

How to Add the Zoom Tab into Canvas Navigation Menu & Create Meetings



Tutorial Summary: This tutorial consists of two tasks. The first task will guide you through the process of adding the Zoom tab into your Canvas Navigation Menu and the second task will show you how to create Zoom meetings in Canvas. This is a special Zoom and Canvas integration, which is only available to instructors who are using the UCR Extension Zoom account. It is not functional for instructors who are using a Zoom Pro issued by other organizations. This feature will allow instructors to seamlessly create Zoom meetings for courses in Canvas.

Task #1: Add the Zoom Tab into Canvas Left Navigation Menu

Step 1

In the dashboard of the Canvas course, please click on <Settings> located at the bottom of the Left Navigation Menu.



Step 2

After clicking on Settings, go to the top menu of the page and click on <Navigation>.



Step 3

Next, click and drag the **Zoom tab** from the bottom section at point A to the top section at point B and click <Save> at the bottom of the page to lock in the positions of the tabs.

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Syllabus	⋮
Modules	⋮
Grades	⋮
People	⋮
Collaborations	⋮
Chat	⋮
New Analytics	⋮

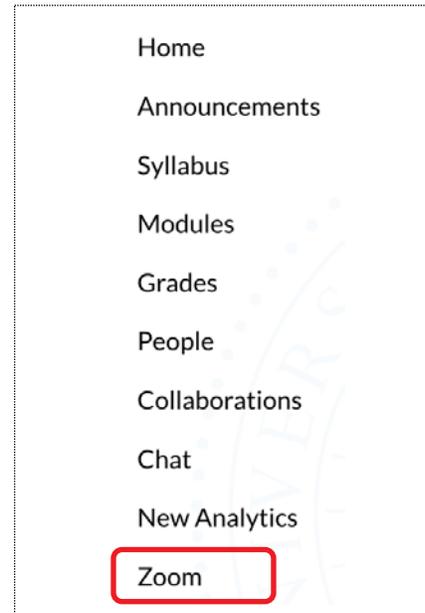
Drag items here to hide them from students.
 Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Assignments	⋮
Discussions	⋮
Zoom	⋮

Point B is at the bottom right of the top list. Point A is at the bottom right of the Zoom item in the bottom list. A red arrow points from A to B.

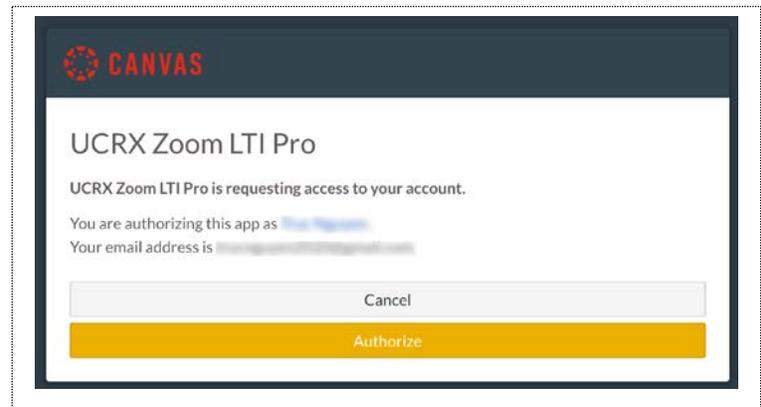
Step 4

After clicking save, the Zoom Tab will now appear on the Left Navigation Menu of your Canvas dashboard.



Step 5

When you click on Zoom from the left Navigation Menu for the first time, you will be asked to <Authorize> the connection between Zoom and Canvas. Click on Authorize.



Task #2: Create A Zoom Meeting Inside Canvas

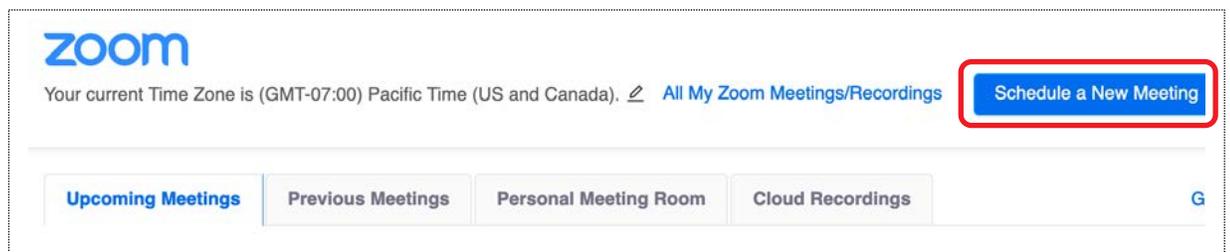
Step 1

To create a Zoom meeting in Canvas, go to the Left Navigation Menu and Click on <Zoom>.



Step 2

After clicking on Zoom, you will see the Zoom dashboard for creating meetings. Please click on <Schedule a New Meeting> to create your meeting for the course.



Step 3

Next, you will be able to schedule your Zoom meeting with the following information:

- Meeting Topic
- Description
- When
- Duration
- Recurring
- Password

Step 4

All Zoom meetings that you have created for a particular course will show up in the <Upcoming Meetings> section of that course.



a. If you have created Zoom meetings outside of a Canvas course, then they will show up under <All My Zoom Meetings/Recordings>

b. Below are some advantages of creating Zoom meetings in Canvas:

- *Your Zoom meetings will be linked with your Canvas Calendar.*
- *Students in your course will automatically get an invitation for the meetings.*

[All My Zoom Meetings/Recordings](#)



Calendar