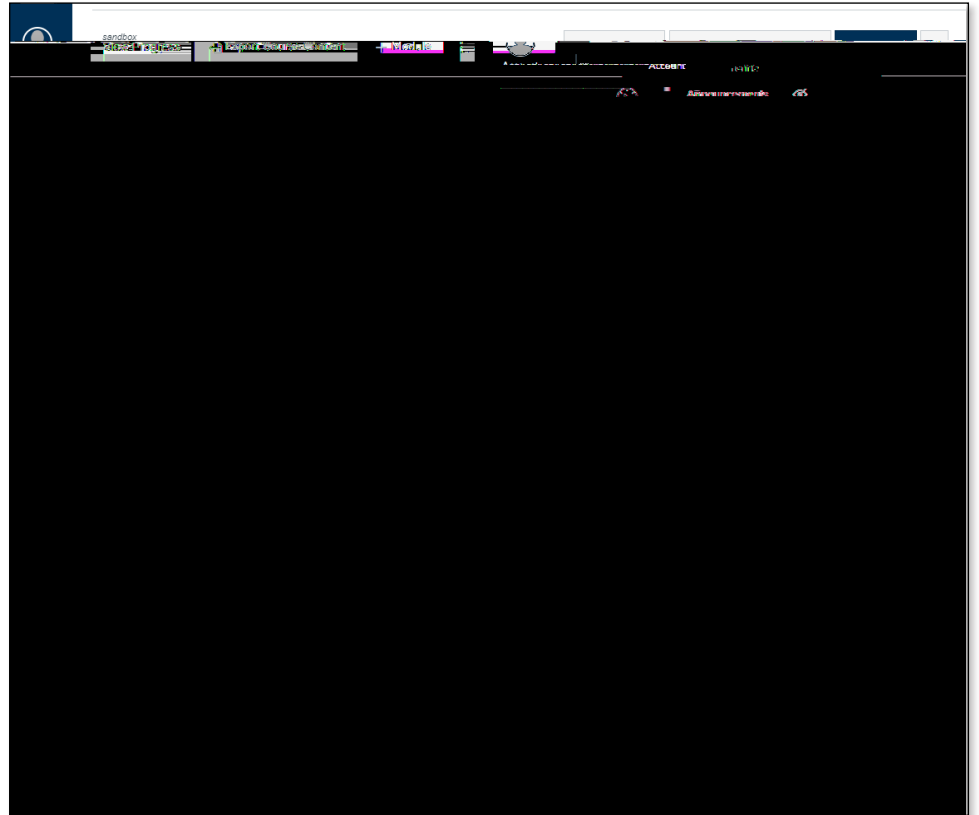


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from Canvas

1. Select **Course Collaboration Tool (CCT)** in the course menu on the left.



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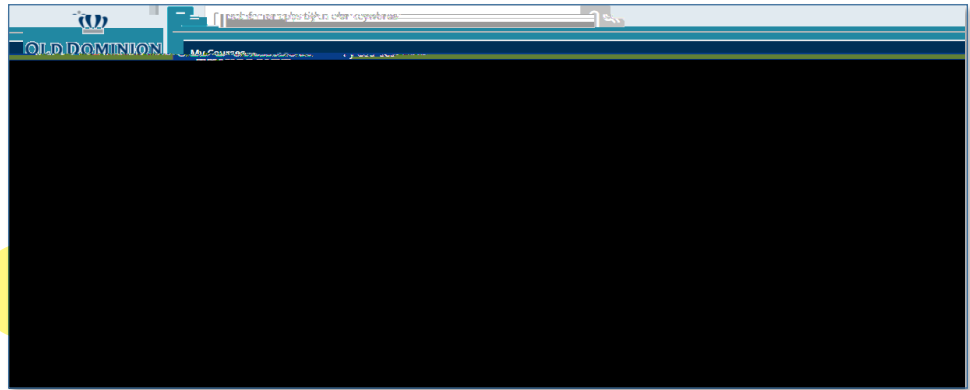
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Facebook Twitter

