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Setting Zoom Sessions through eCourses

Updated on Jan 19, 2025

Zoom sessions can be set up through eCourses allowing students quick access to sessions and recordings.

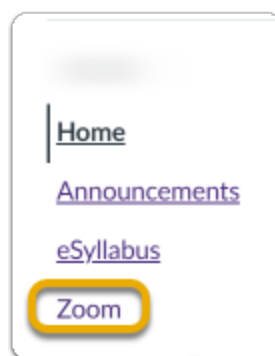
When using this method, no emails are necessary to send links to students.

This is a more secure method as only registered students can gain access to the meeting.

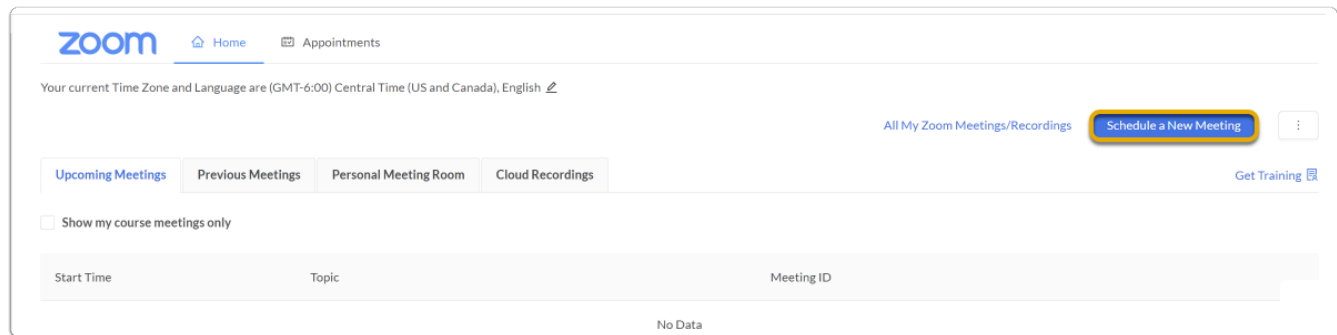
STEP 1: Click into the class in eCourses to setup the Zoom meetings.



