

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.

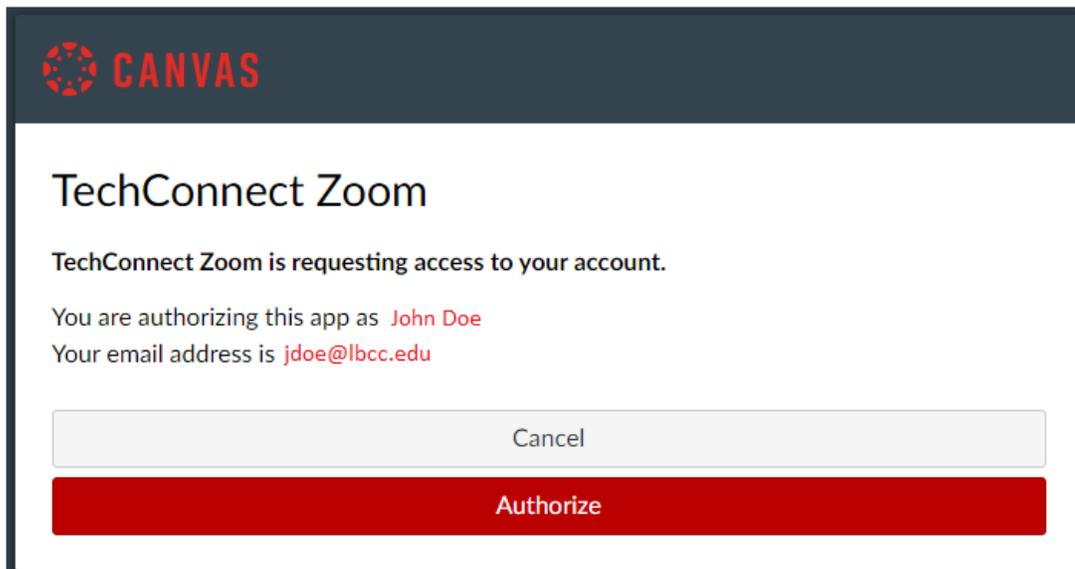


TechConnect Zoom

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**.

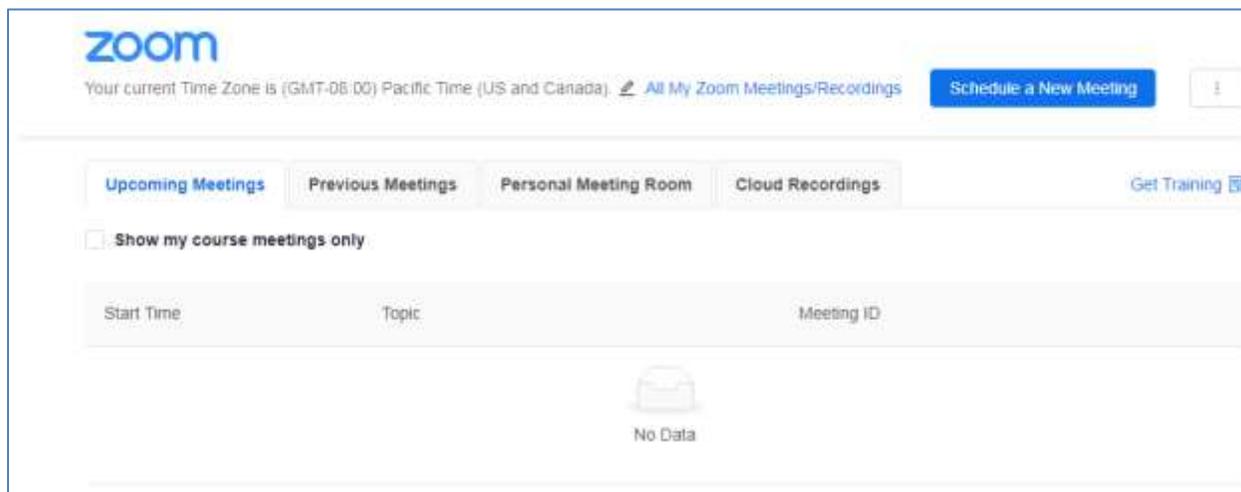


STEP 3: TechConnect Zoom Interface In Canvas

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.



