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.

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.