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.
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.

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.