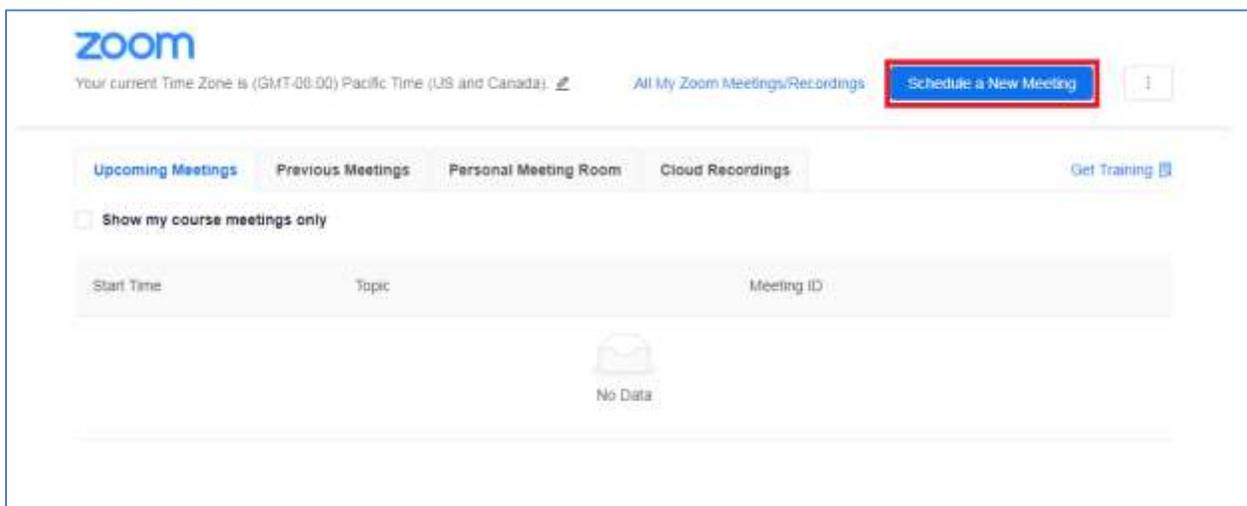
- **All My Zoom Meetings/Recordings** – view all your upcoming and previous meetings as well as cloud recordings
- **Schedule a New Meeting** – to schedule a new meeting
The default settings in your Zoom account will apply to all scheduled meetings/classes.
- **Import a Meeting (icon with 3 vertical 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>

STEP 4: Schedule a New Meeting

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

Schedule a New Meeting



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

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Security Passcode 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

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

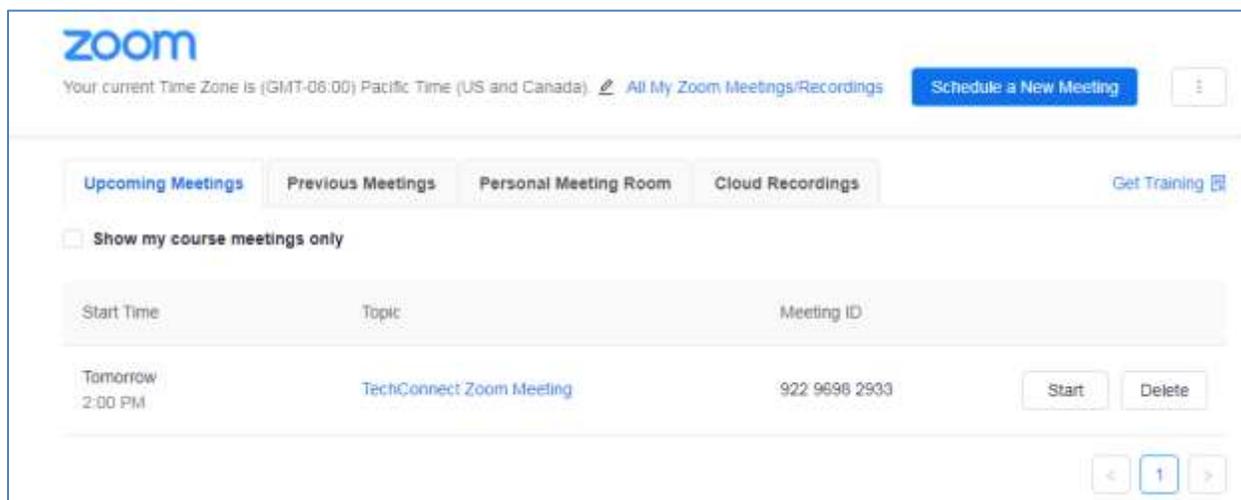
To invite participants, click **Copy the invitation** and follow the instructions.

