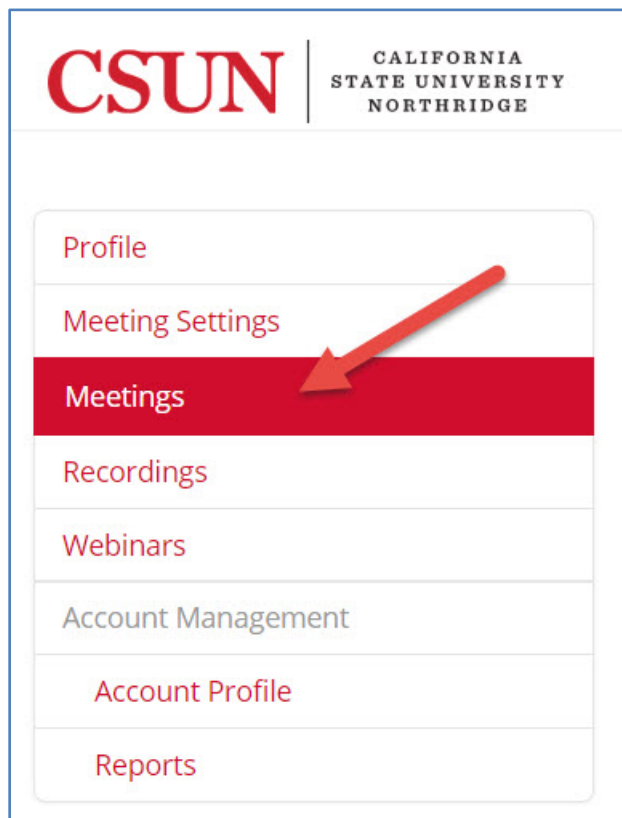


PART 2 of 6

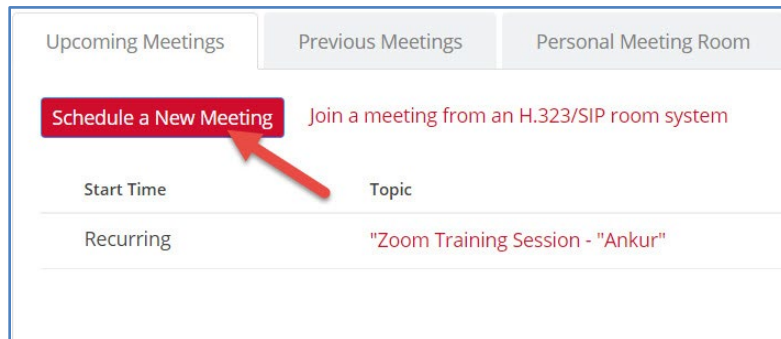
Scheduling and adding a Zoom session to your Canvas course

This guide will walk you through the process of adding a recurring Zoom session link to your Canvas course. Note that in Zoom, sessions are called “meetings.” For our online courses, Distance Learning will use the term “sessions” when referring to Zoom in order to maintain consistency and familiarity for student users participating in live sessions. ***This process needs to be performed by the instructor of the course, as only the creator of the Zoom session is given initial host privileges, and host privileges are required to moderate, record, see raised hands, and run the session.***

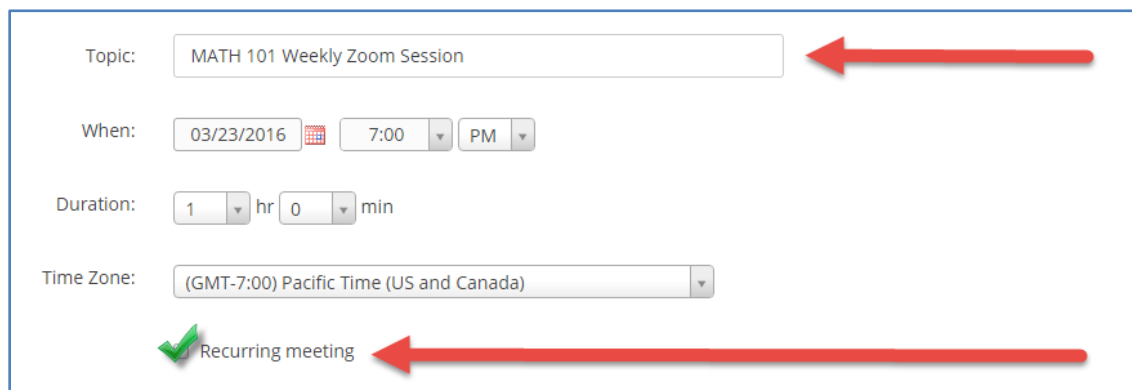
1. Open your web browser and go to [CSUN Zoom website](#)
2. Click **SIGN IN** at the top-right of the page
3. Enter your CSUN user ID and password and click ‘Login’.
4. Once logged in, you will be automatically taken to the ‘**Profile**’ page. From here, click the ‘Meetings’ link on the left of the page.



