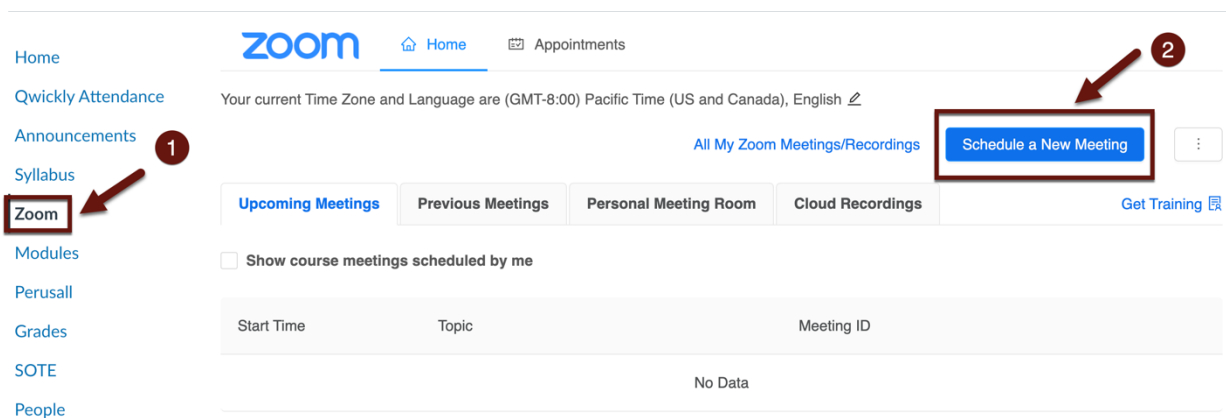


Adding Zoom Meeting Link to Canvas Course

Adding a Zoom link for Canvas Course

1. On the left-side navigation, click on “Zoom
2. Click on “Schedule a New Meeting”



3. Set up your duration to “No Fix Time”
 - For When/Duration, select “Recurring Meeting”
 - Then, click on the drop-down and switch it from “Daily” (default setting) to “No Fixed Time”

When: 11/29/2023 12:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-8:00) Pacific Time (US and Canada)

☒ Recurring meeting Every day, until Dec 5, 2023, 7 occurrence(s)

Recurrence: Daily (highlighted with a red box and arrow)

Repeat every: Daily (highlighted with a red box and arrow)

End Date: No Fixed Time (highlighted with a red box and arrow)

Day: After 7 occurrences

4. Security Options include:

1. Passcode – Only participants who have the invite link or passcode can join your meeting.
2. Waiting Room – Only participants admitted by the host can join the meeting. (*Not recommend* for online class sessions. This is a nice option for office hours.)
3. Only Authenticated Users can join meetings. (*Note*: if you are setting up your Zoom link through your Canvas course, students will already be authenticated through Mycoyote.)

Security

- ☐ Passcode
Only users who have the invite link or passcode can join the meeting
- ☐ Waiting room
Only users admitted by the host can join the meeting
- ☐ Only authenticated users can join meetings

5. Meeting Options include:

1. Enable Join Before Host – if selected, students will be able to join your meeting session before the instructor (the host) joins.
2. Mute Participants Upon Entry – all incoming participants will be muted upon entry to the meeting. (*Recommended setting*)
3. Breakout Room Pre-Assign – allows the host to set up breakout groups prior to the meeting begins.
4. Use Personal Meeting ID – The host can use their personal ID for the meeting ID. (*Not recommended* for class meetings)
5. Record the Meeting Automatically – If the host would like to set the meeting to auto-record, select this option and select “In the Cloud”. This selection will store your recorded class sessions on Canvas Zoom course tool link under “Cloud Recordings”.

Meeting Options

- ☐ Enable join before host
- ☒ Mute participants upon entry 
- ☐ Breakout Room pre-assign
- ☐ Use Personal Meeting ID 9095373469
- ☐ Record the meeting automatically

6. Click “Save” when you are finished setting up. (*Note*: Students will be able to access your Zoom link in the course, but going to the Zoom course link on the left-side navigation.)