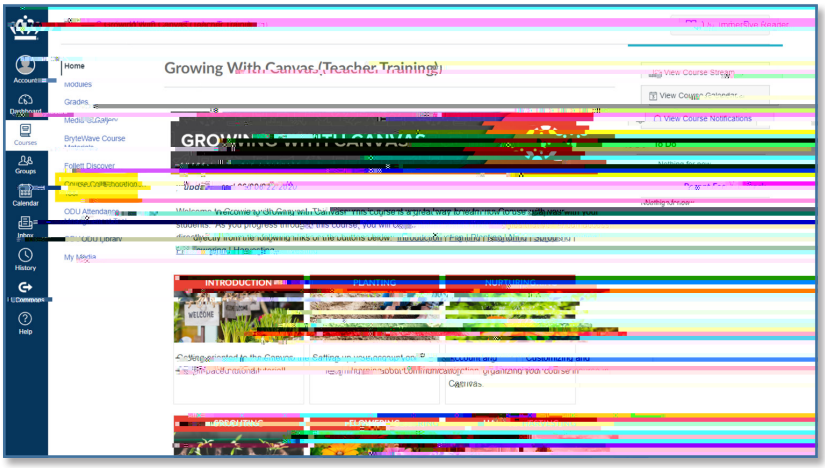
Using Zoom with Canvas

With Zoom's Blackboard integration, fac lt can sched le, start and manage meetings directl from Can as. St dents can join meetings and access clo d recordings from ithin the co rse as ell.

Before you can use Zoom in Canvas, your Zoom account must be activated. If you haven't already, go to odu.zoom.us and sign in with your MIDAS ID and password to activate your account.

Open Zoom ithin the Co rse Collaboration Tool in Can as

1. From inside o r Can as co rse, click **Course Collaboration Tool** in the Na igation Men .



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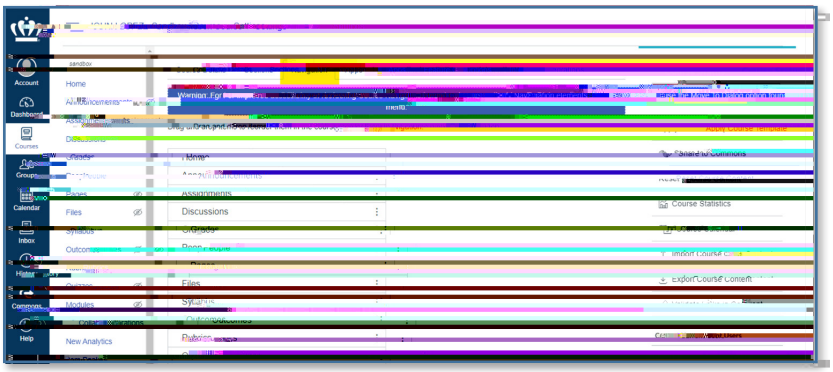
Add Co rse Collaboration Tool to Co rse Men

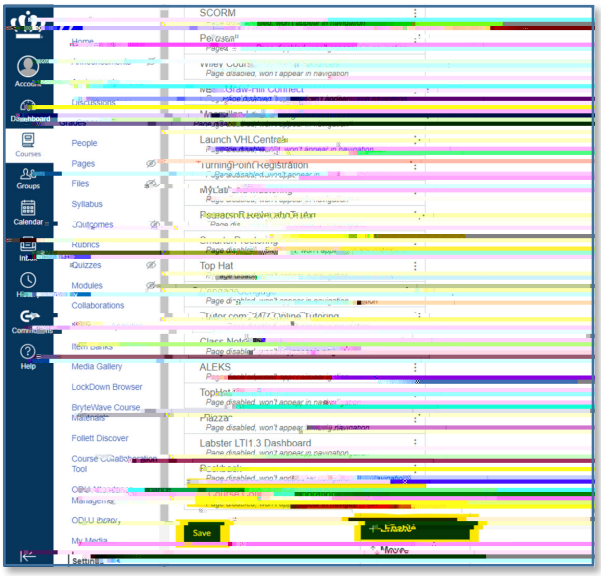
The Co rse Collaboration Tool is enabled b defa lt in o r Na igation Men on the left. Ho e er, if the tool is missing, o can still add the Co rse Collaboration Tool link to o r Na igation Men .

