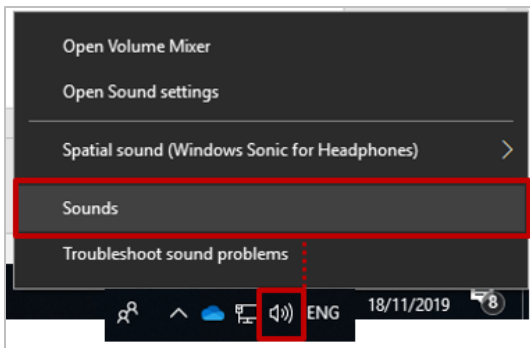


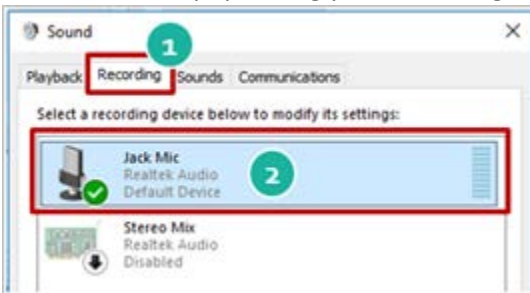
# Quick Start Guide: Using Zoom Meeting within Canvas

Check the configuration of your microphone and speaker

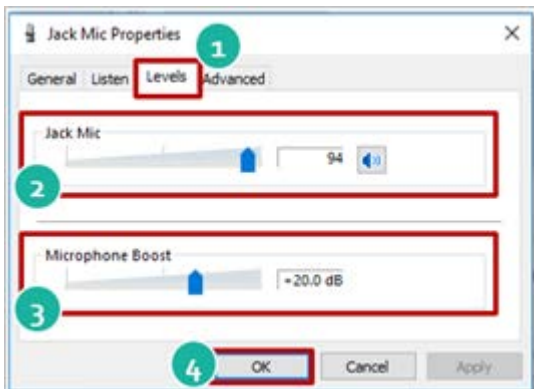
1. Right-click sound settings at the bottom right side of your monitor OR you may access Sounds through Control Panel



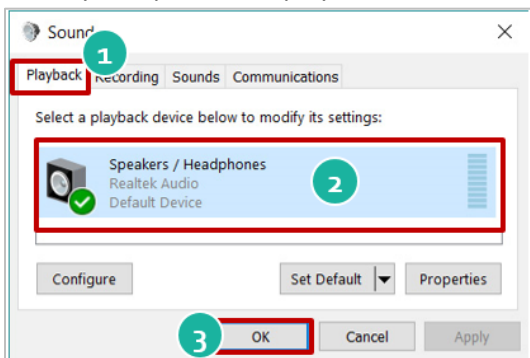
2. Click 'Levels' and adjust the microphone to a higher level. Suggest over 50 but less than 100, so the sound does not pop during your recording.



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.



