



# TechConnect Zoom Guide for Faculty

## About

*Updated 7/15/25.*

These steps show faculty & instructors how to access TechConnect Zoom in Canvas.

The steps from this guide are taken from the [Canvas – TechConnect Zoom – Instructor Guide](#) offered by CCC TechConnect.

Additional live trainings are offered weekly by CCTechConnect, under their [TechConnect Zoom Live Online Training sessions](#).

For students, please have them follow the [Canvas – TechConnect Zoom – Student Guide](#).

To [troubleshoot problems](#) with TechConnect Zoom in Canvas -- please contact the [Distance Education department](#) at your campus, [CCTechConnect Support](#), or [24/7 Canvas Support Hotline](#).

For assistance with all other IT issues, please contact the [ITS Help Desk](#).

See an Important note on

## Important Note on Zoom Recording Retention policies

See the steps on how to **Download Cloud Recordings** if you want to save copies of your Cloud recordings.

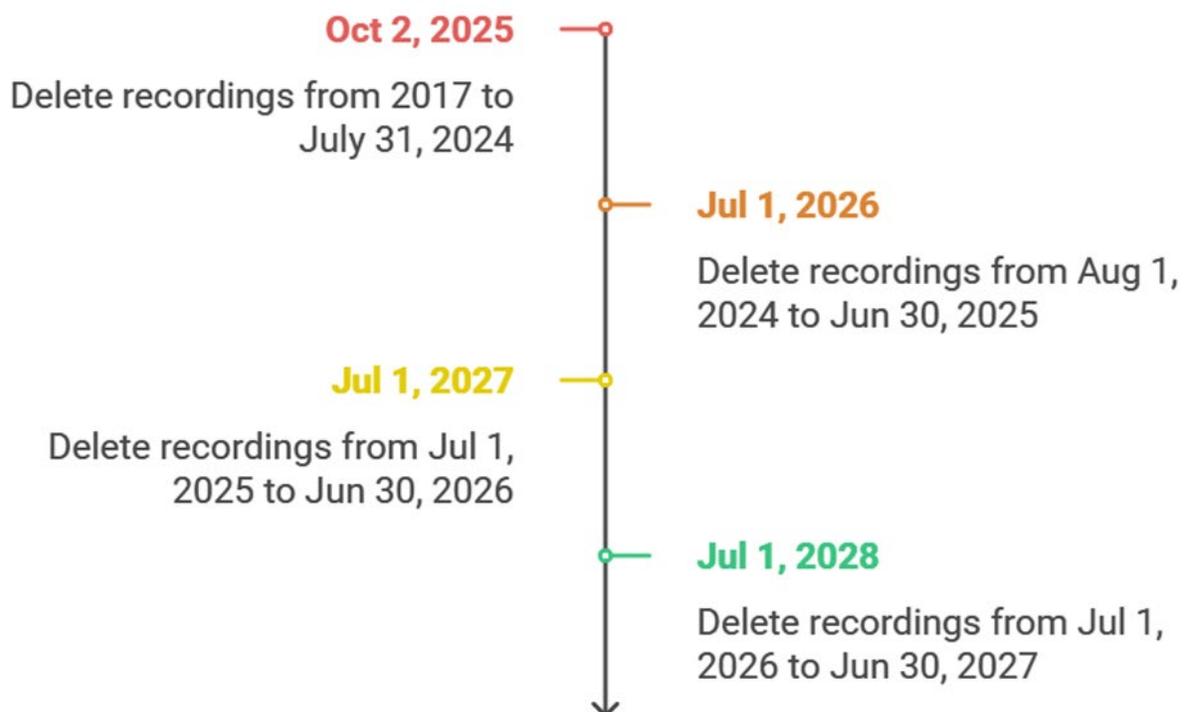
### From CCC Tech Connect:

As per the CCCC memo ([California Community Colleges Memo August 27, 2024](#)) and our data retention policy ([Zoom Recordings and Transcripts Retention Policy – CCC TechConnect](#)), we will be implementing a cleanup of Zoom recordings.

**Please be advised that all recorded Zoom recordings prior to July 31, 2024, and associated files will be deleted by October 2nd, 2025.**

**Here is the timeline:**

### Zoom Recordings Deletion Schedule



# Table of Contents

<b>ABOUT .....</b>	<b>1</b>
<b>IMPORTANT NOTE ON ZOOM RECORDING RETENTION POLICIES .....</b>	<b>2</b>
<b>TABLE OF CONTENTS.....</b>	<b>3</b>
<b>ACCESS TECHCONNECT ZOOM IN CANVAS.....</b>	<b>4</b>
STEP 1 – LOGIN TO CANVAS AND NAVIGATE TO YOUR COURSE.....	4
STEP 2 – OPEN TECHCONNECT ZOOM FROM COURSE NAVIGATION.....	4
<b>ADD TECHCONNECT ZOOM TO CANVAS NAVIGATION .....</b>	<b>5</b>
STEP 1 – LOGIN TO CANVAS AND NAVIGATE TO YOUR COURSE.....	5
STEP 2 – OPEN THE SETTINGS MENU AND SELECT THE NAVIGATION TAB .....	5
STEP 3 – DRAG AND DROP THE TECHCONNECT ZOOM TOOL TO THE COURSE NAVIGATION LIST .....	6
<b>IMPORT AN EXISTING MEETING OR RECORDING FROM ZOOM TO CANVAS .....</b>	<b>7</b>
STEP 1 - SIGN INTO YOUR ZOOM ACCOUNT .....	7
STEP 2 - NAVIGATE TO MEETINGS > UPCOMING, AND COPY THE MEETING ID .....	7
STEP 3 – IMPORT THE MEETING ID INTO TECHCONNECT ZOOM.....	8
<b>SCHEDULE A NEW MEETING USING TECHCONNECT ZOOM.....</b>	<b>9</b>
STEP 1 – SIGN IN TO CANVAS AND ACCESS TECHCONNECT ZOOM .....	9
STEP 2 – SELECT SCHEDULE A NEW MEETING.....	9
STEP 3 – ENTER THE INFORMATION FOR THE NEW MEETING AND SAVE .....	10
<b>ADD A SCHEDULED MEETING TO ANOTHER COURSE .....</b>	<b>11</b>
STEP 1 – SCHEDULE THE MEETING AND COPY THE MEETING ID OF THE FIRST COURSE .....	11
STEP 2 – LOGIN TO CANVAS AND ACCESS TECHCONNECT ZOOM IN THE SECOND COURSE .....	11
STEP 3 – IMPORT THE MEETING ID INTO THE SECOND COURSE.....	12
<b>VIEW UPCOMING MEETINGS .....</b>	<b>13</b>
STEP 1 – SIGN IN TO CANVAS AND ACCESS TECHCONNECT ZOOM .....	13
STEP 2 – SELECT THE UPCOMING MEETINGS TAB AND START THE MEETING .....	13
<b>VIEW PREVIOUS MEETINGS AND ATTENDANCE REPORTS.....</b>	<b>14</b>
STEP 1 – SIGN IN TO CANVAS AND ACCESS TECHCONNECT ZOOM .....	14
STEP 2 – SELECT THE PREVIOUS MEETINGS TAB AND SELECT REPORT TO VIEW ATTENDANCE REPORTS.....	14
<b>PERSONAL MEETING ROOM .....</b>	<b>15</b>
STEP 1 – SIGN IN TO CANVAS AND ACCESS TECHCONNECT ZOOM .....	15
STEP 2 – SELECT THE PERSONAL MEETING ROOM TAB .....	15
<b>CLOUD RECORDINGS.....</b>	<b>16</b>
STEP 1 – SIGN IN TO CANVAS AND ACCESS TECHCONNECT ZOOM .....	16
STEP 2 – SELECT THE CLOUD RECORDINGS TAB .....	16
STEP 3 - DOWNLOAD CLOUD RECORDINGS .....	17
<b>TROUBLESHOOTING PROBLEMS.....</b>	<b>18</b>

