



Zoom App for Canvas

User Guide

Overview

The Zoom for Canvas Integration supports the ability to schedule meetings, list upcoming meetings, list meeting history, and join meetings within the Canvas account. Users can leverage Zoom meetings from within a Canvas course. Features include creating, joining and delete a Zoom meeting, as well as creating a Calendar Event and creating a Canvas Conversation.

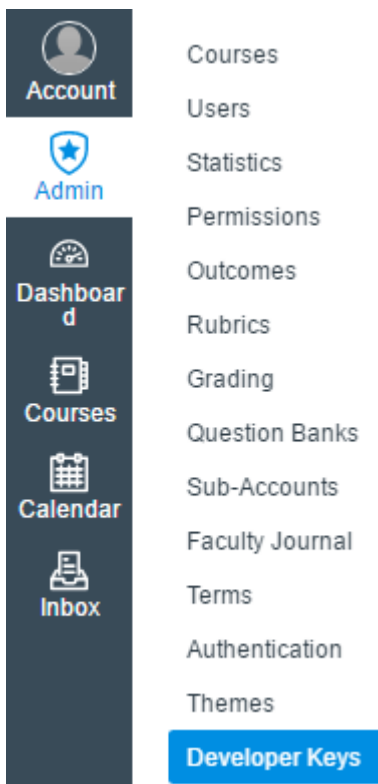
Procedures for Canvas and Zoom Administrators

Configuration

The Canvas Admin must generate a Developer Key for OAuth authentication, and then enter the Developer ID and Developer Key into the Zoom Integration for LTI Canvas.

To generate the Developer Key:

1. Sign into Canvas as an Admin.
2. Click the **Admin** tab, then click the **Developer Keys** menu link



3. Click the **Add Developer Key** button to display the **Key Settings** dialog.
4. Enter a value (such as Zoom) in the **Key Name** field.
5. Enter the email address of the account owner in the **Owner Email** field.

- Enter the value <https://zoom.us/canvas/oauth/complete> in the **Redirect URIs** field.
Note: The site domain is zoom.us; Do *not* use www.zoom.us
- Click **Save Key**.

The screenshot shows the 'Developer Keys' interface. A 'Key Settings' dialog box is open, allowing configuration of a new key. The fields are as follows:

- Key Name: zoom
- Owner Email: edison.xing@zoom.us
- Redirect URI (Legacy):
- Redirect URIs: **https://zoom.us/canvas/oauth/complete** (highlighted with a red box)
- Icon URL:

Buttons for 'Cancel' and 'Save Key' are visible at the bottom of the dialog.

Developer Keys

Name	User	Details
zoom	No User edison.xing@zoom.us	ID: 1117590000000000002 Key: Q8s4EGhZZ6gNNXcfV

The Developer Keys section displays the Developer ID and Developer Key. In this example, the Developer ID is 1117590000000000002 and the Developer Key is Q8s4EGhZZ6gNNXcfVPcrV1IlaayIX4DPBqYENIRSoosgeU4J5UisrG2T9tgGwww8

To enter the Developer ID and Developer Key into the Zoom Integration:

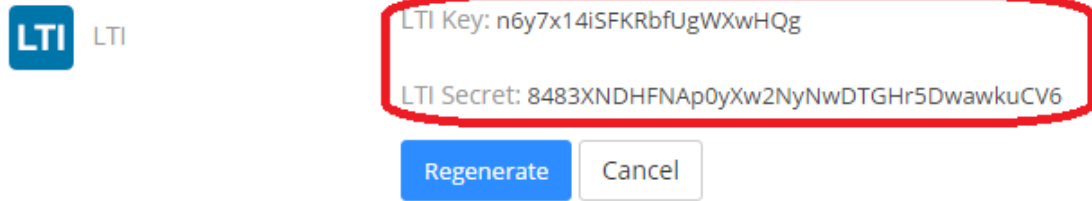
- Log into Zoom (<https://www.zoom.us>) as the Zoom Account Administrator.
- Click the Integration menu, then click the **Configure** link at the right-hand side of the Configure Canvas section of the page.
- In the **Canvas Zoom App** fields, input the Developer ID and the Developer Key values that were generated by Canvas in the previous procedure.
- Click **Save Changes**.

