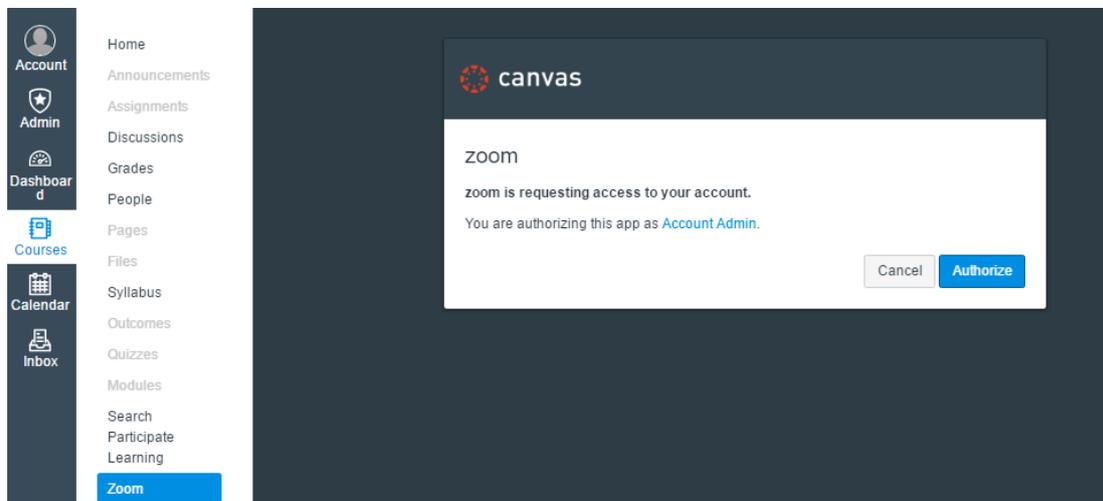
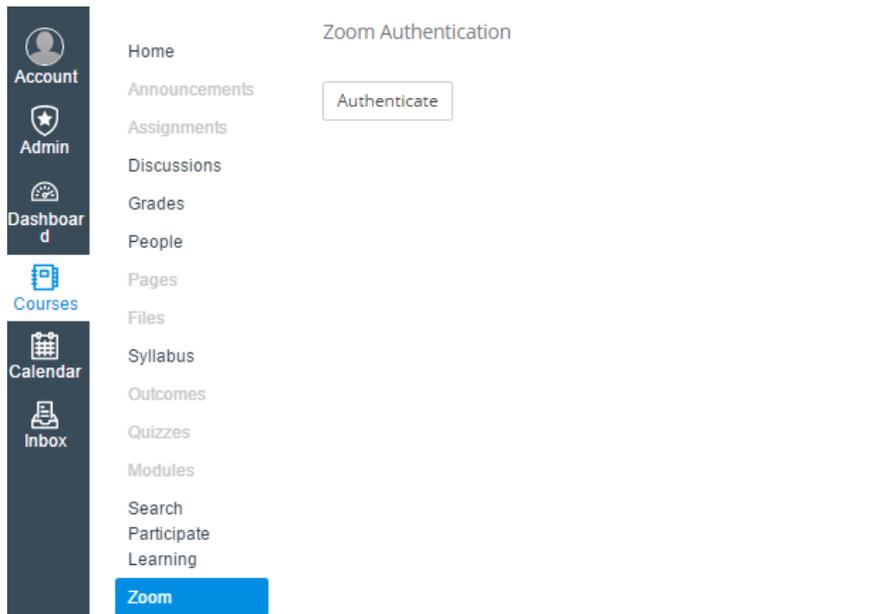


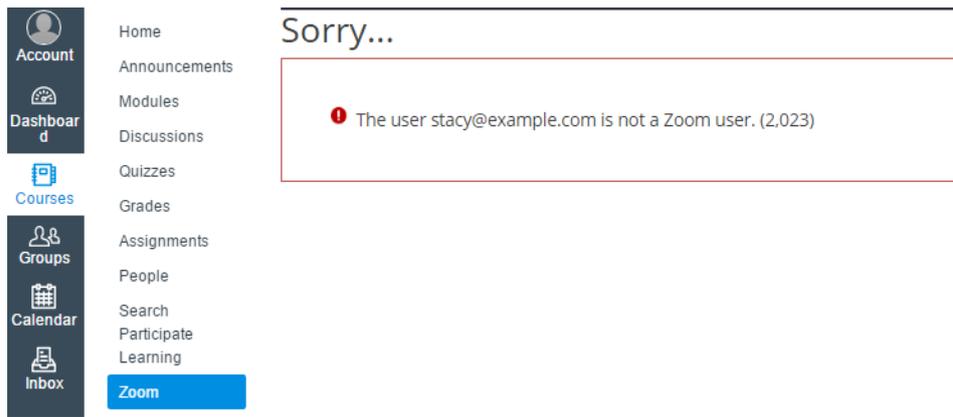


Zoom App for Canvas

User Guide



Only a Canvas user who has a Zoom account with the same email address as their Canvas email address is authorized to use Zoom within Canvas. If Zoom does not have a user with this email address, the user sees an error message stating “The user xxx@xxx is not a Zoom user.”