TRUBLESHOOTING CANVAS ISSUES.....	18
TRUBLESHOOTING TECHCONNECT CONFERZOOM PROBLEMS.....	18
TRUBLESHOOTING SIGN-IN PROBLEMS.....	18

## Access TechConnect Zoom in Canvas

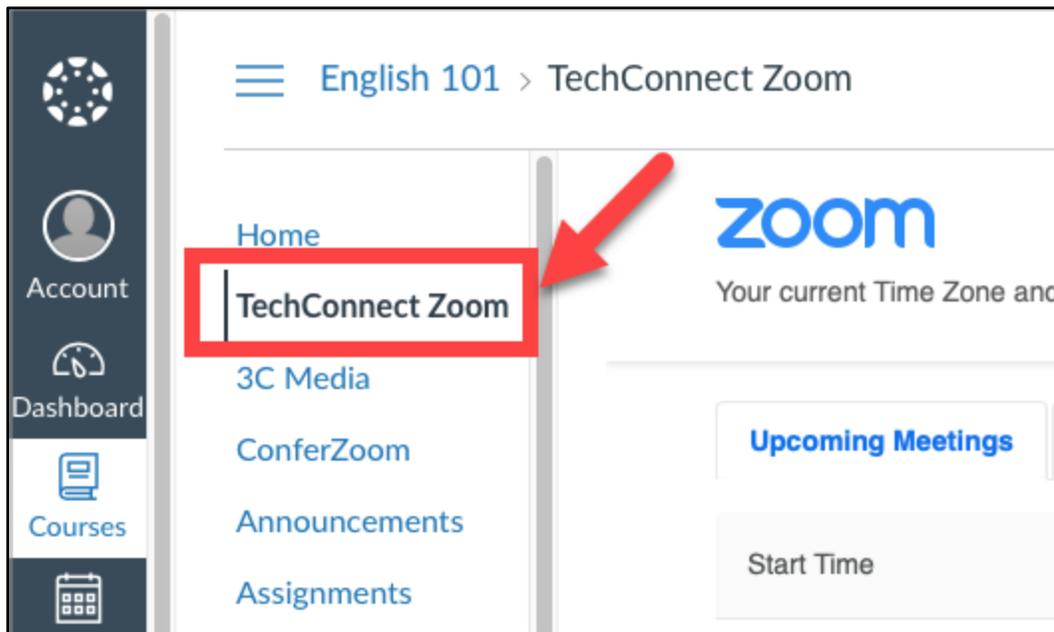
### Step 1 – Login to Canvas and Navigate to your Course

Login to [Canvas](#), and navigate to your Course.

### Step 2 – Open TechConnect Zoom from Course Navigation

Once in your Course, select "**TechConnect Zoom**" from the course navigation.

If this is your first time using "**TechConnect Zoom**" you will be prompted to authenticate your account allowing Canvas to access your Zoom account.



## Add TechConnect Zoom to Canvas Navigation

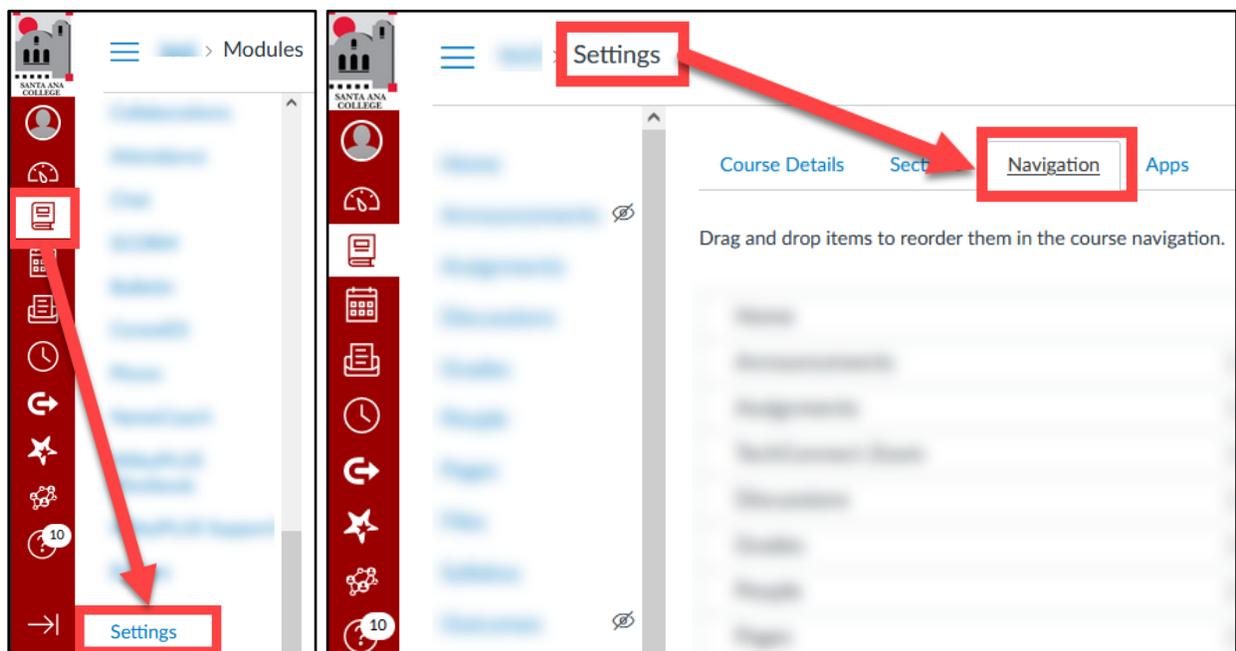
If you do not see the TechConnect Zoom tool in Canvas, it may be hidden under Navigation options. Follow the steps below to make it visible.