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

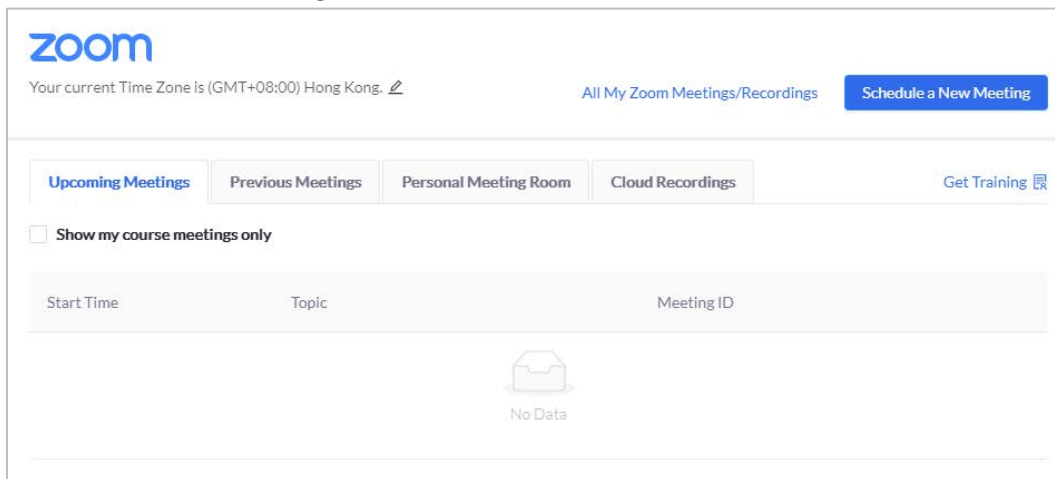


## Starting Zoom Meeting in the Canvas course

1. Zoom Meeting is by default enabled on your left navigation menu in your Canvas course.

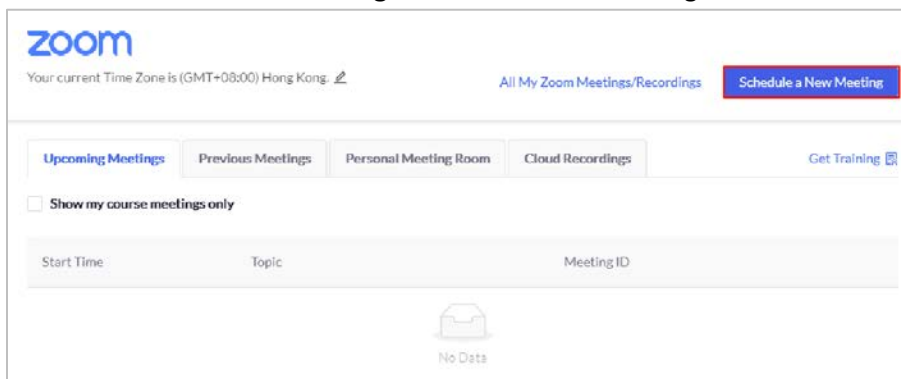


2. The landing page shows the information on Upcoming Meetings, Previous Meetings, Personal Meeting Room and Cloud Recordings.



## 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->

Duration: 1 hr 0 min

Time Zone: GMT+08:00 Hong Kong

**1**  Recurring meeting

---

Registration:  Required

---

Video: Host  on  off  
Participant  on  off

Audio:  Telephone  Computer Audio  Both

Require meeting password: 653679

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 3743351735

Enable waiting room

Record the meeting automatically

---

Alternative Hosts: Example: john@company.com, peter@school.edu

**2**

- 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.
- 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.

