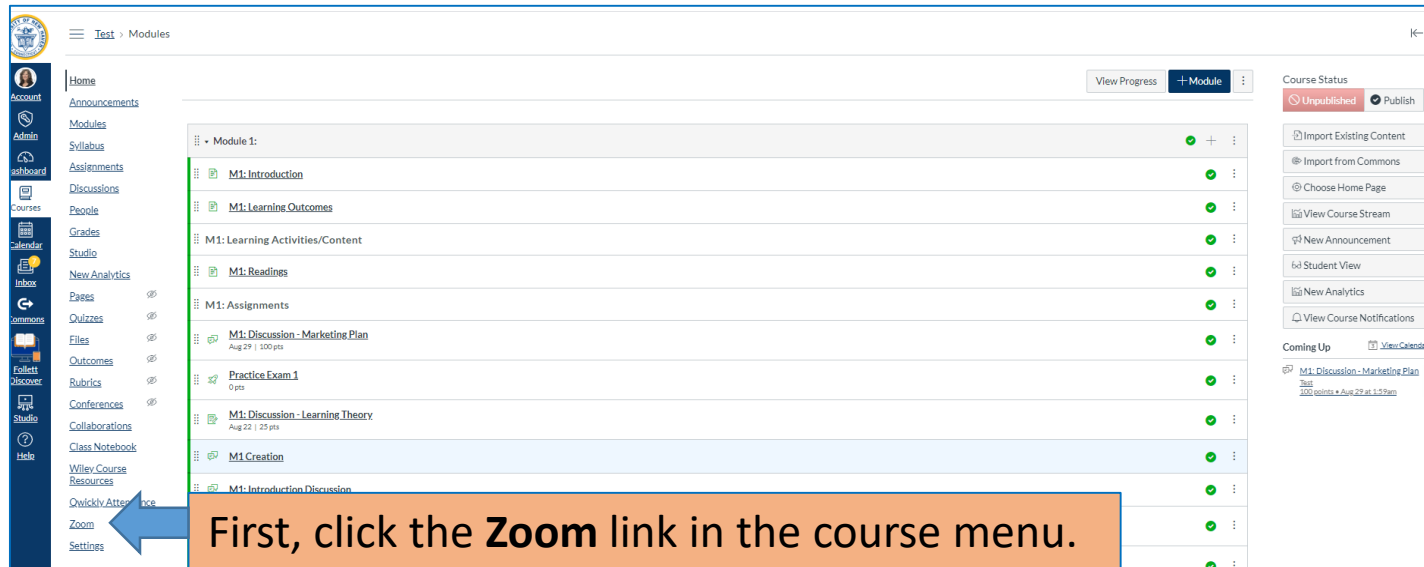


Schedule a Zoom Class Meetings in Canvas

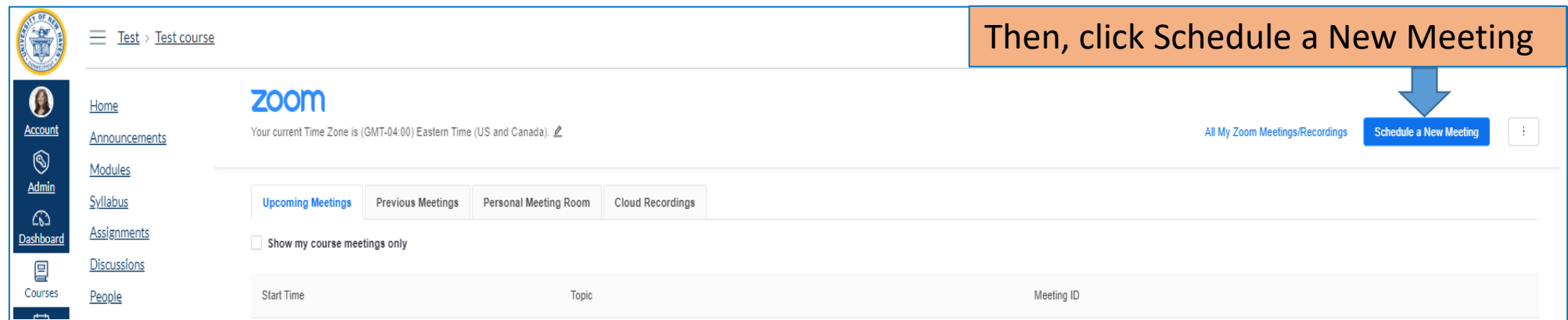
Instructions cover scheduling Zoom class meetings and providing Zoom class meeting information to your students via email or within your syllabus or contact information in Canvas.

