



Kossen Center for Teaching and Learning

Using Zoom in Canvas

Obtain a Pro Zoom Account

First, request a Pro Account from Dr. Sheila Morgan at snmorgan1@muw.edu. Once you are given access to the Zoom Pro Account, you will receive a confirmation email to your MUW email address. Then, go to zoom.us and create your Zoom account using the “Sign in, It’s free” option. Remember to use your MUW email to create your account.

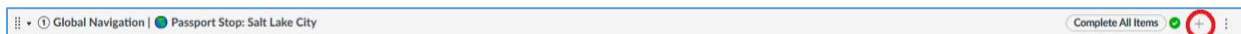
Put Zoom in Canvas Course

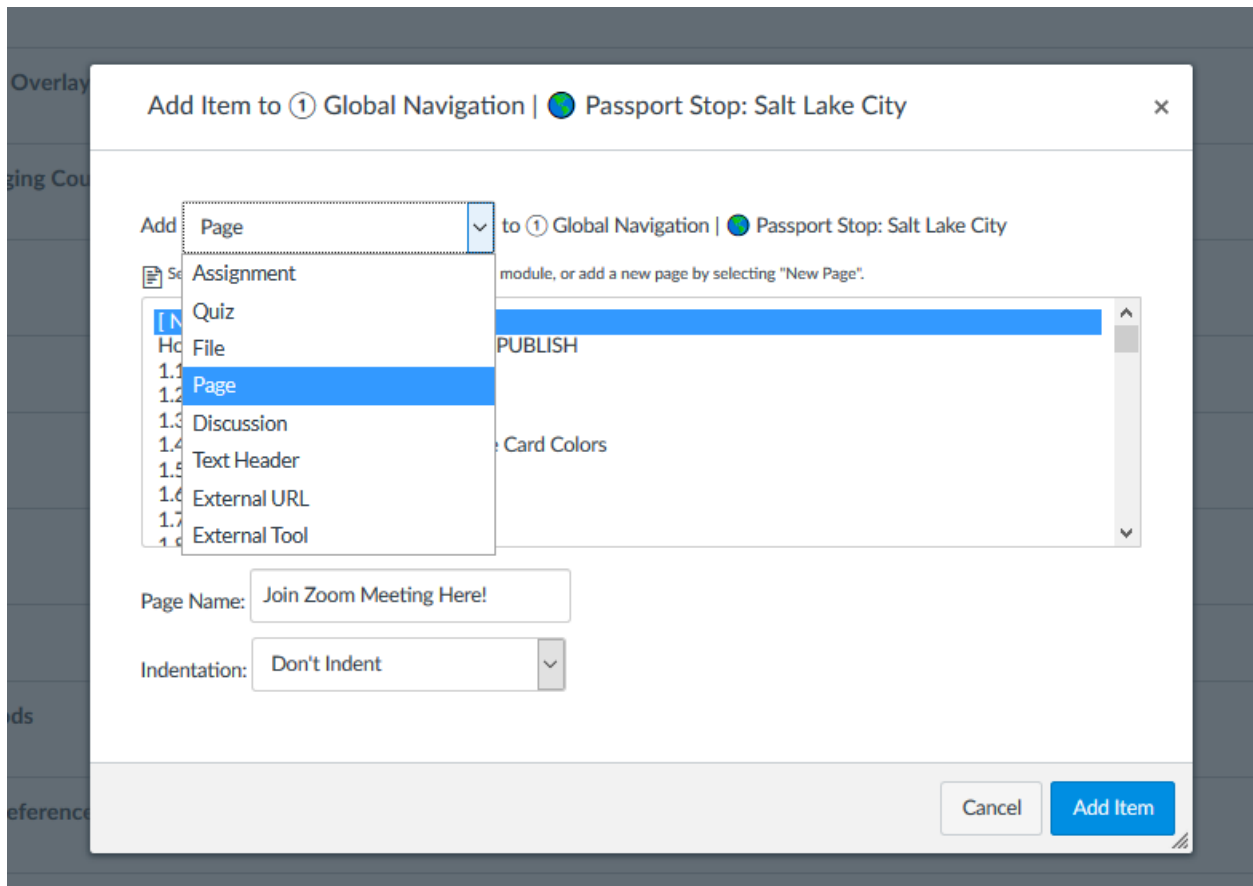
Next, go to your Canvas course, where you want to use Zoom. On the course menu select Settings, then the Navigation tab. Go to the bottom of the page, find Zoom and drag it to the top section of the page. Then, select Save. This puts the Zoom tool on your course menu.

