

# Hosting an Online Class Session in Zoom

This guide will help you create your first Zoom meeting in your Canvas course site. Before you begin, please refer to the **Canvas Quickstart Checklist for Remote Teaching** guide on the [Distance Learning website](#) prior to scheduling any meetings for your class to ensure that you are prepared to teach online. Confirm that your device meets the [system requirements](#) for using Zoom before continuing. Most computers manufactured or built in the past ten years should be fine.

## Using Zoom in Canvas

Northwestern IT has created detailed guides in the Canvas Learning Center to guide you through creating a Zoom account and using it for a class meeting in Canvas. The two guides linked in the following list will give you all the information you need to begin using Zoom.

- To begin using your Zoom account, follow the [Virtual Meetings - Zoom: Getting Started & Support Options](#) guide
- To configure the settings for your Zoom meeting, follow the [Zoom in Canvas](#) guide

## Additional Resources

If you want to know more about Zoom or need additional help, you can receive additional support from Zoom and Northwestern IT.

### Get Support from Zoom

Zoom offers daily training webinars, live support, [video tutorials](#), and a comprehensive [help center](#). You can also join a test meeting at any time to test your internet, audio, and video connections.

### Learn More

Visit the [Zoom Conferencing Service page](#) on the IT website for more information and visit the [IT Knowledge Base](#) for step-by-step instructions on how to schedule and attend meetings using Zoom.

Please direct any questions about using Zoom to the IT Support Center at 847-491-HELP (4357) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu).

### For School of Professional Studies Instructors and Teaching Assistants

Review the other tip sheets available on the [Distance Learning website](#), including *Assessments and Grading for Remote Teaching*; *Tips for Creating Successful Online Discussions*; *Engagement When Teaching Remotely*; and *Critical Accessibility Supports for Remote Teaching*. The [University of Montana](#) has a helpful template for facilitating a live, online class called [Teaching a Live, Online Session Checklist & Resources](#). If you are a School of Professional Studies faculty member and need additional support, please email [distanceeducation@northwestern.edu](mailto:distanceeducation@northwestern.edu).