Zoom / Canvas Integration

Setting up Instructors' Zoom Accounts for Canvas
Do you already have a Zoom account?

Existing users will not receive an email for activating an account, and should log in directly to Zoom to verify their account type. Zoom does not integrate with COH’s single-sign-on. Your Zoom account credentials are unique to Zoom, and you may need to utilize the *Forgot Password* process to reset your credentials. Once you can log in to Zoom, verify the user type, and **continue to step six** of this guide, “Verify your Zoom account works in Canvas.”

https://zoom.us/
New user to Zoom: Step 1

New users to Zoom will receive an account invitation for Zoom. Following the directions in the email is an essential step to activating your account before using Zoom within Canvas.

The email (1) for new users provides a button and a link to Sign In to Zoom for the first time. Choose either option to move to your browser and continue your account activation.
New user to Zoom: Step 2

The screen that should appear next in the browser is shown below. (2) The integration within Canvas depends on the registered email, and we recommend continuing by clicking on the Sign Up with a Password link.
New user to Zoom: Step 3

(3) Next, this is where you set up your name and password using the email registered by ITS, and continue. This account does not utilize SSO, nor does it synchronize with your COH credentials. It is your Zoom account to manage. Provide a password per the site requirements and keep it in a safe place to not forget.
New user to Zoom: Step 5

After creating your account, the next screen confirms your activation and should look like the page below. (4) Click on “Go To My Account” to verify the next step.
New user to Zoom: Step 5

Here is the page (5) you can further operate in Zoom. Take note of the user type you have. If you have a “Licensed” user type, it means you are fully licensed to utilize the account as an instructor in Canvas.
Verify your Zoom account works in Canvas: Step 6

Go to Canvas and choose your sandbox course (if you have one) or any other course you would like to manage as an instructor for distance learning using a Zoom meeting.

The Zoom link (6) is available in the Course navigation. If it is missing, check the course Settings and enable it, and click on the Zoom link.
Verify your Zoom account works in Canvas: Step 7

This screen (7) will appear when using Zoom within Canvas for the first time, and also in cases where you have not used Zoom in a while. Click on the **Authenticate** button.
Verify your Zoom account works in Canvas: Step 8

Here (8), Canvas is continuing the authentication process, where it’s asking you to authorize the linking of your Canvas and Zoom accounts. If you click on cancel, you won't be able to proceed with scheduling Zoom meetings for Canvas.

Move ahead by clicking on the **Authorize** button.
Verify your Zoom account works in Canvas: Step 9

This screen indicates (9) that your Zoom account is linked where you can manage many of the Zoom features and settings within Canvas. Proceed to schedule a new meeting.
Schedule a Zoom meeting within Canvas: Step 10

In this example, the topic is for a Lecture for Analyzing Data. The description is optional. Next are the date and time, and duration.

The remaining options are set as default or to your preference.

Click on save.
Schedule a Zoom meeting within Canvas

From this point, your meeting has been scheduled, and a unique URL is provided.

Using the Canvas/Zoom integration, the links and references of the meeting are added to the following areas:

- Course calendar
- Students' To-dos
- Email notifications to students (based on their Canvas communication preferences)
- Addendum to the syllabus
Promoting your meetings in other ways

Additional methods of promoting your meeting can be done manually by copying and pasting the Zoom meeting URL in these other areas of Canvas:

- Course announcements
- Assignments to specific students or student groups
- Discussions
- Course content pages