Note that users might see one of the following warning messages:

- If the Consumer Key was not configured correctly during the installation process for External Apps, users see the following error message instead of the Authentication page.

Sorry...

❗ Canvas Consumer Key is not configured correctly. Please use the account level LTI Key/Secret. (2,023)

- If the Shared Secret was not configured correctly during the installation process for External Apps, users see the following error message instead of the Authentication page.

Sorry...

❗ Verify Canvas signature failed. (2,023)

Procedures for Canvas and Zoom Meeting Organizers

Display Upcoming Meetings

The **Upcoming Meetings** tab displays the list of upcoming meeting list when users click the **Zoom** link.

Note: All time related information in Zoom is based on the time zone of the Canvas user's Account Profile, rather than the time zone specified in the user's Zoom account.

mathclub > Math Club

Home **Upcoming Meetings** Previous Meetings My Recordings [Schedule a New Meeting](#)

Date	Time	Topic	Meeting ID	
Personal Meeting Room			edison zheng's Personal Meeting Room	370-724-4662 <input type="button" value="Start"/>
Dec 7, 2016	1:30 PM	Problem-Solving for the CS Technical Interview	637-446-349	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Dec 8, 2016	9:00 AM	Introduction to Computing	818-933-666	<input type="button" value="Start"/> <input type="button" value="Delete"/>
▼ Dec 9, 2016	8:00 AM	Mathematical Foundations of Computing	533-772-839	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Dec 10, 2016	8:00 AM	Mathematical Foundations of Computing	533-772-839	
Dec 11, 2016	8:00 AM	Mathematical Foundations of Computing	533-772-839	
▶ Dec 12, 2016	1:00 PM	Mobilizing Healthcare - iOS Development for Mobile Health	717-904-123	<input type="button" value="Start"/> <input type="button" value="Delete"/>

Zoom Settings

Display Previous Meetings

To see the list of previous meetings, users can click the **Previous Meetings** tab.

alg1a-9-12 > Algebra 1a

Home Upcoming Meetings **Previous Meetings** My Recordings [Schedule a New Meeting](#)

Date	Time	Topic	Meeting ID	
Nov 22, 2016	1:49 PM	Meeting from Slack domain: good	706-368-633	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 22, 2016	1:49 PM	Meeting from Slack domain: good	440-228-403	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 21, 2016	4:58 PM	Meeting from Slack domain: good	370-724-4662	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 21, 2016	4:58 PM	Meeting from Slack domain: good	452-900-686	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 21, 2016	4:57 PM	Meeting from Slack domain: good	370-724-4662	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 21, 2016	4:56 PM	Meeting from Slack domain: good	370-724-4662	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 18, 2016	7:00 PM	new39	904-348-871	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 18, 2016	5:30 PM	New 38	952-155-713	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 18, 2016	5:00 PM	New38	834-190-784	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 16, 2016	6:30 PM	new35	370-724-4662	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Nov 10, 2016	6:00 PM	testdelete	954-140-783	<input type="button" value="Start"/> <input type="button" value="Delete"/>

Zoom Settings

Schedule a Single Meeting

Zoom Meetings can be scheduled from within a Canvas Course. Users access the Zoom for Canvas tool from the navigation area for the course. The landing page shows information on upcoming meetings and previous meetings.

Any user with the correct permissions will see the **Schedule a New Meeting** button.

Date	Time	Topic	Meeting ID	
Personal Meeting Room		edison zheng's Personal Meeting Room	370-724-4662	Start
Dec 1, 2016	7:30 AM	test1111	897-394-722	Start Delete

Click the **Schedule a New Meeting** button to display the Schedule a Meeting page.

