

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.

The screenshot displays the Zoom interface within a Canvas course. The left sidebar contains navigation links: Home, Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area shows the Zoom interface for 'Lynn's Test Course'. The 'Upcoming Meetings' tab is selected, showing a table of meetings. The first two rows of the table are highlighted with a red box:

Start Time	Topic	Meeting ID	Start	Delete
Tue, Apr 7 (Recurring) 11:00 AM	Lynn's Test Course - 1st week Meetings	643-370-893	Start	Delete
Thu, Apr 9 (Recurring) 11:00 AM	Lynn's Test Course - 1st week Meetings	643-370-893	Delete	
Thu, Apr 9 (Recurring) 11:00 AM	Lynn's Test Course - Class Meetings: Thursdays	858-148-702	Start	Delete
Thu, Apr 16 (Recurring) 11:00 AM	Lynn's Test Course - Class Meetings: Thursdays	858-148-702	Delete	
Thu, Apr 16 (Recurring) 11:00 AM	Lynn's Test Course - Class Meetings: Tuesdays	975-674-899	Start	Delete

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.)

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Course Meetings > Manage "Lynn's Test Course - 1st week Meetings"

Topic Lynn's Test Course - 1st week Meetings

Description (Optional) 1st week meeting will be open for all students interested in the course during add/drop.

Time Apr 7, 2020 11:00 AM Central Time (US and Canada)
Every 2 days, 2 occurrence(s) [Show all occurrences](#)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 643-370-893

Invite Attendees Join URL: <https://uchicago.zoom.us/j/643370893> [Copy the invitation](#)

Video Host off
Participant off

Audio Telephone and Computer Audio

- 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.)

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zoom

Course Meeting

Topic

Description (Optional)

Time

Meeting ID

Invite Attendees

Copy Meeting Invitation

Meeting Invitation

Lynn Barnett is inviting you to a scheduled Zoom meeting.

Topic: Lynn's Test Course - 1st week Meetings
 Time: Apr 7, 2020 11:00 AM Central Time (US and Canada)
 Every 2 days, 2 occurrence(s)
 Apr 7, 2020 11:00 AM
 Apr 9, 2020 11:00 AM

Please download and import the following iCalendar (.ics) files to your calendar system.
 Daily: https://uchicago.zoom.us/meeting/u5AudO6opjlpOZvQYOqay175y_2sJtMP1w/ics?icsToken=98tyKu-srTgtGtycs1yCc7MtOdrivbHlkI50vJksw7kGnEENxrJZPFoJp9PQc-B

Join Zoom Meeting
<https://uchicago.zoom.us/j/643370893>

One tap mobile
 +16465588656.643370893# US (New York)

Copy Meeting Invitation Cancel

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.

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Jump to Today

Edit

For course details, please see the Syllabus document below:
[Lynn-Test-Course-Syllabus.docx](#)

Course Summary:

Date	Details
Fri Jan 26, 2018	<ul style="list-style-type: none"> Attach Audio Assignment due by 11:59pm Audio assignment three due by 11:59pm Test assignment formats due by 11:59pm
Fri Sep 27, 2019	<ul style="list-style-type: none"> Watch Test Video due by 11:59pm
Mon Mar 30, 2020	<ul style="list-style-type: none"> Office Hours 1pm to Apr 20 at 3pm Lynn's Test Course - test 1:15pm to 1:30pm
Wed Apr 1, 2020	<ul style="list-style-type: none"> Lynn's Test Course - test 1M 11pm to 11:15pm
Tue Apr 7, 2020	<ul style="list-style-type: none"> Lynn's Test Course - 1st week Meetings 11am to 12:30pm

April 2020

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Course assignments are not weighted.

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.

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Links Files Images

Syllabus Description: HTML Editor

B I U A [Color] [Background Color] [List] [Indent] [Outdent] [Link] [Unlink] [Image] [Video] [Table] [Paragraph]

For course details, please see the Syllabus document below:

[Lynn-Test-Course-Syllabus.docx](#)

To join our first week Zoom class meetings, please use the invitation below. These meetings are Tuesday, April 7th, 11am-12:30pm, and Thursday, April 9th, 11am-12:30pm. The invite below works for both meeting times.

Topic: Lynn's Test Course - 1st week Meetings
Time: Apr 7, 2020 11:00 AM Central Time (US and Canada)
Every 2 days, 2 occurrence(s)
Apr 7, 2020 11:00 AM
Apr 9, 2020 11:00 AM

Please download and import the following iCalendar (.ics) files to your calendar system.

Daily: https://uchicago.zoom.us/meeting/u5AudO6opjlpOZVQYOqay175y_2sJtMP1w/ics?icsToken=98tyKusrTgtGtycs1yCc7MtOtribvHikl50vJJksw7kGnEENxrJZPFoJp9PQc-B

Join Zoom Meeting

<https://uchicago.zoom.us/j/643370893>

One tap mobile
+16465588656 643370893# US (New York)

230 words

Show Course Summary

Cancel Update Syllabus

Course Summary: