

Faculty and Students can now start and schedule class-related Zoom meetings through Canvas. Creating the meetings in Canvas with Zoom will make the meetings and recordings available to the students who are registered in your Canvas section.

In Canvas, select Zoom on the left-hand course navigation menu. You may get a message of “Zoom LTI Pro Requesting Access”, so choose ‘Authorize. Then, click on the blue "Schedule a New Meeting" button. At that point, you will be able to create a new meeting and select your specific preferences. Note: scheduling meetings through Zoom in Canvas will add them to your students' Canvas calendars as well.

The screenshot shows the Canvas LMS interface for a course titled "SOWK-4901-1 > Applied Practice Eval Research". The left-hand navigation menu includes options like Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The "Zoom" option is circled in red. The main content area displays the Zoom interface, which includes a "Schedule a New Meeting" button circled in red. Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A checkbox labeled "Show my course meetings only" is present. A table with columns "Start Time", "Topic", and "Meeting ID" is shown, currently displaying "No Data".

Course Chat

Topic **1**

Description (Optional) **2**

When **3**

Duration **4**  hr  min

Time Zone **5**

**6**  Recurring meeting

Registration **7**  Required

Video **8** Host  on  off  
Participant  on  off

Audio **9**  Telephone  Computer Audio  Both

Meeting Options **10**  Require meeting password  
 Enable join before host  
 Mute participants upon entry   
 Use Personal Meeting ID 3038712085  
 Enable waiting room  
 Record the meeting automatically

Alternative Hosts **11**

GSSW recommends using the following settings for the meetings –

1. Class short name with your last name at the end (Relationship Therapy – Lopez-Jensen for example).
2. *Enter a description or agenda for the meeting (optional).*
3. Enter the date and time (Choose when your class is regularly scheduled).
4. Select the duration of the meeting (90 minutes for weekly synchronous meetings).
5. Confirm the time zone.
6. GSSW highly recommend using recurring meetings allow instructors to schedule a series of meetings. (See next section for more details, but it's pretty self explanatory)
7. Leave Registration Required unchecked.
8. It is recommended that video be set to "On" for hosts and participants. All attendees, including hosts, can mute their video or webcams once they join the meeting.
9. It is recommended that both telephone and computer audio be available for attendees.
10. There are additional options available for meetings:
  - Passwords are only necessary for students or instructors scheduling private meetings, but not required for open office hours or class sessions. (For personal meetings, instructors and students can also go to <https://udenver.zoom.us/> ([Links to an external site.](#)) to set up a Zoom meeting outside of the Canvas course).
  - **GSSW recommends checking "Join before host" allows participants to join the meeting prior to the host in the event the host is running late.**
  - **GSSW recommends Mute participants upon entry ensures only the host has audio turned on when the meeting begins (participants can unmute themselves once they have joined the meeting).**
  - **GSSW recommends Record the Meeting Automatically to the cloud.**
11. Enter the DU email address of guest lecturers or TAs if they should also have hosting privileges.

## SCHEDULING RECURRING MEETINGS

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GSSW recommends using the recurring meeting function to automatically create 10 weekly meetings at a consistent time with the same meeting ID information. Select the recurring meeting button and choose your settings (e.g., Weekly, Wednesdays, for 10 occurrences.)

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When

Duration  hr  min

Time Zone

**Recurring meeting** **Every week on Wed, 10 occurrence(s)**

Recurrence

Repeat every  week

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date  By   After  occurrences

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