### Step 1 – Login to Canvas and Navigate to your Course

Login to [Canvas](#), and navigate to your Course.

### Step 2 – Open the Settings menu and select the Navigation tab

Once in your Course, select **Settings** from the course navigation. Then select the **Navigation** tab.

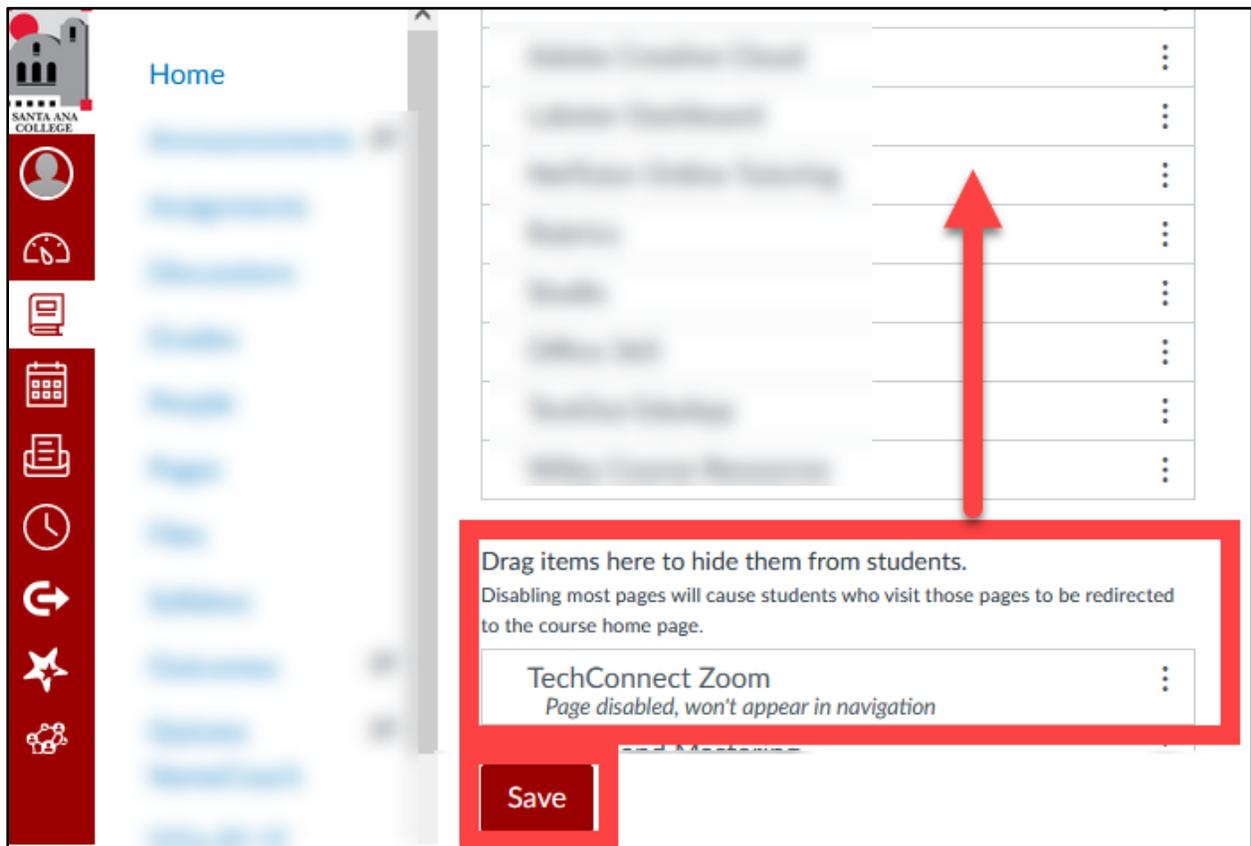


### Step 3 – Drag and drop the TechConnect Zoom tool to the Course Navigation list

From the Navigation tab, scroll down to the bottom of the list to find the section for ***“Drag items here to hide them from students.”***

Select the **TechConnect Zoom tool** and drag it to the list above for ***“Drag and drop items to reorder them in the course navigation.”*** This will make the tool visible in the navigation menu.

When complete, select the **Save** button.



## Import an Existing Meeting or Recording from Zoom to Canvas

**Meetings** scheduled directly in Zoom can be imported into your course in the TechConnect Zoom tool in Canvas.

**Recordings** in your Zoom account can also be imported - the steps are exactly the same.

### Step 1 - Sign into your Zoom account

Sign into your Zoom account on the [desktop app](#) or on the [Zoom website](#).

### Step 2 - Navigate to Meetings > Upcoming, and copy the Meeting ID

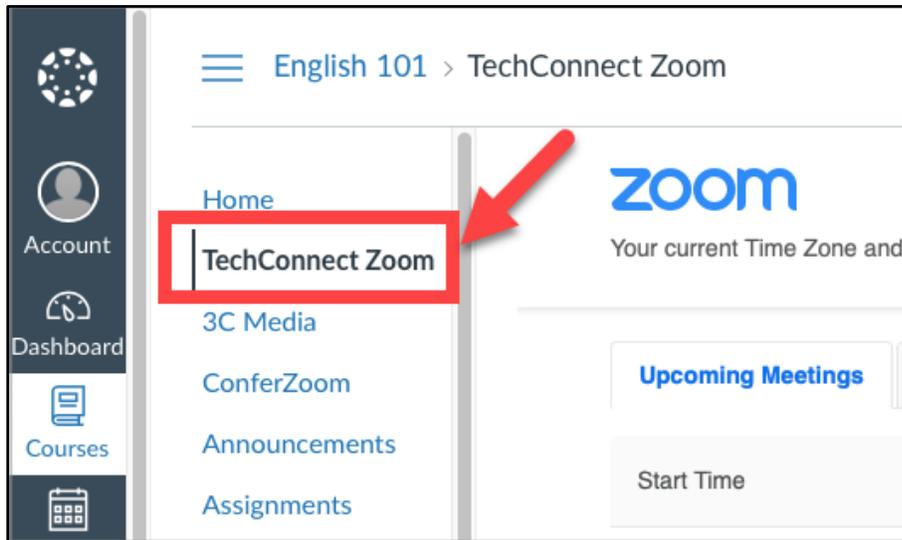
After signing in, navigate to **Meetings > Upcoming**.

