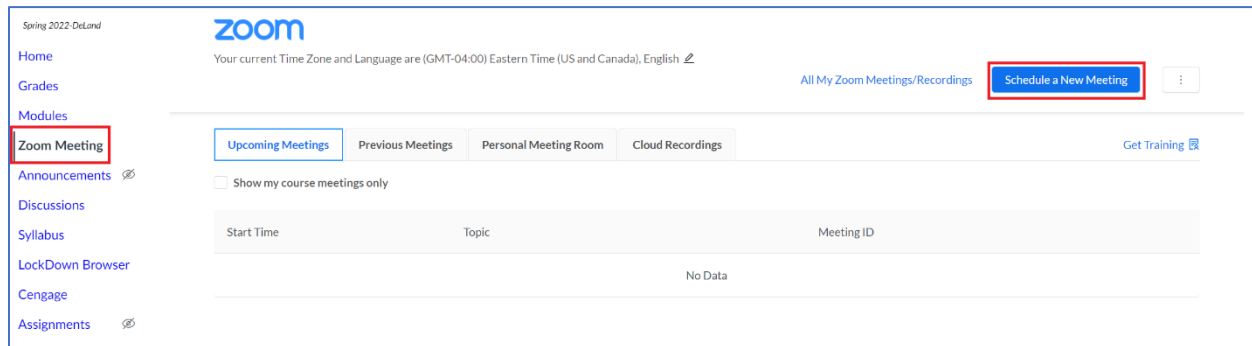


## How do I schedule a Zoom meeting in Canvas?

1. Your Canvas course includes a link on the navigation menu to create Zoom meetings. To schedule a Zoom meeting, click the “Zoom Meeting” link, then click the “Schedule a New Meeting” button.



2. On the “Schedule a Meeting” page, enter the topic and description of the meeting in the provided text areas. Then, enter the date and time of the meeting and duration. If this is a recurring meeting, check the “Recurring meeting” checkbox and select the days and end date of the meetings. In the example below, a MWF class is being scheduled each week from 1:30pm – 2:30pm.

A screenshot of the 'Schedule a Meeting' form in Canvas. The form includes fields for 'Topic' (Programming for Analytics), 'Description (Optional)' (Enter your meeting description), 'When' (08/20/2021, 1:30 PM), 'Duration' (1 hr 0 min), and 'Time Zone' ((GMT-04:00) Eastern Time (US and Canada)). The 'Recurring meeting' checkbox is checked, and the recurrence is set to 'Every week on Mon, Wed, Fri, until Dec 3, 2021, 45 occurrence(s)'. The recurrence is set to 'Weekly' with a repeat every '1' week. The 'Occurs on' section shows checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, with Mon, Wed, and Fri selected. The 'End Date' is set to 'By 12/03/2021'.

3. Other meeting options include: “Required Registration” – if you would like students to register before the meeting, “Passcode” – to set a passcode to enter the meeting, “Waiting room” – for students to wait in a waiting room until you begin the meeting, “Only authenticated users can join meetings” – requires students to use their Zoom accounts to join the meeting, “Video” – enable host’s and/or participant’s video by default, “Audio” – select if a student can join via telephone, computer audio, or both, “Enable join before host” – allow student to join the meeting before the host, “Mute participants upon entry”, and “Record the meeting automatically” – start the recording when the meeting begins and save either in the cloud or on the local computer.”

Registration

☐ Required

Security

☐ Passcode

Only users who have the invite link or passcode can join the meeting

☒ Waiting room

Only users admitted by the host can join the meeting

☐ Only authenticated users can join meetings

Video

Host

☒ on ☐ off

Participant


☐ on ☒ off

Audio

☐ Telephone ☒ Computer Audio ☐ Telephone and Computer Audio

Meeting Options


☐ Enable join before host

☒ Mute participants upon entry 

☒ Record the meeting automatically ☐ On the local computer ☒ In the cloud

Alternative Hosts

Example: mary@company.com, peter@school.edu

 Save

Cancel

4. If you chose to save meetings in the cloud, they will become available on the “Cloud Recordings” tab on the “Zoom Meeting” page. Note that the longer the class, the more time it takes to

upload to and appear in the cloud recordings list. Generally, the recording is posted within a few hours.

The screenshot displays the Zoom web interface. On the left is a navigation sidebar with links: Home, Grades, Modules, Zoom Meeting, Announcements, Discussions, Syllabus, LockDown Browser, Cengage, and Assignments. The main header area includes the Zoom logo, a time zone/language notice, and links for 'All My Zoom Meetings/Recordings' and 'Schedule a New Meeting'. Below the header, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings' (which is highlighted with a red box). Under the 'Cloud Recordings' tab, there is a search bar with a date range from 'Select date' to '2021-07-25', a search dropdown set to 'ID', and buttons for 'Search' and 'Export'. A checkbox option 'Show my course recordings only' is also present. Below the search bar is a 'Delete All' button and a table with columns: Topic, ID, Start Time, and File Size. The table is currently empty, and a message at the bottom states: 'You do not have any recordings on or before 2021-07-25.'