

**afoote**

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Community Team



04-02-2020 11:36 AM

You can start and join Zoom meetings in Canvas.

Notes:

- You must have accounts for both Canvas and Zoom.
- For more information about using Zoom in Canvas, visit the [Zoom in Canvas](#) document.
- For help with Zoom, visit the [Zoom Help Center](#).
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Using Zoom with Canvas

How do I add Zoom to a Canvas course?

You must add the Zoom integration to each Canvas course you want to use with Zoom.

Note: Contact your Canvas administrator if you have questions about adding Zoom to your course.

1. Log into your Zoom account.
2. In the same browser, log into your Canvas account.
3. In Canvas, open the course where you want to add Zoom.
4. In Course Navigation, click the **Settings** link.
5. Click the **Navigation** tab.
6. In the list of course navigation menu options, select the **Zoom** option.
7. Click the **Options** icon and select the **Enable** option.
8. Click the **Save** button. View the Zoom link in Course Navigation. **Note:** When accessing Zoom for the first time in the course navigation, you may need to click the **Authorize** button to proceed.

How do I schedule a Zoom video meeting?

You can schedule meetings from the [Zoom desktop client or mobile app](#), [Zoom web portal](#), or Zoom plugins for [Chrome](#), [Outlook](#), and [Firefox](#).

Once Zoom is added to a Canvas course, you can access Zoom from Course Navigation.

1. In Course Navigation, click the **Zoom** link.
2. Click the **Schedule a New Meeting** button. To learn more about scheduling meetings, visit the [Scheduling Meetings](#) guide in the Zoom Help Center.
3. To schedule a recurring meeting, click the **Recurring Meeting** checkbox. You can set how often the meeting recurs, the number of meeting occurrences, and 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.

How do I invite others to join a meeting?

You can invite others to Zoom meetings via email, contacts, URL, a web portal invitation, or application invitation. In the Zoom Help Center, learn more about [inviting others to join a meeting](#).

How do I start a meeting?

As the meeting host, depending on how you create your meeting, you can [start the meeting](#) from the Zoom desktop client, Zoom mobile app, web browser, or room system.

Once Zoom is added to a Canvas course, you can access Zoom from Course Navigation.

1. In Course Navigation, click the **Zoom** link.
2. Click the **Upcoming Meetings** button.
3. Locate the Meeting ID you want to begin and click the **Start** button.

How do I record a meeting?

You may be able to [record your Zoom meetings](#). In the Zoom Help Center, learn more about [cloud recordings](#) and [frequently asked questions about local and cloud recording](#).

Meeting recordings can be downloaded to a computer or streamed from a browser.

Note: Cloud recording is automatically enabled for paid subscriptions.

How do I know if students have joined the meeting?

As the host, the number of participants displays in the number icon on the Manage Participants button. You can also [manage participants in a meeting](#).

How do I mute and unmute all participants?

As the host, you can manage participants, including muting or unmuting all participants. In the Zoom Help Center, learn more about [audio controls](#).

1. Click the **Manage Participants** icon.
2. Click the **Mute All** or **Unmute All** button.
3. To mute all current and new participants, click the **Continue** button. To allow participants to unmute themselves, click the **Allow participants to unmute themselves** checkbox.

How do I turn my camera on and off and use the Zoom controls?

Hosts have access to these features:

- **Join Audio:** Open the options to join the audio portion of the meeting.
- **Invite:** Invite by copying the invitation, the join link, or by phone or room system (if available for your account).
- **Manage:** View the participants list and manage participants.
- **Record:** Start a cloud recording.
- **Leave Meeting:** Leave the meeting. If you leave the meeting without designating another host, the meeting will end.

Learn more about [meeting controls in the Zoom web client](#).

Participants have access to these features:

- **Mute / Unmute:** Mute and unmute your microphone.
- **Start Video / Stop Video:** Turns your camera on or off.
- **Invite:** Invite others to join your meeting. [Learn more](#).
- **Participants:** See who's currently in the meeting.
- **Chat:** Access the chat window to chat with the participants.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

How do I share my screen?

Zoom allows for [screen sharing](#) on desktop, tablet, and mobile devices running Zoom.

The host and attendee can screen share by clicking the **Share Screen** icon.

How do I manage and share the recording?

[Local Recording](#) saves your recording files on your computer. It is not possible to upload a local recording to the Zoom cloud. To store a video on Zoom's cloud, you must use [cloud recording](#).

However, you can share your local recording with others by uploading it to third-party cloud storage, content/learning management, or video streaming services such as Google Drive, YouTube, or Vimeo.

Zoom Storage

Is there a limit for storage?

Cloud Recording Storage Capacity is limited.

Where can I access my recordings?

In Zoom, to view your recordings, click the **Cloud Recordings** tab.

Will I have access to my recordings forever?

You will have access to your cloud recordings as long as you have a Zoom subscription.

To save your Zoom meeting recordings, download them to your computer.

Labels :

Labels: contingency



5 Kudos

Share

Comments



tamara_copeland Community Member

05-22-2020

07:05 AM

Does this require a PAID Zoom Pro account? or can users with the free basic account use Zoom within Canvas?



afoote  Community Team

05-28-2020

10:45 AM

Hi tamara.copeland.samaripa@tsd.state.tx.us

You can use the free, basic Zoom account within Canvas. Here is another document that explains how to use [Zoom in Canvas](#).

Best wishes,

Alli



ibichind Surveyor

Sunday

Thank you for this great article. I do not see the Zoom feature available, nor in the list of apps. I have a professional Zoom account though. Is this available for Canvas Free for Teachers courses ?



r_v_jones Surveyor

Tuesday

has anyone encountered an issue with multiple notifications being sent out with zoom meetings?



tristan_traviol Surveyor

Tuesday
- last
edited
Tuesday

- last edited

I have a Zoom recording that my students cannot see the link to in Canvas. I have a Zoom link at the bottom of the navigation menu in Canvas, but when my students click on the Zoom link on the class Canvas page the cloud recording is not visible to them. I checked and publish is toggled on.



sethsullivan Surveyor

yesterday

I created a recurring Zoom meeting in the Zoom app before creating my Canvas course and have already shared the meeting ID and link with the students. I'd like to pull it over into the Zoom button in the Course Navigation, but it's not showing up. Is there a way to do that?

Thanks!