**Copy the Meeting ID** for the scheduled meeting to be imported into Canvas.

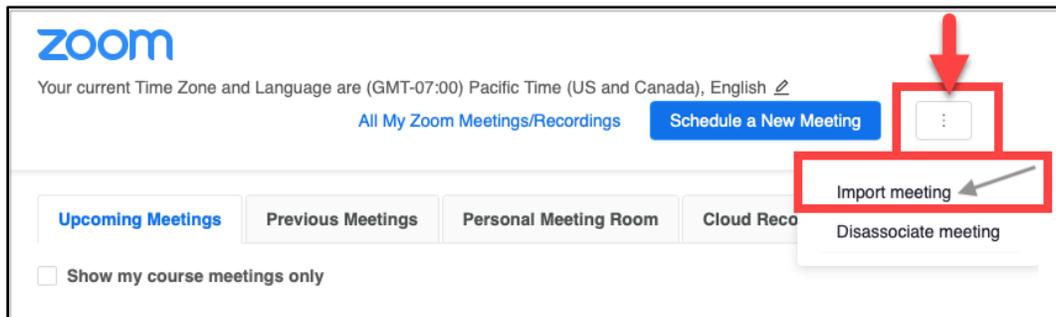


### Step 3 – Import the Meeting ID into TechConnect Zoom

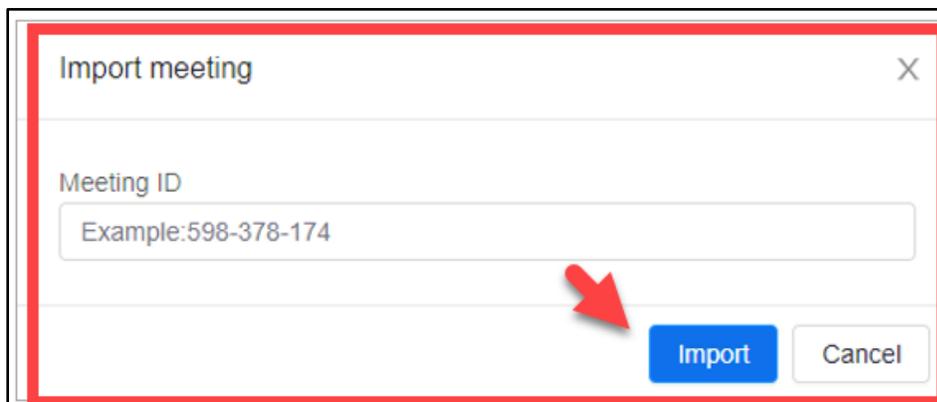
Return to [Canvas](#) and [access TechConnect Zoom](#).



Select the 3 dots icon next to Schedule a New Meeting, select **Import meeting**.



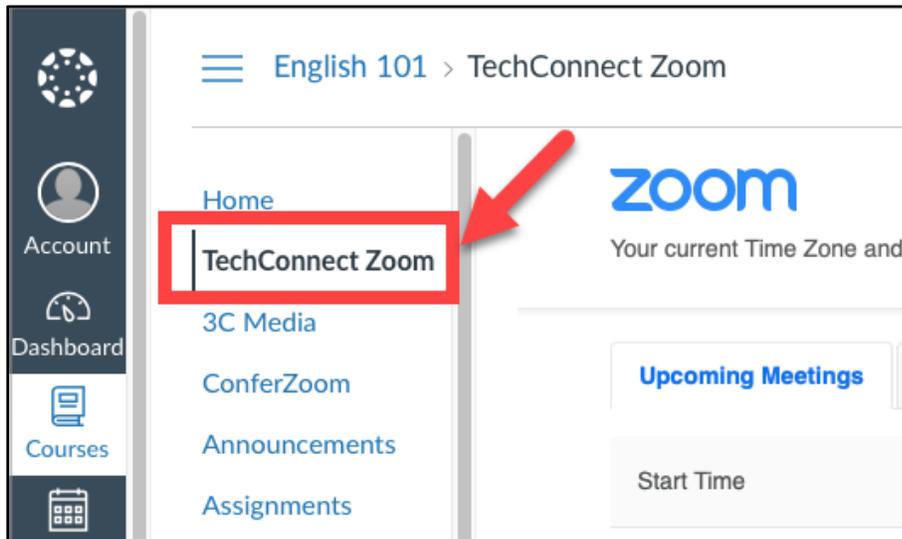
Enter the Meeting ID, and select **Import**.



## Schedule a New Meeting using TechConnect Zoom

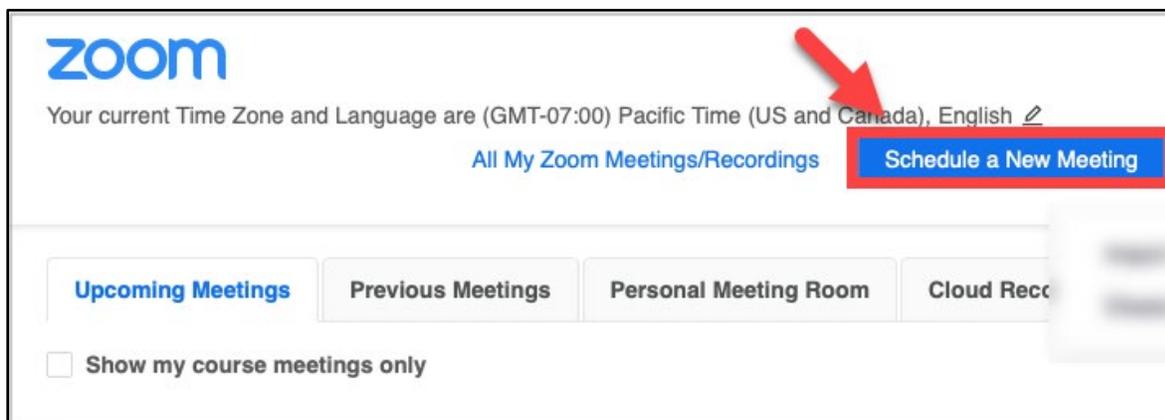
### Step 1 – Sign in to Canvas and Access TechConnect Zoom

Login to [Canvas](#) and [access TechConnect Zoom](#).



