

# Creating Zoom Meetings in CourseWorks

1. On the left navigation menu of your Canvas course, click **Zoom Class Sessions**, then click **Schedule A New Meeting** in blue on the upper right:

Fall 2020

zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [↗](#)

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Start Time	Topic	Meeting ID
No Data		


2. Enter your meeting details.

- **Topic:** Enter a topic or name for your meeting.
- **Description (optional):** Enter in an option meeting description.
- **When:** Select a date and time for your meeting. You can manually enter any time and press enter to select it.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use the time zone set in [your profile \(https://zoom.us/profile\)](https://zoom.us/profile) . Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Check if you would like a [recurring meeting \(https://support.zoom.us/hc/en-us/articles/214973206\)](https://support.zoom.us/hc/en-us/articles/214973206) (the meeting ID will remain the same for each session). This will open up additional recurrence options.
  - **Recurrence:** Select Weekly. (For courses that meet more than once each week, make sure to select each day of the week on which you want your session to recur weekly.)
  - Set the specific end date of the recurrence to the last day of classes.
- **Registration** (<https://support.zoom.us/hc/en-us/articles/211579443>) : There is no need to check this option for Zoom class sessions in a course
- **Require meeting password:** All Zoom meetings now require a password. A random one will be set by default, but you can change to whatever you would like. Joining participants will be required to input this before joining your scheduled meeting.
- **Record the meeting:** You are required to set your course meetings to: Record the meeting automatically: In the cloud.
  - If Record the meeting automatically: In the cloud is not an option, you must first submit a [Zoom Pro request \(https://fs23.formsite.com/SIPA/g0s5mznzlip/index.html\)](https://fs23.formsite.com/SIPA/g0s5mznzlip/index.html)

3. Recommended Meeting Settings: Here is a screenshot of the custom meeting settings we recommend for most Zoom class session meetings. Click save after updating your settings.

Audio  Telephone  Computer Audio  Telephone and Computer Audio

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID
- Record the meeting automatically  On the local computer  In the cloud
- Enable additional data center regions for this meeting

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Alternative Hosts

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4. Once you save, your meeting will show up under Zoom Class Sessions. You will be able to click on this link to live stream your class and the recording will be saved to a Panopto link in Courseworks.

You also have the option to Copy the Invitation, which will open up a window where you can copy the full invitation and Zoom link to send out via email should you wish to invite a guest speaker to your class.