

# Zoom

LOCATING ZOOM MEETINGS IN CANVAS

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FOR LONG BEACH CITY COLLEGE STUDENTS

# Overview

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In this tutorial, you will learn how to:

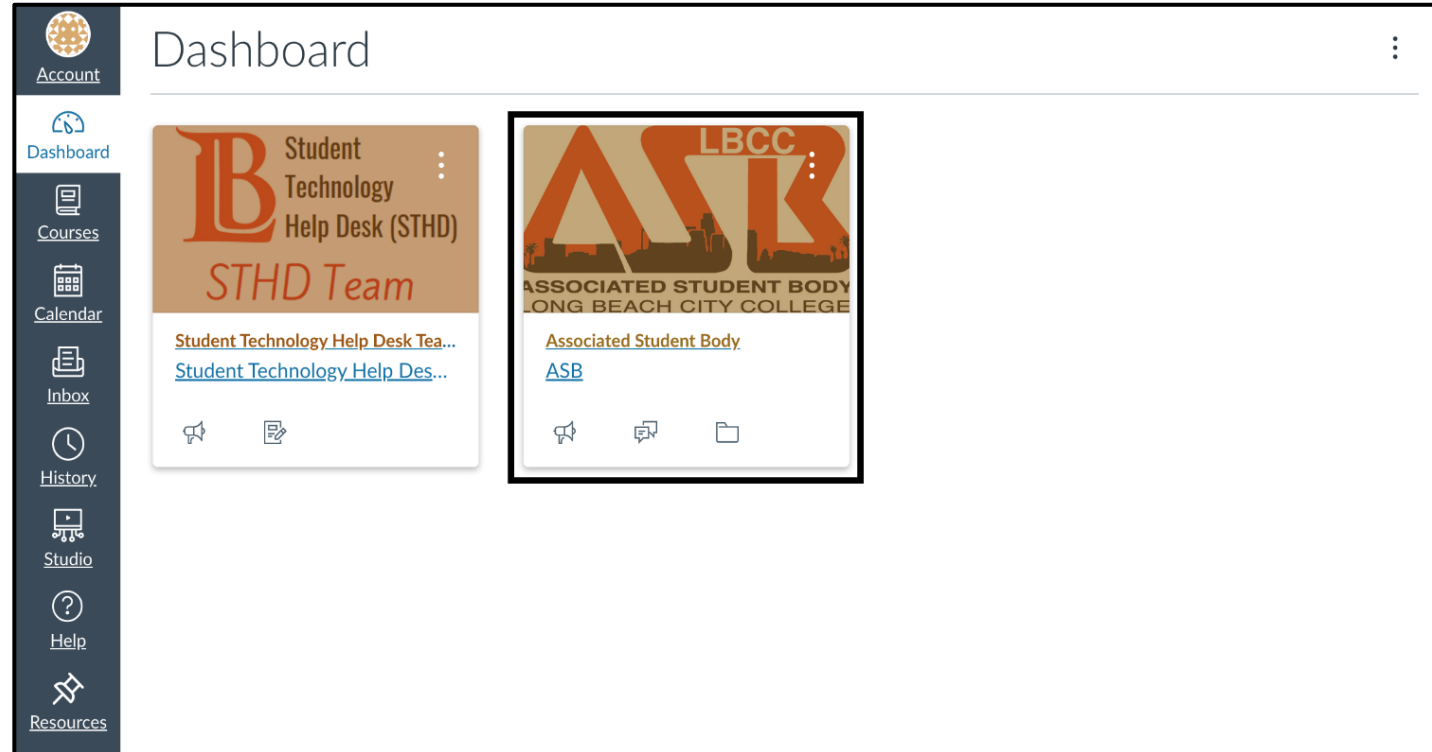
- Locate and access Zoom meetings in Canvas through the TechConnect Zoom and the Canvas Calendar.

## **\*Important Note\***

Not all instructors use the TechConnect Zoom or Calendar features in Canvas to post Zoom meeting information. Make sure to check your class syllabus for specific details regarding your class.

# Step 1: Navigate to Canvas

Navigate over to Canvas and **click on your class** from the dashboard. We will be using the ASB Canvas page for this demonstration.



# Step 2: Locate TechConnect Zoom

Using the menu on the left, click on **TechConnect Zoom**.

