Cheat Sheet Instructions to Record Using Zoom from Canvas

**Step 1.** Open Google chrome. Click on Quick Links: Faculty. Select Canvas from the list. Click the button LOGIN TO CANVAS.

**Step 2.** Run through the DUO authentication by entering your net id and password. Enter Canvas. Select your course.

**Step 3.** Under Home menu, scroll down and click on the link: Zoom Conferencing.

**Step 4.** Under Online Class Meetings, click on the Topic link you like to record for. For training purpose, I will select 8. Dec 11, 2020.

**Step 5.** You will be prompted to open Zoom Meetings. Click Open Zoom Meetings.

**Step 6.** Click, “Join with Computer Audio”.

**Step 7.** When you click record, it will prompt you to ask the host to give you permission to record.

**Step 8.** Instead click on participants and Claim Host.

**Step 9.** Enter the 6-10-digit Host Key to claim host role. If you don’t have it, Click the blue link: Sign in to Claim Host.

*Note: The Host Key can be found under Meetings in your Personal Profile.

**Step 10.** Once you enter the Host Key or Sign in, you will be allowed to record.

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