

Using Zoom in Canvas (Averett University)

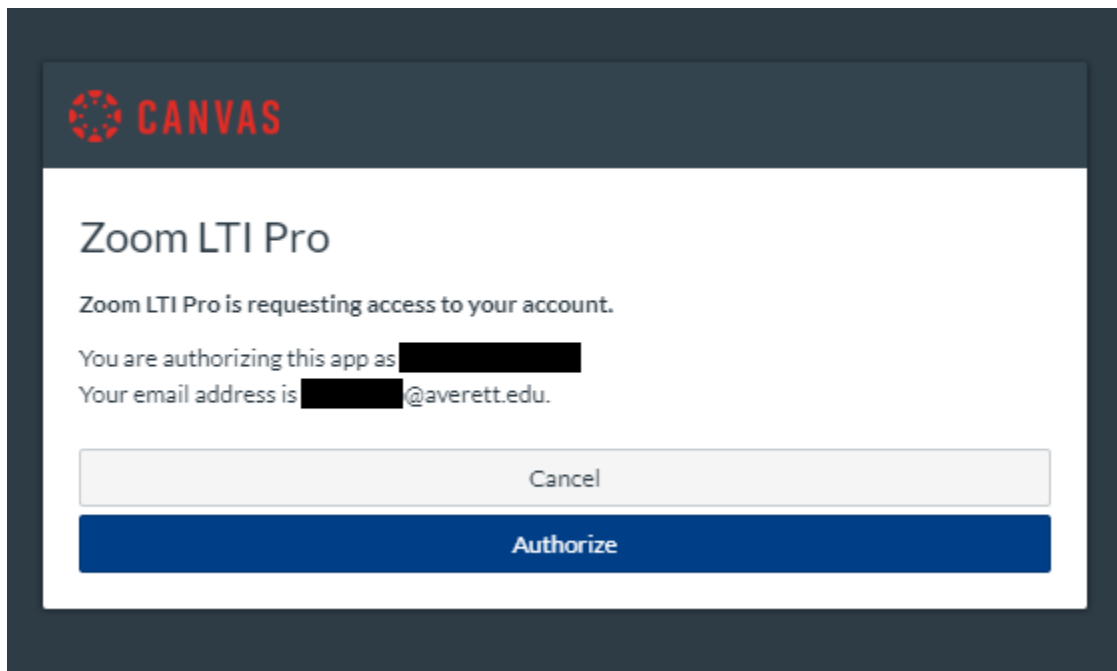
Zoom has been added to **Canvas!**

Please follow these steps to add Zoom to your **Course Navigation**:

1. Log in to Canvas as an **instructor** or **resource manager**.
2. Navigate to the **course** or **resource** where you would like to add the **Zoom** link.
3. Click **Settings** (left hand navigation bar).
4. Click **Navigation** (top navigation bar).
5. Drag **Zoom** from the hidden items to the place where you would like it to appear in your course navigation.
6. Click **Save**.

To use Zoom through Canvas from your course:

1. Click on Zoom to launch the application.
2. You should see something like the following:



3. Click on Authorize.

You should then see the following management screen:

TestCourse-Z1 > TestZoom

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).

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Show my course meetings only

Start Time	Topic	Meeting ID
No Data		

The system will add the meeting to your course. Students will receive a notification and will be able to join either from the link in the email or by clicking on the Zoom in the course navigation bar.

Please note that if you want your students to see the recording of the meeting, you will need to “publish” it.

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada).

