

Canvas & Zoom Integration Instructions

The complete guide is online at:

<https://infocanvas.upenn.edu/guides/zoom/zoom-for-faculty-staff-tas/#zoomcanvas>

Add Zoom & Class Recordings (Panopto) to your Canvas Course

To make Zoom recordings available in Canvas, both Zoom and Class Recordings(i.e. Panopto) must be enabled. To enable Zoom and Class Recordings in a course:

1. Login to Canvas.
2. Click **Settings** on your course navigation menu.
3. Click the **Navigation** tab, which is near the top of the page.
4. Scroll down, click the **Zoom** and **Class Recordings** button(s), and drag them above the line that reads "Drag items here to hide them from students." Alternatively, you can click the three-vertical dots on the right of the **Zoom** and **Class Recordings** buttons > **Enable**.
5. Scroll down again and click **Save**.

Scheduling Zoom Meetings Through Canvas

**Class activities should be scheduled directly through the Canvas interface.*

*Use your Personal Meeting Room for one-on-one meetings or activities unrelated to teaching. It is **not** recommended to use your Zoom Personal Meeting Room for class activities.*

1. FROM CANVAS: To schedule a Zoom Class and/or modify settings in Zoom, start by clicking on Zoom in your course navigation menu.
2. **Click** Schedule a New Meeting.



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

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



3. Enter the scheduling information for your meeting. Use the Recurring meeting option for class sessions or other recurring activities that meet on a regular basis.

Time Zone

GMT-04:00 Eastern Time (US and Canada) 

Recurring meeting

Every week on Mon,Wed, 10 occurrence(s)

Recurrence

Weekly 

Repeat every

1 

week

Occurs on

Sun Mon Tue Wed Thu Fri Sat

End date

By  After 10  occurrences

Schedule Meetings with Individual Students or Small Groups

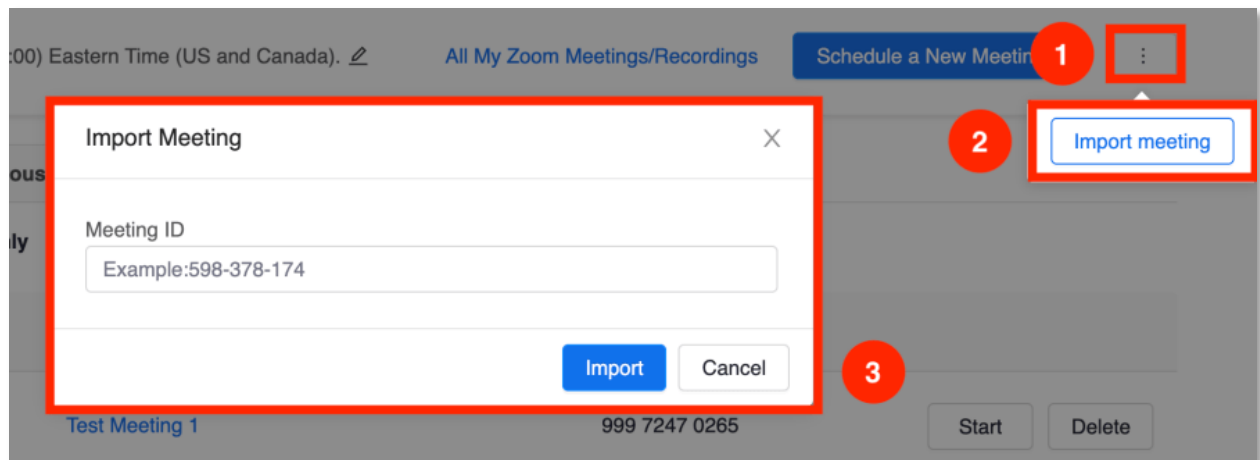
Zoom meetings scheduled through Canvas are visible to all students in the class. If you want to schedule meetings with individual students or small groups, schedule the meeting directly through [Zoom](#), or use your Personal Meeting room. Communicate the meeting link to the students directly via email or through a Canvas message

Import Previously Scheduled Meetings

If you had already scheduled meetings through Zoom, you can add them to your Canvas site using the **Import** feature.