You should see Zoom on the course menu. Click on it. It will ask you to authorize the Zoom tool to your course. **Note: The Zoom tool is only visible to you. You will need to put the Zoom information somewhere in your course for students to access the room.** Post your Zoom information somewhere in your course so students can access the room. I recommend putting it on a **Page** in your Modules.

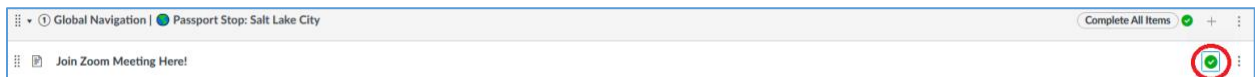
Create Page in Canvas

Locate the **+ sign** at the top of your first Module. From the drop down menu, choose to add a page.





Name the page “Join Zoom Meetings here”. If you place the new page in the modules, the new page will default to the bottom of the Module. Drag the new page to the top to make sure it is prominently displayed for students to see.



Put Zoom Information on Canvas Page

Once the page is posted on a module, go to your Zoom tool and find your Zoom information by clicking on Zoom tool. Find the tab named Personal Meeting Room. Then, select Copy Invitation.

Sheila_Test_Course_101 > Sheila Test Course 101

Home Upcoming Meetings Previous Meetings **Personal Meeting Room** Cloud Recordings [Start Meeting](#)

Topic: Sheila Morgan's Personal Meeting Room

Time: Add to [Google Calendar](#) [Outlook Calendar \(iCal\)](#) [Yahoo Calendar](#)

Meeting ID: 984 086 1248

Invite Link: <https://muw.zoom.us/j/9840861248> [Copy Invitation](#)

Video: Host Off, Participant Off

Audio: Telephone and Computer Audio

Location: Did from United States of America

Meeting Options:

- Require meeting passcode
- Allow participants to join
- Mute participants upon entry
- Enable waiting room
- Automatically record meeting in the cloud

Now, go back to the new page you created in the Module. Click on the page and select the edit option and paste your Zoom invitation there. **Note: Make your Zoom Room Meeting URL a hyperlink. To make the Zoom URL hyperlinked, see instructions below:**

Sheila-Morgan-is-inviting-you-to-a-scheduled-Zoom-meeting.¶

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Topic: Sheila-Morgan's-Personal-Meeting-Room¶