Schedule a Meeting

Topic:

When:

Duration: hr min

Time Zone:

Recurring meeting

Host: on off

Participant: on off

Meeting Options:

- Require meeting password
- Enable join before host
- Mute participants upon entry [Supported versions](#)
- Use Personal Meeting ID 370-724-4662

Schedule a Recurring Meeting

Zoom supports recurring meeting that sync with Canvas Calendar. Enable the **Recurring meeting** checkbox if you need to schedule daily, weekly, or monthly recurrences of a meeting. When this checkbox is enabled, you see the **Recurrence**, **Frequency**, and **Count** fields, where you can customize the number of meetings and how frequently they occur.

When

Duration hr min

Time Zone

Recurring meeting Every day, 7 occurrences

Recurrence

Frequency day

Count occurrences

When you schedule a recurring meeting, you can expand it in list of upcoming meeting. The following example shows that “Mathematical Foundations of Computing” is a daily meeting with 3 occurrences.

▼ Dec 9, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839	<input type="button" value="Start"/>	<input type="button" value="Delete"/>
Dec 10, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839		
Dec 11, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839		

Delete a Meeting

Only the meeting creator can delete a meeting that has been created using the Zoom for Canvas tool.

To delete a meeting:

1. Click the **Delete** button next to the meeting to be deleted
2. Click **OK** in the pop-up dialog to confirm that the meeting is to be deleted.

The event is removed from the Canvas calendar, and a new conversation notifies course members that the meeting has been deleted.

Start a Meeting

Users who have a Zoom Account can click the **Start** button to launch a scheduled meeting.

- Home
- Announcements
- Modules
- Discussions
- Quizzes
- Grades
- Assignments
- People
- Pages
- Files
- Syllabus
- Outcomes
- Search
- Participate
- Learning
- Zoom**
- Settings

Upcoming Meetings		Previous Meetings	Schedule a Meeting	
Date	Time	Topic	Meeting ID	
Personal Meeting Room		edison zheng's Personal Meeting Room	370-724-4662	Start
Nov 10, 2016	2:30 PM	Kick off meeting	559-425-995	Start Delete
Nov 10, 2016	4:00 PM	new24	370-724-4662	Start Delete
Nov 16, 2016	6:30 PM	new35	370-724-4662	Start Delete
Nov 18, 2016	5:00 PM	New38	834-190-784	Start Delete
Nov 18, 2016	5:30 PM	New 38	952-155-713	Start Delete
Nov 18, 2016	7:00 PM	new39	904-348-871	Start Delete

Automatically Create Meeting Notifications

Canvas users are notified via a Canvas conversation message and a Canvas calendar event when a meeting is created. If a meeting is deleted, Canvas users receive a Canvas conversation message and the meeting is removed from their Canvas calendar.

When you schedule a meeting, the Canvas Calendar is updated as shown in the following example:

The screenshot shows the Canvas calendar interface. On the left, a pop-up window displays details for a meeting: 'Problem-Solving for the CS Technical Interview' on Dec 7, 1:30pm - 2:30pm, located at 'Zoom Online Meeting'. Below the details are 'Delete' and 'Edit' buttons. The main calendar view shows a grid for December 2016. On the right, the 'CALENDARS' pane lists several courses, with 'Math Club' highlighted in a red box, indicating it is the selected filter for the calendar events.

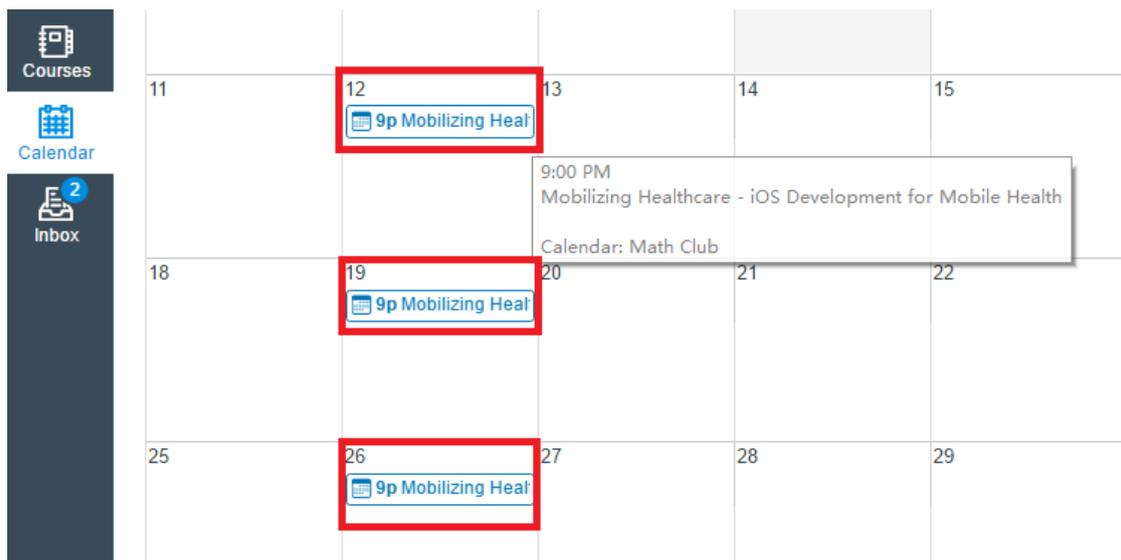
In this example, the calendar event 'Problem-Solving for the CS Technical Interview' belongs to the Math Club course. You can click an item in the CALENDARS pane (the Math Club item, in this example) to filter events.



