



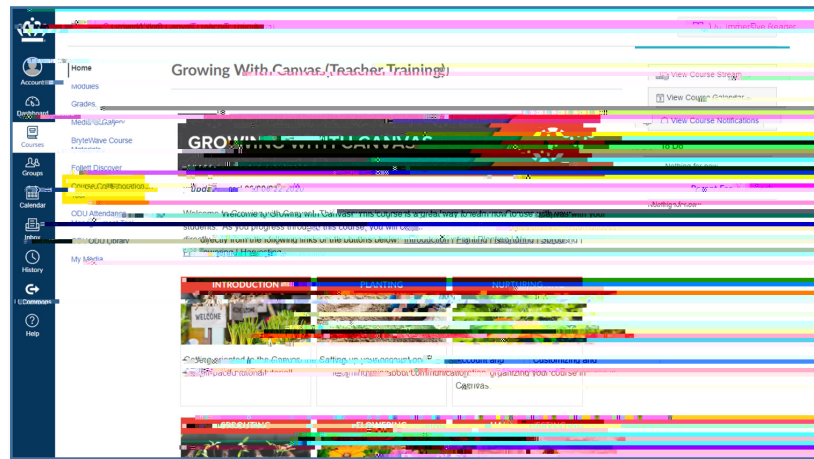
Using Zoom with Canvas

With Zoom's Blackboard integration, faculty can schedule, start and manage meetings directly from Canvas. Students can join meetings and access cloud recordings from within the course as well.

Before you can use Zoom in Canvas, your Zoom account must be activated. If you haven't already, go to odu.zoom.us and sign in with your MIDAS ID and password to activate your account.

Open Zoom within the Course Collaboration Tool in Canvas

1. From inside your Canvas course, click **Course Collaboration Tool** in the Navigation Menu.



Information Technology Services

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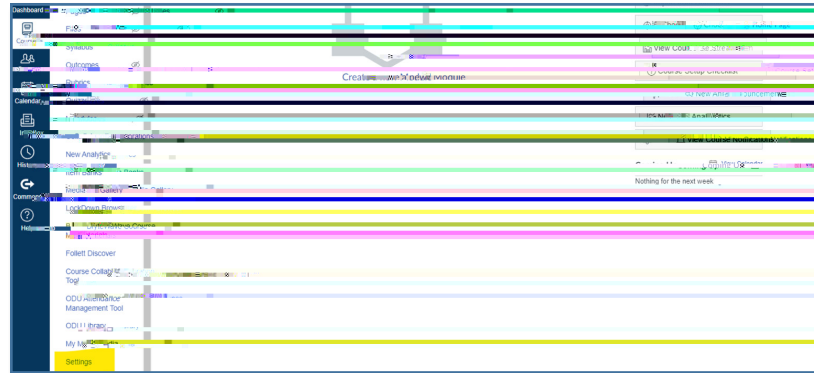
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Add Course Collaboration Tool to Course Men

The Course Collaboration Tool is enabled by default in our Navigation Menu on the left. However, if the tool is missing, you can still add the Course Collaboration Tool link to our Navigation Menu.

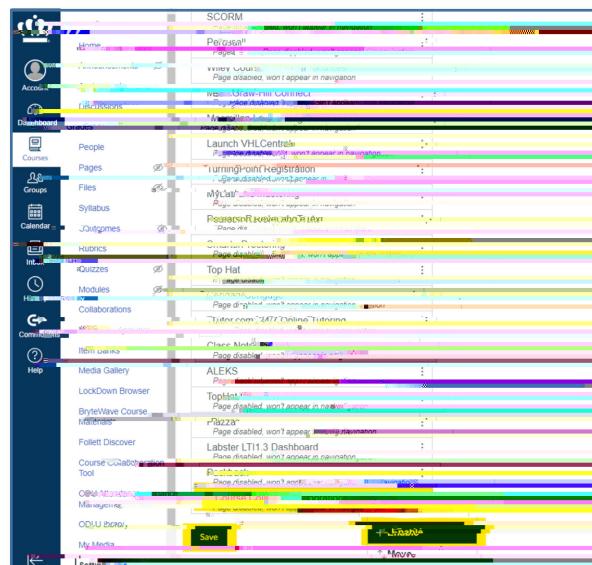
1. From inside our course, scroll down and click **Settings**.