### Step 2 – Select Schedule a New Meeting

From TechConnect Zoom, select the button for Schedule a New Meeting.

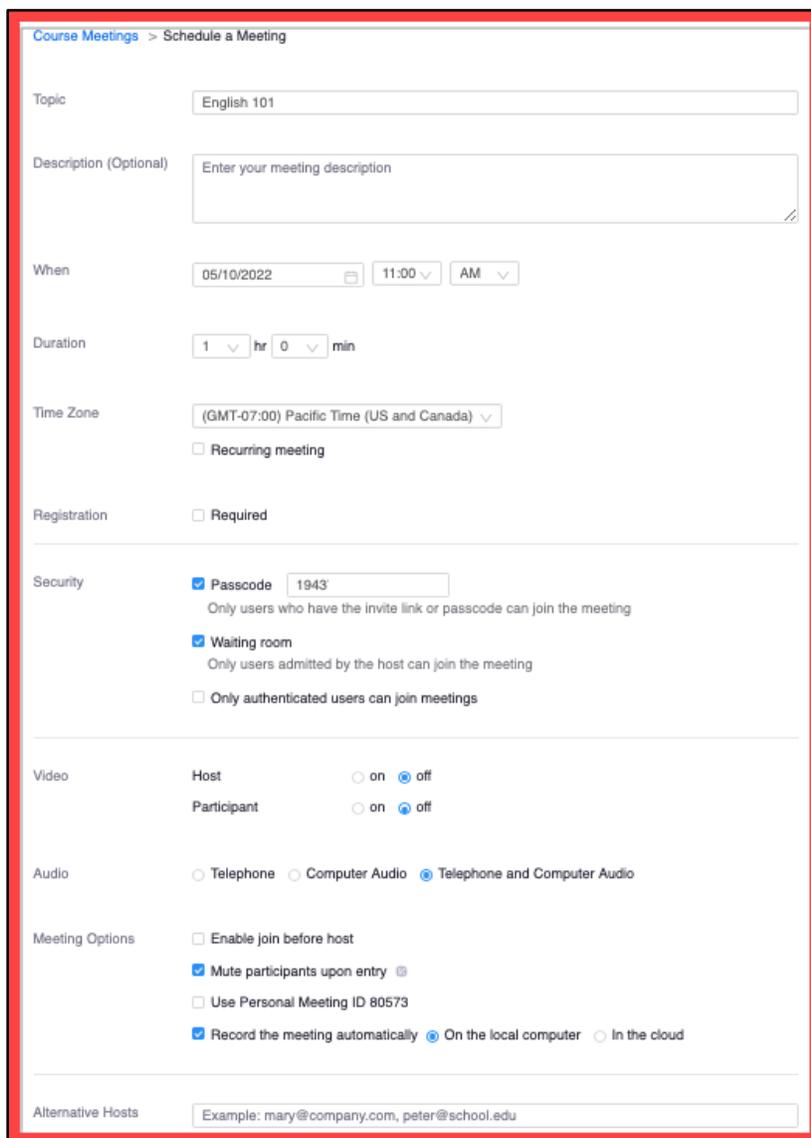


### Step 3 – Enter the information for the new Meeting and Save

The default features settings in your Zoom account will apply to all scheduled meetings and classes. The form here also allows you to select or deselect the default feature on a per meeting basis.

When scheduled, the connection will be made for the meetings to also appear in your Zoom account.

**Enter the appropriate information for the new meeting, and then click the Save at the bottom of the page.**



The screenshot shows the 'Schedule a Meeting' form in a Zoom interface. The form is titled 'Course Meetings > Schedule a Meeting' and contains the following sections:

- Topic:** A text input field containing 'English 101'.
- Description (Optional):** A large text area with the placeholder text 'Enter your meeting description'.
- When:** A date picker set to '05/10/2022', a time dropdown set to '11:00', and an AM/PM dropdown set to 'AM'.
- Duration:** Two dropdown menus set to '1' hour and '0' minutes.
- Time Zone:** A dropdown menu set to '(GMT-07:00) Pacific Time (US and Canada)'. Below it is an unchecked checkbox for 'Recurring meeting'.
- Registration:** An unchecked checkbox for 'Required'.
- Security:** A checked checkbox for 'Passcode' with a text input field containing '1943'. Below it is the text 'Only users who have the invite link or passcode can join the meeting'. There is also a checked checkbox for 'Waiting room' with the text 'Only users admitted by the host can join the meeting', and an unchecked checkbox for 'Only authenticated users can join meetings'.
- Video:** Two rows of radio buttons. The first row is for 'Host' with 'on' and 'off' options, where 'off' is selected. The second row is for 'Participant' with 'on' and 'off' options, where 'off' is selected.
- Audio:** Three radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio', where 'Telephone and Computer Audio' is selected.
- Meeting Options:** Four checkboxes: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), 'Use Personal Meeting ID 80573' (unchecked), and 'Record the meeting automatically' (checked). Below the last checkbox are two radio buttons for 'On the local computer' (selected) and 'In the cloud'.
- Alternative Hosts:** A text input field with the placeholder text 'Example: mary@company.com, peter@school.edu'.

## Add a Scheduled Meeting to Another Course

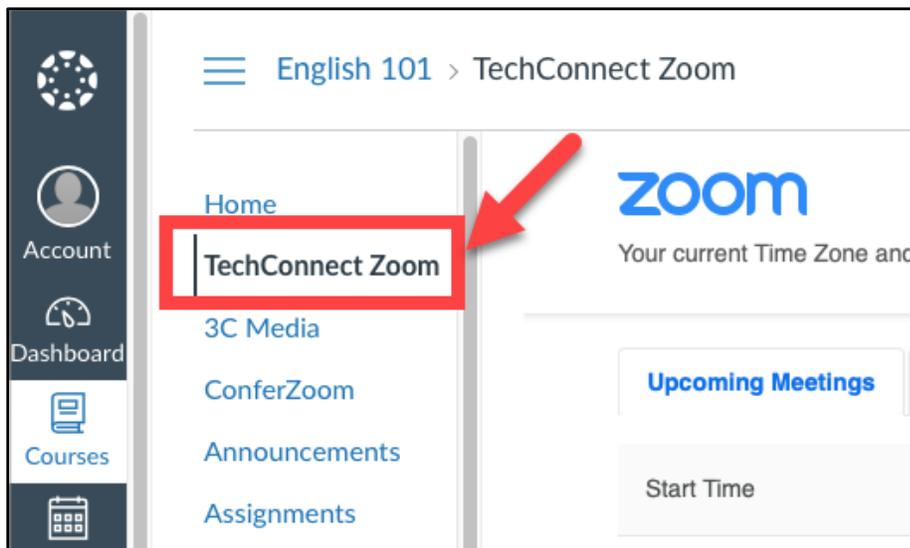
Meetings can be scheduled in one course, then shared with other courses in which you are a teacher. This method can be used for open office hours courses.

