

## Faculty Guide – Scheduling Zoom Meetings in Canvas

There are multiple ways to schedule Zoom meetings. The following information includes a step-by-step guide to create meetings for your class using the Zoom interface on Canvas. Using the Canvas interface and directing students to launch their class meetings via Canvas will set an additional layer of security and prevent uninvited attendees.

1. In Canvas, Select Zoom from the Course Navigation Menu, then click **Schedule a New Meeting**

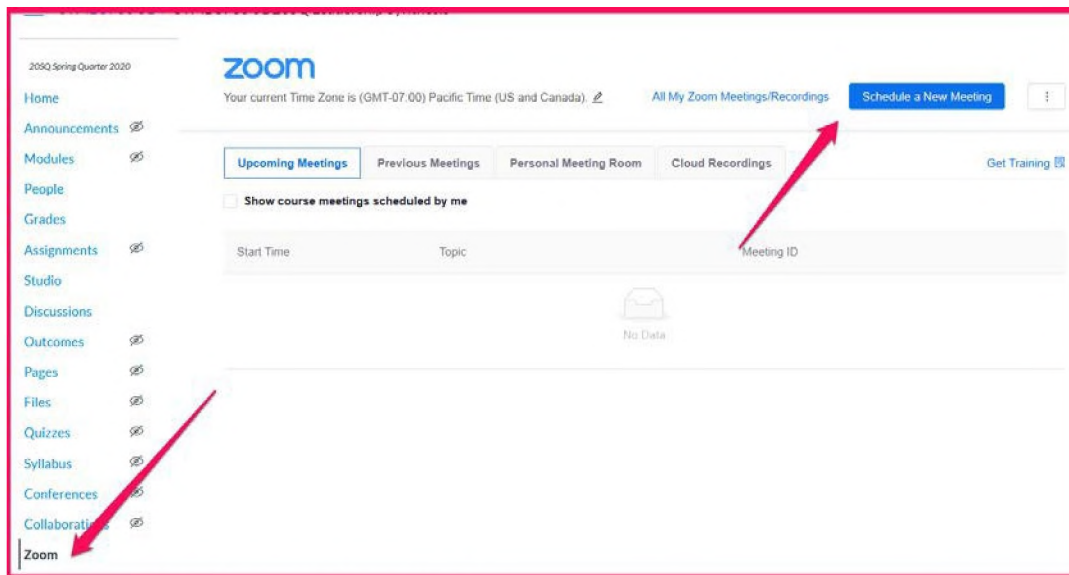


Figure 1: Screen capture of Zoom Interface on Canvas

2. Fill out the meeting settings.
  - **Topic:** the title of your meeting (this defaults to your course title)
  - **When:** date and time of the meeting
  - **Duration:** total amount of time the meeting will run for (you can end a meeting early)
  - **Recurring meeting:** meetings that will be used more than once in the course (e.g., weekly discussion meetings)
  - **Registration:** Leave unchecked. This option requires participants to register via their e-mail, name, and other questions. It is not necessary, if you are using Zoom via Canvas for classes.
  - **Security:** Check Passcode to enable. The Passcode will automatically be embedded into the meeting link (unless you have specifically disabled this feature).

- **Waiting Room:** The Zoom Waiting Room feature allows you to control when a participant joins the meeting. You can admit attendees one by one or hold all attendees in the Waiting Room and admit them all at once. Check to enable or disable.
- **Video Host/Participant:** select whether you would like your/your participants' video to be automatically turned on or off when they enter the meeting.
- **Meeting Options:**
  - **Enable join before host:** By selecting this option, you allow participants to join the meeting without you or before you join. Select this option if you want to give students an opportunity to chat or compare notes before the session begins.
  - **Mute participants on entry:** By selecting this option, participants joining the meeting before the host will be muted when they first join. Participants can unmute themselves after joining the meeting. We recommend selecting this option to reduce the background noise as people join the session.
  - **Use Personal Meeting ID:** We recommend **NOT** selecting this option.
  - **Only authenticated users can join.** We *strongly recommend* that instructors require students to sign into the classroom Zoom meeting through Canvas. Turning on this setting prevents unauthenticated (non-SU) users from gaining access to class sessions held in Zoom. *If the course will have guest speakers who do not have SU credentials joining the meeting, then we recommend **NOT** selecting this option.*
  - **Record the meeting automatically:** Select this option if you want the meeting to be automatically recorded. We recommend recording **in the cloud** (instead of the local computer) if you want the recording to be easily available to students.

