

Quick Start Guide

Canvas – Single ZOOM Call for Multiple Classes

Introduction:

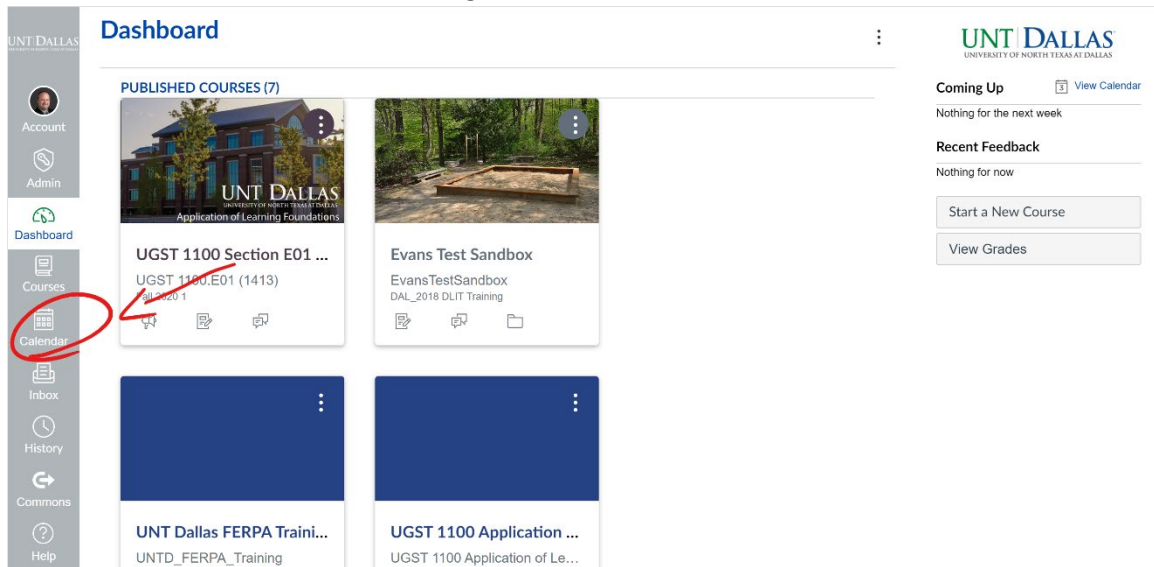
This guide will cover how to setup a single ZOOM call and have it appear in multiple class calendars in Canvas. This process can be used when you want to offer a single videoconference time for multiple sections of the same course.

Setup ZOOM Call:

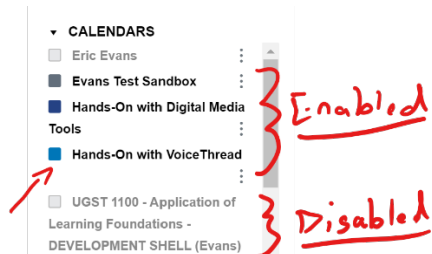
- 1) Login to [UNT Dallas ZOOM Web Portal](#) with your EUID / Password.
- 2) Schedule the call as outlined in [QSG \(ZOOM – Scheduling a ZOOM Meeting in ZOOM\)](#)
- 3) Copy the text invitation for the call as outlined at the conclusion of that above-named guide.
NOTE: This will be needed in a later step in the next section.

Canvas Calendar Setup:

- 1) Login to [UNT Dallas Canvas](#) with your EUID / Password.
- 2) Click on “Calendar” in the left site navigation.



- 3) Verify calendars for the courses/sections you plan to post event to are enabled on right under “Calendars”. A colored box should appear by each enabled calendar.

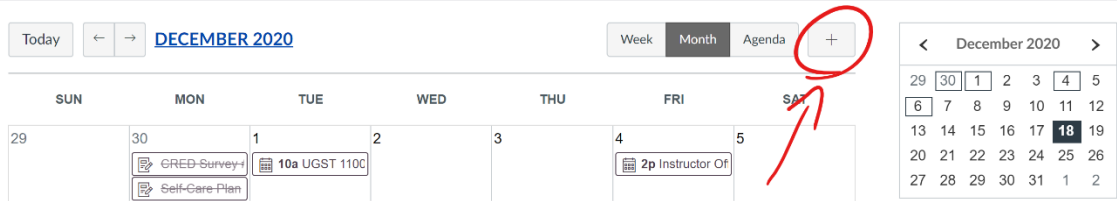


NOTE: To enable a calendar, click the box to the left of the calendar name.

Quick Start Guide

Canvas – Single ZOOM Call for Multiple Classes

- 4) Click the “+” button in the top-right to Create a New Event.



- 5) Select the Course you want to post the appointment to from the “Calendar” pull-down at bottom of screen.

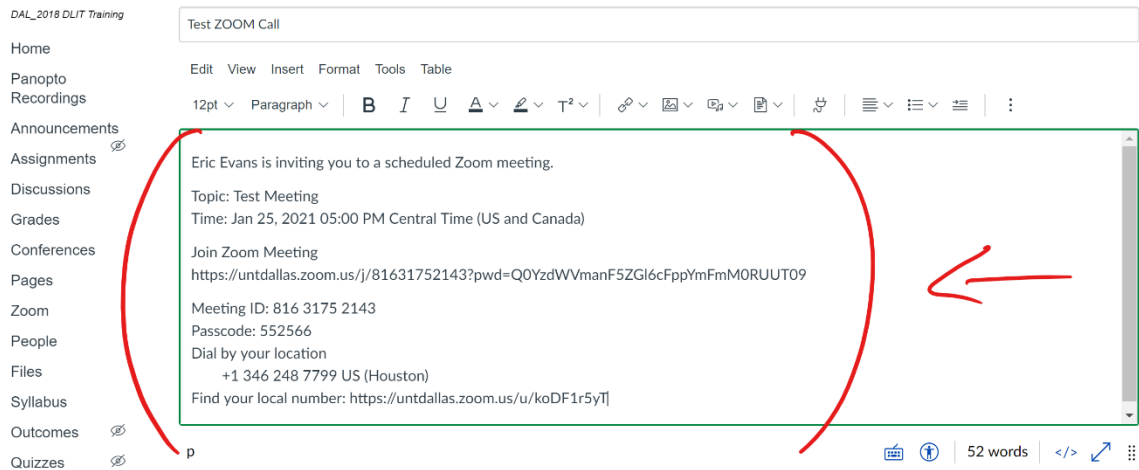
Location:

Calendar:

- 6) Click “More Options” at bottom of screen.

- 7) Set Event Title to be the name of the appointment (e.g. Weekly Q&A ZOOM Session).

- 8) Paste the meeting invitation into the large text area on the page below the title.



- 9) Set the date and time below the large text area.

- 10) Press “Create Event” button at bottom of page.

- 11) Repeat steps 4 through 10 for each course you want to add the event to.