

Import Zoom to Canvas

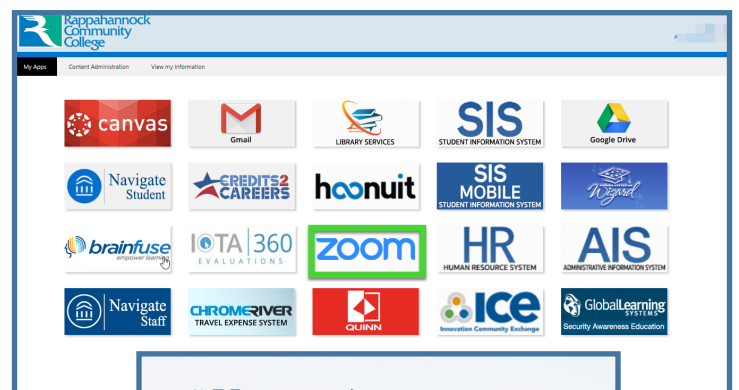
If you have created Zoom meetings in myRCC, you can import them into your Canvas Class.

Why you may wish to do this:

- Putting your Meetings in Canvas allows one simple place for students to Find your class meetings or recordings.
- Your Students are automatically invited—no need to post meeting links or email meeting invitations
- Students joining are using their Authenticated VCCS Zoom accounts, ensuring full capabilities and allowing better reporting
- Decreased likelihood of students sharing meeting links with outside parties

Retrieving your Meeting ID:

1) Click the **Zoom** tile



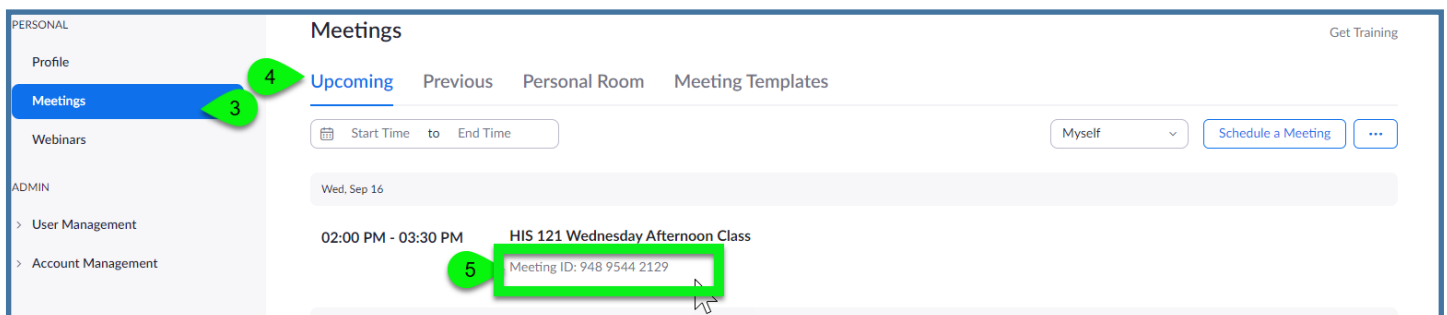
2) Click the **Settings** button



3) Click **Meetings**, if needed, in the menu on the left.

4) Upcoming should be automatically displayed

5) The Meeting ID is all you need, Copy this.

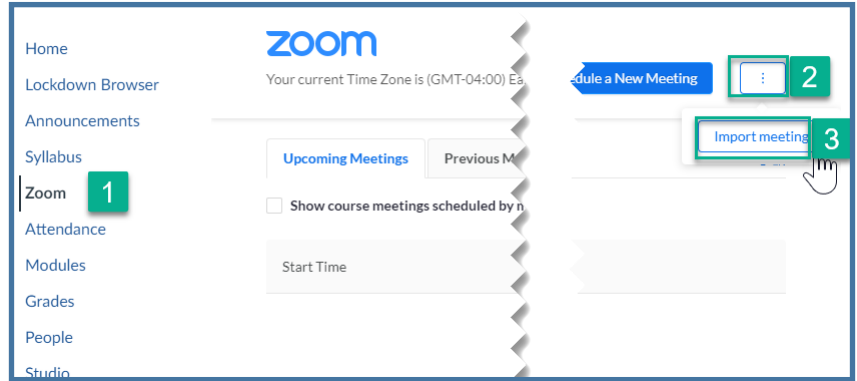


Import into Canvas

1) Go to your Canvas Course, this assumes you have already enabled the Zoom/Canvas integration. If not, follow this procedure to [Enable Zoom in your Canvas Course](#).

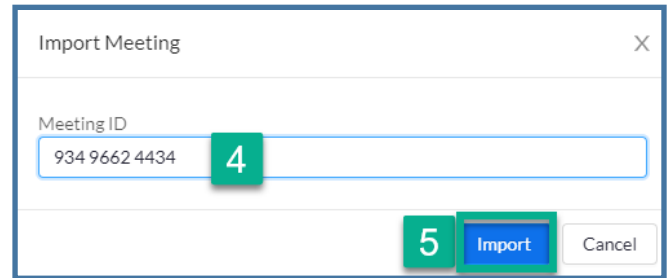
2) In the upper right area of the Zoom screen, click the *Kabob*

3) Click **Import Meetings**



4) The Import Meeting dialog will appear. Paste your *Meeting ID* in the box

5) Click **Import**



6) You should see a brief Green Success message at top and your meeting will be displayed in the Meetings list.

7) YOU will see a Start button
Your STUDENTS will see a Join button

