

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”

The screenshot displays the Canvas LMS interface for a course titled "SeatGEN Test Site". The browser address bar shows the URL "canvas.harvard.edu/courses/57258". The left navigation menu includes options such as Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Course Emailer, Lecture Videos, Manage Course, Zoom, and Settings. The "Zoom" option is circled in red, and a yellow arrow points to it from the right. The main content area features a "Create a new Module" button with a camera icon and an "Add existing content" button with an upward arrow icon. The right sidebar shows the "Course Status" section with "Unpublished" and "Publish" buttons, and a "Coming Up" section with a "View Calendar" link. The Windows taskbar at the bottom shows the time as 4:14 PM on 3/13/2020.

- 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)

- Account
- Admin
- Dashboard
- Courses
- Groups
- Calendar
- Inbox
- Help

SeatGEN Test Site > SeatGEN Test Site

- On going
- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- Attendance
- Course Emailer
- Lecture Videos
- Manage Course
- Zoom
- Settings



Course Meetings > Schedule a Meeting

Topic: Course Name

Description (Optional): Description (Optional)

When: 03/13/2020 5:00 PM

Duration: 1 hr 0 min

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

Recurring meeting

Registration: Required

Video: Host on, Participant on

Audio: Telephone, Computer Audio, Both

← → ↻ canvas.harvard.edu/courses/57258/external_tools/62218

SeatGEN Test Site > SeatGEN Test Site

1 hr 0 min

Ongoing

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

Attendance

Course Emler

Lecture Videos

Manage Course

Zoom

Settings

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

Recurring meeting

Registration: Required

Video: Host on off; Participant on off

Audio: Telephone Computer Audio Both

Meeting Options: Require meeting password; Enable join before host; Mute participants upon entry; Use Personal Meeting ID 4166057771; Enable waiting room; Record the meeting automatically

Alternative Hosts:

Windows taskbar: Type here to search, icons for Mail, Edge, Excel, File Explorer, Word, Chrome, PowerPoint, Photos, and Internet Explorer.

- 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 screenshot displays the Zoom meeting management page within the Canvas LMS interface. The browser address bar shows the URL `canvas.harvard.edu/courses/57258/external_tools/62218`. The page title is "SeatGFN Test Site".

The main content area shows the following meeting details:

- Topic:** Course Name
- Description (Optional):** Description (Optional)
- Time:** October 31, 2020 5:00 PM Eastern Time (US and Canada)
- Meeting ID:** 655 520 730
- Join URL:** <https://harvard.zoom.us/j/655520730>
- Video Settings:** Host: on, Participant: on
- Audio:** Telephone and Computer Audio
- Meeting Options:**
 - ✓ Enable join before host
 - ✓ Mute participants upon entry
 - ✗ Require meeting password
 - ✗ Use 10-minute Meeting timer (605/1/1)
 - ✗ Enable waiting room
 - ✗ Record the meeting automatically

At the bottom of the meeting details, there are buttons for "Delete this Meeting", "Edit this Meeting", and "Start this Meeting".

Below the meeting details, there is a "Poll" section with the text: "You can import polls to this meeting through importing CSV files. [Download a CSV Template](#) [Import CSV](#)".

- 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”

Manage Course x SeatGEN Test Site x +

canvas.harvard.edu/courses/57258

SeatGEN Test Site > Modules

Ongoing

View Progress + Module

Course Status

Unpublished Publish

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

Coming Up View Calendar

Course Name
SeatGEN Test Site
Mar 17 at 5pm

Create a new Module

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

Account

Admin

Dashboard

Courses

Groups

Calendar

Inbox 18

Help

Type here to search

4:36 PM
3/13/2020

- 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

The screenshot shows the Zoom interface within a Canvas course. The browser address bar indicates the URL is canvas.harvard.edu/courses/57258/external_tools/62218. The interface includes a sidebar with navigation options like Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Help, and Chat. The main content area displays the Zoom logo and the current time zone (GMT-04:00 Eastern Time). A navigation bar at the top of the Zoom section includes tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. The 'Upcoming Meetings' tab is circled in red. Below the tabs, there is a checkbox labeled 'Show my course meetings only'. A table lists upcoming meetings with columns for 'Start Time', 'Topic', and 'Meeting ID'. The 'Topic' column contains a link labeled 'Course Name', which is also circled in red. The table shows a meeting scheduled for 'Tue, Mar 31 5:00 PM' with Meeting ID '655-520-730'. Action buttons 'Start' and 'Delete' are visible for this meeting. The Windows taskbar at the bottom shows the system time as 4:39 PM on 3/13/2020.

Start Time	Topic	Meeting ID		
Tue, Mar 31 5:00 PM	Course Name	655-520-730	Start	Delete

- Scroll down and click on “Edit this meeting” to make any changes

The screenshot shows a web browser with two tabs: "Manage Course" and "Zoom". The address bar displays "canvas.harvard.edu/courses/57258/external_tools/62218". The page content is organized into a left sidebar and a main content area.

Left Sidebar (Navigation Menu):

- Account
- Admin
- Dashboard
- Courses
- Groups
- Calendar
- Inbox
- Help
- ←

Main Content Area (Zoom Meeting Settings):

- Topic: ScatGEN Test Site
- Course Name: ScatGEN Test Site
- Description (Optional): Description (Optional)
- Time: Mar 31, 2020 5:00 PM Eastern Time (US and Canada)
- Add to: [Google Calendar](#) | [Outlook Calendar \(.ics\)](#) | [Yahoo Calendar](#)
- Meeting ID: 655-520-730
- Invite Attendees: Join URL: <https://harvard.zoom.us/j/655520730> [Copy the invitation](#)
- Video: Host on, Participant on
- Audio: Telephone and Computer Audio
- Meeting Options:
 - Require meeting password
 - Enable join before host
 - Mute participants upon entry
 - Use Personal Meeting ID 4166057771
 - Enable waiting room
 - Record the meeting automatically

At the bottom of the settings area, there are three buttons: "Delete this Meeting", "Edit this Meeting" (circled in red with a yellow arrow pointing to it), and "Start this Meeting".

Windows Taskbar:

- Type here to search
- Icons for various applications: File Explorer, Microsoft Edge, Microsoft Excel, Microsoft Word, Google Chrome, PowerPoint, Photos, and Windows Explorer.