Step-by-step Guide to Scheduling a Class in Zoom

- Login to your Canvas page
- From your Dashboard, select the Course you would like to schedule your Zoom meeting(s)
- On the left navigation on your course page, select “Zoom”
• Select “Schedule a New Meeting”
In the fields, fill in the following:

- **Topic** – Defaults to the Course Title and will display on the students Canvas calendar view
- **Description (optional)**
- **When** – Set the date and time of the class. Please note: your online class should be scheduled at the same time as your class was on the physical HLS campus. All class start times and end times will continue to be on Eastern Daylight Time (GMT-4)
  - You can manually edit the time that the meeting starts. For example, if course begins at 10:20am, simply type “10:20” into the time box
  - You have the option to set your meetings as recurring for the remainder of the term through April 24, 2020. If your course meets regularly at the same time every week, you can set up all of your meetings at once. Simply select the days you need and the end date for your course.
- **Duration** – set this to the duration of your class plus 15 minutes. For example, if your class was scheduled to meet on campus from 1-3pm, set the duration to 2 hours and 15 minutes. This is important to avoid your meeting cutting off before you have wrapped up.
- **Time Zone** – this field is defaulted to Eastern Time. Do not edit.
- **Video:**
  - Host – set to “on”
  - Participant – set to “on”
- **Audio** – set to “both”
- **Meeting options** – check the following:
  - Enable join before host
  - Mute participants upon entry
- **Click Save to schedule your meeting(s)**
Manage Course

Canvas Harvard Ed

SeatGEN Test Site

Zoom

Course Meetings > Schedule a Meeting

Topic
Course Name

Description (Optional)

When
03/13/2020 5:00 PM

Duration
1 hr 0 min

Time Zone
GMT-04:00 Eastern Time (US and Canada)

Registration
Required

Video
Host: on
Participant: on

Audio
Telephone: on
Computer Audio: on
Both: on
Your meeting(s) are now scheduled
- You can review your settings and add it to your calendar. Confirm that:
  - Video is set to on for the "Host" and "Participant(s)"
  - Meeting Options - "Enable join before host" and "mute participants upon entry" should have green check marks next to them.
The meeting will now appear on your (and your students) calendar in Canvas. Additionally, instructors and students will see it along the right hand navigation when in the course in Canvas under “Coming up”
To edit the Zoom meeting settings in Canvas, navigate back to the Zoom page of your course and click on the name of your course on the “Upcoming Meetings” tab.
- Scroll down and click on “Edit this meeting” to make any changes.