The screenshot shows the 'LTI Canvas' configuration form. The 'Canvas Zoom App' section is highlighted with a red box and contains the following information:

- Canvas External Tool: Canvas Access Token
- Canvas Zoom App ID: **1117590000000000002** (highlighted with a red box)
- Canvas Zoom App Key: **Q8s4EGhZZ6gNNXcfVPcrV1IlaayIX4DPBqYENIRSoosj** (highlighted with a red box)

Buttons for 'Save Changes' and 'Cancel' are visible at the bottom.

5. Note the values of the LTI Key and LTI Secret in the LTI section of the Integration menu. These values will be used in the Installation section of this document.



In this example, the LTI Key is n6y7x14iSFKRbfUgWXwHQg and the LTI Secret is 8483XNDHFNAp0yXw2NyNwDTGHR5DwawkuCV6

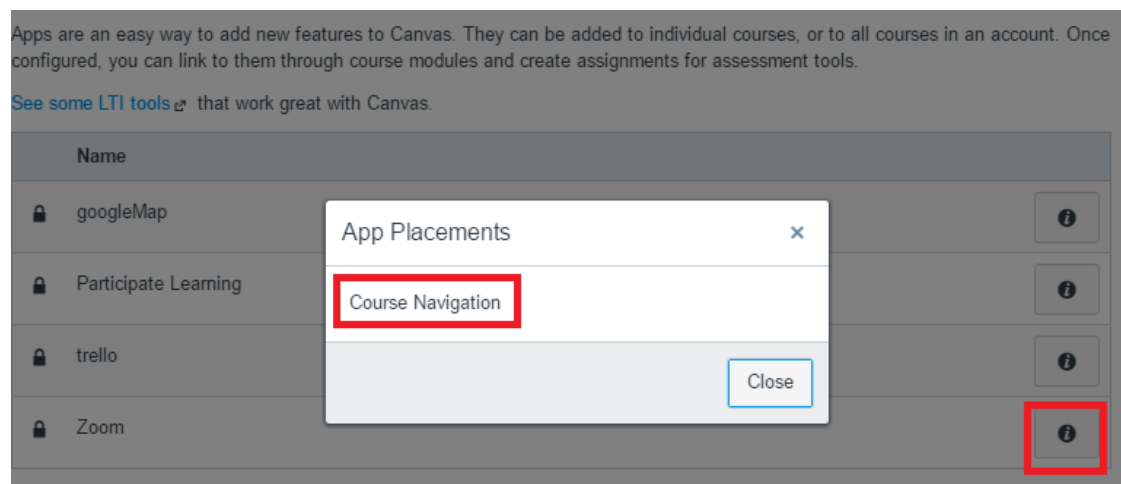
Installation

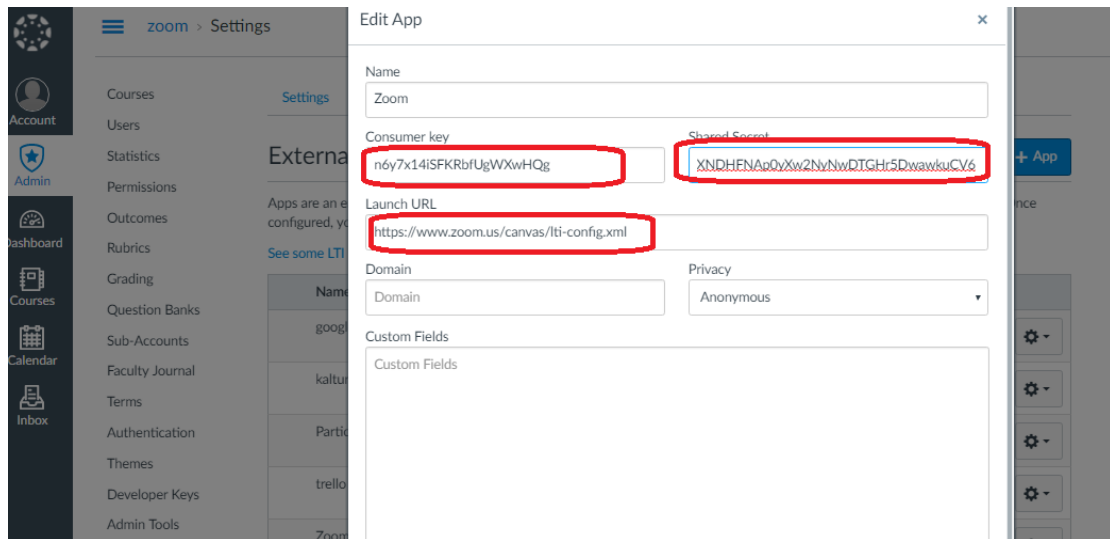
The Account Admin must add an external app to Canvas.

