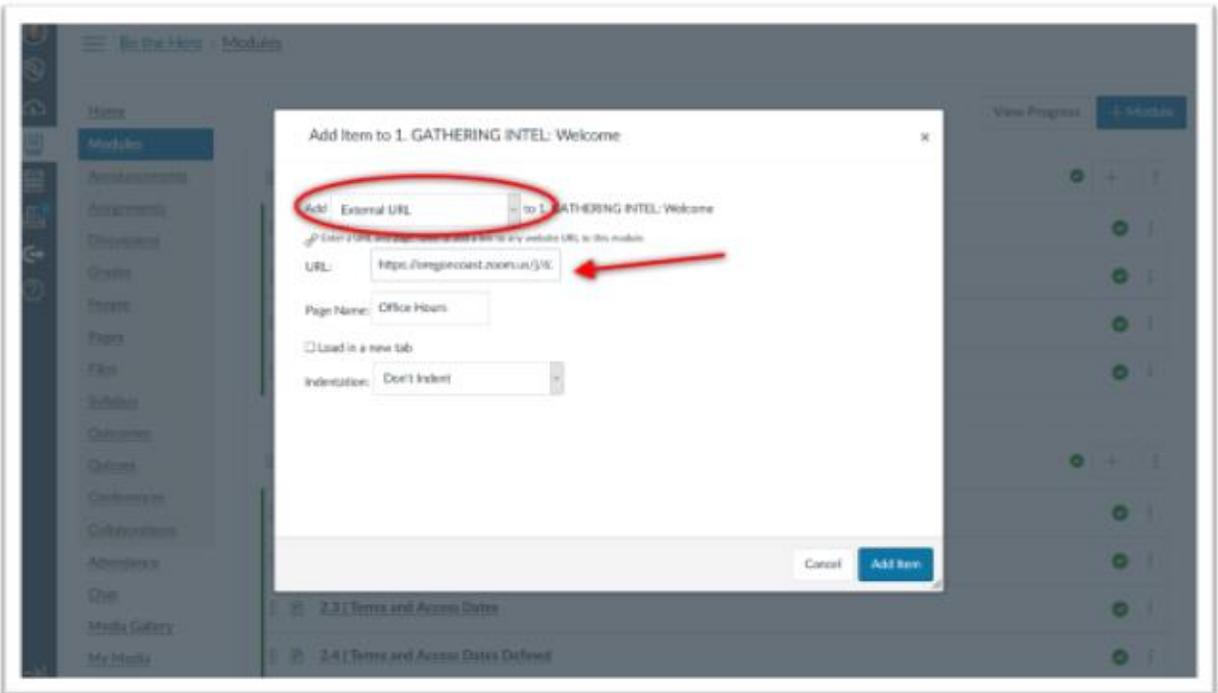
Set it up for one time or recurring. Make sure the time zone is correct. Turn on the video for the host and participant. Select any meeting options and SAVE.



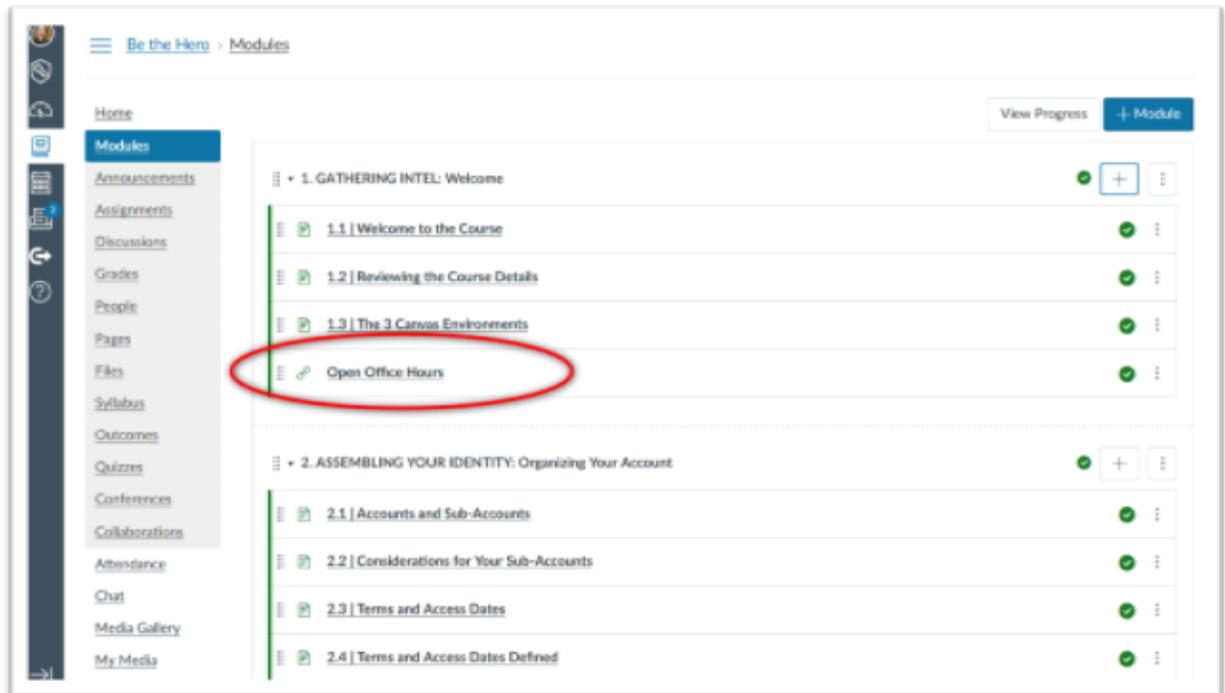
After you SAVE, you will see the URL for others to join. Copy the URL to your clipboard.



Now go into your Canvas class and go to the module you want to put it. Click the plus sign to add content and choose External URL.



Name your link (Office Hours or whatever). Drop your meeting link in the URL block. And hit Add Item.



That's it! Tell your students where to find the link and what time to join. They will click on it, and if they don't have Zoom it will prompt them to download a free copy of Zoom to their device.

Creating a Lecture in Canvas:

Video Tutorial: <https://youtu.be/r3TMONeZbAU>

Or Step-by-Step Directions: <https://community.canvaslms.com/docs/DOC-13057-4152719747>