3. Click **Save**. You will now see the conference appear under 'Upcoming Meetings'

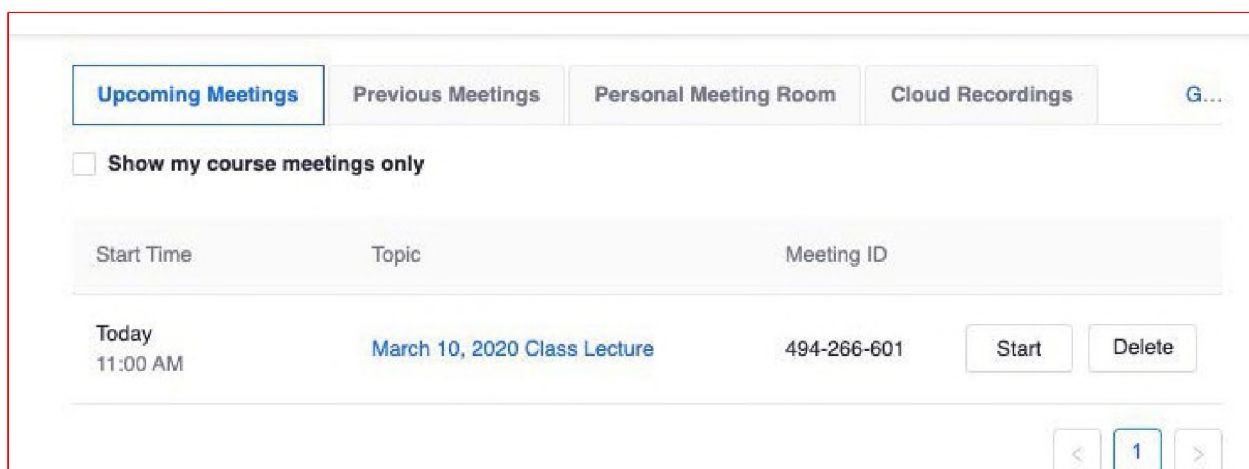
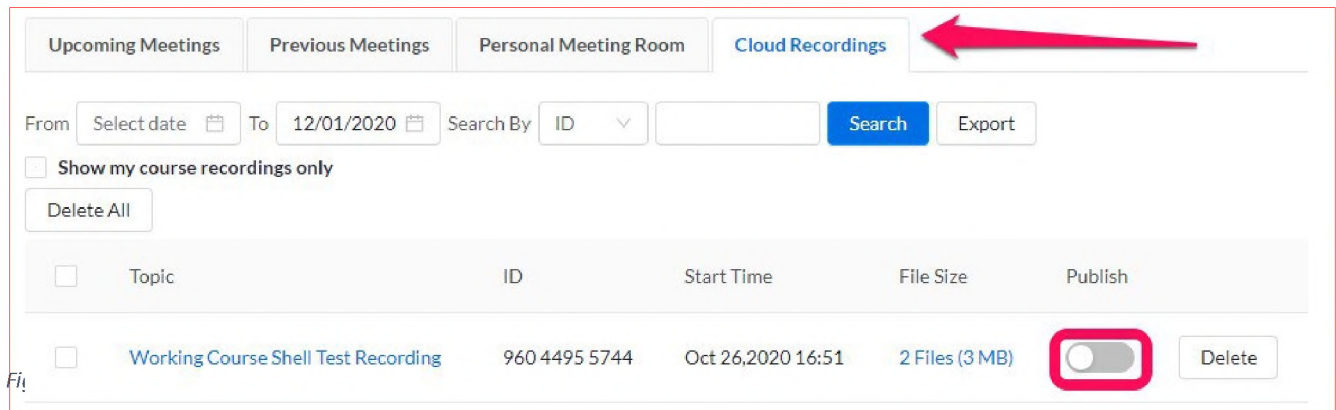


