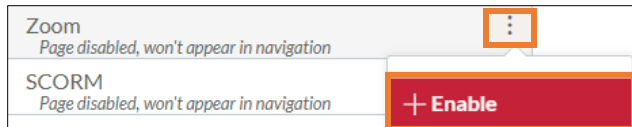


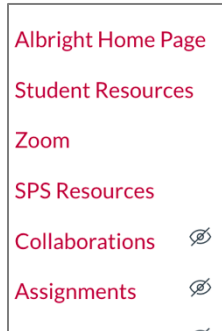
# HOW CAN I SCHEDULE ONLINE MEETINGS?

Canvas provides a simple way to schedule and host meetings with your students. Before scheduling meeting using the Zoom button in your Canvas course, please make sure you have a Zoom account associated with Albright. Visit [Albright.zoom.us](https://albright.zoom.us) and login with your Lion Link credentials to make sure your account is associated with Albright College.

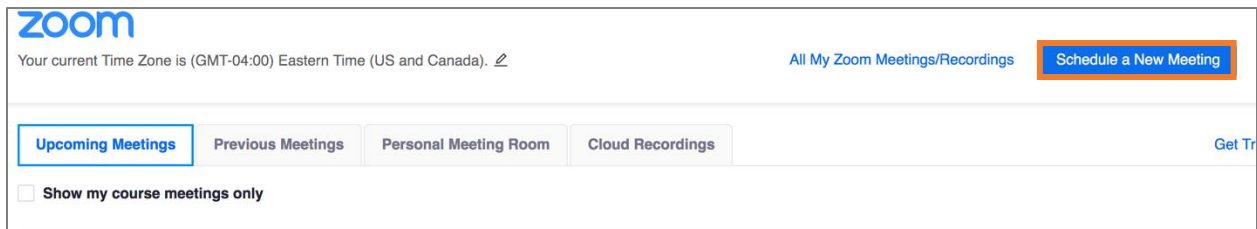
Note: You can make Zoom access easier in your course by going to Settings – Navigation. Click the menu button. Click Enable and Save.



You'll now see a link to the Albright Zoom page in your course navigation menu.



On the Albright Zoom page, click [Schedule a New Meeting](#)



Complete the meeting settings.

- **Topic:** the title of your meeting
- **When:** date and time of the meeting
- **Duration:** total amount of time the meeting will run for (you can enter a meeting early)
- **Recurring meeting:** meetings that will be used more than once in the course (e.g., weekly discussion meetings)
- **Video Host/Participant:** select whether you'd like your/your participants' video to be automatically turned on or off

# HOW CAN I SCHEDULE ONLINE MEETINGS?

---

- **Meeting Options Recommendations:**
  - Enable **Require meeting password**
  - We recommend **NOT** selecting **Enable join before host**
  - We recommend **NOT** selecting **Use Personal Meeting ID**
  - If you'd like automatic recordings of the meeting, select *Record the meeting automatically* and save the recording in the cloud.

Click [Save](#).

---

You will now see the meeting under Upcoming Meetings. Students in the course will see the meeting added to their course calendar.

Click the [Copy this Invitation](#) button. **Paste** the invitation wording into a course announcement that will be sent to all students.