To add an external app:

1. Sign in and choose the account in the Admin – Settings page.
2. Click the Apps tab and add an external app.
3. Choose Configuration Type – By URL.
4. Specify the name – ZOOM.
5. Specify the Config URL - <https://www.zoom.us/canvas/lti-config.xml>
6. Specify the Consumer Key - the value of the the Zoom LTI Key.
7. Specify the Shared Secret - the value of the Zoom LTI Secret.
8. Click **Submit**.

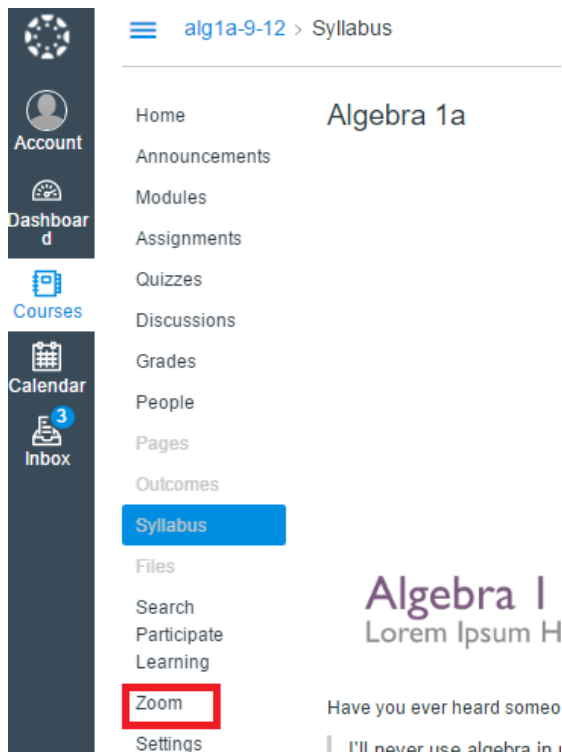
The app named ZOOM is added. When you go to the course, you see the ZOOM link in the Course Navigation.



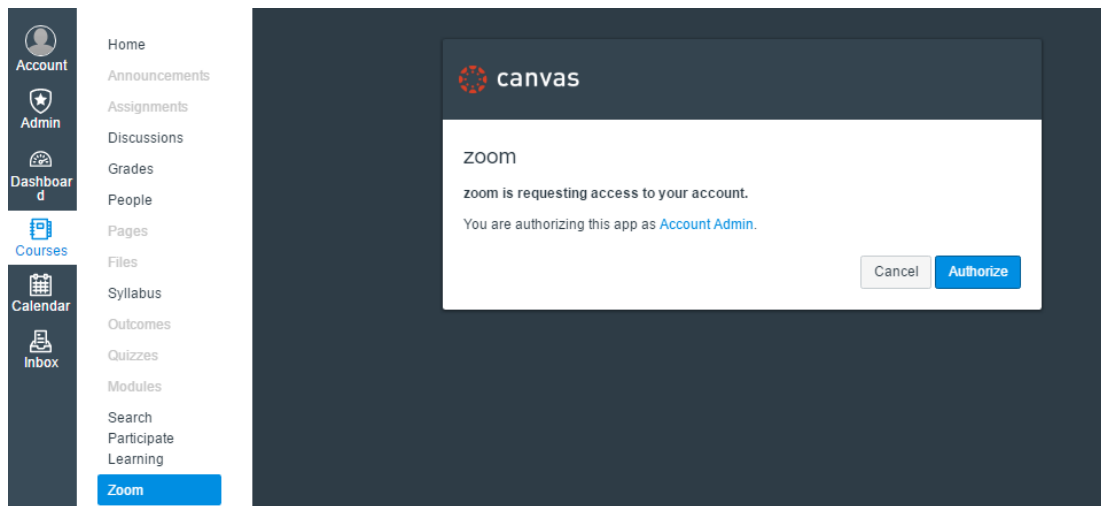
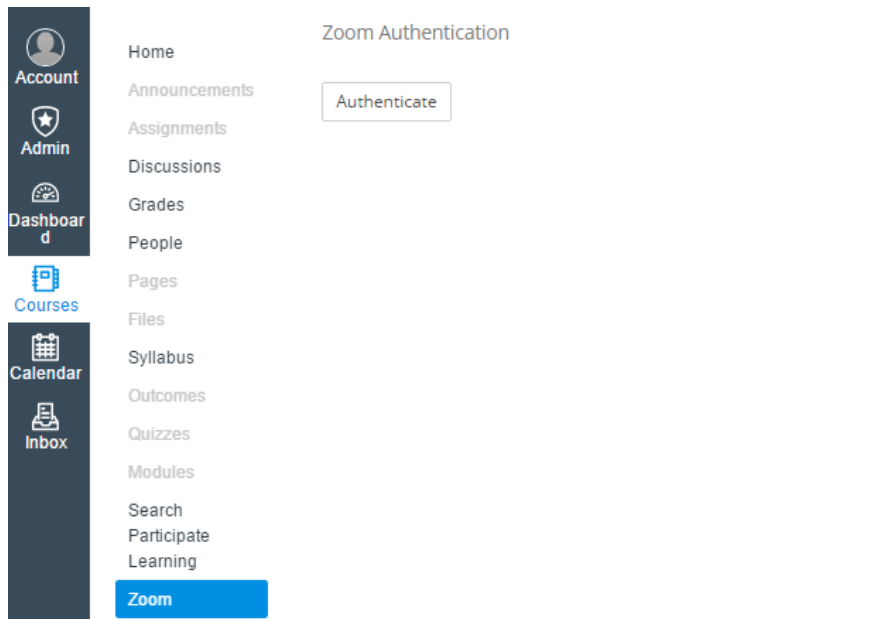