**zoom**  
Your current Time Zone is (GMT+08:00) Hong Kong. [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#)

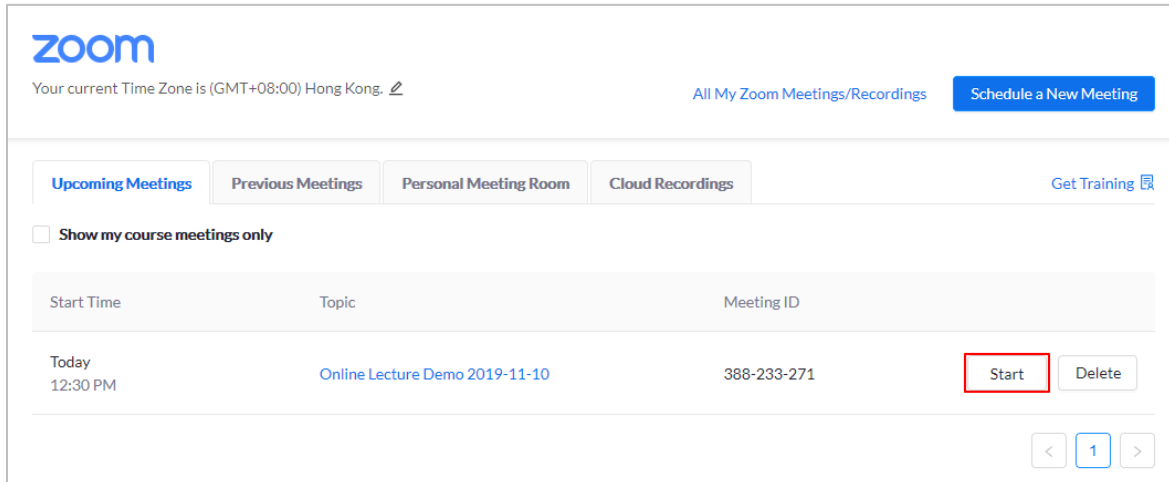
Show my course meetings only

Start Time	Topic	Meeting ID	
Today 12:30 PM	<a href="#">Online Lecture Demo 2019-11-10</a>	388-233-271	<input type="button" value="Start"/> <input type="button" value="Delete"/>

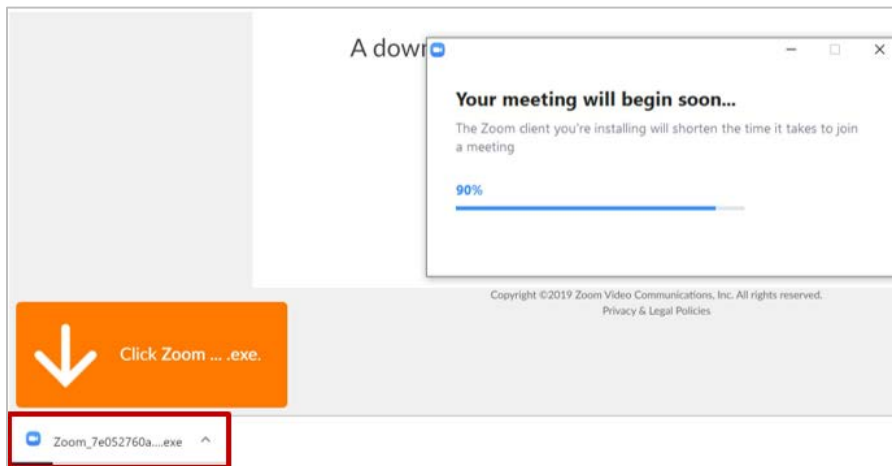
< 1 >

## Hosting a Zoom Meeting

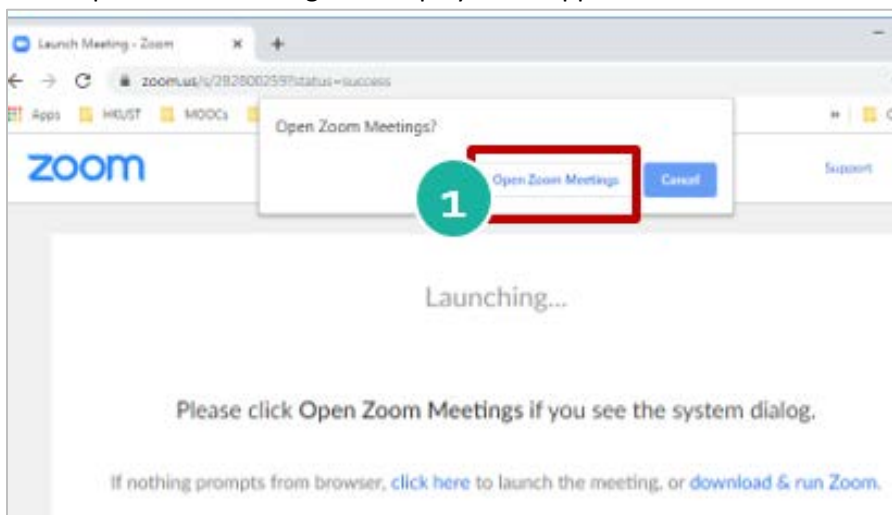
1. Click 'Start' to start the meeting session from the Upcoming Meetings list.



