Using Zoom in Canvas

Important Information

Use Canvas's Zoom integration to schedule Zoom meetings for LMU courses. This adds Zoom to the Course Navigation Menu, simplifies scheduling and recordings, and ensures meeting links appear on students' Canvas Calendars, all with no email invites or downloads necessary.

When using Zoom in LMU Courses:

✅ **DO:**

- Add Zoom to the Course Navigation Menu.
- Schedule Zoom meetings and appointments through the Canvas Zoom Integration. Does not need to be updated each semester!
- Share Zoom meeting details (link, date, and time) in the Syllabus, a Course Schedule, or Canvas Announcements.

❌ **DON'T:**

- Add any Zoom meeting details (link, date, and time) directly to material in Modules. This requires updates each semester, which can be time-consuming for you or future instructors to find and update easily.

⭐ **Tip:** If Zoom meetings in your course are graded, create an Assignment to explain the points and topics covered. Instead of sharing links, dates, and times directly, instruct students to check the Zoom tab in the Course Navigation Menu, the Syllabus, or Announcements for details.

Topics Covered in this Guide:

- [Adding the Zoom Integration to a Canvas Course](#)
- [Scheduling a Zoom Meeting within a Canvas Course](#)
- [How Do Students Use the Canvas Zoom Integration?](#)

For booking appointments in Zoom, see the CTLE Guide: [Zoom Bookable Appointment Scheduling in Canvas.](#)
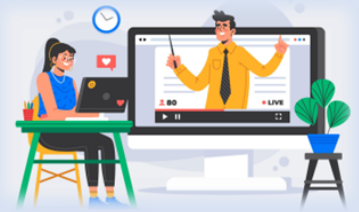
## Adding the Zoom Integration to a Canvas Course:

1. Log in to Canvas and select the desired course.
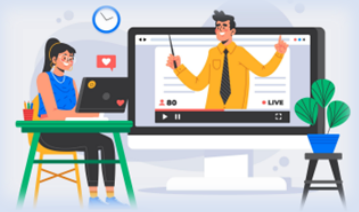2. Select "Settings" from the Course Navigation Menu.
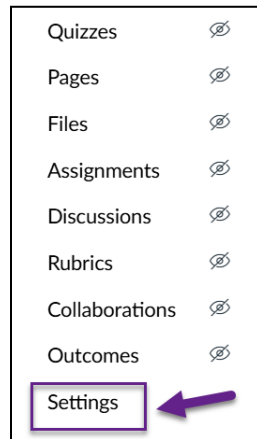
3. The Course Details page will automatically open. Select the "Navigation" tab.


4. The Navigation tab will show two sections of Course Navigation items.
5. The first section shows enabled Course Navigation Menu items. The second section shows disabled Course Navigation Menu items.
   a. Find the Zoom integration in the disabled section (it may appear farther down the list than in the example image), and select the three-dot kebab menu to the right of the item.
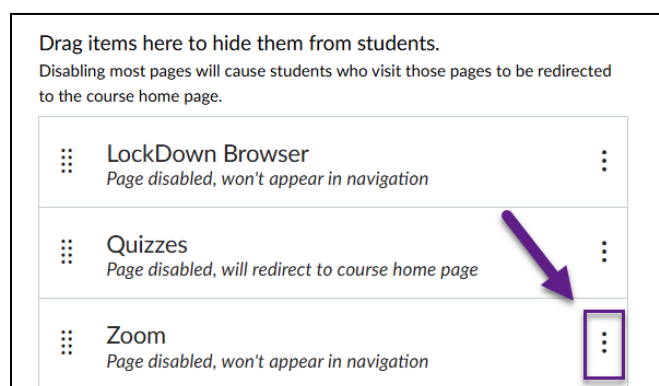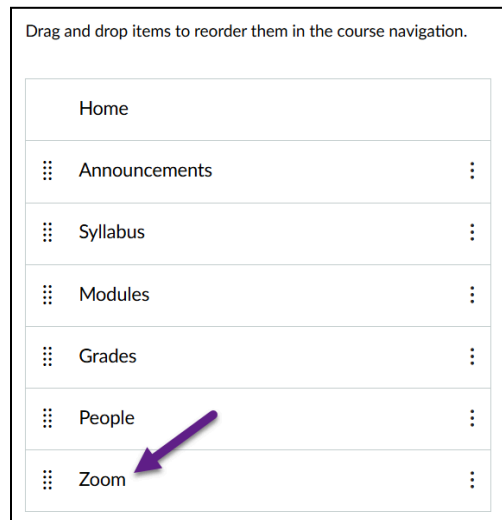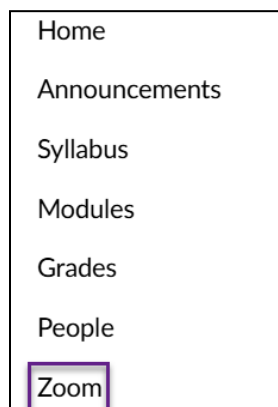
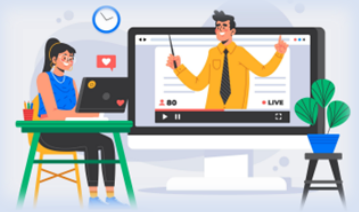b. Select "Enable" from the drop-down menu.
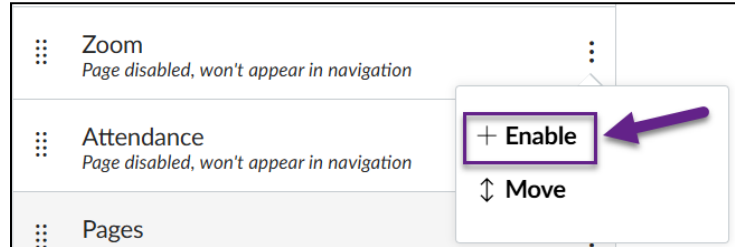
c. The Zoom integration will now be visible in the enabled section of the Course Navigation Menu items.

