Adding a Zoom meeting invite to the Syllabus Page in Canvas

**Pre-requisites:** The Canvas course should be created, and Zoom meetings need to be created for class sessions the instructor wishes to share with students not yet registered.

1. First, go to your Canvas course, and navigate to the Zoom page via the course navigation. You should see a tab for Upcoming Meetings with your scheduled class meetings. *(See screenshot below.)*

   Note that the first two meetings scheduled for the first week have the same meeting ID. This is because they are set up as a recurring meeting series. Since the meeting IDs are the same, you only need to grab one meeting invite. *(If the meetings on each day had different meeting IDs, you would need to grab an invite for each day separately.)*

2. Click on the Meeting Topic to go to view the meeting details.

3. Once on the meeting details page, look about mid-way down to the “Invite Attendees” section. Here you see the meeting invite URL, and also a link to “Copy the invitation.” *(See screenshot below.)*
4. You can choose to just copy the URL alone, or you can click on the Copy link to view the full invitation. If you click to copy the invitation, you will see all of the invitation information, including dial-in options. Copy it to your “clipboard” so that you can paste it into your Canvas course syllabus page. (See screenshot below.)
5. Next, close the invite window, and navigate to your course Syllabus Page. Click the Edit button to edit the text and add your Zoom invite information.
6. In the Rich Text Editor, add any explanatory text and paste in your Zoom meeting invite text. If you want the Zoom meeting link to be active, be sure to select the link text and hit the add link (chain icon) button in the editor and paste the URL in to hotlink it. Then hit "Update Syllabus" to finalize the changes.