Grant Access to Zoom

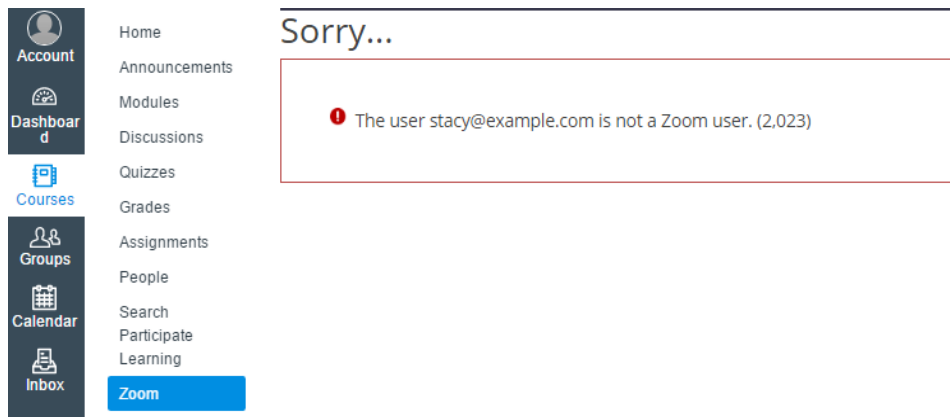
When the Canvas Admin configures the Canvas App and installs the Canvas App, a Teacher/TA/Course Designer sees the Zoom menu link in a Course Navigation. A Student/Observer does not see the Zoom menu link.



When a user clicks the Zoom link, the Authentication page displays. The user clicks the **Authenticate** button to begin the authorization process.



Only a Canvas user who has a Zoom account with the same email address as their Canvas email address is authorized to use Zoom within Canvas. If Zoom does not have a user with this email address, the user sees an error message stating “The user xxx@xxx is not a Zoom user.”



Note that users might see one of the following warning messages:

- If the Consumer Key was not configured correctly during the installation process for External Apps, users see the following error message instead of the Authentication page.

Sorry...

❗ Canvas Consumer Key is not configured correctly. Please use the account level LTI Key/Secret. (2,023)

- If the Shared Secret was not configured correctly during the installation process for External Apps, users see the following error message instead of the Authentication page.

Sorry...

❗ Verify Canvas signature failed. (2,023)

Procedures for Canvas and Zoom Meeting Organizers

Display Upcoming Meetings

The **Upcoming Meetings** tab displays the list of upcoming meeting list when users click the **Zoom** link.