¶

Join-Zoom-Meeting¶

<https://muw.zoom.us/j/9840861248>¶

¶

Meeting-ID: 984-086-1248¶

One-tap-mobile¶

+13126266799,9840861248#-US-(Chicago)¶

+16468769923,9840861248#-US-(New-York)¶

¶

Dial-by-your-location¶

.....+1-312-626-6799-US-(Chicago)¶

.....+1-646-876-9923-US-(New-York)¶

.....+1-301-715-8592-US-(Germantown)¶

.....+1-253-215-8782-US-(Tacoma)¶

.....+1-346-248-7799-US-(Houston)¶

.....+1-408-638-0968-US-(San-Jose)¶

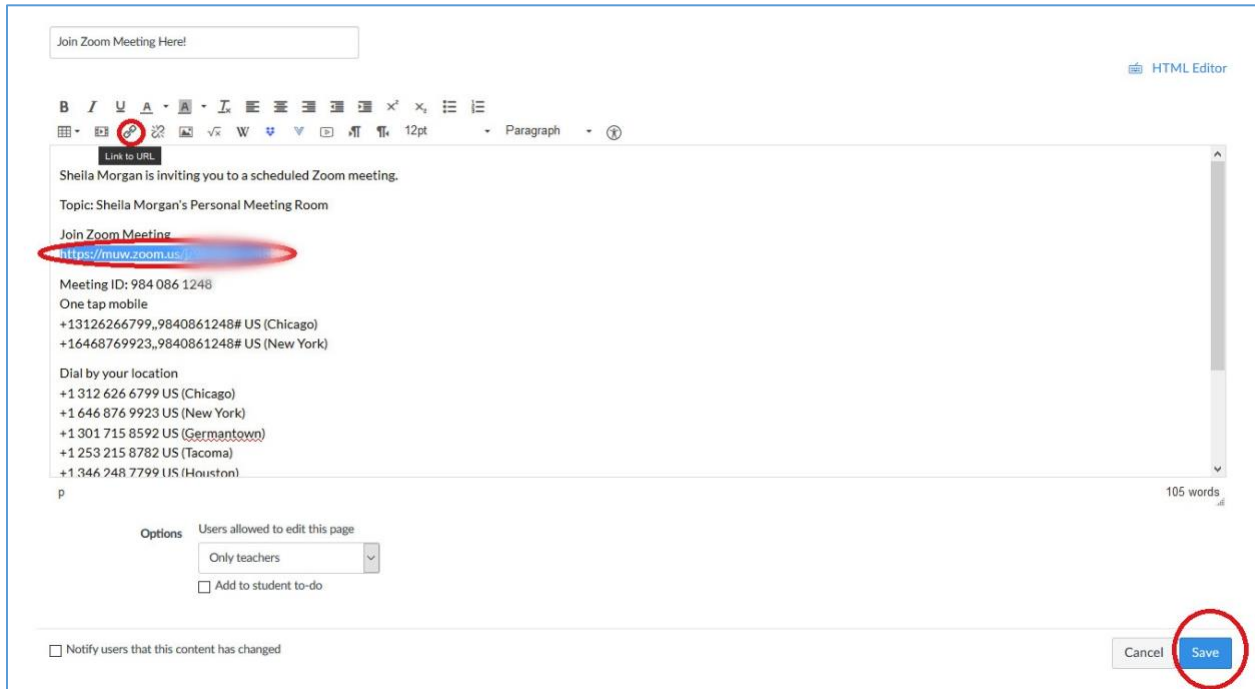
.....+1-669-900-6833-US-(San-Jose)¶

Meeting-ID: 984-086-1248¶

Find-your-local-number: <https://muw.zoom.us/j/9840861248>¶

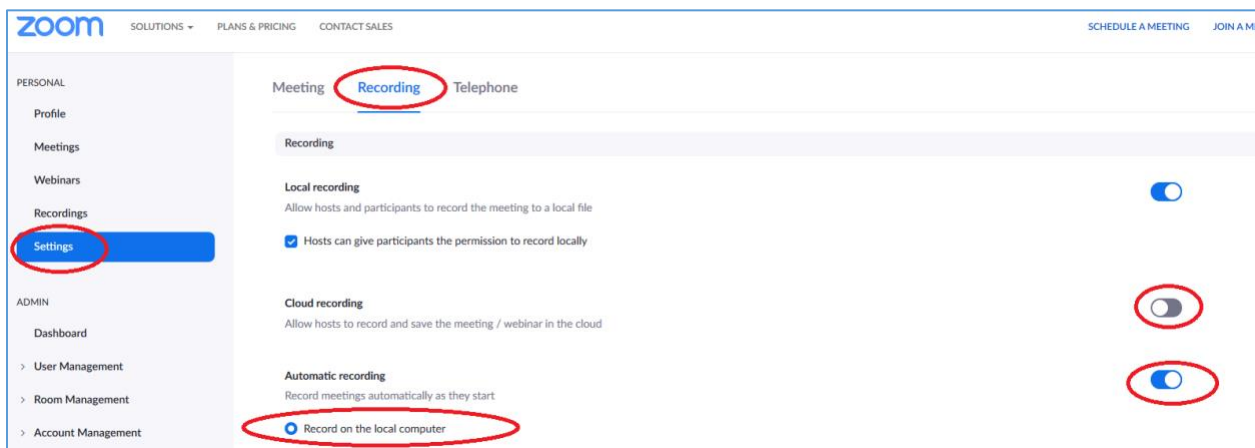
How to Hyperlink the Zoom URL on your Canvas page?

Open the page and select Edit. Then, click the URL link for your Zoom room and select Link to URL in the ribbon and click Save.



Recording your Lecture from Zoom to Your Computer not the Cloud

Remember to record your lectures to your computer and not to the cloud. We have limited data storage in the cloud. To make sure your recording posts to your computer instead of the cloud, go to zoom.us and look under Settings. Then look under the Recording tab and **unselect** Cloud recordings. Make sure enable automatic recordings to your computer is selected.



When in your Zoom Meeting Room, you can find the recording tool on the bottom of screen. You can find that recording in your My Documents area, in the Zoom folder. The recording will

not render until you leave the Zoom Meeting Room. The MP4 of the recording can be uploaded to YouTube and then copied and pasted as a URL into your Canvas Course.