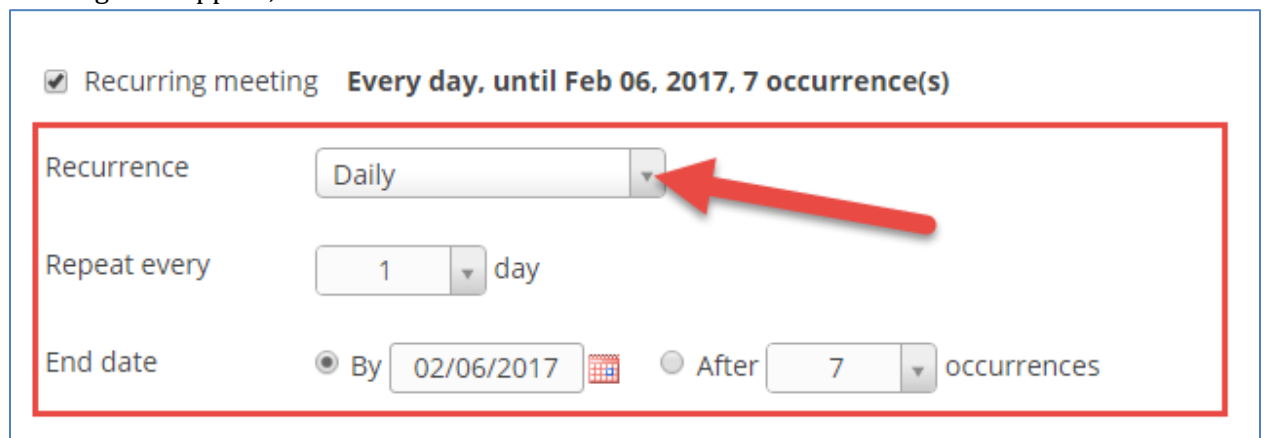
5. The 'Meetings' page will show you all of your scheduled Zoom sessions. Click the '**Schedule a New Meeting**' button.



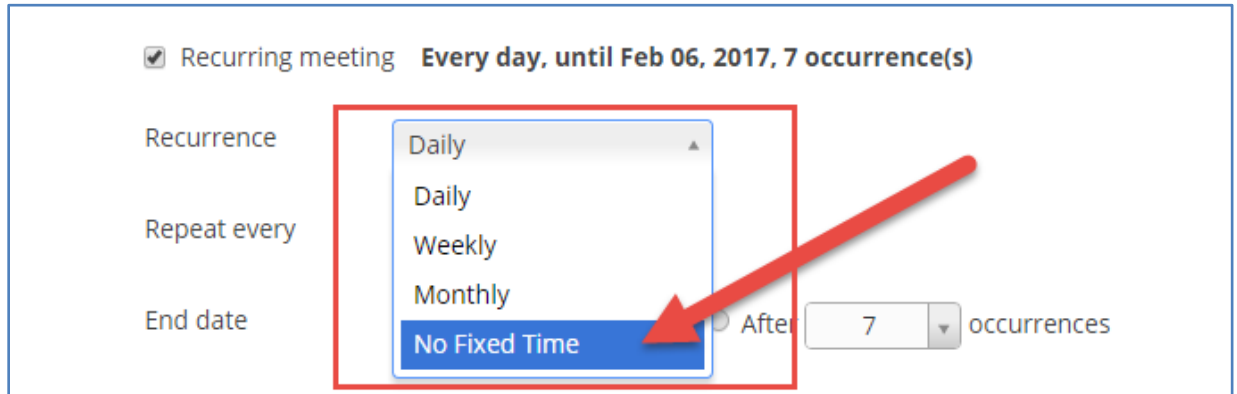
6. The 'Schedule a Meeting' page will allow you to configure your Zoom session. Firstly, give your Zoom session a title in the Topic box (for example, 'MATH 101 Weekly Zoom Session'). Click the checkbox next to '**Recurring meeting**'. *Suggested naming (title) conventions will be given to instructors in each program to maintain consistency.



