

Getting Started

1. **Log into fit.zoom.us** with your @fit.edu email address and TRACKS password. *Hint:* For student accounts, drop the 'my.', e.g. myacct2020@fit.edu.
2. **Are you Licensed?** Watch: [How to check your Zoom account status](#)
3. If not: **Send an email to jgriggs@fit.edu** to request a Pro Zoom License. Be sure you have logged in at least once before making the request.
4. **Log into Canvas** and find your courses. *Hint:* If the course you're looking for isn't on the dashboard, click Courses, then All Courses. There you can edit which courses appear on the dashboard.
5. Enter the course and **verify Zoom and Panopto Recordings are on the main menu.** *Hint:* If they're missing, enable them under Settings-> Navigation. Watch: [Activating Zoom and Panopto in Canvas](#). Watch: [2 Minutes to Better Course Design](#)
6. **Click Zoom in Canvas and Authenticate if prompted.** *Hint:* If you get an error, make sure you have logged into fit.zoom.us at least once. Double check that you are not signed into Zoom with a different account. Try closing the browser and exit Zoom, then reopen Canvas and retry authorization. Do not use private/incognito browsing when authorizing.
7. **Schedule Weekly Recurring Meetings** for this course. Watch: [The Zoom Integration in Canvas](#) *Hint:* If you need to edit settings for the meeting after saving, you can't do that through Canvas. Instead, you can edit the settings through fit.zoom.us.
8. **Click Panopto in Canvas and Authorize if prompted.**
9. You're all set! *Next:* Record and Share a Test Video