1. From inside o r co rse, scroll do n and click **Settings**.

2. Click on the **Navigation** tab.



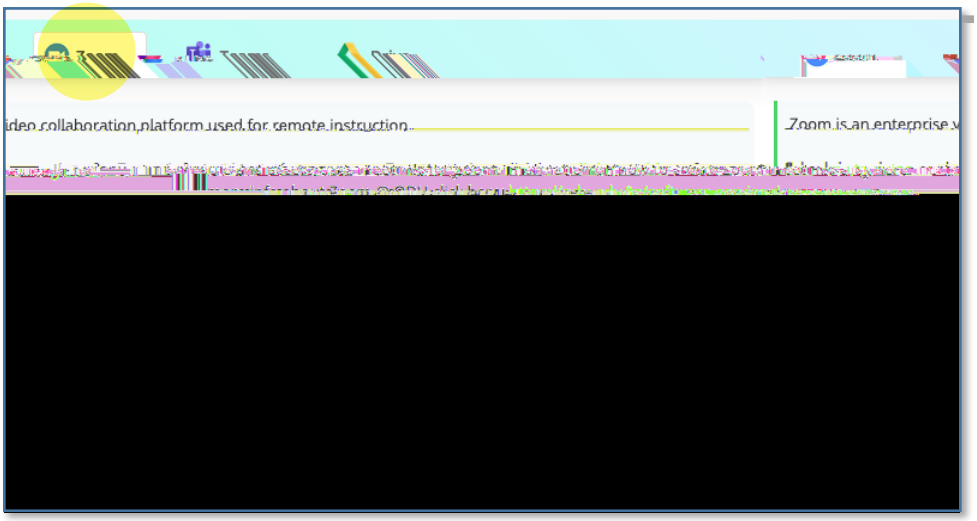
3. Scroll do n and look for the **Course Collaboration Tool**. Click the ertical ellipses to its right, then click **Enable** and **Save**.



Sched le a meeting

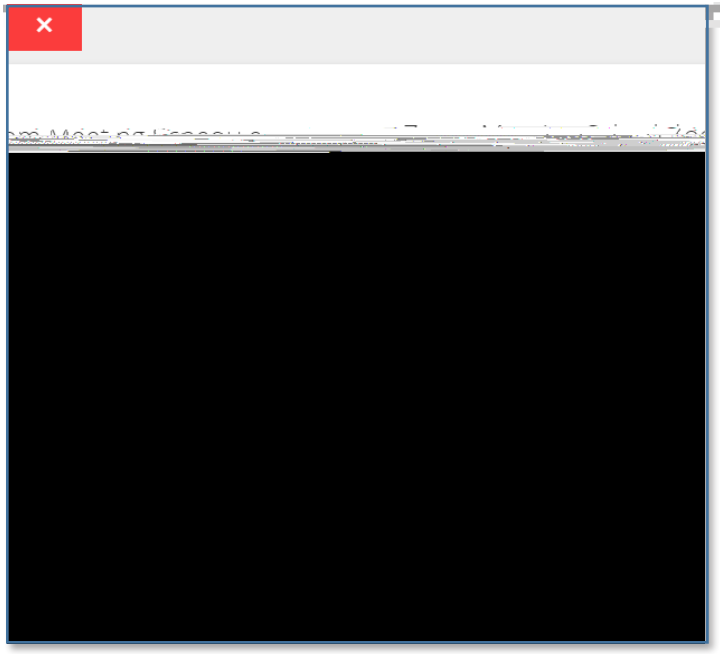
Zoom meetings ill onl sho p in Can as if the are sched led from Can as. Meetings sched led o tside of Can as (directl thro gh the Zoom app, for e ample) ill not appear in Can as.