### Step 1 – Schedule the meeting and copy the meeting ID of the first course

First, follow the steps to [schedule the meeting](#) for the *first course*. Then [copy the meeting ID](#) of the first course.

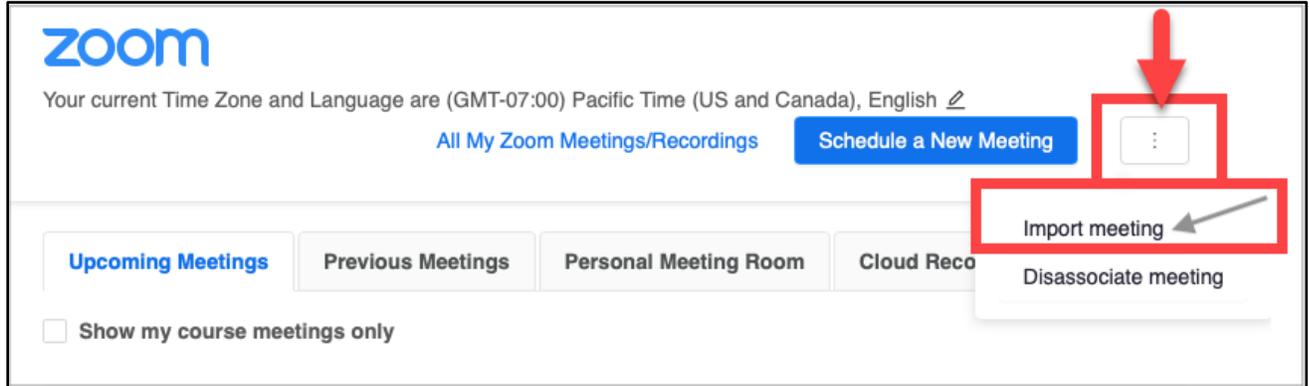
### Step 2 – Login to Canvas and Access TechConnect Zoom in the second course

Login to [Canvas](#) and [access TechConnect Zoom](#) in the *second course*.

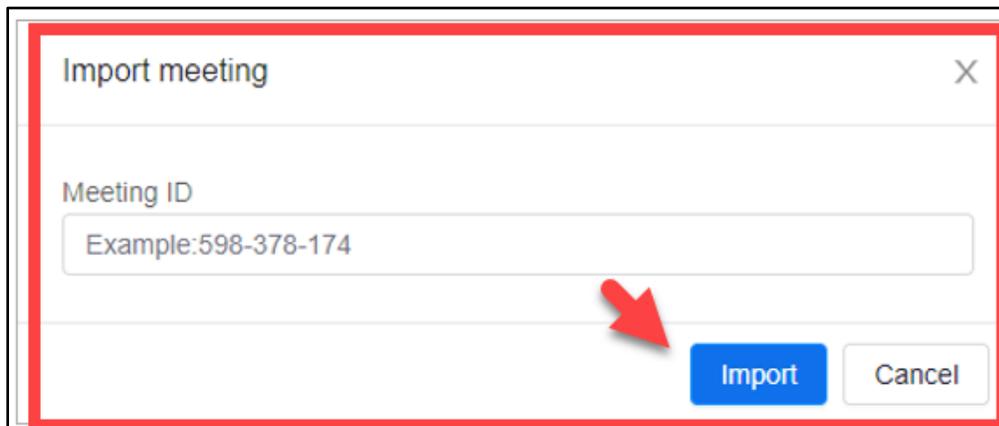


### Step 3 – Import the Meeting ID into the second course

In the second course, select the 3 dots icon next to **Schedule a New Meeting**, then select **Import meeting**.



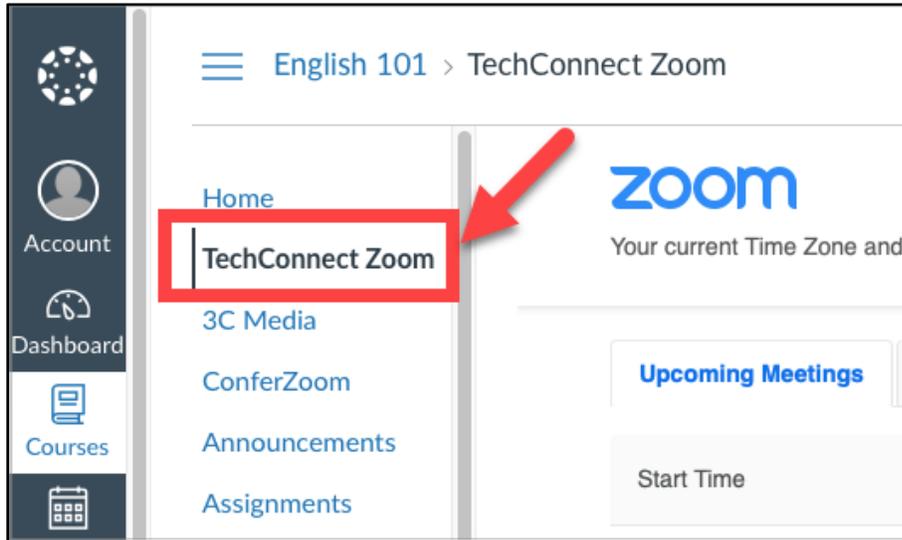
Enter the Meeting ID of the first course, and select **Import**.



## View Upcoming Meetings

### Step 1 – Sign in to Canvas and Access TechConnect Zoom

Login to [Canvas](#) and [access TechConnect Zoom](#).



### Step 2 – Select the Upcoming Meetings tab and Start the Meeting

Select the **Upcoming Meetings** tab. This displays all of the scheduled events.