Note: All time related information in Zoom is based on the time zone of the Canvas user's Account Profile, rather than the time zone specified in the user's Zoom account.

mathclub > Math Club

Home | **Upcoming Meetings** | Previous Meetings | My Recordings | [Schedule a New Meeting](#)

Date	Time	Topic	Meeting ID	
Personal Meeting Room				Start
Dec 7, 2016	1:30 PM	Problem-Solving for the CS Technical Interview	637-446-349	Start Delete
Dec 8, 2016	9:00 AM	Introduction to Computing	818-933-666	Start Delete
▼ Dec 9, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839	Start Delete
Dec 10, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839	
Dec 11, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839	
▶ Dec 12, 2016	1:00 PM	Mobilizing Healthcare - iOS Development for Mobile Health ☰	717-904-123	Start Delete

Display Previous Meetings

To see the list of previous meetings, users can click the **Previous Meetings** tab.

alg1a-9-12 > Algebra 1a

Home | Upcoming Meetings | **Previous Meetings** | My Recordings | [Schedule a New Meeting](#)

Date	Time	Topic	Meeting ID	
Nov 22, 2016	1:49 PM	Meeting from Slack domain: good	706-368-633	Start Delete
Nov 22, 2016	1:49 PM	Meeting from Slack domain: good	440-228-403	Start Delete
Nov 21, 2016	4:58 PM	Meeting from Slack domain: good	370-724-4662	Start Delete
Nov 21, 2016	4:58 PM	Meeting from Slack domain: good	452-900-686	Start Delete
Nov 21, 2016	4:57 PM	Meeting from Slack domain: good	370-724-4662	Start Delete
Nov 21, 2016	4:56 PM	Meeting from Slack domain: good	370-724-4662	Start Delete
Nov 18, 2016	7:00 PM	new39	904-348-871	Start Delete
Nov 18, 2016	5:30 PM	New 38	952-155-713	Start Delete
Nov 18, 2016	5:00 PM	New38	834-190-784	Start Delete
Nov 16, 2016	6:30 PM	new35	370-724-4662	Start Delete
Nov 10, 2016	6:00 PM	testdelete	954-140-783	Start Delete

Schedule a Single Meeting

Zoom Meetings can be scheduled from within a Canvas Course. Users access the Zoom for Canvas tool from the navigation area for the course. The landing page shows information on upcoming meetings and previous meetings.

Any user with the correct permissions will see the **Schedule a New Meeting** button.

Date	Time	Topic	Meeting ID	
Personal Meeting Room		edison zheng's Personal Meeting Room	370-724-4662	Start
Dec 1, 2016	7:30 AM	test1111	897-394-722	Start Delete

Click the **Schedule a New Meeting** button to display the Schedule a Meeting page.

Schedule a Meeting

Topic:

When:

Duration: hr min

Time Zone:

Recurring meeting

Host: on off

Participant: on off

Meeting Options:

- Require meeting password
- Enable join before host
- Mute participants upon entry [Supported versions](#)
- Use Personal Meeting ID 370-724-4662

Schedule a Recurring Meeting

Zoom supports recurring meeting that sync with Canvas Calendar. Enable the **Recurring meeting** checkbox if you need to schedule daily, weekly, or monthly recurrences of a meeting. When this checkbox is enabled, you see the **Recurrence**, **Frequency**, and **Count** fields, where you can customize the number of meetings and how frequently they occur.

When

Duration hr min

Time Zone

Recurring meeting Every day, 7 occurrences

Recurrence

Frequency day

Count occurrences

When you schedule a recurring meeting, you can expand it in list of upcoming meeting. The following example shows that “Mathematical Foundations of Computing” is a daily meeting with 3 occurrences.

▼ Dec 9, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839	<input type="button" value="Start"/>	<input type="button" value="Delete"/>
Dec 10, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839		
Dec 11, 2016	8:00 AM	Mathematical Foundations of Computing ☰	533-772-839		

Delete a Meeting

Only the meeting creator can delete a meeting that has been created using the Zoom for Canvas tool.

To delete a meeting:

1. Click the **Delete** button next to the meeting to be deleted
2. Click **OK** in the pop-up dialog to confirm that the meeting is to be deleted.

The event is removed from the Canvas calendar, and a new conversation notifies course members that the meeting has been deleted.

Start a Meeting

Users who have a Zoom Account can click the **Start** button to launch a scheduled meeting.

