



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

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.

The screenshot shows the Zoom meeting settings dialog box. The 'Video' section has 'Host' and 'Participant' both set to 'off'. The 'Audio' section has 'Both' selected. Under 'Meeting Options', 'Require meeting password', 'Enable join before host', 'Use Personal Meeting ID', 'Enable waiting room', and 'Record the meeting automatically' are all unchecked. 'Mute participants upon entry' is checked. The 'Alternative Hosts' field contains the example text 'Example: john@company.com, peter@school.edu'. At the bottom, the 'Save' button is highlighted with a red box.

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.

The screenshot shows the Zoom meeting list interface. At the top, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', 'Cloud Recordings', and 'Get Training'. Below the tabs is a checkbox for 'Show my course meetings only'. The main area is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The first row shows 'Today 1:00 PM', 'My Meeting' (highlighted with a red box), and '206-126-249'. To the right of the '206-126-249' cell, there are 'Start' and 'Delete' buttons, with the 'Start' button highlighted by a red box.



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.

The screenshot shows the Zoom web interface. On the left is a navigation menu with 'Zoom' highlighted in a red box. The main content area shows the Zoom logo and time zone information. Below that are tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. A table lists upcoming meetings, with one meeting scheduled for 'Today 3:00 PM' titled 'My Class Meeting' with Meeting ID '947 4302 8602'. The 'Join' and 'Invitation' buttons for this meeting are highlighted with red boxes.

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.

The screenshot shows a calendar view with a pop-up window for a meeting titled 'My Meeting'. The meeting is scheduled for 'Mar 19, 1pm - 2pm'. The details include 'Calendar: Evan's Training Course', 'Location: Zoom Online Meeting', and a 'Details' link: 'Click here to join Zoom Meeting:206-126-249'. There are 'Delete' and 'Edit' buttons at the bottom of the pop-up.

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.

The screenshot shows a Canvas message thread. The message is from 'Evan West, Pat Columbia' and is titled 'My Meeting'. The message content includes: 'Topic: My Meeting', 'Host: Evan West', 'Time: Mar 19, 2020 1:00 PM, America/Chicago', and 'Join URL: https://colum.zoom.us/j/206126249'. The message is marked as read and has a notification badge.