Knowledge Base Article:
How to set up Zoom in Canvas

Enable Zoom link in Course Navigation menu

- Go to Settings
- Select the Navigation Tab

Course Details	Sections	Navigation	Apps	Feature Options	Integrations

- Scroll to find Zoom in the bottom "menu"
- Enable Zoom by dragging and dropping to the top "menu" or by selecting the vertical ellipses and selecting "Enable"

Question Café
Page disabled, won't appear in navigation   ⋮

Macmillan Learning
Page disabled, won't appear in navigation   ⋮

Zoom
Page disabled, won't appear in navigation

+ Enable

↕ Move
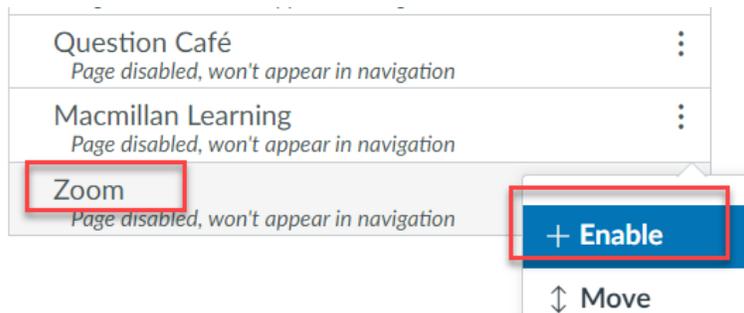
- Save your changes.

Set up your Zoom meeting (Schedule New Meeting)

- Click the Zoom link in the Course Navigation Menu
- Select the "Schedule a New Meeting" button

All My Zoom Meetings/Recordings   Schedule a New Meeting   ⋮

- Complete meeting information.
  - For class meetings, use "Virtual Classroom" or "Class Meeting" or similar as part of the title so students can tell the difference.
  - For office hours, use "Virtual Office Hours" or "Office Hours" or similar as part of the title.

- **For When/Duration**, select "Recurring Meeting"
- For **Recurrence**, select "No Fixed Time"
  - Choosing "No Fixed Time" creates a single link for students to use. Students will not be able to join the meeting until you start it.

| When | 01/21/2022 | 🗓 | 4:00 | ⌄ | PM | ⌄ |

| Duration | 1 | ⌄ | hr | 0 | ⌄ | min |

| Time Zone | (GMT-08:00) Pacific Time (US and Canada) | ⌄ |

☑ Recurring meeting **Every day, until Jan 26, 2022, 6 occurrence(s)**

Recurrence   Daily   ⌃

Repeat every   Day

End Date   ○ After   7   ⌄   occurrences

Dropdown:
Daily
Weekly
Monthly
No Fixed Time

- **Security Options**
  - If students are logging in via Canvas (preferred and strongly recommended), you may not need a passcode or waiting room for **class meetings**.
  - Waiting Room recommended for Office Hours to ensure privacy

Security

☐ Passcode
Only users who have the passcode can join the meeting

☑ Waiting room
Only users admitted by the host can join the meeting

☐ Only authenticated users can join meetings

- **Video**
  - o Select "Off" for Host and Participant
- **Audio**
  - o Select "Telephone and Computer Audio"

| Video | Host | ○ on | ● off |
| | Participant | ○ on | ● off |

| Audio | ○ Telephone | ○ Computer Audio | ● Telephone and Computer Audio |

- **Meeting Options**
  - o Enable join before host means students can be in the Zoom room before the host (instructor) is
  - o Mute participants upon entry means all incoming participants will be muted as they arrive in the room.
  - o Breakout Room pre-assign allows you to set up Breakout Groups before the meeting begins. Contact an ATI Instructional Designer for help.
  - o Use Personal Meeting ID. Keep this unselected.
  - o Record the meeting automatically. If you want to auto-record your Zoom meetings, select this option and select "In the cloud."

Meeting Options	☐ Enable join before host
	☑ Mute participants upon entry ⓥ
	☐ Breakout Room pre-assign
	☐ Record the meeting automatically

Select Save when all meeting settings have been chosen.

Set up your Zoom Meeting (Import Meeting)

If you have previously created a Zoom meeting via MyCoyote>Collaborate>Zoom **for class sessions**, you can import that course meeting ID into your Canvas course. To do this. A meeting can only be imported ONCE.

- Copy the Zoom Meeting ID from the previously created Zoom meeting
- Click the Zoom link in the Course Navigation Menu
- Click the vertical ellipses next to the Schedule a New Meeting button
- Select Import meeting
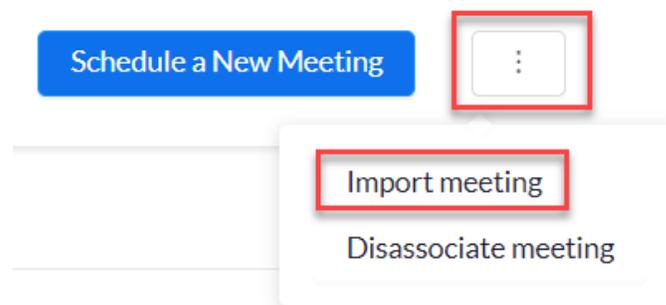
- You will see an "Import meeting" dialog box
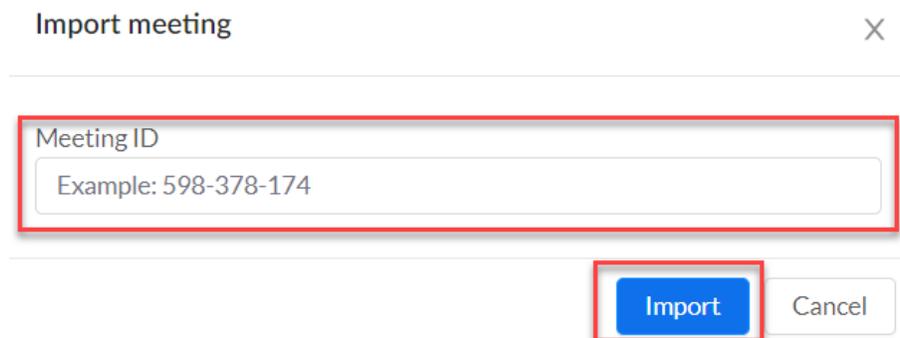
- Paste or type the Zoom meeting ID into the Meeting ID box
- Select Import