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- Syllabus
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- Learning
- Zoom**
- Settings

Upcoming Meetings		Previous Meetings	Schedule a Meeting
Date	Time	Topic	Meeting ID
Personal Meeting Room		edison zheng's Personal Meeting Room	370-724-4662 Start
Nov 10, 2016	2:30 PM	Kick off meeting	559-425-995 Start Delete
Nov 10, 2016	4:00 PM	new24	370-724-4662 Start Delete
Nov 16, 2016	6:30 PM	new35	370-724-4662 Start Delete
Nov 18, 2016	5:00 PM	New38	834-190-784 Start Delete
Nov 18, 2016	5:30 PM	New 38	952-155-713 Start Delete
Nov 18, 2016	7:00 PM	new39	904-348-871 Start Delete

Automatically Create Meeting Notifications

Canvas users are notified via a Canvas conversation message and a Canvas calendar event when a meeting is created. If a meeting is deleted, Canvas users receive a Canvas conversation message and the meeting is removed from their Canvas calendar.

When you schedule a meeting, the Canvas Calendar is updated as shown in the following example:

The screenshot shows a calendar interface with a pop-up event details window. The event is titled "Problem-Solving for the CS Technical Interview" and is scheduled for Dec 7, 1:30pm - 2:30pm. The location is "Zoom Online Meeting" and the calendar is "Math Club". A "Details" link is provided to join the Zoom meeting. The calendar view shows a grid for December 2016, with the event highlighted on Dec 7. The CALENDARS pane on the right lists various courses, with "Math Club" selected and highlighted with a red box.

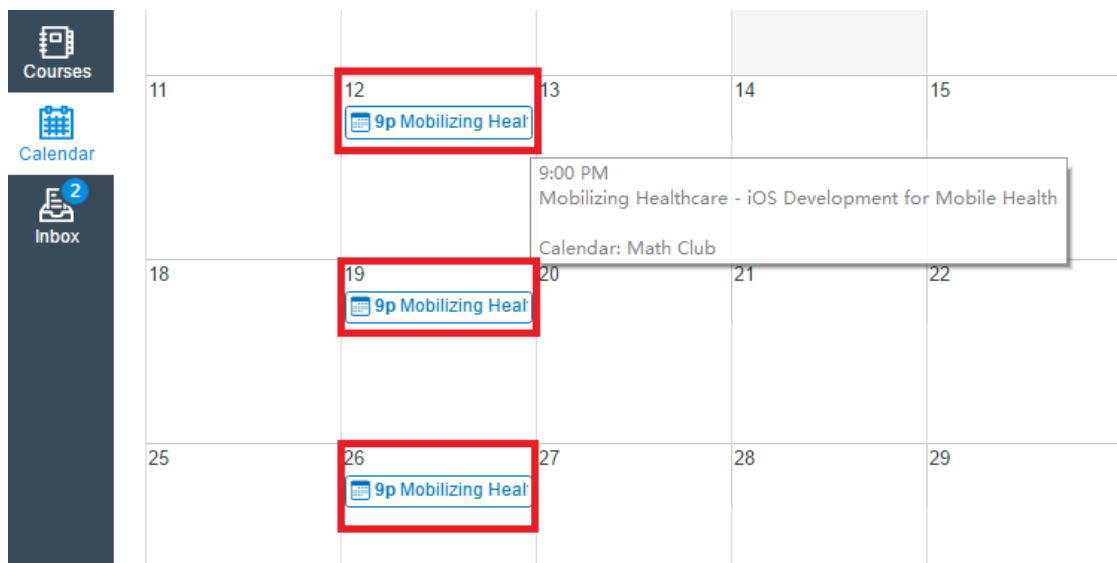
In this example, the calendar event 'Problem-Solving for the CS Technical Interview' belongs to the Math Club course. You can click an item in the CALENDARS pane (the Math Club item, in this example) to filter events.



The Agenda displays events with a list format.

Note that when you schedule a recurring meeting, each occurrence is an independent event that is not linked to other instances of the meeting. This means that if you need to modify all instances of a meeting, each event must be edited individually.

The following example shows a weekly recurring event.



People enrolled in the course receive a Canvas conversation message in their Canvas Inbox and can click the **Join** link to start or join the meeting at the scheduled time.

The screenshot shows a Zoom interface. On the left is a sidebar with navigation options: Account, Dashboard, Courses, Groups, Calendar, and Inbox. The main area is titled 'All Courses' and 'Inbox'. A list of meetings is shown, with the top one highlighted in a red box: 'edison xing, Bill Blend... Yesterday' with a 'Zoom Meeting' icon. To the right, a detailed view of a meeting is shown, also with a red box around it. The details include: 'edison xing, Jennifer Turney, Lucy Stanton, James Russel, Stacy Mills, Bill Blend, Example Student Math Club', 'Mathematical Foundations of Computing(edison xing)', 'Meeting Date: 2016-12-09 16:00:00/2016-12-09 16:00:00', 'TimeZone: Asia/Shanghai', 'Recurrence daily, interval 1, count 2', and a link to join the meeting: 'https://dev-integration.zoom.us/j/533772839'.

