


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.

1. Go to <https://zoom.us> and click **Sign In** on the upper-right.
2. Click the **black key**  **SSO icon** at the bottom.
3. Enter **wisconsin-edu** as the company domain.
NOTE: You may want to make note of the domain as you will need it often.
4. Click **Continue** and enter your UWEC credentials.

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. **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.

Zoom LTI	Expires: never	details 
Pro	Last Used: Aug 11 at 9:16am	

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By default, Zoom recordings are unpublished.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.