Sharing Office Hours Zoom Link

- Create a Zoom Meeting via MyCoyote>Collaborate>Zoom
- Copy the Invite Link

Invite Link   https://csusb.zoom.us/j/
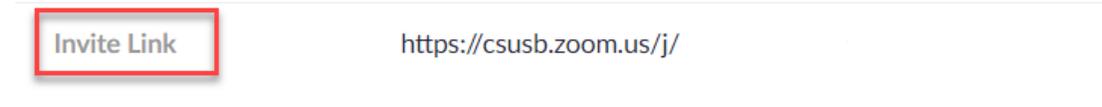
- Insert the link into your Canvas Course via one of these methods
  - Canvas Page
    - Create a Canvas Page
    - Title the Page Office Hours
    - Select Insert Link>External Link

Office Hours

Edit   View   Insert   Format   Tools   Table

12pt ∨   Pa   🔗   Link   >   External Links   ✎
              🖼   Image   >   Course | External Links
              🎵   Media   >
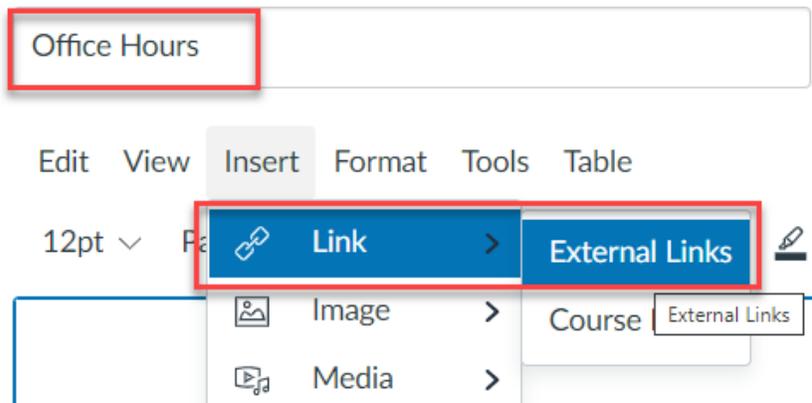
    - In the **Text** box, give the link a name
    - **Link** box: Paste invite link here and select Done

Insert Link   ✕

Text

Office Hours

Link

Zoom Meeting link here

                                              Close   Done
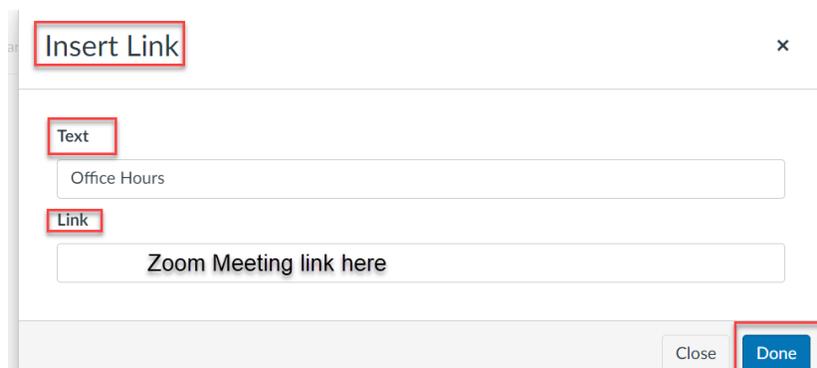
    - Save and Publish the Page
    - Add the Page to the appropriate Canvas Module

- External URL (link) in Canvas Module
  - In a Module (Start Here or a standalone "Office Hours" Module), select the Add Item button (+) at the far right of the Module title bar.
  - Select "External URL" from the dropdown menu
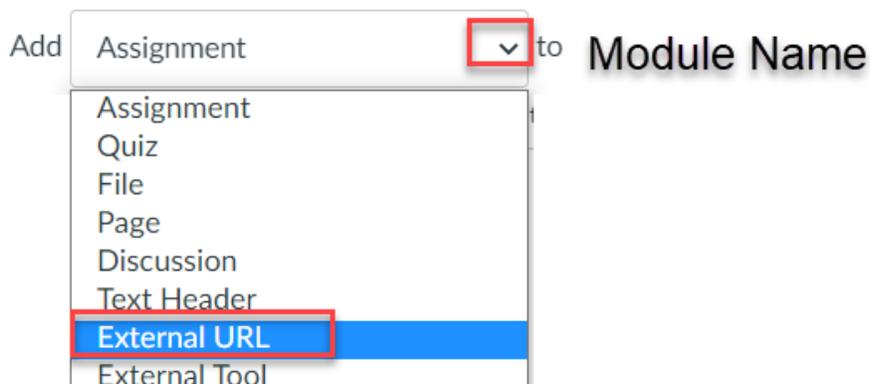
  - **URL:** Paste Zoom meeting invite link here
  - **Page Name:** Office Hours
  - Load in a New tab (recommended)
  - Indentation: Optional

  - Select "Add Item"
  - Make sure to "Publish" (make available) the new link

Office Hours Zoom Link

Office Hours