2. Click on the **Navigation** tab.



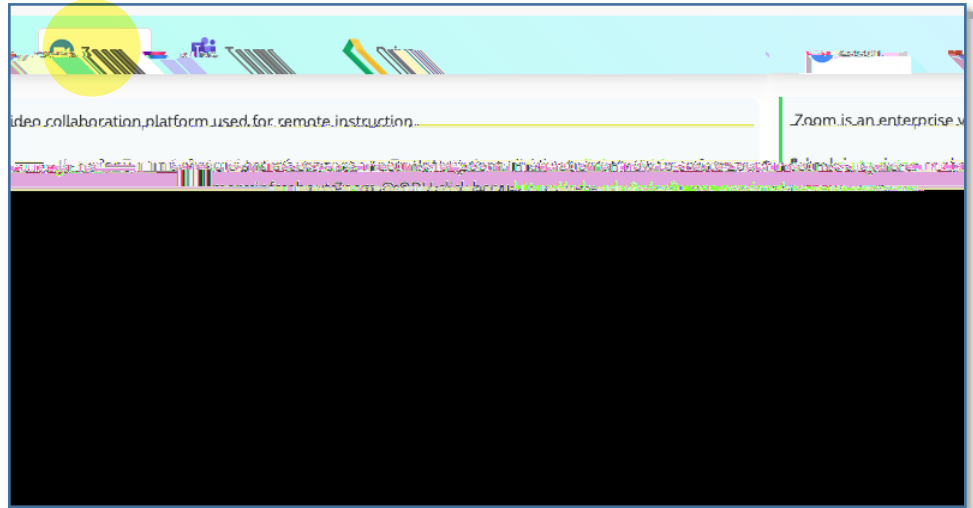
3. Scroll down and look for the **Course Collaboration Tool**. Click the vertical ellipses to its right, then click **Enable** and **Save**.



Schedule a meeting

Zoom meetings will only show up in Canvas if they are scheduled from Canvas. Meetings scheduled outside of Canvas (directly through the Zoom app, for example) will not appear in Canvas.

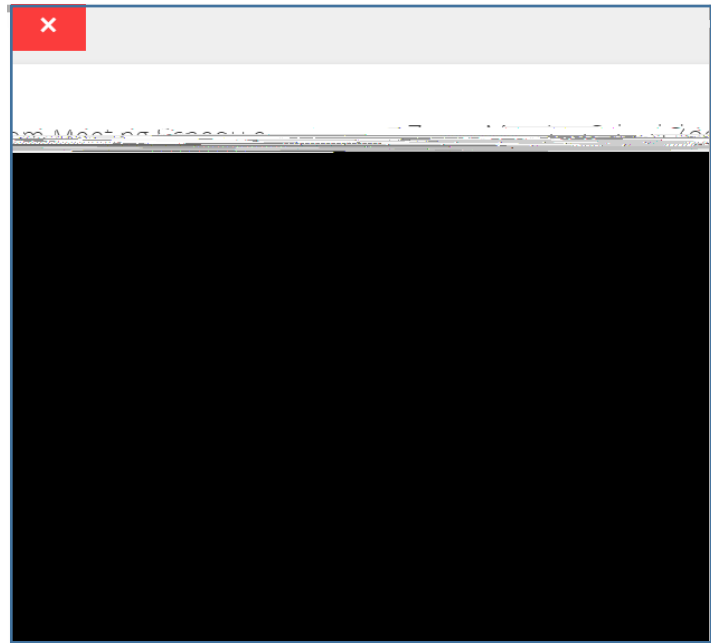
1. Open the **Course Collaboration Tool** and click on the **Zoom** tab.



