

Quick Start Guide

Canvas - Scheduling a ZOOM Call in Canvas

Introduction:

This guide will cover how to schedule a ZOOM videoconference call from inside your Canvas course, using the Canvas-ZOOM integration and have it automatically appear on the Canvas Course Calendar. To schedule a call with an individual student, please refer to [QSG \(ZOOM – Schedule a ZOOM Call in ZOOM\)](#).

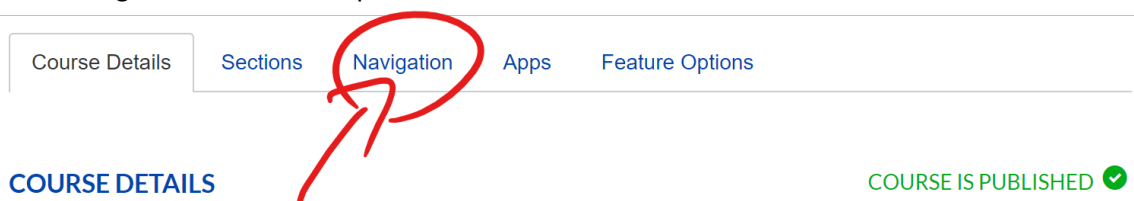
If you are needing to schedule a single ZOOM call that will be used by multiple courses or course sections, please refer to [QSG \(Canvas – Single ZOOM Call for Multiple Classes\)](#).

Getting Ready:

First, you will need to ensure that you have your UNT Dallas ZOOM account activated. Additional information can be found at [QSG - Faculty ZOOM Account Setup](#).

Second, you will need to add the ZOOM navigation to your course navigation.

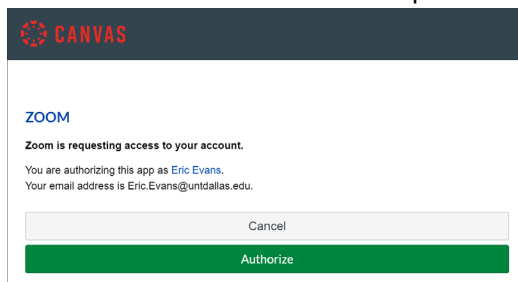
- 1) Open the Canvas course you want to use
- 2) Click “Settings” at the bottom of the left navigation
- 3) Click “Navigation” tab in the top bar



- 4) Drag “ZOOM” from the bottom list of links to the top list of links.
NOTE: Links in the bottom are hidden from student view. Links in the top are visible to students.
- 5) Press “Save” at the bottom of the page to save your changes.

Scheduling a Call:

- 1) Click “ZOOM” in the left course navigation
- 2) You may be presented with a question to authorize ZOOM to communication with Canvas. Press “Authorize” if this screen comes up.



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- 3) You will see a list of any meetings scheduled in Canvas. External meetings will not be visible.
- 4) Press “Schedule a New Meeting” to start the process of scheduling a new call.