7. After '**Recurring meeting**' checkbox is checked more options related to the recurring meetings will appear, as shown below:



8. Click on drop down Arrow for “Recurrence” and choose “No Fixed Time”



Recurring meeting **Every day, until Feb 06, 2017, 7 occurrence(s)**

Recurrence: **No Fixed Time**

Repeat every: 7 occurrences

This setting means you will not need to set up a new weekly class meeting again for the rest of the course and can use that meeting link for your weekly sessions (or any sessions you’d like to set up) all during your course.

9. Set the remaining meeting options as follows:

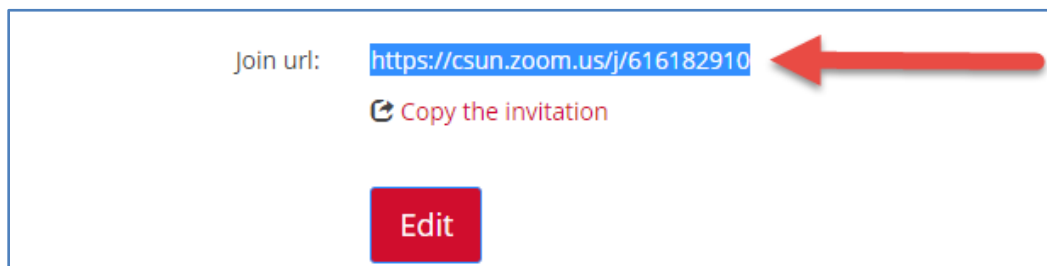
- Registration: Unchecked
- Host Video: On
- Participants Video: On
- Audio Options: Voice only

Meeting Options:

- Require meeting password: Unchecked
- Enable join before host: Unchecked
- Mute participants upon entry: Checked

Click the “**Save**” button.

10. Your Zoom session is now scheduled. Next, you need to copy the link so that you can paste it into your Canvas course for students to join your sessions. To do that, highlight the link next to ‘Join url’. Once highlighted right-click (or Control-click on a Mac) and choose ‘Copy’.