Figure 2: Screen capture of Upcoming Meetings in Zoom Interface on Canvas.

## Publishing Your Recorded Meetings

After your recording is done uploading to the cloud and you are ready to share the recording with the students, return to the Zoom tab in your course and toggle the Publish button in the Cloud Recordings list:



## Student Notifications

By default, once your meeting is scheduled, students will receive an email notification. In addition, the meeting will appear on students' Canvas Calendar.

## Attendance Reports

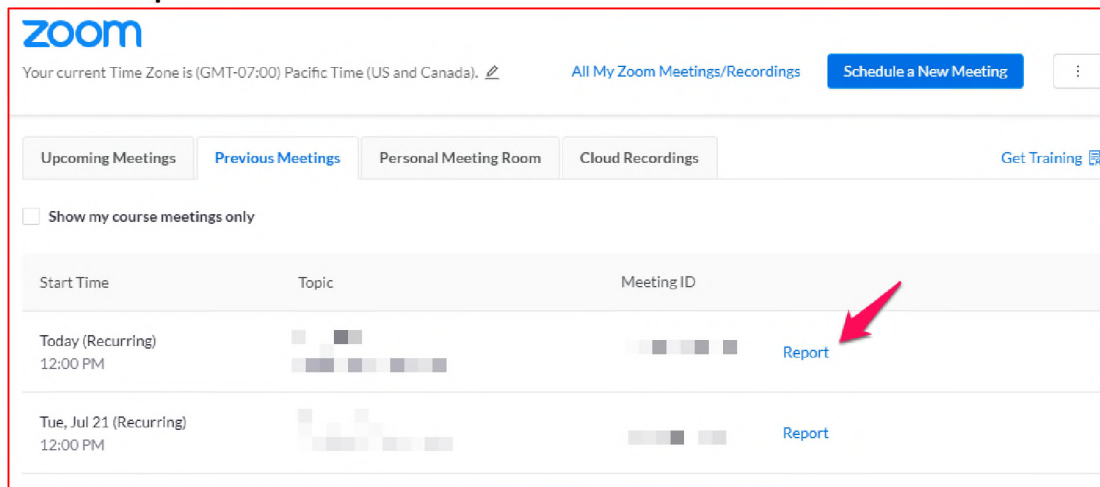


Figure 4: Screen capture of Reports in Previous Meetings in Zoom Interface on Canvas.

When class meetings are scheduled using the Zoom integration in Canvas, you can find a meeting report that lists participants for all past meetings. Click on the Zoom link on the course navigation menu, then select the Previous Meetings tab, find the respective meeting, and click Report. You can also download a copy of the report to a CSV file by clicking Export as CSV File.

**Note:** These reports record each participant's meeting entry and duration. If a person leaves and

returns to the meeting, you will see them listed more than once on the report.

## **Zoom Web Portal**

The Canvas interface of Zoom by default has limited options. For more options, access Zoom through the SeattleU web portal: <https://seattleu.zoom.us/>. Use the web portal to edit the meetings you've created in Canvas or to create meetings that are not connected to a class. Watch this [quick video on scheduling a meeting](#) on the web portal.

## **Zoom Help Guides**

- [Meeting Controls and Managing Participants](#)
- [Sharing Your Screen](#)
- [Using Break-out Rooms](#)
- [Tips for Improving Zoom Experience](#)