Using Zoom in Canvas

Zoom integrates seamlessly with Canvas and every faculty member has access to Zoom in every course they teach. The Zoom tool must be enabled in each course.

Enabling the Zoom Tool in a Canvas course

1. Begin by accessing a canvas course.
2. Click on the Setting button located in the course menu.
3. Click on the Navigation tab located along the top.
4. Scroll down and click on the 3 dots to the right of Zoom.
5. Click the option to Enable.
6. Click Save at the bottom of the page.
7. Zoom is now located in the course menu.

Activating Your Zoom Account

If you have already activated your Zoom account please disregard these steps. Your Zoom account will automatically appear in your Canvas course after enabling the Zoom tool.

1. Click on the Zoom button located in the course menu.
2. Your account information will appear.
3. Enter your DSU password and confirm (enter it twice).
4. Click the blue Activate my Account button.

Scheduling a Zoom Meeting

When scheduling a meeting in Zoom through Canvas, Zoom recognizes your role as the Teacher and also the role of students – this means that as the teacher you enter a meeting as the host each time.

1. Begin by accessing a course in Canvas.
2. Click on the Zoom button located in the course menu.
3. Click the blue Schedule a New Meeting button.
4. Add the meeting title and other meeting settings such as date/time, duration, record, etc.
5. Save the meeting.

Teachers will see a button to Start the meeting while student will see a button to Join the meeting.

While teachers will see all scheduled meeting, student will only see meeting that are scheduled for their course.