The screenshot shows the Zoom meeting management interface. At the top left is the Zoom logo. Below it is a breadcrumb trail: [Course Meetings](#) > Manage "TechConnect Zoom Meeting". The main content area is divided into sections: **Topic**: TechConnect Zoom Meeting; **Time**: Dec 11, 2020 2:00 PM Pacific Time (US and Canada); **Add to**: buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar; **Meeting ID**: 969 3614 3776; **Invite Attendees**: A red box highlights the **Join URL**: <https://lbcc-edu.zoom.us/j/96936143776?pwd=eTdSVHZZZmJWUjgrdW0wMTVubk9TUT09> and a **Copy the invitation** button; **Security**: Passcode (masked with asterisks) and Waiting Room (checked); **Video**: Host (off), Participant (off); **Audio**: Telephone and Computer Audio; **Meeting Options**: Enable join before host (unchecked), Mute participants upon entry (checked), Use Personal Meeting ID (unchecked), Record the meeting automatically (unchecked). At the bottom are three buttons: Delete this Meeting, Edit this Meeting, and Start this Meeting.

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

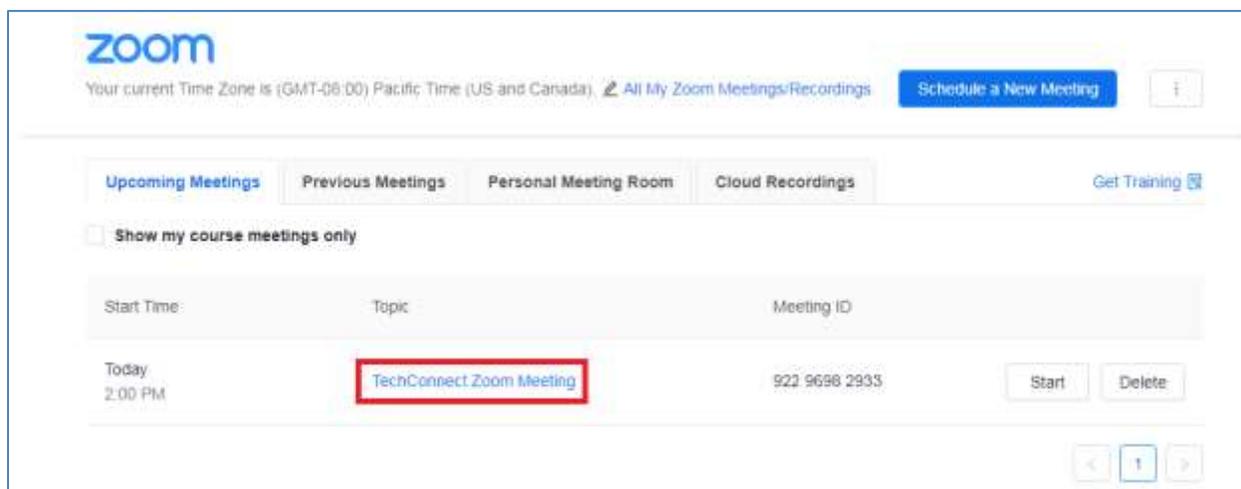
[Course Meetings](#) > Manage "TechConnect Zoom Meeting"

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.