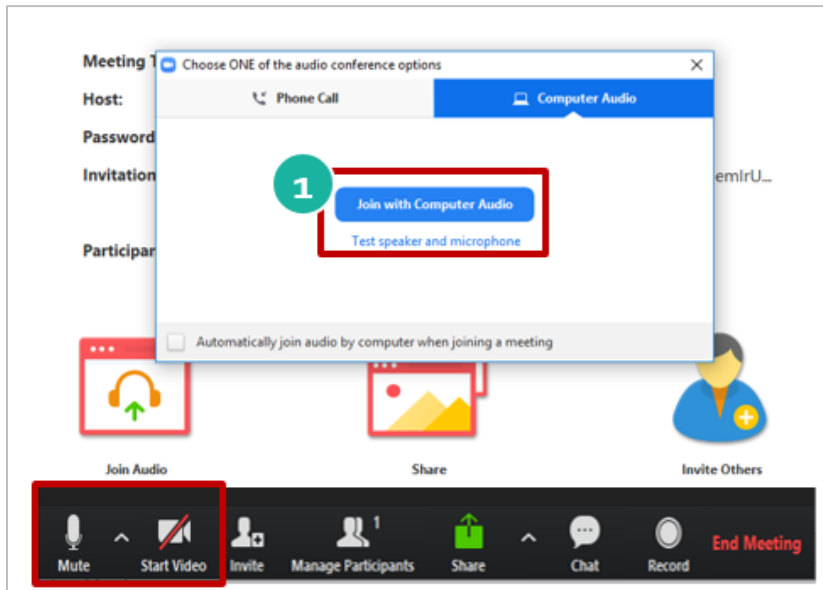
2. Zoom will download if you haven't already installed it. Follow instructions to install the player/controls; Or, if you already have it installed see instructions below.



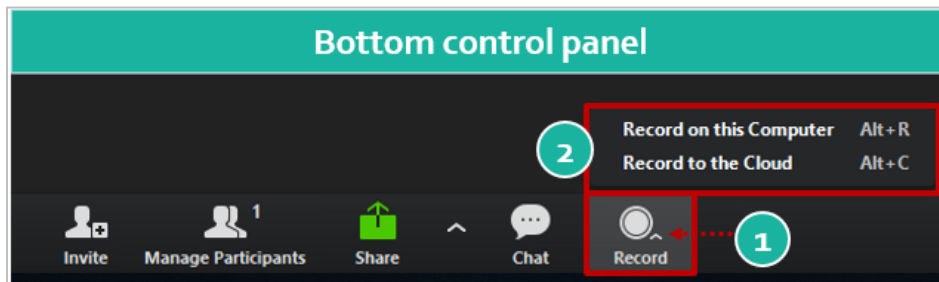
3. Click 'Open Zoom Meetings' Zoom player will appear.



- Click 'Join with Computer Audio'. You can test the microphone and video to make sure it works by following the 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.

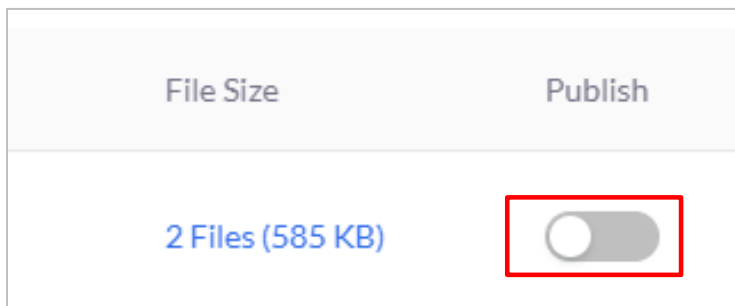


- Remember to click Record to record the session. Select **Record to Cloud** if you want to allow students to access the recording in the Cloud Recording tabs within the Canvas course. You will receive an email once your recording is ready.