6. Scroll to the bottom of the page and select "Save" [Save] to save this change.

7. Zoom should now be visible on the Course Navigation Menu and ready to use with your LMU Zoom account.
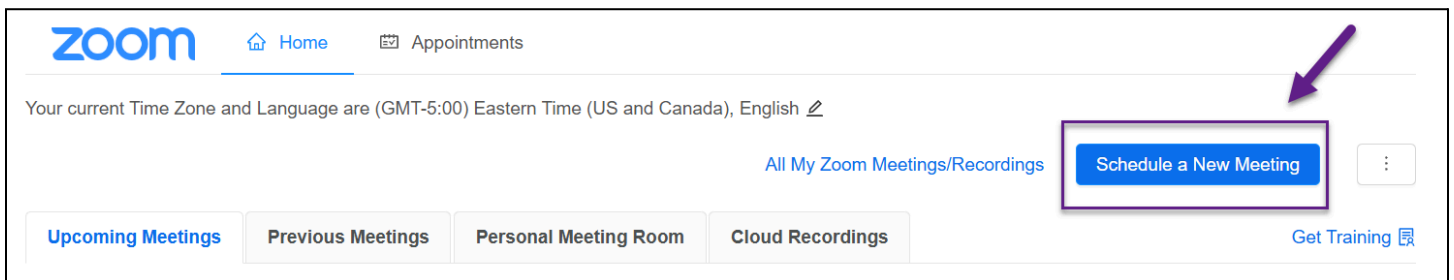
Scheduling a Zoom Meeting within a Canvas Course:

1. Select "Zoom" from the Course Navigation Menu.

> Home
> Announcements
> Syllabus
> Modules
> Grades
> People
> Zoom
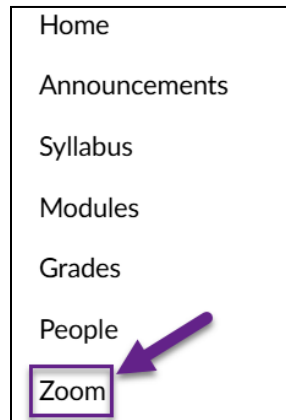
2. If this is your first time logging into Zoom in Canvas, a button may ask you to Authorize Zoom LTI. Select "Authorize" if this option appears.
3. The Zoom integration Home page should appear.
4. Select the "Schedule a New Meeting" button to schedule a Zoom meeting for the course.

ZOOM   Home   Appointments

Your current Time Zone and Language are (GMT-5:00) Eastern Time (US and Canada), English ✎

All My Zoom Meetings/Recordings   **Schedule a New Meeting**

Upcoming Meetings   Previous Meetings   Personal Meeting Room   Cloud Recordings   Get Training

5. A form with all the information needed to schedule a Zoom meeting will appear. Fill this information out according to the necessary specifications. Then, scroll to the bottom of the page and select "Save" 🖫 Save to officially schedule the meeting.
   a. **Note:** By default, this meeting is viewable to all individuals in all sections. If you add viewers, this meeting will only be limited to selected viewers.
6. A meeting overview page will appear. You can add the event to your email calendar from this page, copy and paste the meeting ID, Zoom URL, and Meeting Invitation, view/edit meeting settings, or start the meeting.

Add Sections ⓘ

Add Viewers ⓘ

Time   Jan 9, 2025 2:00 PM   Eastern Time (US and Canada)

Use the Outlook button to add this Zoom meeting to your LMU Outlook calendar

Add to   📅 Google Calendar   📧 Outlook Calendar (.ics)   Ⓨ Yahoo Calendar

Meeting ID   851 7845 4750

Invite Attendees   Join URL: https://lmu.zoom.us/j/85178454750   🗐 Copy Meeting Invitation

You don't *need* to post this information anywhere because students can access it from the Zoom integration in the course, but you can copy & paste this information into an Announcement if desired!

Security   ✕ Passcode   ✕ Waiting room
                  ✕ Only authenticated users can join meetings

Video   Host   off
                  Participant   off

7. To return to the main Zoom integration Home page, select "Course Meetings" at the top or re-select the "Zoom" button from the Course Navigation Menu.

8. The Zoom integration Home page will now show the scheduled meeting(s) under the "Upcoming Meetings" tab. The instructor can start the meeting from this tab.

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	Get Training 🗐

☐ Show my course meetings only

Start Time	Topic	Section	Meeting ID	
Today 2:00 PM	Syllabus Overview Session		851 7845 4750	Start / Delete

Once meetings have passed, they will show up under the "*Previous Meetings*" tab. If meetings are cloud recorded, they will be available for viewing or download under the "*Cloud Recordings*" tab.
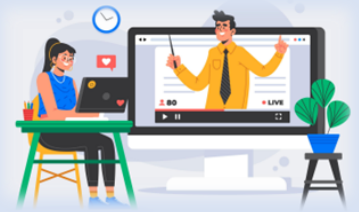
How Do Students Use the Canvas Zoom Integration?

If the Zoom integration is enabled, students can access it via the Course Navigation Menu, similar to instructors.

Students should click "*Join*" to enter scheduled meetings and use the "*Previous Meetings*" or "*Cloud Recordings*" tabs for past meetings or recordings. They are not required to have a Zoom account or download any software.

Key differences for students:

- No "Personal Meeting Room" tab or "Schedule a New Meeting" button (students can use Microsoft Teams for video conferencing).
- Students see "Join" and "Invitation" instead of "Start" and "Delete" for Upcoming Meetings.

Student View of the Zoom Integration in Canvas Courses