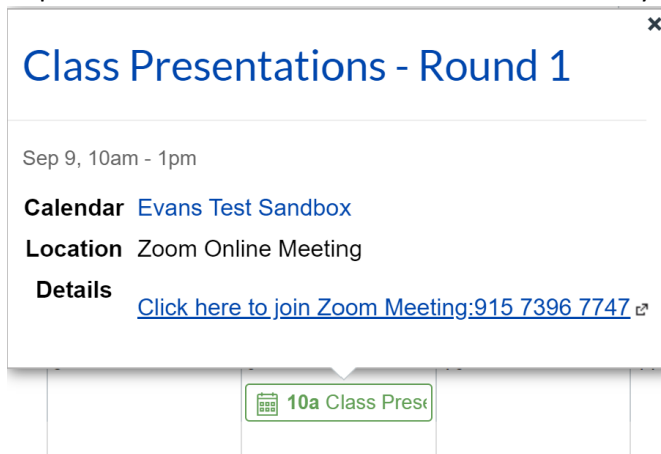


- 5) Setup the meeting as you normally would in ZOOM
 - a. **Topic** – This is the name of the meeting.
 - b. **Description** – This is an optional description. It will be visible to you and your attendees and is optional.
 - c. **When** – This is the date/time when the conference will start.
 - d. **Duration** – Approximate length of the call.
 - e. **Time Zone** – Defaults to your computer time zone.
 - f. **Recurring Meeting** – Allows you to set multiple meetings the recur.
 - **Daily Recurrence** – Sets the meeting to happen every day for a maximum of 50 occurrences.
 - **Weekly Recurrence** – Sets the meeting to happen on specific day(s) of the week for a maximum of 50 occurrences.
 - **Monthly Recurrence** – Sets the meeting to happen on a specific day or date each month for a maximum of 50 occurrences.
 - g. **Registration** – Leave unchecked. This is not used.
 - h. **Security: Passcode** – Meeting password that participants must enter to get into the call. NOTE: At a minimum, you must use a passcode or waiting room on all calls.
 - i. **Security: Waiting Room** – This creates a virtual waiting room for call participants to wait in until host is ready to let participants in.
 - j. **Security: Require Authentication to Join** – This allows users to be filtered from access the call based on a login authentication. Typically, it is suggested to not use this functionality unless additional layers of security are desired beyond the use of a meeting Passcode and Waiting Room.
 - **Sign in to Zoom** – Requires that the user have a ZOOM account. This can be a free or paid account and is not managed by the UNT System. Students can be authenticated through this method if their ZOOM account was setup to a personal e-mail or their school e-mail.
 - **UNT World** – Requires that the user have a ZOOM account that is linked to any UNT System component e-mail address. Please note that this authentication is only guaranteed to work with university-managed ZOOM accounts. Student ZOOM accounts are not university-managed.
 - **UNT Dallas** – Requires that the user have a ZOOM account that is linked to any UNT Dallas e-mail address. Please note that this authentication is only guaranteed to work with university-managed ZOOM accounts. Student ZOOM accounts are not university-managed.

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- k. **Video** – Sets the starting condition of the video camera for host and participants. Users can turn their cameras on and off during the call once the call starts.
NOTE: It is suggested that you have the participant camera off at the start of the call to allow participants to decide if they are ready for the camera to be on or not.
 - l. **Audio** – Allow participants to decide how they want to hear and speak on the call.
 - m. **Meeting Options** – You have several options available to you such as:
 - **Enable Join Before Host** – Leave this unchecked.
 - **Mute participants upon entry** – Participants will be muted at start of call.
 - **Use Personal Meeting ID** – Uses Personal Meeting ID number for the meeting as opposed to a randomly generated meeting ID.
NOTE: Personal Meeting ID's cannot be used for recurring meetings as they are already reserved for meetings that can be started at any time.
 - **Automatically Record Meeting** – Allows you to select if you want to automatically start recording all meetings.
NOTE: May say “Automatically Record Meeting in the Cloud” if account has been configured for cloud recording.
 - **Enable Additional Data Center Regions** – Unless speaking with international callers, leave unchecked.
- 6) Press “Save” button at bottom of screen. Call is now scheduled.
NOTE: The call information will appear in the course calendar automatically. You no longer need to post announcements with the call information for your students.




Accessing and Starting or Editing Scheduled Calls:

- 1) Click “ZOOM” in the left course navigation
NOTE: You will see only calls scheduled inside of Canvas on the list


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- 2) To start a call, click the "Start" button next to the call you want to start

Start Time	Topic	Meeting ID		
Today 4:00 PM	Test Call 2	991 1786 5594		Start Delete

- 3) To edit a call, click the Topic link for the call you want to modify

Start Time	Topic	Meeting ID		
Today 4:00 PM	 Test Call 2	991 1786 5594		Start Delete

Special Notes:

- 1) If a call is deleted or edited in ZOOM, it will be deleted or edited in Canvas
- 2) If a call is created in ZOOM (outside of Canvas), it will NOT be displayed in the Canvas Course Calendar for students to access. You must schedule calls that you want to display on the Canvas Course Calendar using the method outlined in this document.