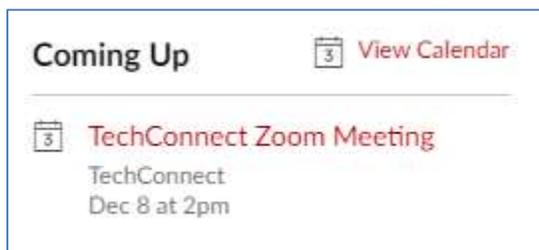
STEP 6: View Scheduled Meeting in Canvas Calendar

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

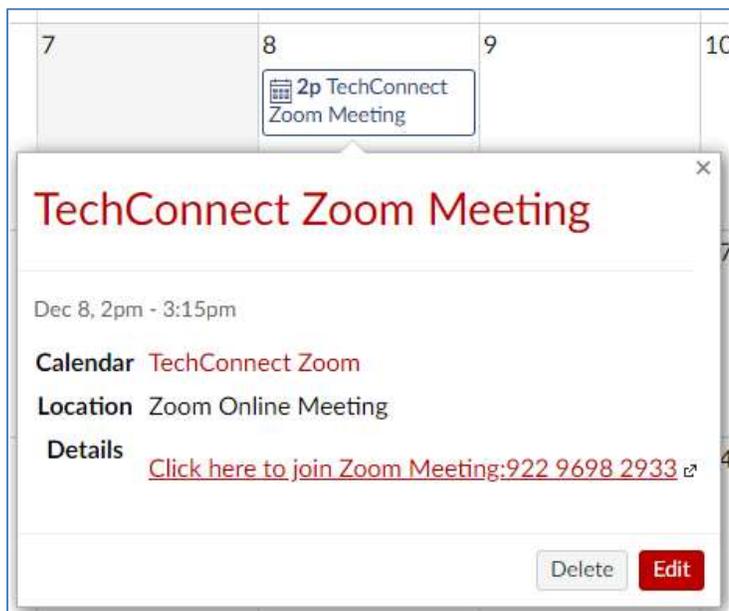
Click on **Calendar** icon in the global navigation (left-hand side menu)



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

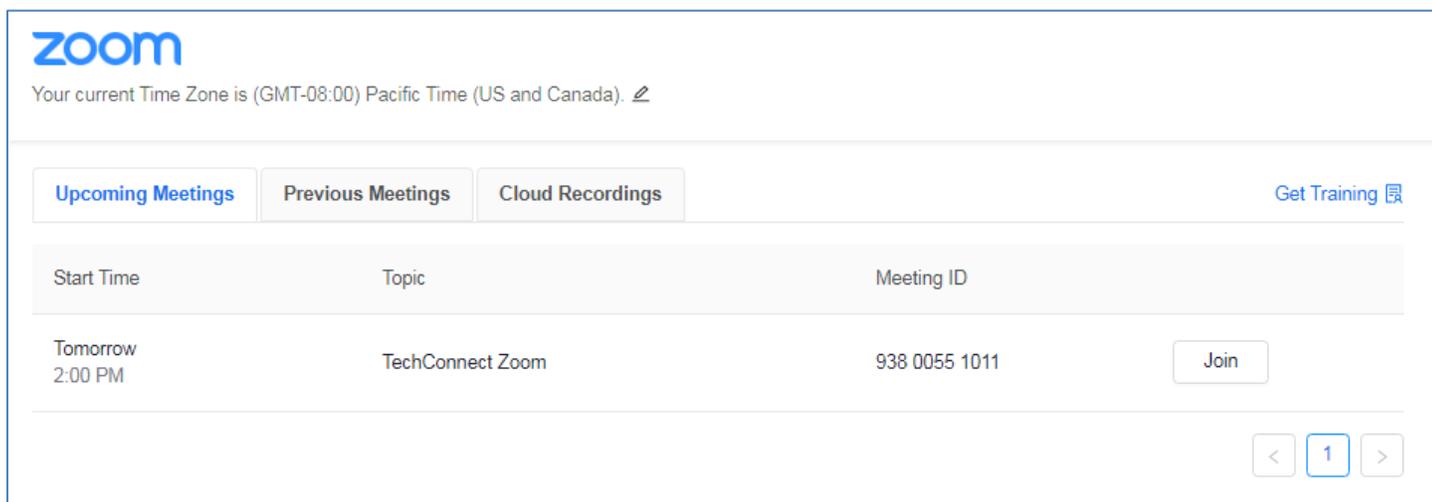


Once the Canvas Calendar is open, click on the event to view the details and join or edit/delete the meeting.



