



# Zoom tips and reminders!

Faculty and Instructional Development



## Schedule Meetings in Canvas

It is recommended that you use the Zoom menu link in Canvas to [schedule RTV class meetings](#) and that you add the RTV class meetings to the Canvas course calendar. By using the Zoom menu link, students will have an at-a-glance view of the schedule of meeting times and quick access to meetings.



## Email Students Zoom Invitation

It is recommended to also copy the [Zoom meeting invitation](#) and send to students via Canvas messages or announcements in case the student is unable to see the Zoom link in Canvas.



## Update Your Syllabus

Update your syllabus with information on technical requirements, netiquette, and information on how to access the synchronous sessions. Please see this [sample syllabus statement](#).

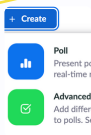


## Keep Track of Attendance

There are many creative ways to take attendance:

- Canvas [roll call attendance tool](#).
- Pull attendance records that can be found in the [Zoom web portal Reports](#) can be run 30 minutes after the class has ended.
- Have students take a [poll in Zoom](#) and download the poll report after class.
- Ask students to answer a question in the chat. If students have named themselves something different than appears on your roster, encourage them to let you know their preferred name to ensure they receive credit for attendance. You can set your Zoom settings to [enable auto-save chat](#) or manually download the chat after each class.

## What's New?



## Quizzing with Zoom Polls

Polls provide an opportunity to gather information in formative feedback using single or multiple choice polling questions, with advanced options for matching ranking, providing short/long answers, and setting correct answers to have the [poll function as a quiz](#).