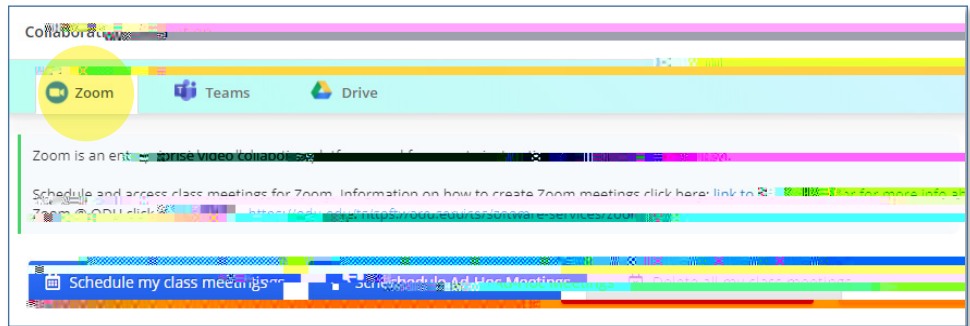
from the myODU portal

1. Log in to the portal (my.odu.edu) with your MIDAS ID and password. Click on **M Courses** and select the course name.

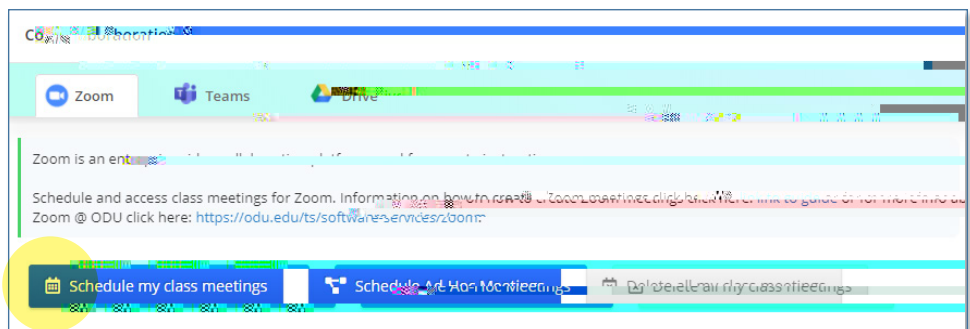


Schedule a course meeting

1. In the Collaboration Tool, you will see options for Zoom, Teams, and Google Shared Drive. Make sure you're in the **Zoom** tab.

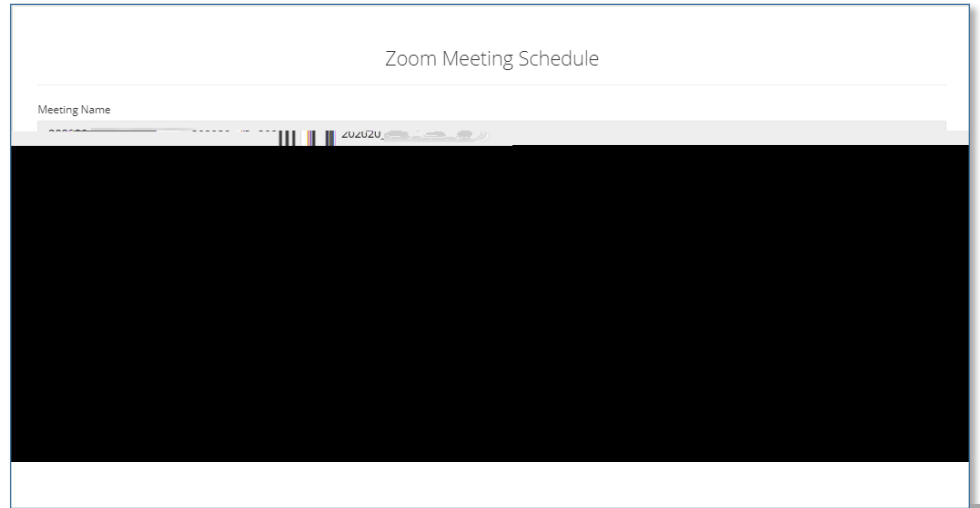


2. Click **Schedule my class meetings**. This will schedule meetings for the duration of your course based on the days/times that the class meets.



This is only available for online (WC) or hybrid (WC + in-room) courses. Otherwise, this option will be grayed out.

3. Your course information is auto-populated. If you'd like to automatically publish meeting recordings to your Canvas course, make sure the box **Auto publish recordings to Canvas** is selected*. Then click **Schedule Meeting**, you will receive a message that your meetings have been successfully created.



**If you do not click this box now, you'll have to add the recordings to your*

—

2. Name your meeting and select the date and time. (If you're setting up office hours, we recommend naming the meeting in a way that distinguishes it from regularly scheduled course meetings. *Example: Office Hours PHYS 231.*)
3. To make an ad hoc meeting available to students in multiple classes (if you wanted to hold open office hours for all students, for example), click the box next to **Share this meeting with other courses**



Meeting configuration

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