STEP 2: Click on Zoom link in Course menu



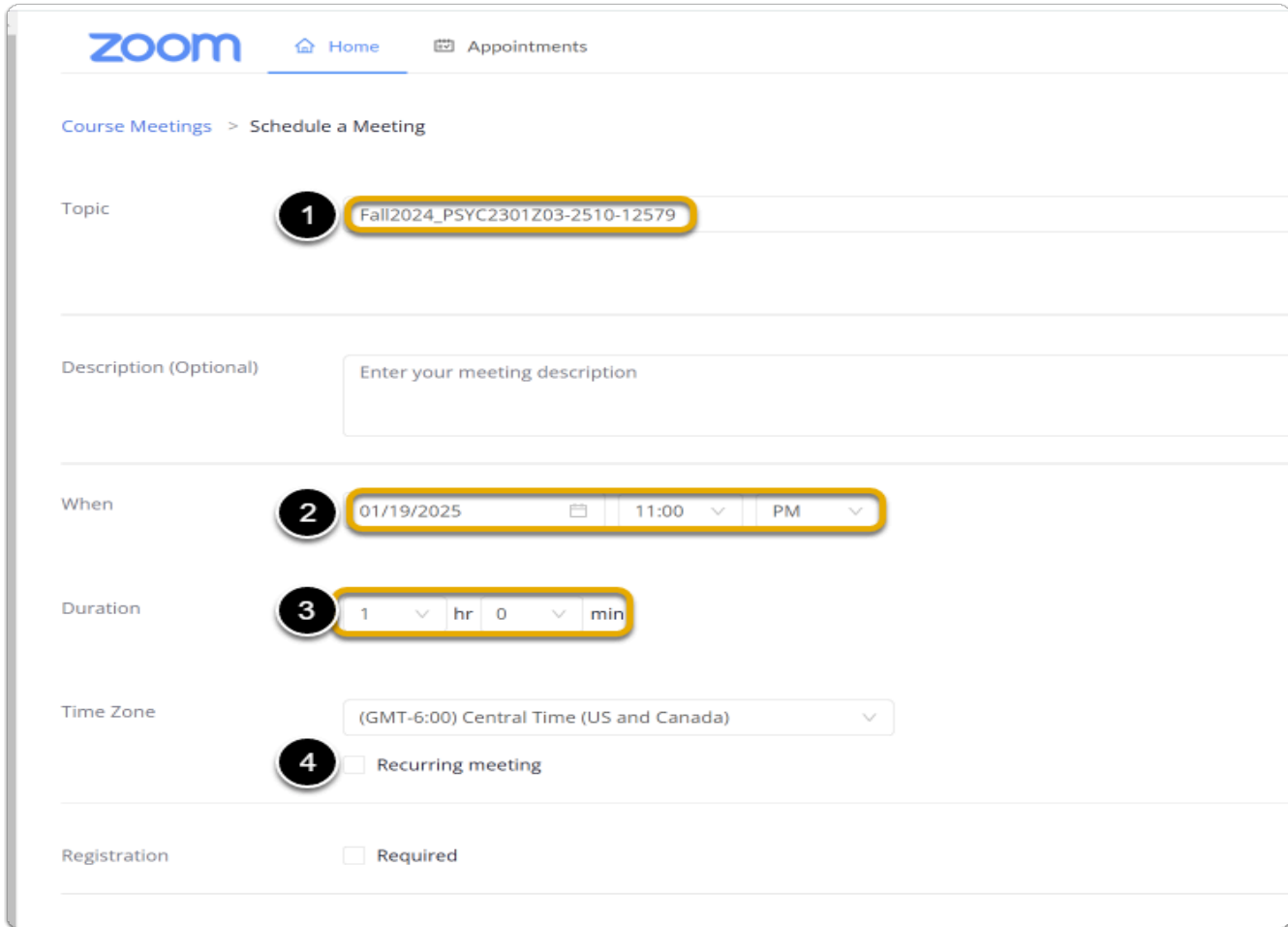
STEP 3: Click on Schedule a New Meeting



STEP 4: Set up Meeting

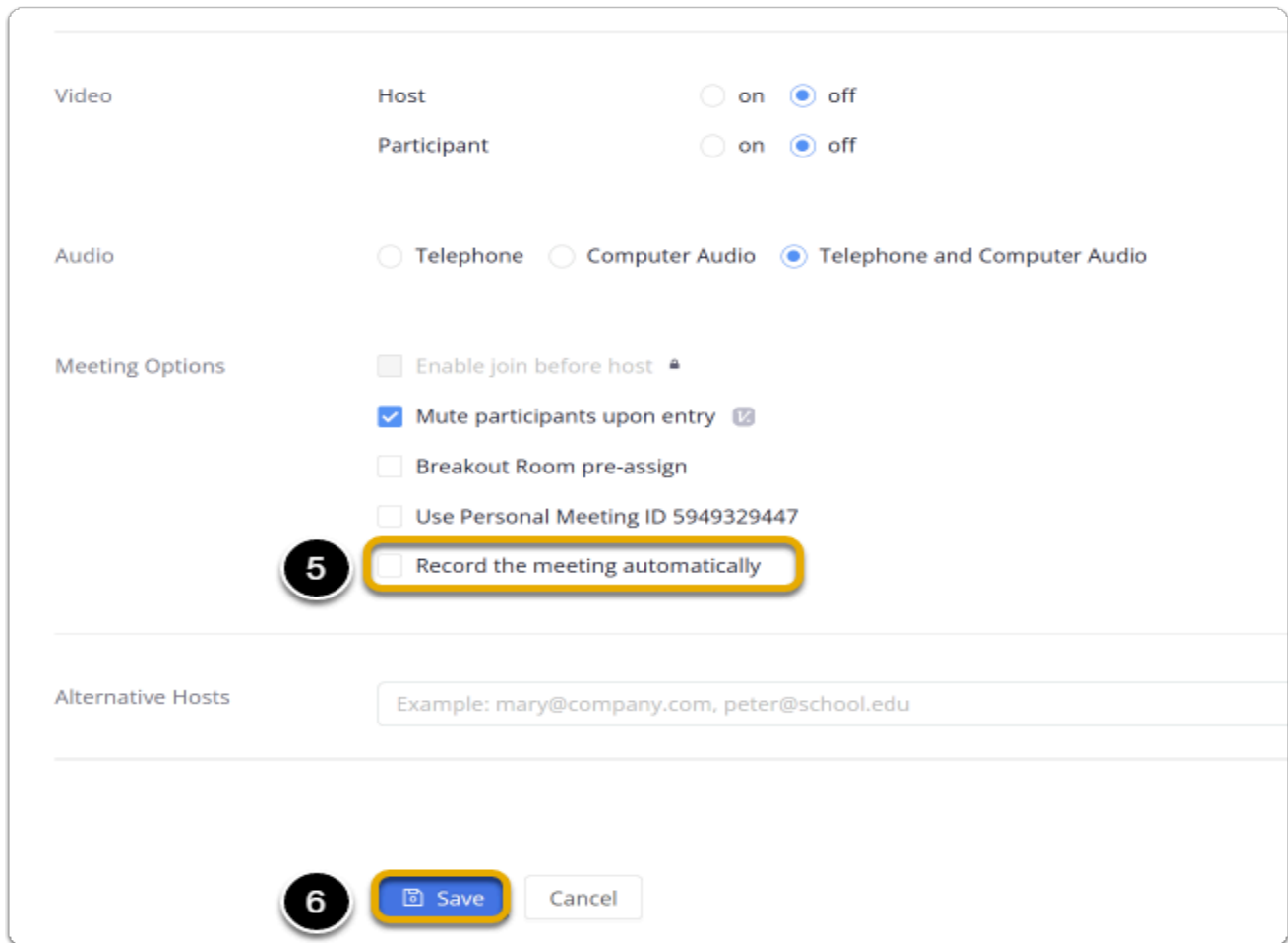
1. Topic defaults to course section name - Rename if desired
2. Once a meeting is set up it can be started at any time
3. Duration is for reference, meetings can last longer
4. Recurring meetings will set up a meeting for each class session, important if separate recordings per class are desired.
5. Set to record if desired -- cloud recordings allow for auto captions

