# Access Zoom

Login to your Zoom account from a classroom computer so that you can access your scheduled Zoom meetings.

1. Navigate to <https://nsu.instructure.com>.
2. Enter your NSU username and password, then click **LOG IN**.



1. You will be redirected to Canvas dashboard landing page.
2. Click on a **course** where you have Zoom meetings scheduled in order to access it.



1. In your course menu you should have already added the **Zoom** menu item. Click on it to access the Zoom-Canvas integration.



1. You should see your Zoom **Upcoming Meetings** listed by default.



1. Click the **Start** button next to the meeting you would like to begin.



1. Click **Open Zoom** when the window appears that says, “Open Zoom? https://nova.zoom.us wants to open this application.”



1. Select **Join with Computer Audio** when the Zoom application prompts you to select how you would like to connect to the audio portion of the meeting.



1. After joining the audio portion of the meeting, the Zoom application will open.
2. You will have the following options available:



c.

j.

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b.

d.

* 1. **Mute/Unmute** your mic.
	2. **Start/Stop** your video.
	3. **Security** includes: 1. Lock meeting. 2. Enable waiting room. 3. Allow participants to screen share, rename themselves, and chat.
	4. Show/hide the **participants** panel.
	5. Show/hide the **chat**.
	6. **Share Screen** includes: 1. Whiteboard 2. Desktop 3. Specific applications 4. iPhone or iPad. 5. Content from a second camera (in advanced).
	7. Turn on **recording**.
	8. Display **reactions** (thumbs up, clap, etc…).
	9. **More** includes: 1. Closed captions. 2. Breakout rooms.
	10. **End** your meeting.
1. At the end of your meeting, the Zoom application should display the **Join a Meeting** and S**ign In** options on screen to validate you are not logged into Zoom anymore.



1. You will also want to make sure you sign out of Canvas in the internet browser you used to login. Click your **account** picture in the top left-hand corner of the browser and click **Logout**.



# Switching Between Two Cameras During a Meeting

If you have more than one web camera connected to your computer, you can actively switch back and forth between cameras during a Zoom session.

1. Click the **up arrow** to the right of the Start/Stop Video button on your Zoom control panel.
2. Click the **name of a camera** on screen to actively switch
or
Use the keyboard combination of **Alt + N** to switch on the fly.



# Publishing Your Zoom Recording to Canvas

After your recording has been completed a copy of it will be available in SharkMedia later that day. From the Media Gallery in your Canvas course, you can make your Zoom recording available to your students.

1. Access your Canvas course and select **Media Gallery.**



1. Locate the **Add Media** button in the upper right corner of your **course media gallery**.



1. Click the **checkbox** next to the recording you want to add to your course media gallery and click **Publish** in the top right corner.