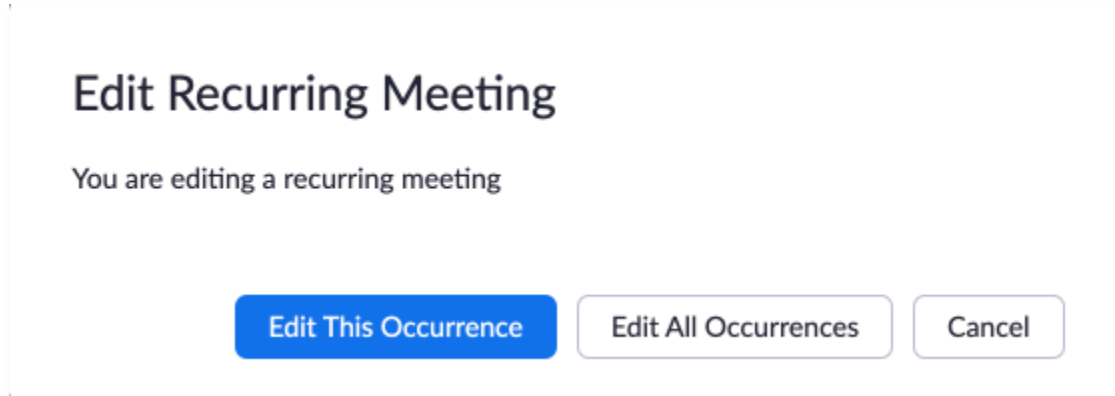
To import previously scheduled meetings:

1. Click the **three vertical dots** next to the Schedule a Meeting button
2. Select **Import Meeting**
3. Enter the **Meeting ID** for a meeting previously scheduled in your Zoom account, which will add the meeting to your Canvas site



Edit Meetings (Including Recurring)

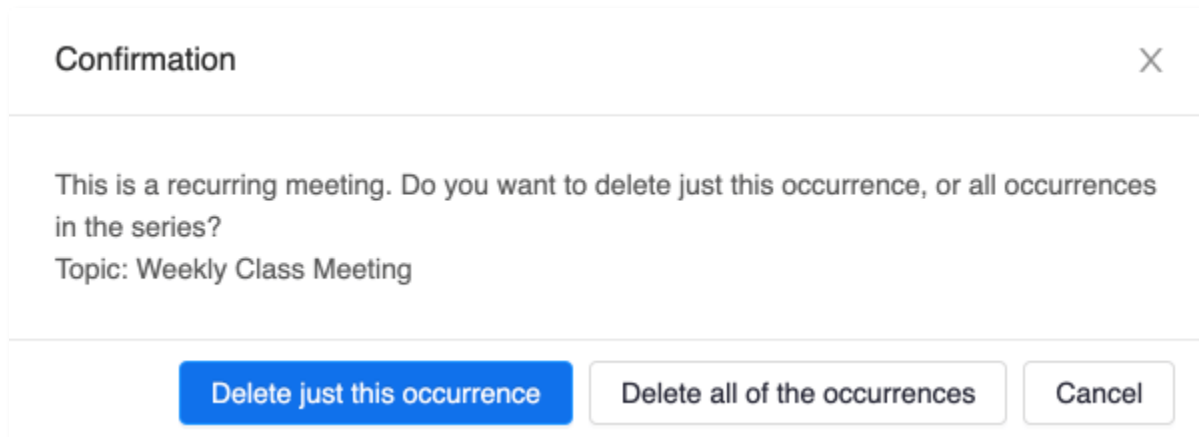
You can edit the settings for meetings. It's easiest to edit meetings when logged in to the Zoom web interface through upenn.zoom.us/signin. This will allow you to edit either individual sessions within a recurring series or the entire series.



Delete Meetings

Delete meetings for specific dates as needed. For example, you may want to cancel a Zoom meeting scheduled on holidays.

Scroll through the list of **Upcoming Meetings** and find the session you want to cancel, then click **Delete**.



Select **Delete just this occurrence** to delete a single session or select **Delete all of the occurrences** to delete the entire series.