Columbia
COLLEGE CHICAGO

| Academic Technology

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Using Zoom in Canvas

Scheduling Zoom Meetings Within a Canvas Course

1. Click on "Zoom" in your course navigation menu.

2. Authorize the Zoom tool the first time you access it.

3. Click "Schedule a new Meeting" to schedule a new Zoom conference call.

4. Set your Zoom meeting preferences.

Zoom

Zoom is requesting access to your account.

You are authorizing this app as
Your email address is   @colum.edu.

Authorize

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zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). ✎

All My Zoom Meetings/Recordings   **Schedule a New Meeting**   ⋮

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☐ Show my course meetings only

Start Time	Topic	Meeting ID

Topic

Enter Your Meeting Topic

Description (Optional)

Enter your meeting description

When

03/19/2020   12:00 ⌄   PM ⌄

Duration

1 ⌄ hr   0 ⌄ min

Time Zone

GMT-05:00 Central Time (US and Canada) ⌄

☐ Recurring meeting

Registration

☐ Required

Topic – Enter the topic/titled of your meeting.

Description – Add a description to your meeting. This is optional.

When – Select the date and time when your Zoom meeting will take place.

Duration – Enter the duration of the meeting. This is only for scheduling purposes and will not end the meeting after the set duration of the meeting passes.

Registration – Requiring registration for a meeting will make attendees of the webinar complete a registration form. This form collects the names and email addresses of meeting attendees.

Video – Determine if video is available upon entry to the meeting for the host and participants.

Audio – Determine what devices meeting attendees must use for audio in the meeting. It is recommended to allow attendees to join audio through a telephone call and computer audio.

Require Meeting Password – Require participants to enter a password to join your meeting.

Enable Join Before Host – Allow participants to join the meeting before the host.

Mute Participants Upon Entry – This option will mute participants upon entry to your meeting. As a host, you can unmute them as you see fit throughout the meeting.

Use Personal Meeting ID – This will allow attendees to join your meeting using your personal meeting ID number, rather than by using a join link.

Enable Waiting Room – If you enable the waiting room feature, participants will not be able to join your meeting until they are admitted to the meeting by the meeting host.

Record the Meeting Automatically – This option will record the meeting automatically from its start, to its completion.

Alternative Hosts – You may add alternative hosts who will be able to control the meeting simultaneously with you, or in your place.

Video	Host	○ on ● off
	Participant	○ on ● off
Audio	○ Telephone ○ Computer Audio ● Both	
Meeting Options	☐ Require meeting password	
	☐ Enable join before host	
	☐ Mute participants upon entry	
	☐ Use Personal Meeting ID	
	☐ Enable waiting room	
	☐ Record the meeting automatically	
Alternative Hosts	Example: john@company.com, peter@school.edu	

Save   Cancel

5. Click "Save" when you have chosen all of your meeting settings.

6. Your meeting has now been created. It will be visible within the "Zoom" section of your Canvas page.

7. Click "Start" next to your meeting when it is time to begin your scheduled Zoom meeting.

Upcoming Meetings	**Previous Meetings**	**Personal Meeting Room**	**Cloud Recordings**	Get Training

☐ **Show my course meetings only**

Start Time	Topic	Meeting ID		
Today 1:00 PM	My Meeting	206-126-249	Start	Delete

How Your Students Join Zoom Meetings

1. Students can join Zoom meetings scheduled from a Canvas course by clicking on the "Zoom" link in your course navigation. Click "invitation" next to the upcoming meeting to retrieve the meeting's password, if necessary. A join link will also appear next to all scheduled meetings.

2. Zoom meetings that are scheduled within Canvas will be added automatically to your course's Canvas calendar. This is available for instructors and students. A link to join a scheduled meeting is included within the Canvas calendar event.

3. Students also receive Canvas messages once a Zoom meeting is scheduled from within a Canvas course. These messages include the date and time of the meeting, as well as a link to join the meeting.