The Agenda displays events with a list format.

Note that when you schedule a recurring meeting, each occurrence is an independent event that is not linked to other instances of the meeting. This means that if you need to modify all instances of a meeting, each event must be edited individually.

The following example shows a weekly recurring event.



People enrolled in the course receive a Canvas conversation message in their Canvas Inbox and can click the **Join** link to start or join the meeting at the scheduled time.

Display Your Recordings

Click the **My Recordings** tab to see the list of meetings that you recorded. If the recording is not ready, it will show a status of “processing”. When the recording is ready, you can play, share, or download the recording

Meeting Topic	Meeting ID	Meeting Start Time	File Size	
My Meeting	201-427-844	Sep 27, 2016 16:11	2.83 GB (3 Files)	Delete
My Meeting	201-427-844	Sep 27, 2016 15:32	9 KB (2 Files)	Delete
My Webinar	378-625-231	Sep 25, 2016 09:48	20 KB (2 Files)	Delete
regression test	504-293-751	Sep 25, 2016 09:44	3 MB (2 Files)	Delete
edison zheng's Personal Meeting Room	370-724-4661	Sep 21, 2016 15:34	7 KB (2 Files)	Delete
My Meeting	201-427-844	Sep 20, 2016 14:44	500 KB (2 Files)	Delete
test infusionsoft	830-774-883	Sep 01, 2016 09:23	2 MB (2 Files)	Delete
test infusionsoft	830-774-883	Sep 01, 2016 09:22	1 MB (2 Files)	Delete
0831	935-574-722	Aug 31, 2016 14:31	1 MB (2 Files)	Delete
test HD video	892-659-326	Aug 31, 2016 14:20	82 MB (2 Files)	Delete

Share a Recording

To share a recording:

1. Click a meeting topic to see the recordings files available for the meeting.
Each meeting has multiple recordings, including a combined Audio/Video file and an Audio Only file.
2. Click the **Share** link below the file you want to share.

alg1a-9-12 > Algebra 1a

My Recordings > Recording Details

My Meeting

Sep 27, 2016 4:11 PM (GMT+8:00) Beijing, Shanghai ID: 201-427-844

Recording Name	Accessed this month
Recording-1 (1.3 GB)	1
Audio Only-1 (11 MB)	0
Recording-2 (1.52 GB)	0

Download Share Delete Download Share Delete Download Share Delete

When you click the **Share** link, the following dialog displays.

Share this cloud recording:

Topic: My Meeting
Date: Sep 27, 2016 4:11 PM (GMT+8:00) Beijing, Shanghai

Recording-1 (1.3 GB)
https://dev-integration.zoom.us/canvas/recording/play/9QQWiBcQJmx-_YwL4dCGGHnExwSd8n2NmyuKDOH_jwZbn8kXM1rjM-1rNvZyTVqK

Select, copy and paste recording links.

3. Click the **Select All** button to copy the recording links to the clipboard. This lets you share the copied links with anyone you choose.

Download a Recording

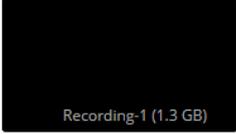
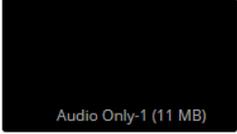
Click the **Download** link below a file to download that file to the computer you are currently using.

Home [My Recordings](#) > Recording Details

Announcements
Modules
Assignments
Quizzes
Discussions
Grades
People
Pages
Outcomes
Syllabus
Files
Search
Participate
Learning
Zoom
Settings

My Meeting

Sep 27, 2016 4:11 PM (GMT+8:00) Beijing, Shanghai ID: 201-427-844

Accessed this month: 1	Accessed this month: 0	Accessed this month: 0
		
Download Share Delete	Download Share Delete	Download Share Delete

Note: A Zoom Account administrator can disable Cloud recording downloads in the Zoom Account Settings page.

