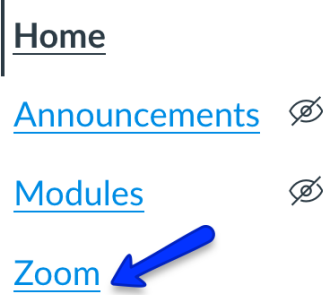


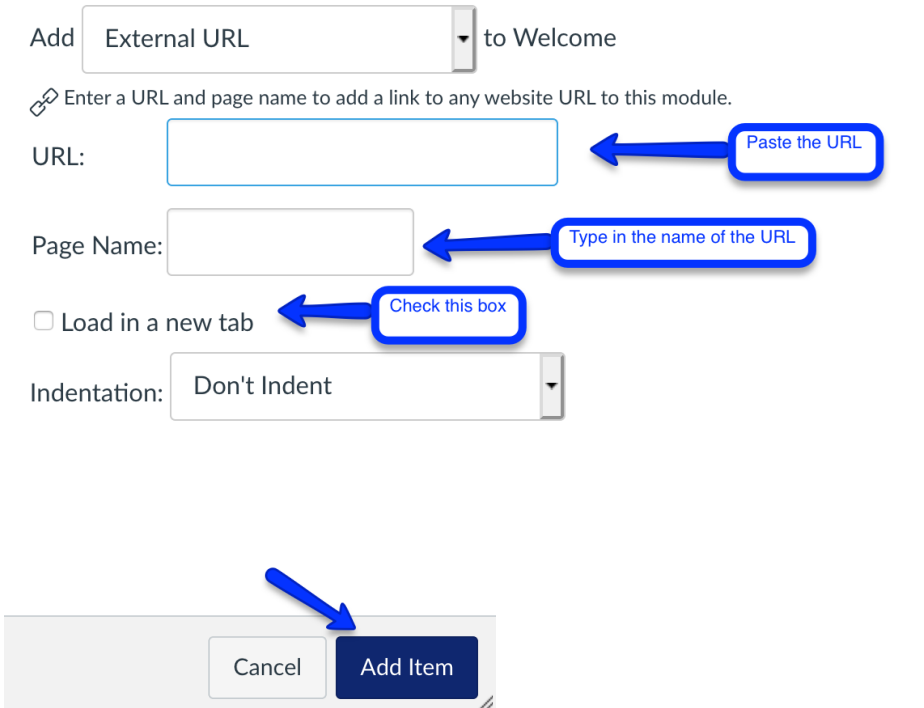
## Center for Excellence in Teaching and Learning

### Canvas Tip Sheet: Zoom

Zoom is integrated with Canvas. You can access Zoom from course navigation. You can set up recurring meetings. Your students will click on Zoom in their course navigation and click join to attend each Zoom class meeting. To learn more about scheduling meetings, visit the [CETL Zoom web page](#).

Steps	Directions	Image
1. Course Navigation Menu	<p>In Course Navigation, click the <b>Zoom</b> link.</p> <p>(The order of the course navigation menu varies based on how you set up your navigation in settings)</p>	 <p>The image shows a vertical navigation menu with the following items: Home (underlined), Announcements (with an eye icon), Modules (with an eye icon), and Zoom (with a blue arrow pointing to it).</p>
2. Schedule a meeting	Click the <b>Schedule a New Meeting</b> button.	You are now in your LU Zoom account, set up your Zoom meeting.
3. Student Access	Zoom located in Student Course Navigation	When setting up your course navigation, make sure Zoom is in the top section so that it is visible to students. Students will click on the link to access their Zoom meetings.

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<p>4. Alternate Student Access</p>	<p>Zoom link in your course</p>	<p>As an alternative, you may set up your Zoom link in Zoom and add the URL as an external link within your course.</p> <ul style="list-style-type: none"> <li>• Go to the plus sign in your Module, choose External URL</li> <li>• Paste the URL</li> <li>• Type a name for your page link</li> <li>• Check the box “Load in a new tab”</li> <li>• At the bottom of the page, click add item</li> </ul> <hr/>  <p>Add <span>External URL</span> to Welcome</p> <p>Enter a URL and page name to add a link to any website URL to this module.</p> <p>URL: <input type="text"/></p> <p>Page Name: <input type="text"/></p> <p><input type="checkbox"/> Load in a new tab</p> <p>Indentation: <span>Don't Indent</span></p> <p><input type="button" value="Cancel"/> <input type="button" value="Add Item"/></p>
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