## INSTRUCTIONAL TECHNOLOGIES

## **Resource Library**

## IMPORT ZOOM MEETINGS TO CANVAS COURSE

The Zoom tool in Canvas can import already-scheduled sessions into your course's **Upcoming Meetings** list. Use the steps below to find a session's meeting ID and bring it into your course. For further assistance, <u>submit this Help Desk request</u> or <u>book an</u> <u>appointment with our team.</u>

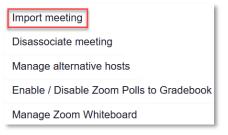
## IMPORT ZOOM MEETINGS TO YOUR CANVAS COURSE

To import a meeting that you've already scheduled into your Canvas course:

- 1. Sign in to your FAU Zoom account at https://fau-edu.zoom.us
- 2. Find or schedule your meeting and copy the Meeting ID.

02:00 PM - 03:00 PM	Sample Course Meeting	
	Meeting ID: 893	

- 3. Navigate to your Canvas course.
- 4. Click **Zoom** in the course navigation menu. If your Canvas course does not have this link, <u>follow the steps in the</u> <u>document linked here</u> to learn how to add it.
- 5. Click the three vertical dots ( $\stackrel{:}{:}$ ) at the top right and select **Import Meeting.**



6. Paste or type the ID in the Meeting ID field and click the Import button.

Import meeting	×
Meeting ID Example: 598-378-174	Import Cancel

7. Your meeting will appear in your Canvas course within the **Upcoming Meetings** list of the Zoom tool.

		00) Eastern Time (US and Cana		III My Zoom Meetings/Recordings		Schedule a New Meeting	
Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings				Get Training
Show course meeting							
itart Time Today	Topic	Course Meeting		Meeting ID 893 Start		Delete	

Import Meetings to Canvas Course | Updated 1/9/2024

