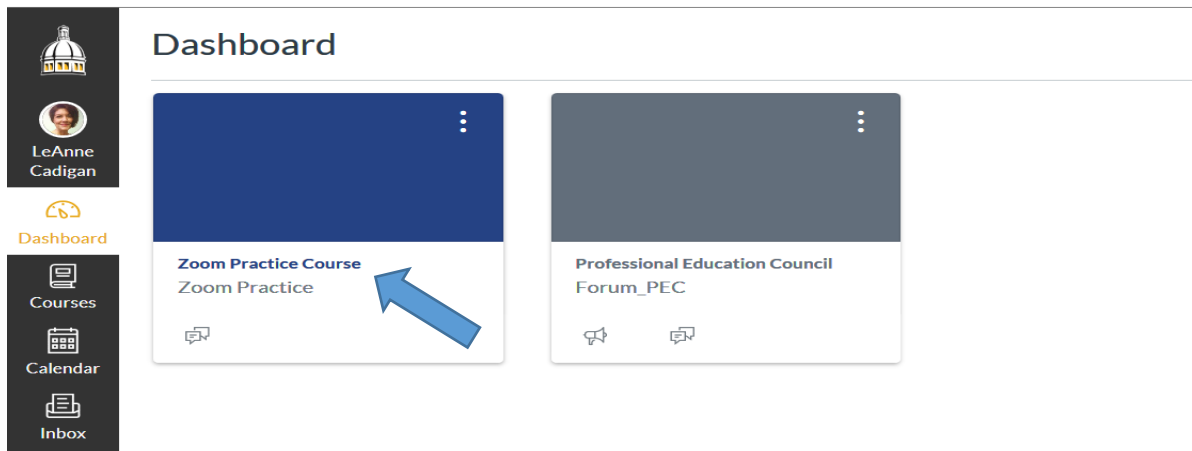
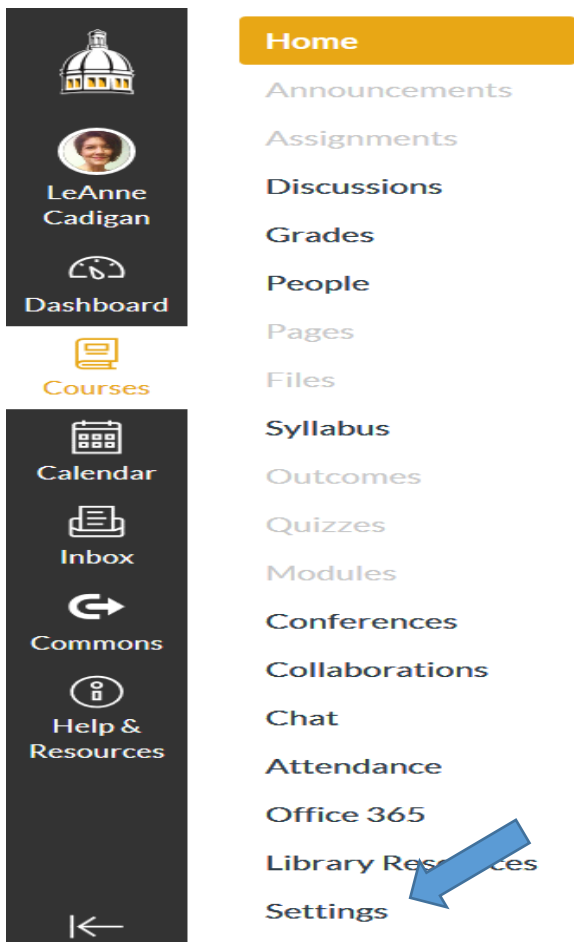