Display Your Recordings

Click the **My Recordings** tab to see the list of meetings that you recorded. If the recording is not ready, it will show a status of “processing”. When the recording is ready, you can play, share, or download the recording

The screenshot shows the Zoom 'My Recordings' interface. The top navigation bar includes 'Upcoming Meetings', 'Previous Meetings', 'My Recordings' (highlighted with a red box), and 'Schedule a New Meeting'. Below the navigation is a note: 'Please note: This list only displays recordings saved to the Cloud. To view your Local Recordings, please check your Zoom desktop client using the process outlined here.' Below the note is a table of recordings:

Meeting Topic	Meeting ID	Meeting Start Time	File Size	
My Meeting	201-427-844	Sep 27, 2016 16:11	2.83 GB (3 Files)	Delete
My Meeting	201-427-844	Sep 27, 2016 15:32	9 KB (2 Files)	Delete
My Webinar	378-625-231	Sep 25, 2016 09:48	20 KB (2 Files)	Delete
regression test	504-293-751	Sep 25, 2016 09:44	3 MB (2 Files)	Delete
edison zheng's Personal Meeting Room	370-724-4661	Sep 21, 2016 15:34	7 KB (2 Files)	Delete
My Meeting	201-427-844	Sep 20, 2016 14:44	500 KB (2 Files)	Delete
test infusionsoft	830-774-883	Sep 01, 2016 09:23	2 MB (2 Files)	Delete
test infusionsoft	830-774-883	Sep 01, 2016 09:22	1 MB (2 Files)	Delete
0831	935-574-722	Aug 31, 2016 14:31	1 MB (2 Files)	Delete
test HD video	892-659-326	Aug 31, 2016 14:20	82 MB (2 Files)	Delete

Share a Recording

To share a recording:

1. Click a meeting topic to see the recordings files available for the meeting. Each meeting has multiple recordings, including a combined Audio/Video file and an Audio Only file.
2. Click the **Share** link below the file you want to share.

The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area is titled 'alg1a-9-12 > Algebra 1a' and 'My Recordings > Recording Details'. It displays 'My Meeting' information: 'Sep 27, 2016 4:11 PM (GMT+8:00) Beijing, Shanghai ID: 201-427-844'. Below this, there are three recording cards. The first card, 'Recording-1 (1.3 GB)', shows 'Accessed this month: 1'. The second card, 'Audio Only-1 (11 MB)', shows 'Accessed this month: 0'. The third card, 'Recording-2 (1.52 GB)', shows 'Accessed this month: 0'. Each card has 'Download', 'Share', and 'Delete' links below it.

When you click the **Share** link, the following dialog displays.

The screenshot shows a 'Share this cloud recording:' dialog box overlaid on the recording details page. The dialog contains the following text: 'Topic: My Meeting', 'Date: Sep 27, 2016 4:11 PM (GMT+8:00) Beijing, Shanghai', 'Recording-1 (1.3 GB)', and a long URL: 'https://dev-integration.zoom.us/canvas/recording/play/9QQWiBcQJmx-_YwL4dCGGHnExwSd8n2NmyuKDOH_jwZbn8kXM1rjM-1rNvZyTVqK'. At the bottom of the dialog, there is a prompt 'Select, copy and paste recording links.' and two buttons: 'Select All' and 'Cancel'.

3. Click the **Select All** button to copy the recording links to the clipboard. This lets you share the copied links with anyone you choose.

Download a Recording

Click the **Download** link below a file to download that file to the computer you are currently using.

Home [My Recordings](#) > Recording Details

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My Meeting

Sep 27, 2016 4:11 PM (GMT+8:00) Beijing, Shanghai ID: 201-427-844

<p>Accessed this month: 1</p> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Recording-1 (1.3 GB) </div> <p style="margin: 0;">Download Share Delete</p>	<p>Accessed this month: 0</p> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Audio Only-1 (11 MB) </div> <p style="margin: 0;">Download Share Delete</p>	<p>Accessed this month: 0</p> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Recording-2 (1.52 GB) </div> <p style="margin: 0;">Download Share Delete</p>
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Note: A Zoom Account administrator can disable Cloud recording downloads in the Zoom Account Settings page.