2. Click **Schedule my class meetings**. This will schedule meetings based on the course name and the days/times that the class meets:

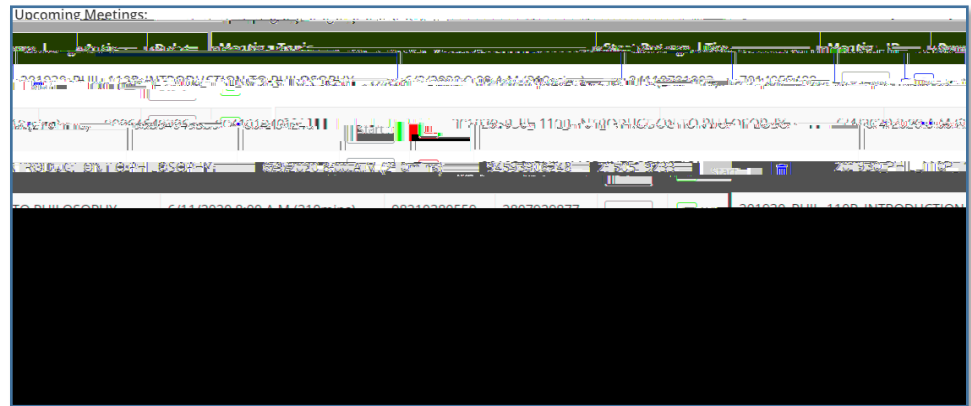


- As you can see below, your course information is pre-populated. Click **Schedule Meeting**. You will receive a message that your meeting has been successfully created.



*Note: If you wish to use Zoom registration to add an additional restriction on who can access class meetings, click **Advanced Options** and select **Restrict access to enrolled students**.*

- The Zoom page in the Collaboration Tool shows a list of meetings scheduled for your course.



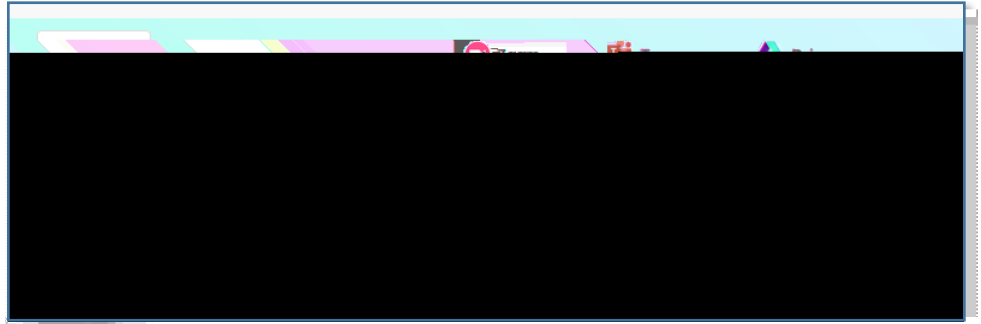
*Note: You can delete individual class meetings by clicking the red **Delete** button next to that class, or delete all meetings at once by clicking the **Delete All Meetings** button.*

Only instructors can schedule meetings within the Course Collaboration Tool. Students can schedule meetings from the Zoom app or at od.zoom.us.

To edit meeting information (Topic, Description, Time, etc.) for any previously scheduled meeting, log directly into od.zoom.us (outside of Blackboard).

Schedule ad-hoc meetings

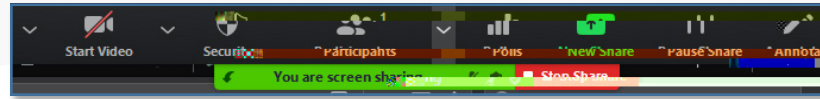
1. You can also use the Course Collaboration Tool to schedule ad hoc meetings. These can be scheduled for office hours or another time of your own choosing to meet with our students outside of your regular class time.



Start a meeting

1. To start class meetings, click the

When screen-sharing, meeting controls move to the top of the screen.



Learn more about [polls](#) in Zoom.

In vite participants to o r meeting

There are a couple of ways to invite people to join o r meeting:

1. All meetings scheduled through the Course Collaboration Tool show up in the tool's list of upcoming meetings. Copy and paste the meeting ID and password in an email or message to o r prospective attendee.