## Using Zoom with Canvas

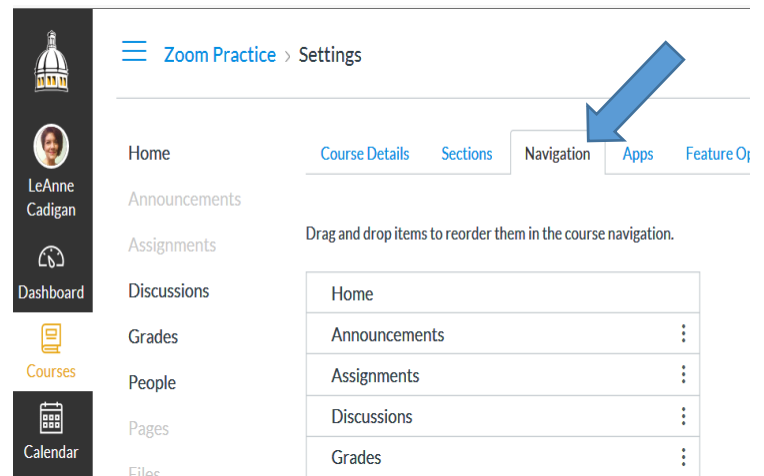
- 1) Using the Google Chrome Browser, log in to Canvas.
- 2) Navigate to your Dashboard or Courses and select the course to which you wish to add Zoom functionality.



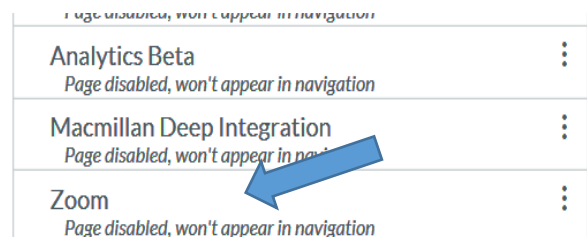
- 3) Navigate to and select "Settings".



- 4) Select the "Navigation" Tab.



- 5) Scroll to the bottom of the page and locate the "Zoom" function.



6) Select (left click) the “Zoom” function and drag/drop it into the functions menu wherever you want it placed. **Scroll back down to the bottom of the page and hit “Save”.**

Home Course Details Sections Navigation Apps Fe

Announcements

Assignments Drag and drop items to reorder them in the course navigation.

Home	
Zoom	⋮
Announcements	⋮
Assignments	⋮
Discussions	⋮

7) Go back to the course Home Page - the Zoom function should appear in the side menu bar. *To add “Zoom” to additional courses, repeat steps 2-7 for each course.*

