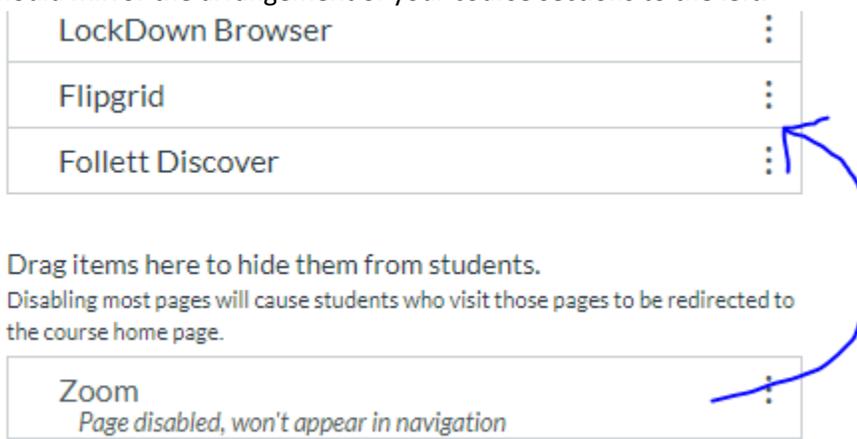


Canvas Zoom Documentation

How to enable Zoom in your Canvas course

The Zoom app in Canvas is available for all courses, but instructors will need to activate it in each course.

1. In Canvas, go into the course you would like to enable this on.
2. In your course settings, click on the “Navigation” tab at the top.
3. You should now see two lists here, the top being the active course sections and the bottom being the inactive sections.
4. Locate Zoom in the bottom list and drag its section tile anywhere in the active list. The top list should mirror the arrangement of your course sections to the left.



5. Click “Save” at the bottom and refresh the page. You should now see Zoom appear in the left-hand column.

How to schedule Zoom meetings in Canvas

1. In the course you want to schedule a Zoom meeting in, click the Zoom tab in the left-hand column.
2. You should see Zoom homepage for Canvas that displays any upcoming meetings you might have. Click the blue “Schedule a New Meeting” at the top.
3. Enter a topic, select a date, duration, and whether it is a recurring meeting.
4. Select whether you want the host (instructors) or participants (students) to be able to share video.
5. Leave the Audio setting as “Both”.
6. For meeting options, you can disable “Enable join before host” if you want. You can also enable the “Record the meeting automatically” if you would like to keep those archived.
7. Alternative hosts can be declared at the bottom as well. While not often used, this is for participants who you would like to invite to the meeting that are not students in the Canvas course.
8. Click “Save” at the bottom. Students will now see the scheduled meeting when they go into the Zoom section for that Canvas course.

How to start a scheduled meeting

1. To start the scheduled meeting in Canvas, go into the Zoom section and click “Start” on the respective meeting.
2. You may be prompted to allow your browser to open this (or all future) Zoom meetings when they are started from Chrome, Firefox, or IE.
3. Click “Open Zoom Meetings” and the Zoom app on your computer should open up and prompt you to “Join with Computer Audio”. Click on that to continue.
4. You should now be connected to your Zoom meeting.
 - a. Students will follow this exact same procedure, except for step 1 which will say “Join” instead of “Start” in the Zoom scheduled meeting list.

Edit personal meeting room settings

1. If you want to edit your personal meeting room settings, go into any of your Canvas courses and click on the Zoom section.
2. Click the “Personal Meeting Room” tab and scroll down on the page till you see the “Edit this Meeting” button.
3. This works exactly like if you were to schedule a regular meeting, so feel free to adjust the settings however you would like and click “Save” at the bottom.
4. If you want to start the personal meeting, just click the “Start this Meeting” and users will be able to join the room with either the “Meeting ID” or “Join URL”.