1. Open the **Course Collaboration Tool** and click on the **Zoom** tab.



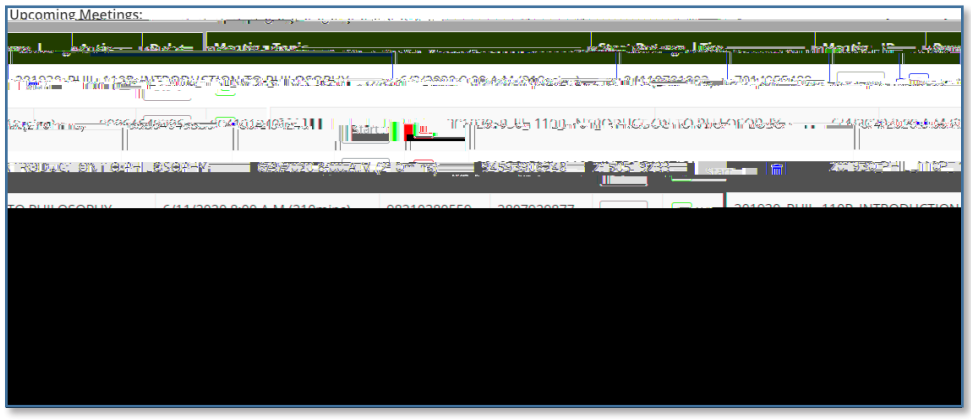
2. Click **Schedule my class meetings**. This ill sched le meetings based on the co rse name and the da s/times that the class meets:

3. As o can see belo , o r co rse information is pre-pop lated. Click **Schedule Meeting**. Yo ill recei e a message that o r meeting has been s ccessf ll created.



Note: If you wish to use Zoom registration to add an additional restriction on who can access class meetings, click ***Advanced Options*** *and select* ***Restrict access to enrolled students****.*

4. The Zoom page in the Collaboration Tool sho s a list of meetings sched led for o r co rse.



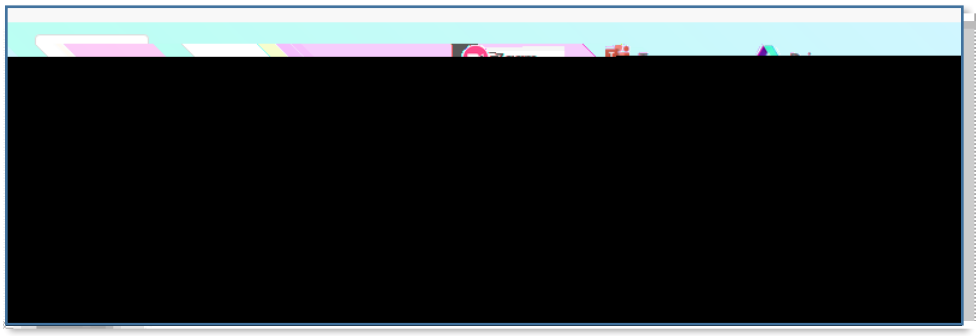
Note: You can delete individual class meetings by clicking the red ***Delete*** *button next to that class, or delete all meetings at once by clicking the* ***Delete All Meetings*** *button.*

Only instructors can schedule meetings within the Course Collaboration Tool. Students can schedule meetings from the Zoom app or at od . oom. s.

To edit meeting information (Topic, Description, Time, etc.) for any previously scheduled meeting, log directly into od . oom. s (outside of Blackboard).

Sched le ad-hoc meetings

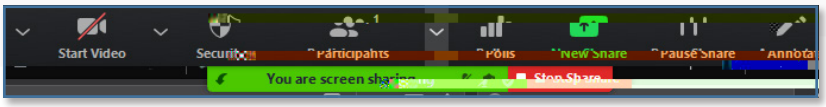
1. Yo can also se the Co rse Collaboration Tool to sched le ad hoc meetings. These can be sed for o ce ho rs or an other time o ma ant to meet ith o r st dents o tside of o r reg lar class time.



Start a meeting

1. To start class meetings, click the

When screen-sharing, meeting controls mo e to the top of the screen.



Learn more abo t polls in Zoom.

In ite participants to o r meeting

There are a co ple of a s to in ite people to join o r meeting:

1. All meetings sched led thro gh the Co rse Collaboration Tool sho p in the tool's list of pcoming meetings. Cop and paste the meeting ID and pass ord in an email or message to o r prospecti e attendee.