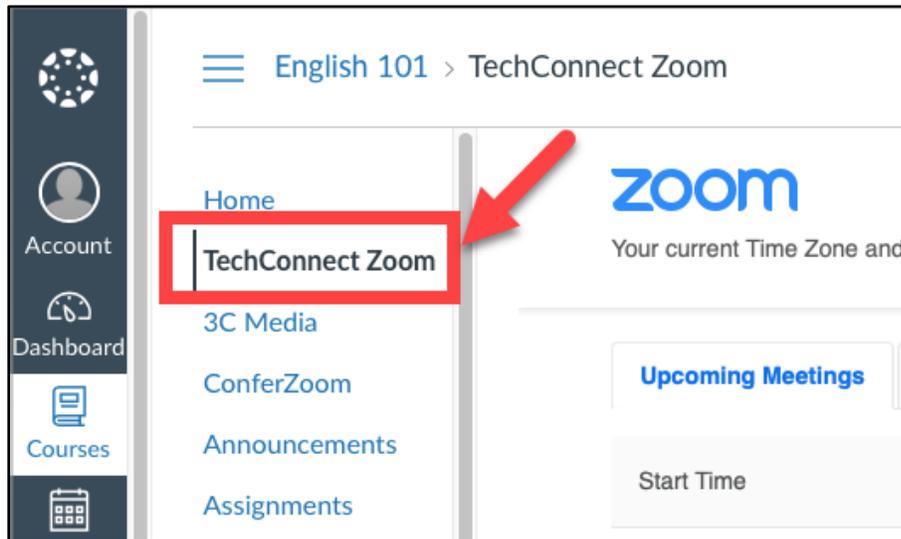
To launch a meeting. select the **Start** button.



## View Previous Meetings and Attendance Reports

### Step 1 – Sign in to Canvas and Access TechConnect Zoom

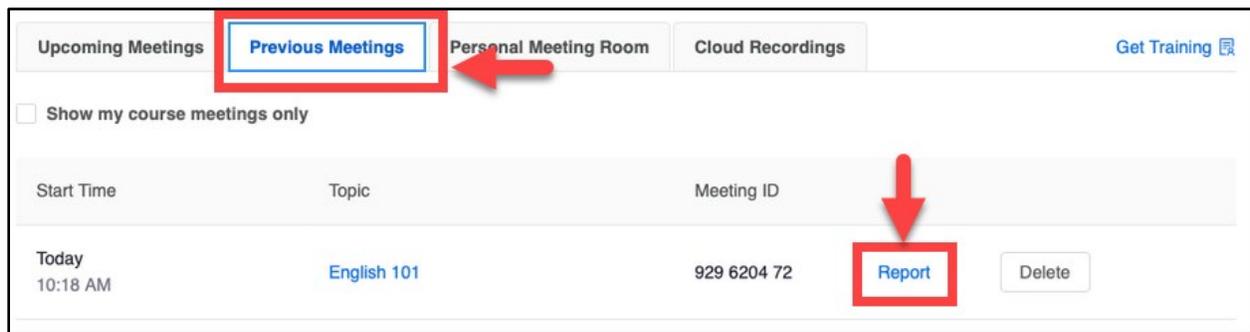
Login to [Canvas](#) and [access TechConnect Zoom](#).



### Step 2 – Select the Previous Meetings tab and Select Report to view Attendance reports

Select the **Previous Meetings** tab. This displays previous events, and meetings will appear on this page after the scheduled end time.

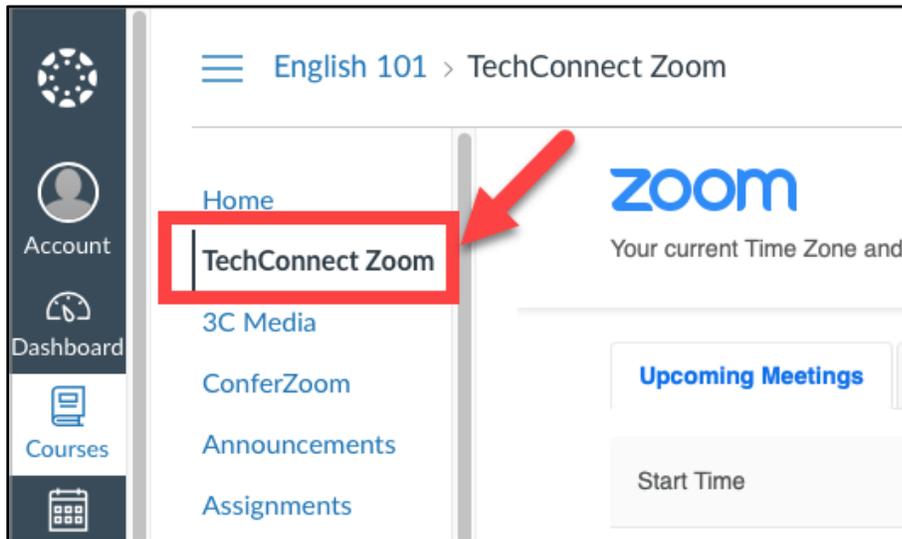
To view Attendance Reports for a meeting, select the **Report** link.



## Personal Meeting Room

### Step 1 – Sign in to Canvas and Access TechConnect Zoom

Login to [Canvas](#) and [access TechConnect Zoom](#).



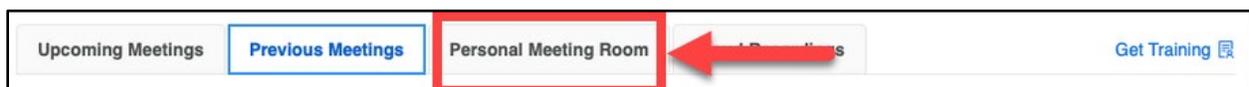
### Step 2 – Select the Personal Meeting Room tab

Select the **Personal Meeting Room** tab.

This is an instant meeting when launched from the Personal Meeting Room page. Please note that you can also **Schedule a New Meeting** using the Personal Meeting ID.

The ID is a static number used for every meeting when Personal Meeting ID is selected. It is a 24/7/365 room; anyone with the ID could join at any time, possible interrupting a session in progress.

