

Zoom Scheduling in Canvas

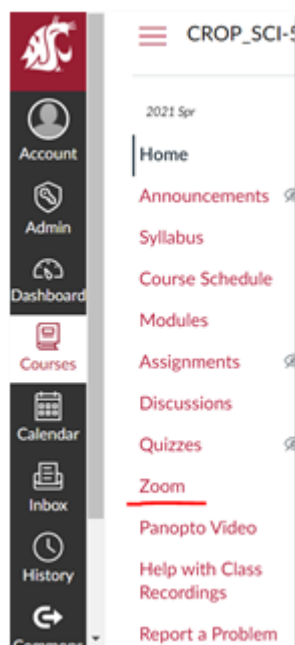
This article will review how to schedule a Zoom session within your Canvas course space. **Note:** If you have a scheduled Video Conference course, AOI will address these for you. Please do not schedule the class sessions.

If you are engaging in any remote teaching, be sure to have approval from your department and it is scheduled properly in myWSU per Provost requirements.

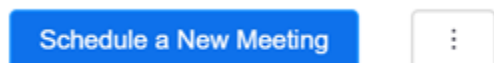
Note: Before using Zoom in Canvas for the first time, complete an initial login by navigating to [WSU Zoom](#) and selecting "Sign in". Once complete, return to this page and follow the instructions below.

Log into your Canvas class space and click on the **Zoom** button on the left-hand side menu bar to open the Zoom App.

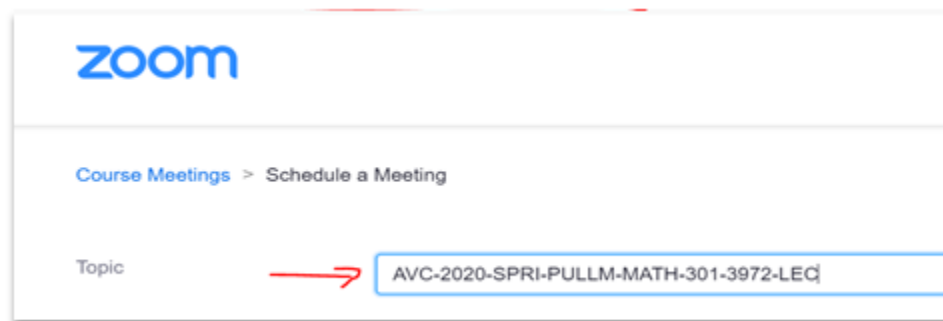
You can also find the Zoom App under "Tools".



Once in the Zoom App, click on the **Schedule a New Meeting** button on the right-hand side of the page.



Name the course in the "Topics".



When scheduling the time, to have the time start at a specific time (3:10), double click and manually put in the required time and press ENTER. Put in the DURATION rounding up to the nearest 15 minute interval.

When

Duration hr min

Time Zone

☐ Recurring meeting

Next, select a Passcode. The App will automatically assign a Passcode but we suggest you change it to numbers only.

Make sure the Video Host and Participant buttons are both “on”.

The Audio button should default to “Both”.

Registration ☐ Required

Security ☒ Passcode ☐ Waiting Room

Video

Host	<input checked="" type="radio"/> on <input type="radio"/> off
Participant	<input checked="" type="radio"/> on <input type="radio"/> off

Audio ☐ Telephone ☐ Computer Audio ☒ Both

If you are wishing to record your final, select the “Recording the meeting automatically” and be sure the “In the cloud” is selected. This will make sure the recording is accessible within Canvas.

Meeting Options

☒ Enable join before host

☐ Mute participants upon entry ⓘ

☐ Use Personal Meeting ID

☒ Require authentication to join : Sign in to Zoom ®

☒ Record the meeting automatically ☐ On the local computer ☒ In the cloud

Click “Save”.

- Canvas Syllabus Sandbox Space
- Email - How to Add, Manage, and Remove Delegates in Outlook for Mac
- Mail Merge for Outlook for Mac using a Shared Mailbox
- Zoom - Videoconference Room System Support Contacts
- Panopto cuts off the Instructor's lecture recording or cannot record