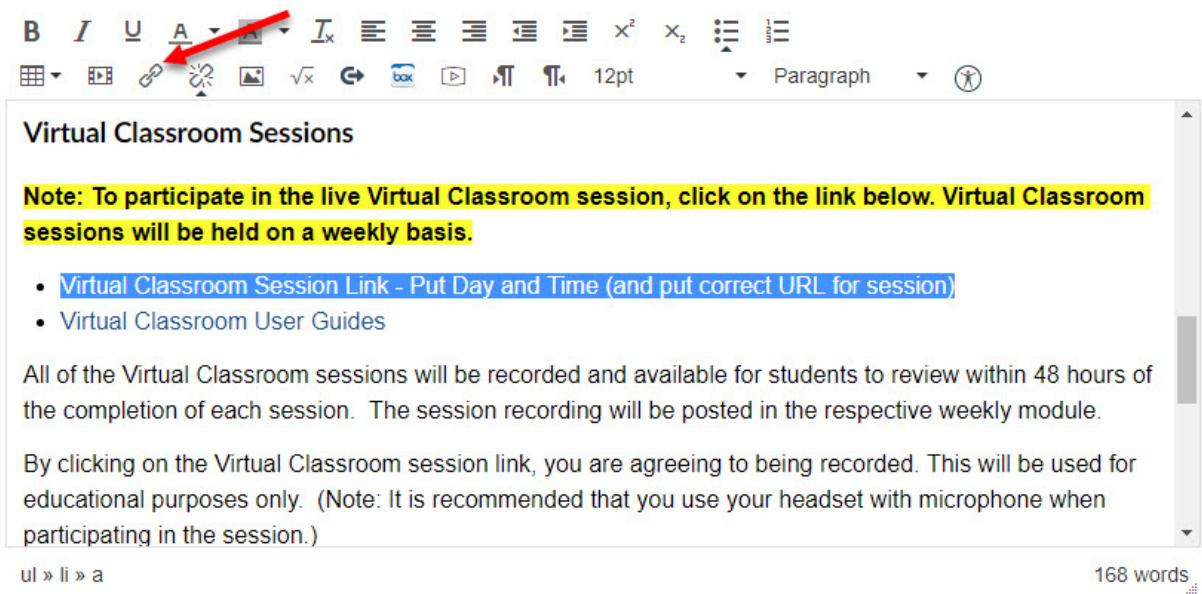


Join url: **https://csun.zoom.us/j/616182910**

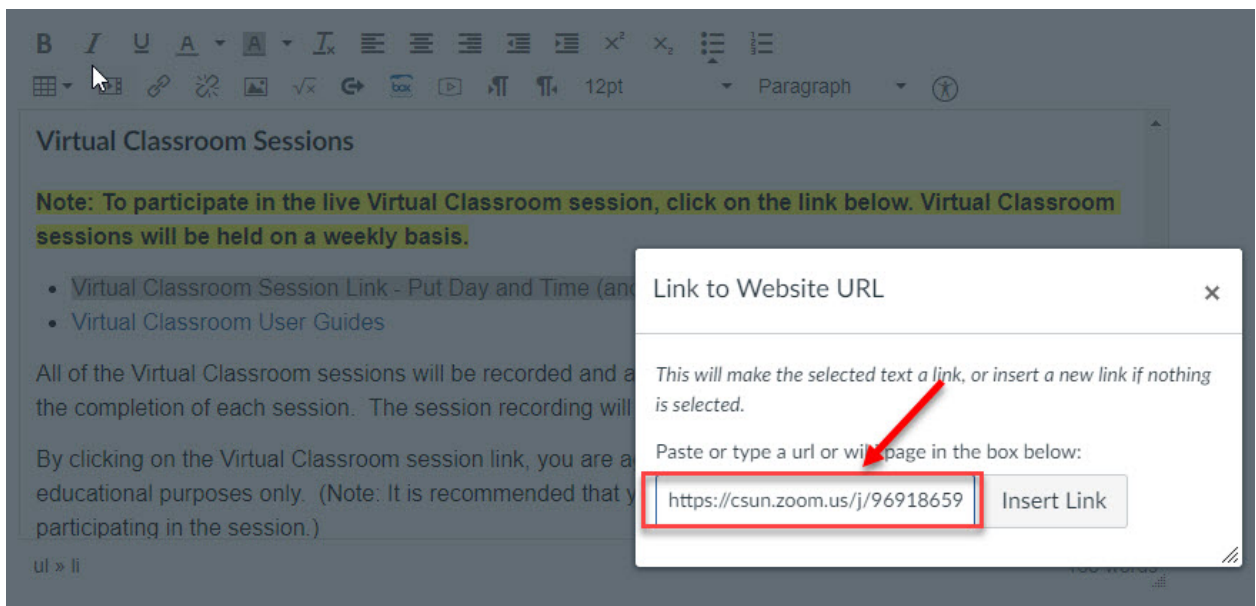
[Copy the invitation](#)

Edit

11. In a new browser window or tab, log in to Canvas and go into your Canvas course. Be sure to select “Edit” at the top right of your course page.



14. Paste the URL link that you just copy from Step 10 to the input box and click “Insert Link”.



15. Select “Save” option at the bottom to save the changes.

Virtual Classroom Sessions

Note: To participate in the live Virtual Classroom session, click on the link below. Virtual Classroom sessions will be held on a weekly basis.

- [Virtual Classroom Session Link - Put Day and Time \(and put correct URL for session\)](#)
- [Virtual Classroom User Guides](#)

All of the Virtual Classroom sessions will be recorded and available for students to review within 48 hours of the completion of each session. The session recording will be posted in the respective weekly module.

By clicking on the Virtual Classroom session link, you are agreeing to being recorded. This will be used for educational purposes only. (Note: It is recommended that you use your headset with microphone when participating in the session.)


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Options Can edit this page role selection

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Add to student to-do

Notify users that this content has changed



16. After you've saved the URL and have been returned to the course page, you'll see the Zoom session link at the bottom of the Virtual Classroom Sessions.

Your Zoom session is now linked within your Canvas course. You should email your Instructional Designer (ID) to let her know you've added the Zoom link to your Canvas course. Look for your instructional Designer Email below-

- joy.m.boulos@csun.edu
- suzanne.david@csun.edu
- tiffany.dumas@csun.edu
- barb.frye@csun.edu
- janice.kuo@csun.edu

Note that students will not be able to join your Zoom session until you, as the host, have joined the session, as per the settings defined in Step 7 above.

*****Please note that there will only be one perpetual, recurring Zoom session for the entire length of your course. Your students will use the same link in the Zoom Sessions area to access the recurring Zoom session every week that you have live sessions. You as an instructor will continue to go into the Zoom session by going to the main [CSUN Zoom page](#).**

To download the latest version of this manual, as well as all our Zoom Faculty manuals, go to Distance Learning's [Zoom for Faculty website](#), available 24