Here is more information on [How to Record Lecture](#)

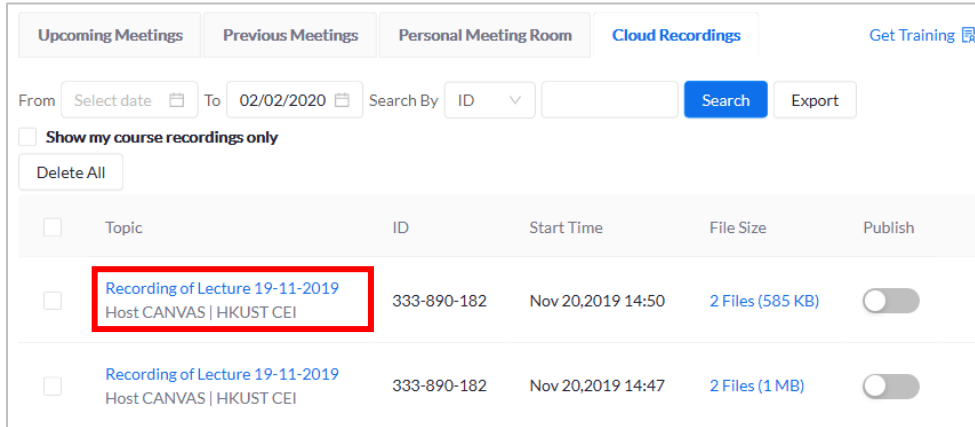
- After the recording is ready, please toggle the "Publish" under the Cloud Recordings tab to make it available to students to view it.



**Note:** The recording links in the HKUST Zoom cloud are not permanent. Please download files to your computer for back-up.

## Sharing the recorded video with a link

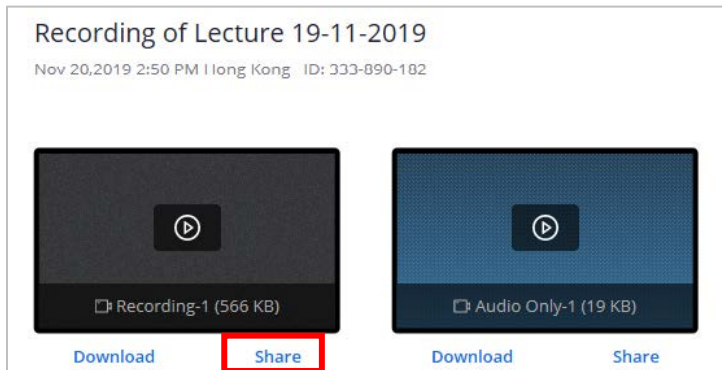
1. After the recording is ready in Cloud Recordings, click on the topic title to access the recording files of the session.



The screenshot shows the 'Cloud Recordings' tab in a software interface. At the top, there are navigation tabs: 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. Below these are search filters: 'From' (Select date), 'To' (02/02/2020), 'Search By' (ID), and buttons for 'Search' and 'Export'. A checkbox labeled 'Show my course recordings only' is present, along with a 'Delete All' button. The main area is a table with columns: 'Topic', 'ID', 'Start Time', 'File Size', and 'Publish'. Two rows are visible, both for 'Recording of Lecture 19-11-2019 Host CANVAS | HKUST CEI'. The first row has a file size of '2 Files (585 KB)' and the second row has '2 Files (1 MB)'. The 'Publish' column contains toggle switches.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish
<input type="checkbox"/>	Recording of Lecture 19-11-2019 Host CANVAS   HKUST CEI	333-890-182	Nov 20,2019 14:50	2 Files (585 KB)	<input type="checkbox"/>
<input type="checkbox"/>	Recording of Lecture 19-11-2019 Host CANVAS   HKUST CEI	333-890-182	Nov 20,2019 14:47	2 Files (1 MB)	<input type="checkbox"/>