Recording

- ✓ Local recording
- ✓ Cloud recording
- ✓ **Cloud recording downloads**
- ✗ Only the host can download cloud recordings
- ✗ Only users on my account can access cloud recordings
- ✗ Auto delete cloud recordings after days ?

Play a Recording

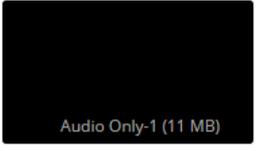
Click on the icon of the recording to begin playing it in a new window.

Home [My Recordings](#) > Recording Details

Announcements
Modules
Assignments
Quizzes
Discussions
Grades
People
Pages
Outcomes
Syllabus
Files
Search
Participate
Learning
Zoom
Settings

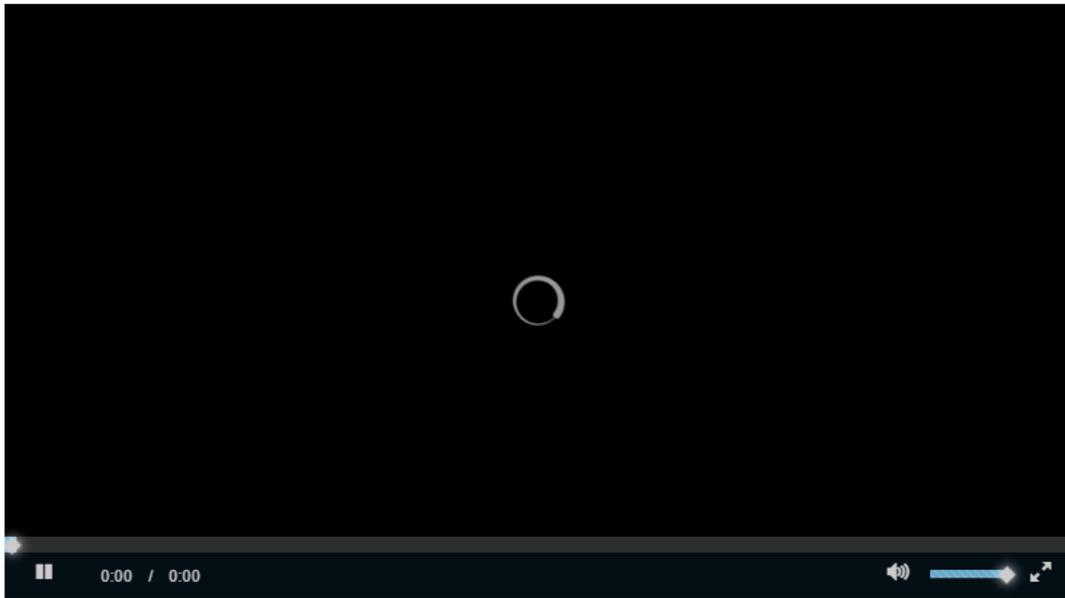
My Meeting

Sep 27, 2016 4:11 PM (GMT+8:00) Beijing, Shanghai ID: 201-427-844

Accessed this month: 1	Accessed this month: 0	Accessed this month: 0
		
Download Share Delete	Download Share Delete	Download Share Delete

My Meeting

[Download \(1.3 GB\)](#)



Delete a Recording

When you click the **Delete** link for a recording, Zoom moves the recording to the Trash.

- To delete all recordings associated with a particular meeting, click the **Delete** button on the My Recordings page. This moves all recordings for that meeting to the Trash.
- To delete a single recording, click a meeting topic to open the Recording Details page of that meeting, then click the Delete link to move that recording to the Trash.
- To recover or delete a recording that is in the trash, click the **Trash(x)** link, then click either the **Recover** or **Delete** link for that recording. If you take no further action, the recordings in the trash will be saved for 30 days. To permanently delete the recordings in the trash, click the **Empty Trash** link.

My Recordings > Trash (3) Empty Trash

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

Meeting Topic	Meeting ID	Start Time	File Size	Delete Time	
My Meeting	201-427-844	Sep 20, 2016 13:15	370 KB (2 Files)	Nov 30, 2016 15:04	Recover Delete
My Meeting	201-427-844	Sep 28, 2016 01:55	9 MB	Nov 29, 2016 10:02	Recover Delete
edison zheng's Personal Meeting Room	370-724-4661	Sep 21, 2016 15:30	6 MB (2 Files)	Nov 28, 2016 10:57	Recover Delete