Zoom Practice

Home

Zoom

Announcements

Assignments

Discussions

Grades

People

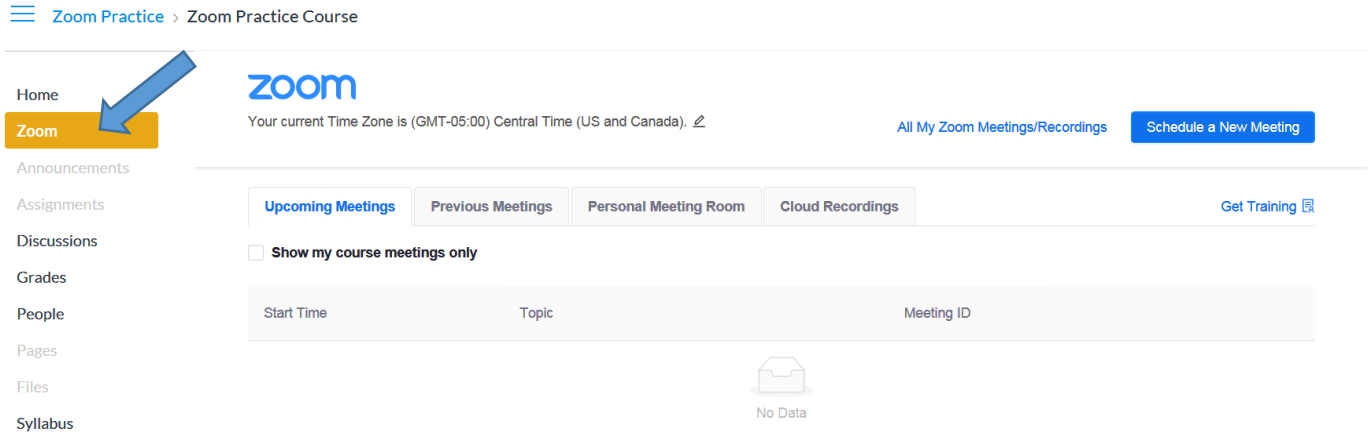
Pages

Files

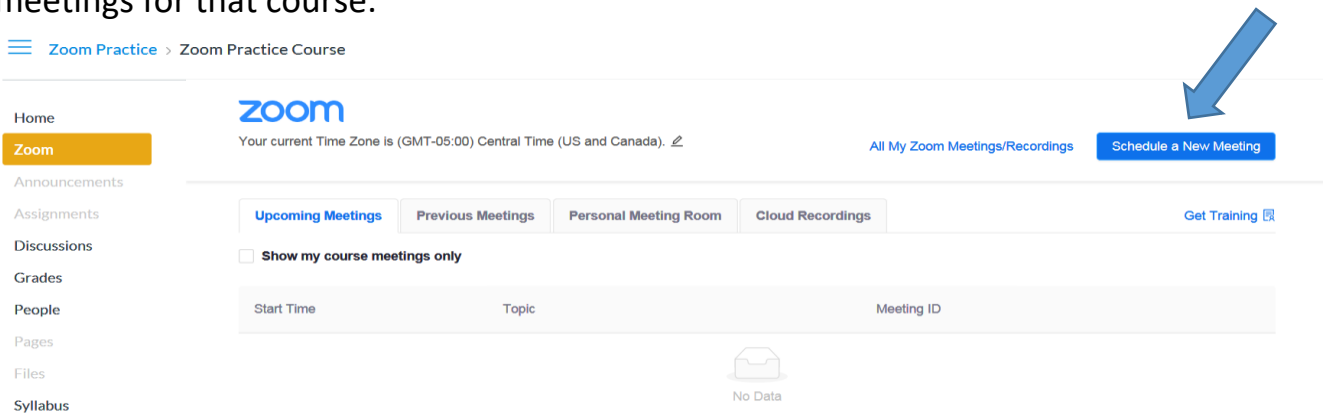
Syllabus

Outcomes

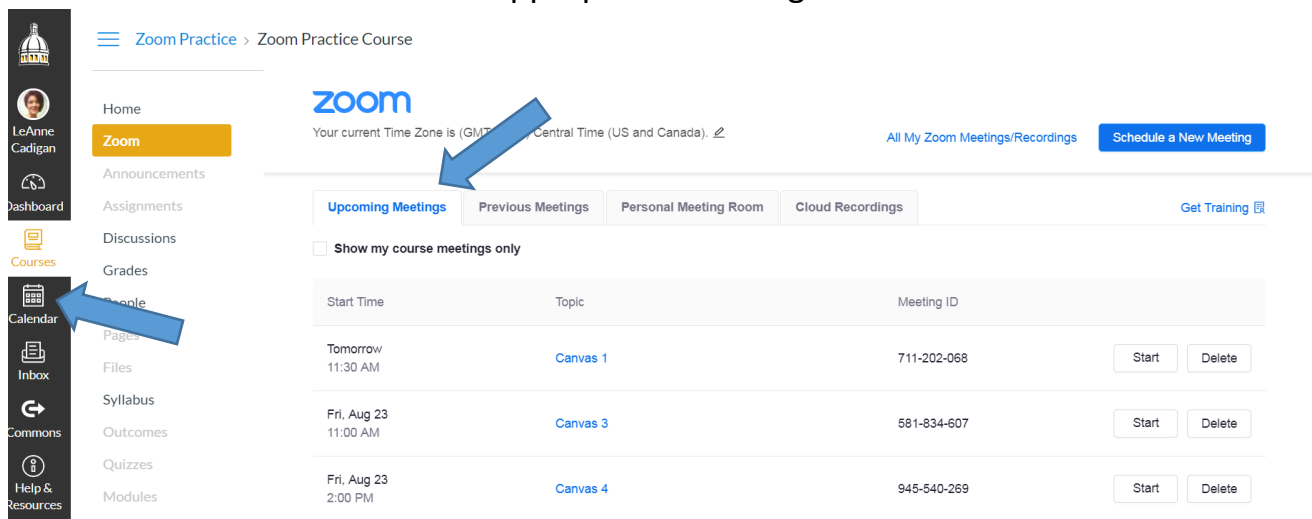
8) Inside your course shell, click on “Zoom” in the sidebar menu - your course Zoom Scheduler will appear.



