

Instructor Guide to Zoom in Canvas

Why Zoom in Canvas?

When you coordinate Zoom meetings through Canvas, you get easy navigation, clear communication with students, and efficient management of course recordings, all from the comforts of your course page. In this guide, you'll learn about Zoom features in Canvas to help you better manage your online classroom and leverage it to create positive and meaningful learning experiences.

GETTING STARTED

Setting Up Your Clemson Zoom Account

Set up your Zoom account at clemson.zoom.us. Download and install the desktop client so that it's ready to go!

Adding Zoom to Canvas

In your Canvas course, go to Settings > Navigation. Drag Zoom from the lower section to the upper section and click Save. Zoom will now appear in the course navigation for you and your students.

Launching Zoom in Canvas

Zoom is an integration, so when you access it in Canvas for the first time, you'll be prompted to grant permission. Click Authorize to allow the platforms to "talk to each other."

MEETINGS

Creating Meetings

In Canvas, click Zoom > Schedule a New Meeting. Fill out the meeting information as you would in your desktop client or browser. Enable passwords to make your sessions more secure and set up recurring meetings if your sessions will occur regularly.

Starting or Joining Meetings

When it's time for your class, go to Zoom > Upcoming Meetings (typically the default tab). Click Start or Join next to the appropriate session. Start meetings 10-15 minutes early in case your Zoom client needs updating.

RECORDINGS & REPORTS

Accessing Your Zoom Recordings

If you want recordings to appear in Canvas, you must Record to the Cloud. To view recording(s), go to Zoom > Cloud Recordings and click the meeting title/topic. To

change recording titles, go to clemson.zoom.us.

Making Recordings Available to Students

In Zoom > Cloud Recordings, toggle the Publish button for the recording you'd like to make available to your students. You can also add recordings to modules or pages by selecting External URL and pasting a shareable link retrieved from clemson.zoom.us. You can use Student View to double check that your recordings are published.

Viewing Attendance & Poll Reports

For a list of attendees, including when they joined and when they left the meeting, go to Zoom > Previous Recordings > Meeting Report. You can view the list in Canvas or download a CSV file. To view or save the results of a poll, select the Poll Report tab.

SUPPORTING STUDENTS

Accessibility

Zoom will automatically generate captions for your Cloud recordings upon processing. If you use Live Transcript during your meeting, those captions are included with your recording. Check caption accuracy at clemson.zoom.us.

Communication

Talk with students about how you plan to share information about Zoom meetings and recordings. Give a quick demonstration at the beginning of the semester. Provide links and resources so they can troubleshoot issues that might arise.

ATA GLANCE

Zoom in Canvas	Clemson.zoom.us
Create a meeting	Set up account
Start or join a meeting	Change recording titles
Access Recordings	Get Shareable recording links
View Reports	Edit auto-generated captions

MORE RESOURCES

- [Clemson Online Guides for Faculty & Students](#)
- [Zoom Learning Center Courses & Learning Plans](#)
- [Zoom Support Topics](#)
- [Canvas Blog on Zoom in Canvas](#)