Please take the following steps to set up Zoom and Canvas before class to prepare for conducting class remotely through Zoom, if you are able. If there is not time before class, please come to class prepared to take these steps before you can begin the lecture. Your faculty assistant or one of the AV techs will be present and available to assist.

**Faculty**

**In Zoom** -
- Navigate to [https://northwestern.zoom.us](https://northwestern.zoom.us)
- Select “Log In”
- Enter NetID and Password
If you are prompted for an email, you are likely signed in with your personal or other account. Try logging out of that account, or use a different browser (Chrome, Firefox, etc).

**Grant Scheduling Privileges in Zoom:**
- Select “Settings” in the menu bar on the left
- Select “Other” in the menu bar in the middle
- Under Schedule Privilege (towards the bottom), click the plus (+) sign
- Type in the email address of your Faculty Assistant in the pop-up box and press “Assign”.

**In Canvas**
- Log into Canvas
- Navigate to your course
- Scroll to the bottom of the menu on the left and click “Zoom”
- Authorize Zoom in Canvas, as prompted

**In Zoom**

**Scheduling a Meeting:**
- At the top right of the Zoom page, select “Schedule a Meeting”
- Name the Meeting (your course title)
- Enter date and time for the class
- Check “Recurring meeting”
- Set the Recurrence (options are “Daily”, “Weekly”, “Monthly”, or “No Fixed Time”)
- Under Meeting Options:
  - Check “Record the meeting automatically”
- All other default settings can stay
- Click “Save”
After the meeting has been created, click “Start this Meeting”.

Please post an announcement in Canvas to alert students to the Zoom meeting.

**Students**

Students may join Zoom meetings for class by:

- Follow the link emailed to them automatically when the conference was created
- Log into Canvas
- Click Zoom in the left option menu
- Click "Join"

Please reach out to your Faculty Assistant or AV with any questions.