



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

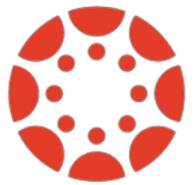
Topic – Enter the topic/titled of your meeting.

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.

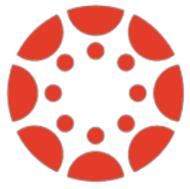
The screenshot shows the Zoom meeting settings dialog box. The 'Video' section has 'Host' set to 'off' and 'Participant' set to 'off'. The 'Audio' section has 'Both' selected. Under 'Meeting Options', 'Require meeting password', 'Enable join before host', 'Use Personal Meeting ID', 'Enable waiting room', 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, and the 'Cancel' button is also visible.

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



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. A join link will appear next to all scheduled meetings.

The screenshot shows the Zoom web interface. On the left, a navigation menu includes 'Home', 'Announcements', 'Syllabus', 'Academic Policies and Resources', 'Zoom' (highlighted with a red box), 'Modules', and 'Assignments'. The main content area shows the Zoom logo and the current time zone: 'Your current Time Zone is (GMT-05:00) Central Time (US and Canada)'. Below this are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. The 'Upcoming Meetings' tab is active, displaying a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. A single meeting is listed: 'Today 1:00 PM', 'My Meeting', and '206-126-249'. A 'Join' button is located to the right of the meeting ID, highlighted with a red box.

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 details are: 'Mar 19, 1pm - 2pm', 'Calendar: Evan's Training Course', 'Location: Zoom Online Meeting', and 'Details: Click here to join Zoom Meeting:206-126-249'. There are 'Delete' and 'Edit' buttons at the bottom of the pop-up. Below the pop-up, a calendar icon shows a '1p My Meeting' 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.

The screenshot shows a Canvas message notification. The notification header includes a checkmark, the time '12:01pm', and a '1' in a square. The sender is 'Evan West, Pat Columbia' and the subject is 'My Meeting'. Below the subject is a link '[create meeting]'. The details panel on the right shows the meeting title 'My Meeting', a profile picture, the sender's name 'Evan West, Pat Columbia', and the course 'Evan's Training Course'. It also includes a '[create meeting]' link, a separator line, and the following information: 'Topic: My Meeting', 'Host: Evan West', 'Time: Mar 19, 2020 1:00 PM, America/Chicago', and 'Join URL: https://colum.zoom.us/j/206126249'.