6. Save



The screenshot shows the Zoom 'Schedule a Meeting' interface. The Zoom logo is in the top left, with 'Home' and 'Appointments' links. The breadcrumb trail is 'Course Meetings > Schedule a Meeting'. The form fields are as follows:

- Topic:** A text input field containing 'Fall2024_PSYC2301Z03-2510-12579', highlighted with a yellow border and a black circle with the number 1.
- Description (Optional):** A text input field with the placeholder 'Enter your meeting description'.
- When:** A date and time selector showing '01/19/2025' and '11:00 PM', highlighted with a yellow border and a black circle with the number 2.
- Duration:** A time selector showing '1 hr 0 min', highlighted with a yellow border and a black circle with the number 3.
- Time Zone:** A dropdown menu showing '(GMT-6:00) Central Time (US and Canada)'.
- Recurring meeting:** A checkbox labeled 'Recurring meeting', highlighted with a black circle with the number 4.
- Registration:** A checkbox labeled 'Required'.



The image shows a Zoom meeting settings dialog box. It has sections for Video, Audio, Meeting Options, and Alternative Hosts. In the Video section, 'Host' and 'Participant' video are both set to 'off'. In the Audio section, 'Telephone and Computer Audio' is selected. In the Meeting Options section, 'Mute participants upon entry' is checked, and 'Record the meeting automatically' is highlighted with a yellow box and a circled number 5. At the bottom, the 'Save' button is highlighted with a yellow box and a circled number 6.

Video

Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry

☐ Breakout Room pre-assign

☐ Use Personal Meeting ID 5949329447

☒ Record the meeting automatically

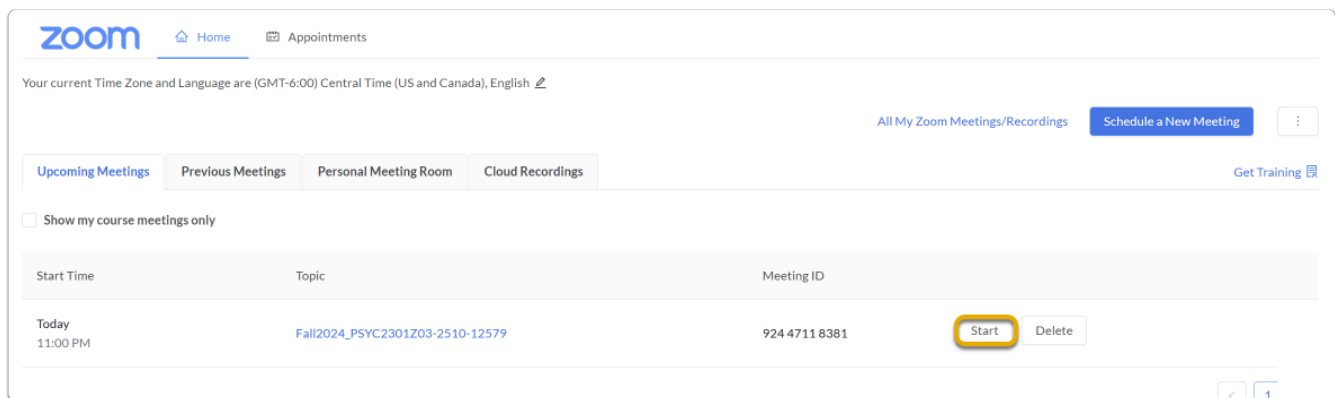
Alternative Hosts

Example: mary@company.com, peter@school.edu

6 Save Cancel

STEP 5: Click Start to begin the meeting.

Note: Start will say Join when students view it.



The image shows the Zoom web interface. At the top, there's a navigation bar with 'Home' and 'Appointments'. Below that, a message states the current time zone and language. On the right, there are links for 'All My Zoom Meetings/Recordings', 'Schedule a New Meeting', and a menu icon. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A checkbox 'Show my course meetings only' is present. Below this is a table of upcoming meetings. The first meeting is scheduled for 'Today 11:00 PM' with the topic 'Fall2024_PSYC2301Z03-2510-12579' and meeting ID '924 4711 8381'. The 'Start' button for this meeting is highlighted with a yellow box. There are also 'Delete' and 'Get Training' links.

zoom Home Appointments

Your current Time Zone and Language are (GMT-6:00) Central Time (US and Canada), English

All My Zoom Meetings/Recordings Schedule a New Meeting

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings Get Training

☐ Show my course meetings only

Start Time	Topic	Meeting ID	
Today 11:00 PM	Fall2024_PSYC2301Z03-2510-12579	924 4711 8381	Start Delete

0 Comments

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