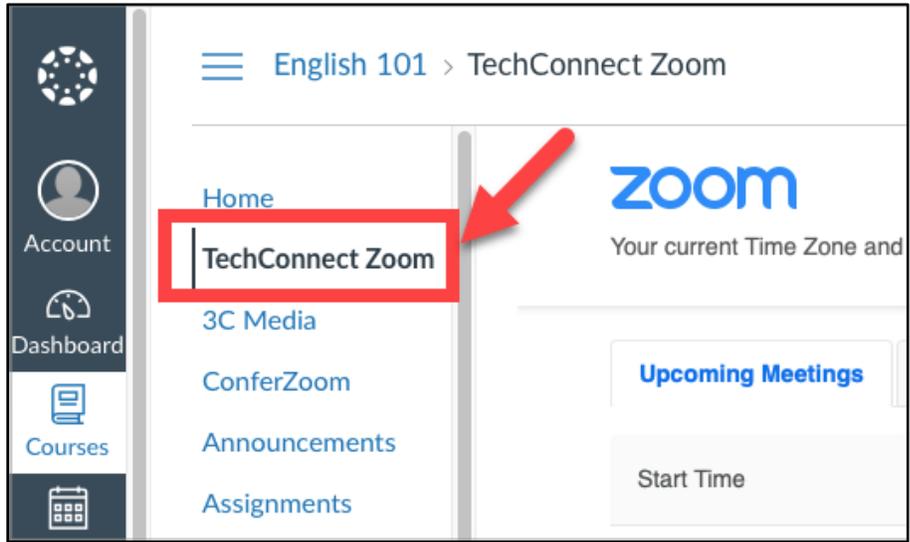
**We recommend using a password if you prefer to use your Personal Meeting ID.** Attendance reports will be provided as long as there is more than one person in the meeting.



# Cloud Recordings

## Step 1 – Sign in to Canvas and Access TechConnect Zoom

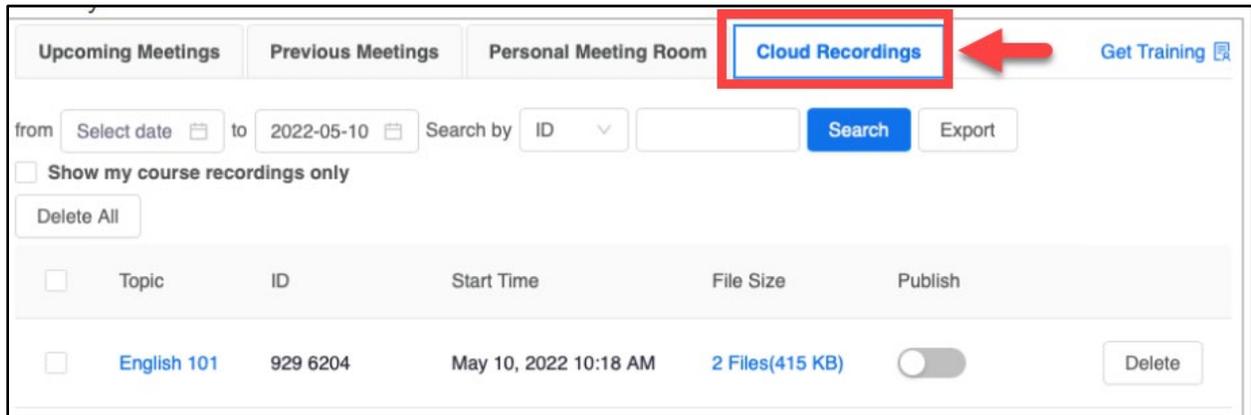
Login to [Canvas](#) and [access TechConnect Zoom](#).



## Step 2 – Select the Cloud Recordings tab

Select the Cloud Recordings tab.

Recordings process after the Host ends the meeting. When processing is complete, the recording will appear on this page. You will be notified if you have no recordings. If you have recordings, they will be listed by date.



## Step 3 - Download Cloud Recordings

### To download your Zoom Cloud recordings:

1. Sign in to the Zoom web portal at [www.zoom.us](https://www.zoom.us)
2. In the navigation menu, select **Recording & Transcripts**.
3. Click the **Cloud recordings tab**.
4. Search recordings by meeting ID, topic, or keywords in audio transcripts.
5. Select the Recording you want to access.
6. Select **Download** to download a copy of the recording.

The screenshot shows the Zoom web portal interface. At the top, the Zoom logo is followed by navigation links: Products, Solutions, Resources, and Plans & Pricing. On the left, a sidebar menu lists various options under the heading 'PERSONAL', including Profile, Meetings, Webinars, Events & Sessions, Phone, Personal Contacts, Personal Devices, Whiteboards, Surveys, and Recordings & Transcripts. The 'Recordings & Transcripts' option is highlighted in blue. The main content area shows the 'Recordings and Transcripts' page for a specific Zoom Meeting. The meeting title is 'Zoom Meeting', and the date and time are 'Jul 14, 2025 10:48 AM Pacific Time (US and Canada)'. The meeting ID is '812 3336 5492'. Below this, it shows '0 total views • 1 total downloads' and a link to 'Recording Analytics'. A video player thumbnail is shown with a '00:12' timestamp. To the right of the video player, the recording is titled 'Recording 1' and shows '1 File 228 KB'. A red box highlights the 'Download' button, which is accompanied by 'Copy shareable link', 'Add to Zoom Clips', and 'Delete' buttons. Below the recording information, it states 'The recording includes the files listed below:' and lists two files: 'Shared screen with speaker view' and 'Audio transcript - English(original)'. A red arrow points from the 'Recordings & Transcripts' menu item to the 'Download' button.

## Troubleshooting problems

### Troubleshooting Canvas issues

- Please contact the Distance Education department for your campus.
  - Santa Ana College – [DistanceEd@sac.edu](mailto:DistanceEd@sac.edu)
  - Santiago Canyon College: [SCC Distance Education Faculty & Staff Online Resources](#)
- Please contact 24/7 Canvas Support Hotline.
  - Santa Ana College: **844-612-7428**
  - Santiago Canyon College: **844-629-6834**

### Troubleshooting TechConnect ConferZoom Problems

- Please refer to the [Canvas – TechConnect Zoom documentation](#).
- Please contact CCTechConnect Support.
  - Email: [support@ccctechconnect.org](mailto:support@ccctechconnect.org)
  - Website: <https://conferzoom.org/ConferZoom/Support>
  - Office Hours: Monday – Friday 8:00AM – 4:00PM

### Troubleshooting sign-in problems

- Use the [Password Reset page](#) if you've forgotten your password, or need to retrieve your username.
- Use the [Change Password page](#) to create a new password.
- Read the [Single Sign-On FAQs page](#) for other sign in issues.
- **Faculty and Staff** may contact the **ITS Help Desk** for further assistance.
  - Employees only: [ITS Help Desk page](#)

[\*\(Select this link to return to the beginning of the document\)\*](#)