**When scheduling recurring Zoom meetings, Zoom will auto-generate one unique link for that set of recurring meetings.
Please note: You cannot schedule a recurring meeting with your personal Zoom ID.**

When scheduling a single meeting, you have the option to choose your Person Meeting ID link.



The screenshot shows the Canvas course interface. On the left is a navigation menu with various options. The 'Zoom' option is highlighted with a blue arrow pointing to it. An orange callout box with black text is overlaid on the bottom left of the menu, stating: "First, click the **Zoom** link in the course menu."



The screenshot shows the Zoom web interface. At the top right, there is a blue button labeled "Schedule a New Meeting". A blue arrow points down to this button from an orange callout box with black text that says: "Then, click Schedule a New Meeting". Below the button, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A table with columns for "Start Time", "Topic", and "Meeting ID" is visible at the bottom.

When scheduling a **single meeting**, you have the **option** to select Use Personal Meeting ID or an auto-generated meeting ID.

Time Zone (Canada)

Registration Required

Security Passcode Waiting Room

Video Host on off
Participant on off

Audio Telephone Computer Audio Both

Meeting Options Enable join before host
 Mute participants upon entry
 Use Personal Meeting ID 6351419699
 Only authenticated users can join
 Record the meeting automatically

Enter the **date and time** in the When fields and the **length of time** in Duration.

To schedule a **recurring meeting**, click the **Recurring Meeting** checkbox; set how often the meeting recurs, the number of meeting occurrences, or the date for the final occurrence.

Note: When scheduling a recurring meeting, each occurrence is created as an independent event. To modify all recurring meetings, you must edit each meeting individually.

Choose other options as needed.



Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting Every week on Tue, until Dec 15, 2020, 16 occurrence(s)
Recurrence
Repeat every week
Occurs on Sun Mon Tue Wed Thu Fri Sat
End date By After occurrences

Registration Required

Security Passcode Waiting Room

Video Host on off
Participant on off

Audio Telephone Computer Audio Both

Meeting Options Enable join before host
 Mute participants upon entry
 Only authenticated users can join
 Record the meeting automatically

Alternative Hosts

Last, click the **Save** button



Topic Test course

Time Aug 25, 2020 08:46 PM

Every week on Tue, until Dec 8, 2020, 16 occurrence(s)

Add to

 Google Calendar

 Outlook Calendar (.ics)

 Yahoo Calendar

Meeting ID 970 9522 0278

Invite Attendees Join URL: <https://unewhaven.zoom.us/j/97095220278>

Once saved, you can **copy and paste the Join URL link** into an email, announcement, your syllabus, or contact information.



OR click the **Copy the invitation button** to then copy and paste the invitation that includes the Join URL link, list of dates and times into an email, announcement, your syllabus, or contact information.



 Copy the invitation

Copy Meeting Invitation

Meeting Invitation

Please review the following information below regarding an upcoming Zoom Meeting. We recommend you log onto the meeting 10 minutes before the scheduled start time so that we can assist in resolving any technical issues you may encounter.

Lisa Scranton is inviting you to a scheduled Zoom meeting.

Topic: Test course
Time: Aug 25, 2020 08:46 PM Eastern Time (US and Canada)
Every week on Tue, until Dec 8, 2020, 16 occurrence(s)
Aug 25, 2020 08:46 PM
Sep 1, 2020 08:46 PM
Sep 8, 2020 08:46 PM
Sep 15, 2020 08:46 PM
Sep 22, 2020 08:46 PM
Sep 29, 2020 08:46 PM
Oct 6, 2020 08:46 PM
Oct 13, 2020 08:46 PM
Oct 20, 2020 08:46 PM
Oct 27, 2020 08:46 PM
Nov 3, 2020 08:46 PM



 Copy the invitation

Start a scheduled Zoom Class Meeting in Canvas

First, click the **Zoom** link in the course menu.

Then, click the **Upcoming Meetings** button.

Your current time zone is (GMT-04:00) Eastern Time (US and Canada). [📍](#)

All My Zoom Meetings/Recordings [Schedule a New Meeting](#) ⋮

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings

Show my course meetings only

Start Time	Topic	Meeting ID	
Tue, Sep 1 (Recurring) 10:00 AM	Test course	930 5765 6163	Start Delete

Last, click the **Start** button.

Upcoming Meetings Previous Meetings Cloud Recordings

Start Time	Topic	Meeting ID	
Tomorrow 12:00 AM	Gradebook Training	630 777 7340	Join

just an Example

Your students will click the Zoom link in the course menu. As in the example image, they will see all of the scheduled meetings in Upcoming Meetings. They will click the Join button next to the meeting.

Find Zoom video tutorials at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>