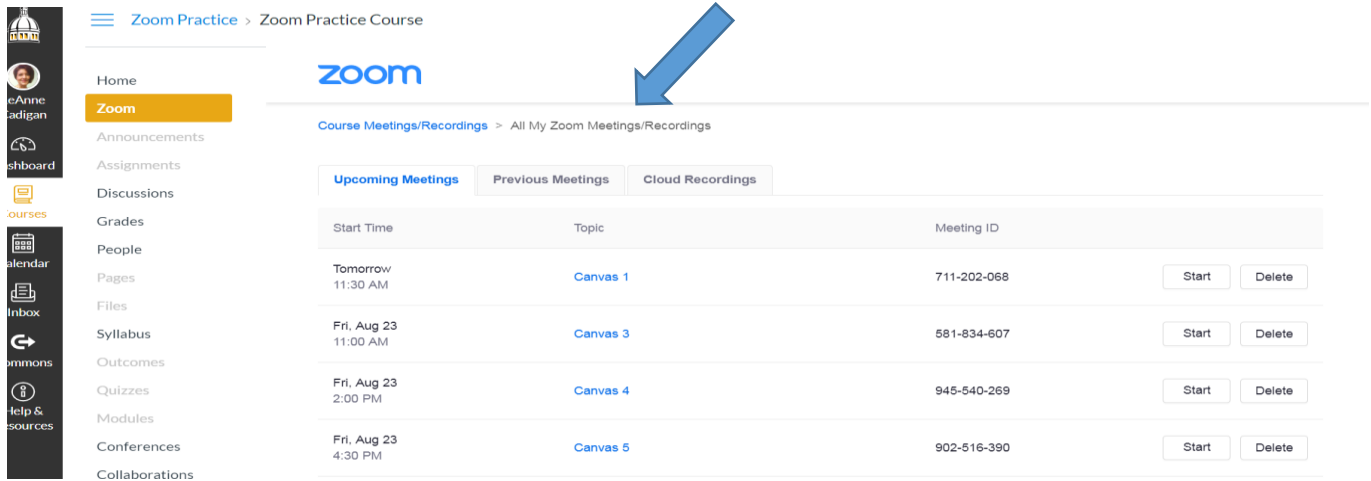
9) Use “Schedule a New Meeting” to create meetings within each of your courses. If you have more than one course, you *must* be sure that you are in the correct course before creating meetings for that course.



10) Once scheduled, meetings will populate in your “Upcoming Meetings” tab and in the students’ Canvas Calendar. To attend a Zoom class meeting, students *must* log into their Canvas account and click on the appropriate meeting link from within their Calendar.



11) To see **ALL** of your meetings, including those scheduled through Canvas and those scheduled directly in Zoom (for non-Canvas meetings), select “All My Zoom Meetings/Recordings”.



The screenshot shows the Zoom interface for a course named 'Zoom Practice'. A blue arrow points to the 'All My Zoom Meetings/Recordings' link in the top navigation bar. Below this, there are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. The 'Upcoming Meetings' tab is active, displaying a table with the following data:

Start Time	Topic	Meeting ID	Start	Delete
Tomorrow 11:30 AM	Canvas 1	711-202-068	Start	Delete
Fri, Aug 23 11:00 AM	Canvas 3	581-834-607	Start	Delete
Fri, Aug 23 2:00 PM	Canvas 4	945-540-269	Start	Delete
Fri, Aug 23 4:30 PM	Canvas 5	902-516-390	Start	Delete