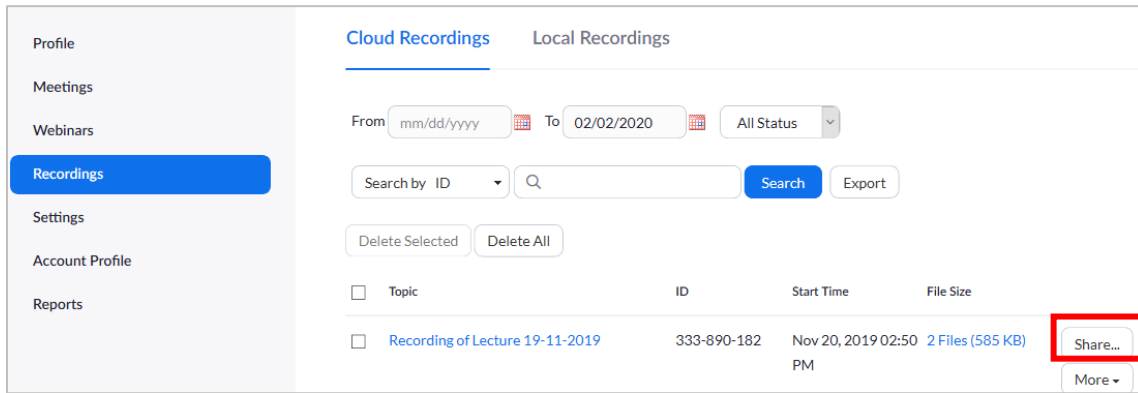
2. Click Share to obtain the link information.



The screenshot shows the details for a recording titled 'Recording of Lecture 19-11-2019'. It includes the date 'Nov 20,2019 2:50 PM | Hong Kong' and ID '333-890-182'. Below this are two video player thumbnails. The first is labeled 'Recording-1 (566 KB)' and the second is 'Audio Only-1 (19 KB)'. Under each thumbnail are 'Download' and 'Share' buttons. The 'Share' button for the first recording is highlighted with a red box.

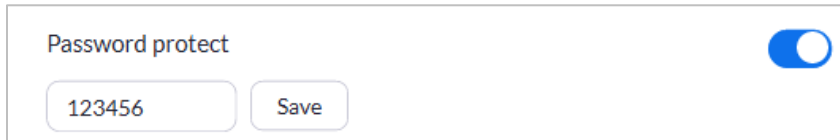
Note: This video link will be accessible to everyone with the link. To enable a password for the video access, you must enable it inside <https://hkust.zoom.us>.

After login, you can locate the recording from **Recordings > Cloud Recordings**. Click **Share**.



The screenshot shows the 'Cloud Recordings' interface. On the left is a sidebar with navigation options: Profile, Meetings, Webinars, Recordings (highlighted in blue), Settings, Account Profile, and Reports. The main content area has tabs for 'Cloud Recordings' and 'Local Recordings'. Below the tabs are filters for 'From' (mm/dd/yyyy), 'To' (02/02/2020), and 'All Status'. There is a search bar with 'Search by ID' and a 'Search' button, along with an 'Export' button. Below the search bar are 'Delete Selected' and 'Delete All' buttons. A table lists recordings with columns: Topic, ID, Start Time, and File Size. One recording is listed: 'Recording of Lecture 19-11-2019' with ID '333-890-182', Start Time 'Nov 20, 2019 02:50 PM', and File Size '2 Files (585 KB)'. A 'Share...' button is highlighted with a red box at the end of the row. A 'More' dropdown menu is also visible at the bottom right of the table.

Turn on **Password protect** and insert a prefer passcode and click **Save**.



The screenshot shows the 'Password protect' settings dialog. It features a toggle switch for 'Password protect' which is turned on. Below the toggle is a text input field containing the passcode '123456' and a 'Save' button.