The screenshot shows the Canvas LMS interface for an ASB (Associated Student Body) user. On the left is a dark navigation sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, Help, and Resources. The main content area is titled 'ASB' and 'Home'. Under 'Home', there is a list of links: Announcements, Discussions, Pages, Files, BigBlueButton, Collaborations, NameCoach, and TechConnect Zoom. A black arrow points to the 'TechConnect Zoom' link. To the right of the navigation menu is the 'Recent Announcements' section, which contains three announcement cards. Each card has a profile picture, a title, a description, a 'Reply' link, and a 'Posted on' date and time. The first announcement is titled 'Suggestions Needed to Decide how to spend ASB Barnes & Noble Grant!' and is dated Nov 10, 2021, 2:40 PM. The second is 'District Committee Student Reps Needed!' dated Oct 3, 2021, 10:33 AM. The third is 'ASB Cabinet Application Available!' dated Oct 1, 2021, 8:39 PM. Below the announcements is a section titled 'Associated Student Body' with an external link icon.

# Step 3: Join a Meeting

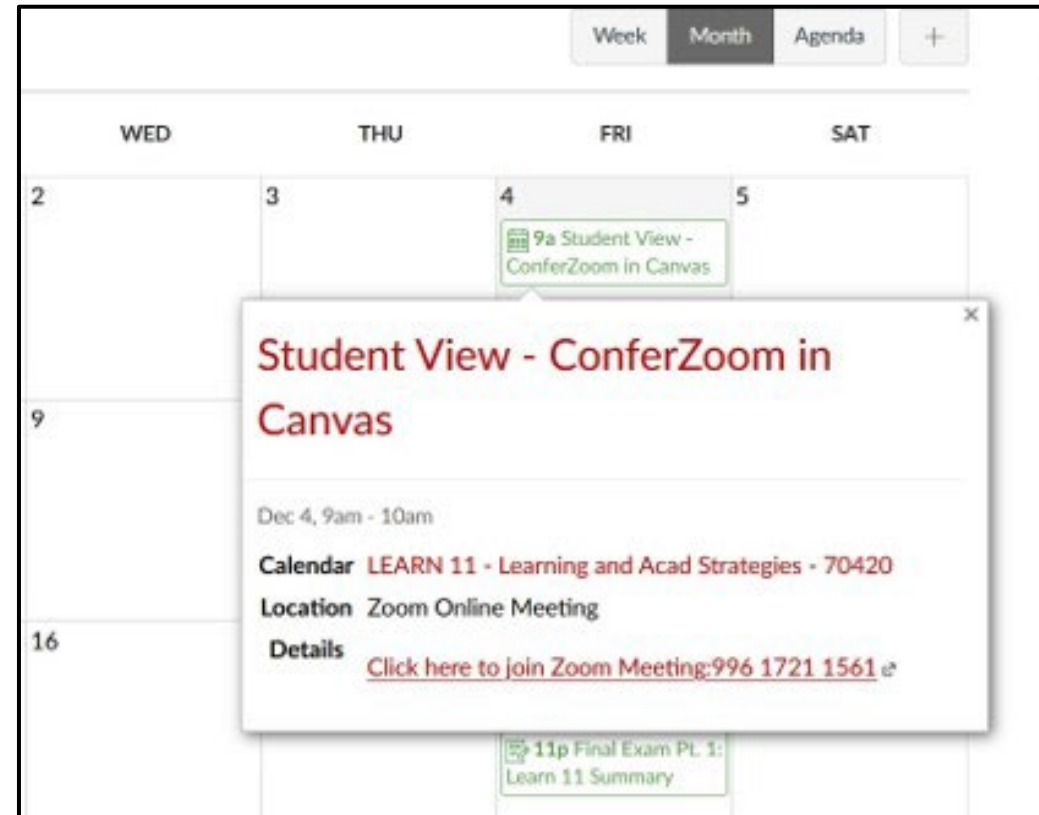
Upcoming meetings will be listed. Click **Join** to access the Zoom session. You can also use the tabs to view past meeting information as well as recordings of meetings if they are available.

The screenshot shows the Zoom interface within a Canvas LMS environment. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Studio, Help, and Resources. The main content area is titled 'ASB > TechConnect Zoom' and features the Zoom logo and navigation tabs for Home and Appointments. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. A table lists several recurring meetings, each with a 'Join' button. An arrow points to the 'Join' button for the 'ASB Cabinet Meeting'.

Start Time	Topic	Meeting ID	Join
Recurring	ASB Elections Committee	913 9628 2681	Join
Recurring	ASB Cabinet Meeting	928 5744 0819	Join
Recurring	ASB Finance Committee Meeting	956 9917 4430	Join
Recurring	ASB CSC Committee Meeting	990 1449 7200	Join
Recurring	ASB Basic Needs Committee Meeting	996 1006 0913	Join

# Using the Calendar Feature

In some cases, Zoom meeting links and information can be posted in your Canvas calendar. Click on the **Calendar** icon from the Canvas menu and locate your Zoom meeting link.



# Questions?

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If you run into any issues, or have further questions, please feel free to reach out to us!

- Website: [www.lbcc.edu/sthd](http://www.lbcc.edu/sthd)
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