Recording

- ✓ Local recording
- ✓ Cloud recording
- ✓ Cloud recording downloads
- ✗ Only the host can download cloud recordings
- ✗ Only users on my account can access cloud recordings
- ✗ Auto delete cloud recordings after days ?

Play a Recording

Click on the icon of the recording to begin playing it in a new window.

Home [My Recordings](#) > Recording Details

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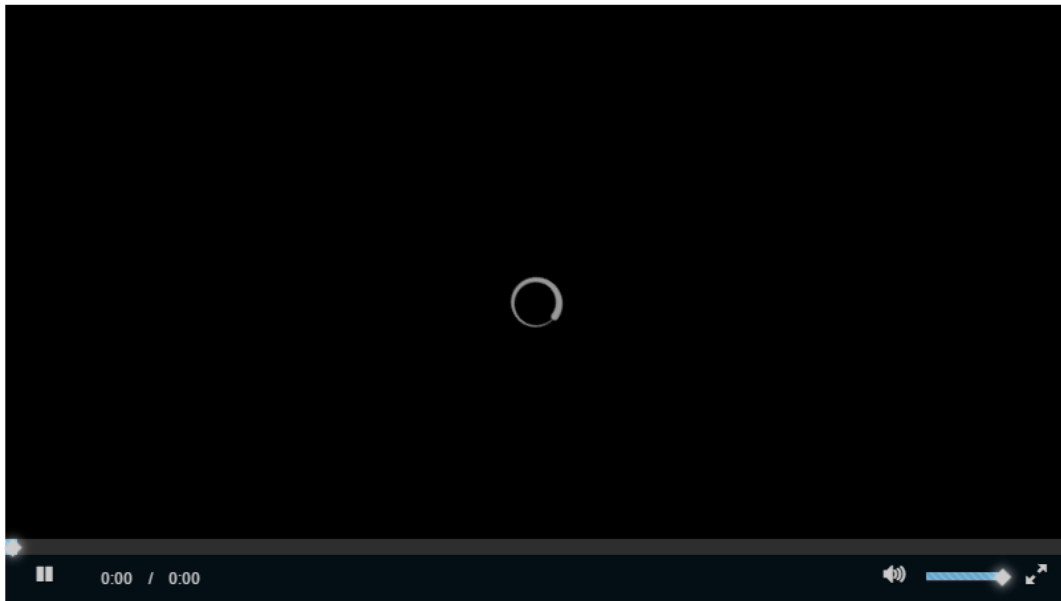
My Meeting

Sep 27, 2016 4:11 PM (GMT+8:00) Beijing, Shanghai ID: 201-427-844

<p>Accessed this month: 1</p> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Recording-1 (1.3 GB) </div> <p style="margin: 0;">Download Share Delete</p>	<p>Accessed this month: 0</p> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Audio Only-1 (11 MB) </div> <p style="margin: 0;">Download Share Delete</p>	<p>Accessed this month: 0</p> <div style="background-color: black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Recording-2 (1.52 GB) </div> <p style="margin: 0;">Download Share Delete</p>
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My Meeting

[Download \(1.3 GB\)](#)



Delete a Recording

When you click the **Delete** link for a recording, Zoom moves the recording to the Trash.

- To delete all recordings associated with a particular meeting, click the **Delete** button on the My Recordings page This moves all recordings for that meeting to the Trash.
- To delete a single recording, click a meeting topic to open the Recording Details page of that meeting, then click the Delete link to move that recording to the Trash
- To recover or delete a recording that is in the trash, click the **Trash(x)** link, then click either the **Recover** or **Delete** link for that recording. If you take no further action, the recordings in the trash will be saved for 30 days. To permanently delete the recordings in the trash, click the **Empty Trash** link.

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[My Recordings](#) > [Trash \(3\)](#) [Empty Trash](#)

Your recording files will be saved for 30 days. These files will not count as part of your total storage allowance.

Meeting Topic	Meeting ID	Start Time	File Size	Delete Time	
My Meeting	201-427-844	Sep 20, 2016 13:15	370 KB (2 Files)	Nov 30, 2016 15:04	Recover Delete
My Meeting	201-427-844	Sep 28, 2016 01:55	9 MB	Nov 29, 2016 10:02	Recover Delete
edison zheng's Personal Meeting Room	370-724-4661	Sep 21, 2016 15:30	6 MB (2 Files)	Nov 28, 2016 10:57	Recover Delete

