


This guide covers creating a Zoom account and using the Canvas integration.

## Login to Zoom Account

You must do this before you access open the Zoom link in Canvas. Steps 3-4 are for those who had a UWEC Zoom account before it was taken over by UW-System.

1. Go to <https://zoom.us>, click **Sign In** on the upper-right, and click the **black key**  **SSO icon** at the bottom.
2. Enter **wisconsin-edu** as the company domain, click **Continue**, and enter your UWEC credentials.
3. Click **Confirm your email address**; you should receive an email within 3-5 minutes.
4. Open the email, click **Switch to the new account**, and click **I Acknowledge and Switch**.  
**NOTE:** It takes a few minutes to switch your account. The page does not automatically refresh, but you will receive an email when the process is complete.

## Canvas Integration

If you do not see the Zoom link in your course, complete the steps below.

1. Access your course and click the **Settings** button.
2. Click **Navigation** along the top.



3. Scroll to the bottom, click the **three dots** next to **Zoom**, and click **Enable**.



4. Scroll down and click **Save**.
5. You will need to **Authorize** your account the first time you click **Zoom** on the navigation bar.

If you see a warning user does not exist message, complete the steps below.

1. Click the **Account** button on the global navigation bar, click **Settings**, and click **Edit Settings**.
2. Click the **Trash can icon** next to all the Zoom links you see; there may be several.



## Schedule Meetings

When you schedule meetings in Canvas, they show on the course calendar and on the student To Do list.

1. Access your course and click **Zoom** on the navigation panel.
2. Click **Schedule a New Meeting**.
3. **OPTIONAL**: Change or append the **Topic** line. By default, it is the name of the course.
4. Enter date, time, duration, time zone, and recurring as needed

When

02/02/2021 2:00 PM

Duration

1 hr 15 min

Time Zone

GMT-06:00 Central Time (US and Canada)

Recurring meeting **Every week on Tue,Thu, until May 21,2021. 32 occurrence(s)**

Recurrence

Weekly

Repeat every

1 week

Occurs on

Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date

By 05/21/2021  After 7 occurrences

5. Change any other settings and click **Save**.

## Join Meetings

1. Access your course and click **Zoom** on the navigation panel.
2. Click **Start** next to the applicable meeting.

## Edit or Delete Meetings

1. Access your course and click **Zoom** on the navigation panel.
2. Click the **name of the meeting**.
3. Scroll to the bottom and click either **Edit this Meeting** or **Delete this Meeting**.

## Recordings

By default, Zoom recordings are unpublished. You can publish them for all students or send a share link to individual students. Only teachers can download or delete videos.

### Publish

When you publish videos, all students in the course can watch them.

1. Access your course and click **Zoom** on the navigation panel.
2. Click the **Cloud Recordings** tab.
3. Slide the **Publish** button to the right.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	Publish
<input type="checkbox"/>	Zoom Sessions	967 9085 5741	Sep 13, 2021 1:35 PM	1 Files(268 KB)	<input checked="" type="checkbox"/> Delete

## Share Link

You can leave recordings unpublished and send a link to individual students. **NOTE:** Students could forward this information to their classmates.

1. Access your course and click **Zoom** on the navigation panel.
2. Click the **Cloud Recordings** tab.
3. Click the **name of the meeting** under *Topic*.
4. Click the **Share** button and click **Copy**.
5. Open an email and click **Paste** in the body of the email.

## View Attendance and Poll Reports

1. Access your course and click **Zoom** on the navigation panel and click the **Previous Meetings** tab.
2. Click **Report** next to a meeting and you have access to the meeting and poll reports.



[Export as CSV File](#)

**HINT:** If you use a waiting room, you will see two entry times for each student.