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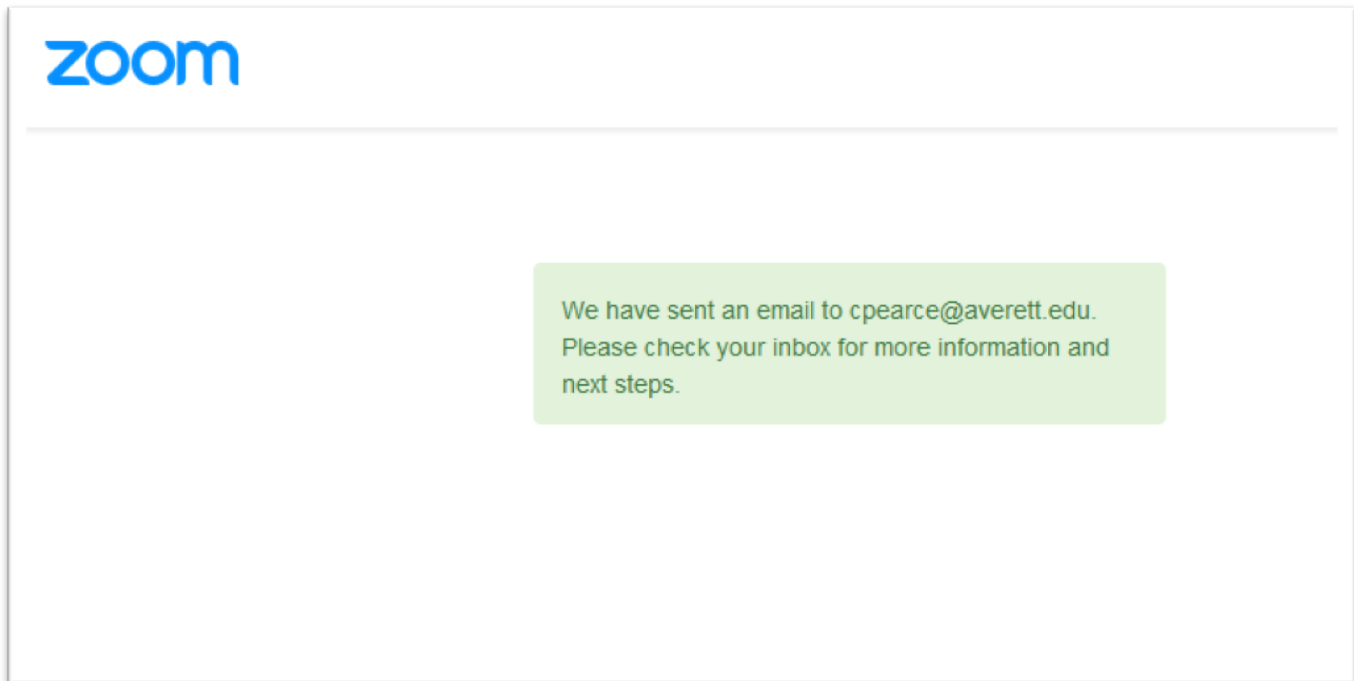
[Delete All](#)

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish
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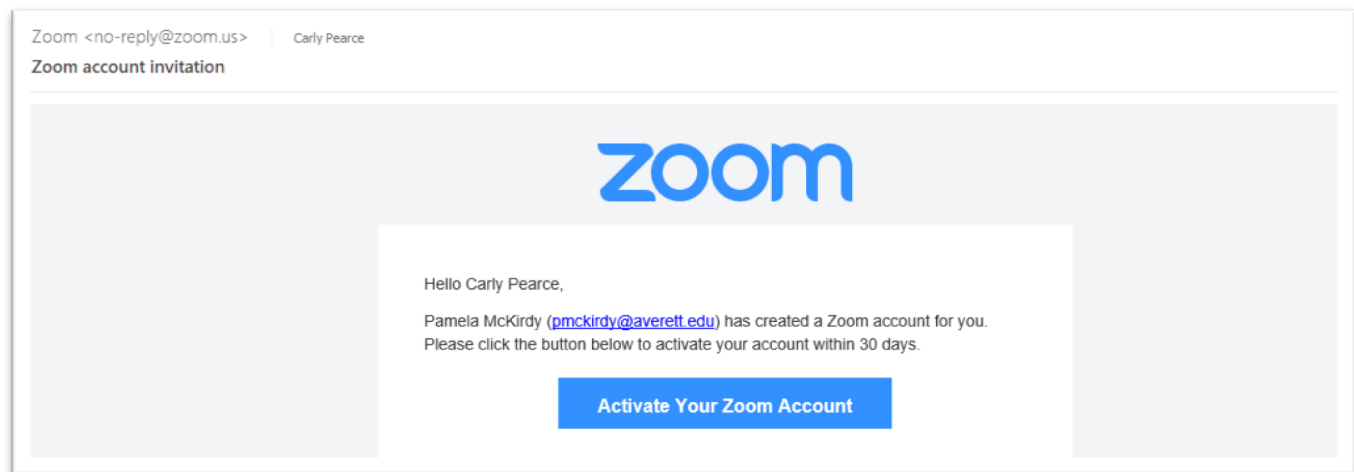
You do not have any recordings from on or before 03/20/2020.

New to Zoom or do not have a Zoom account with your Averett.edu email?

If you do not have a Zoom account associated with your Averett.edu email you will see the following in Canvas when you click on Zoom:



You will then receive an email from Zoom to your Averett Email. Within the email click on the blue "Activate Your Zoom Account" and create a password:



When you next access Zoom in Canvas, it should behave as noted above. If you have problems please contact Pam McKirdy (pmckirdy@Averett.edu) or Carly Pearce (cpearce@Averett.edu).