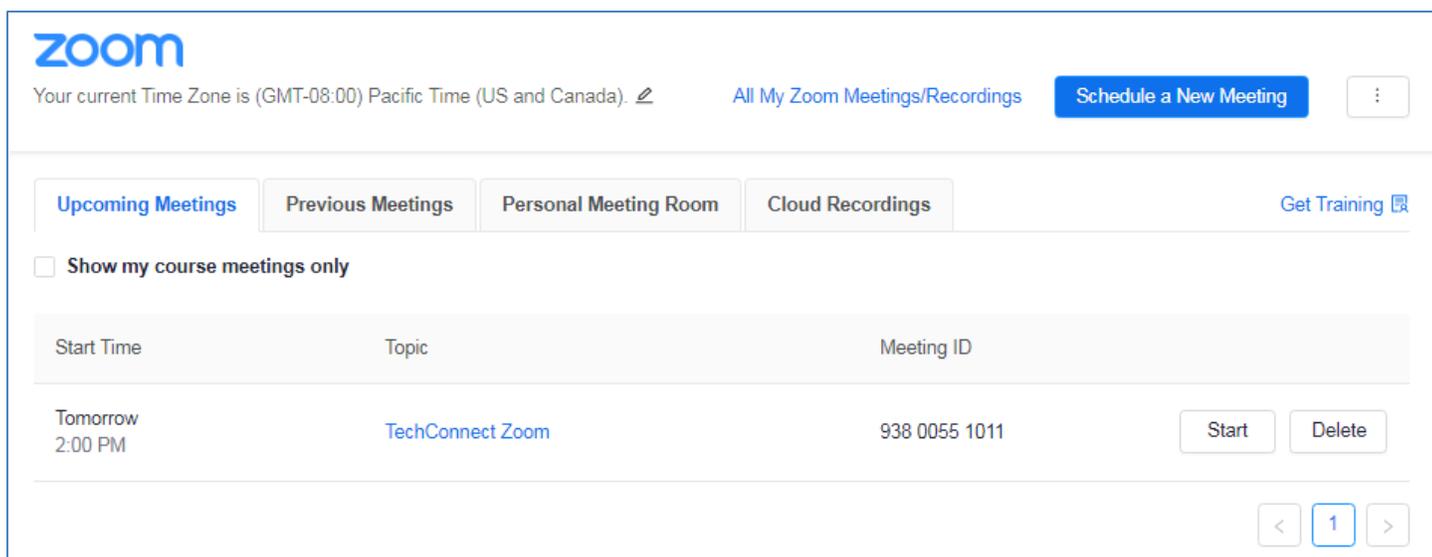
Note: Students can access the meeting from Canvas calendar or the TechConnect Zoom dashboard.

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



The screenshot shows the Zoom Student View dashboard. At the top left is the Zoom logo. Below it, the text reads "Your current Time Zone is (GMT-08:00) Pacific Time (US and Canada)." with a small edit icon. There are three tabs: "Upcoming Meetings" (selected), "Previous Meetings", and "Cloud Recordings". On the right, there is a "Get Training" link with an external icon. Below the tabs is a table with columns: "Start Time", "Topic", and "Meeting ID". A single row is visible with the following data: "Tomorrow 2:00 PM", "TechConnect Zoom", and "938 0055 1011". To the right of this row is a "Join" button. At the bottom right, there are navigation buttons: a left arrow, a box containing the number "1", and a right arrow.

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



The screenshot shows the Zoom Instructor View dashboard. At the top left is the Zoom logo. Below it, the text reads "Your current Time Zone is (GMT-08:00) Pacific Time (US and Canada)." with a small edit icon. To the right of this text are links for "All My Zoom Meetings/Recordings" and a blue "Schedule a New Meeting" button, followed by a three-dot menu icon. There are four tabs: "Upcoming Meetings" (selected), "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". On the right, there is a "Get Training" link with an external icon. Below the tabs is a checkbox labeled "Show my course meetings only" which is currently unchecked. Below the checkbox is a table with columns: "Start Time", "Topic", and "Meeting ID". A single row is visible with the following data: "Tomorrow 2:00 PM", "TechConnect Zoom", and "938 0055 1011". To the right of this row are "Start" and "Delete" buttons. At the bottom right, there are navigation buttons: a left arrow, a box containing the number "1", and a right arrow.

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.