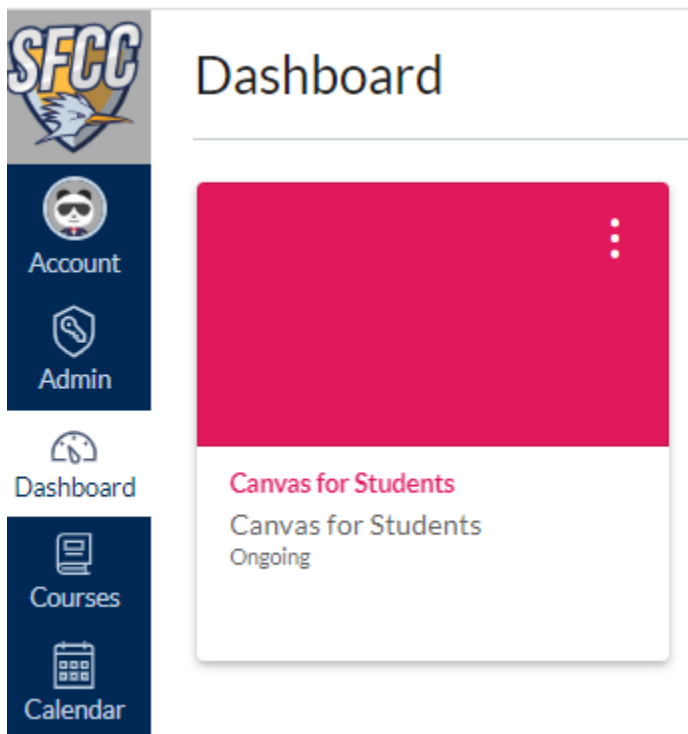


## Adding Zoom to your Canvas Course

If you are needing to use Zoom for your courses, you can add the Zoom menu option to each of your courses. The below steps will walk you through this process.

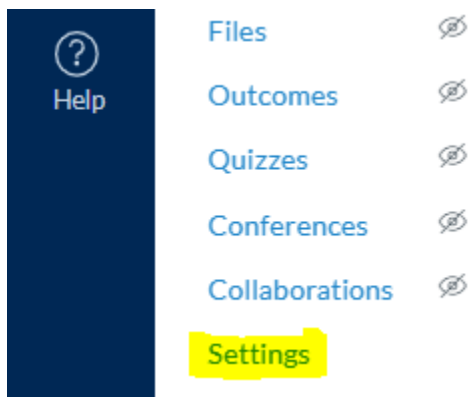
### Step 1:

Select your course once logged into Canvas by selecting a course card.



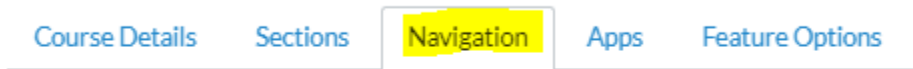
### Step 2:

Once in the course, select the “Settings option at the bottom of the course menu.



Step 3:

Choose the Navigation tab under the course settings.



Drag and drop items to reorder them in the course navigation.

Step 4:

Scroll down to the bottom of the Navigation menu and left click + hold mouse and drag to your active menu which is above the "Drag items here to hide them from students" text.

Announcements	⋮
Modules	⋮
Grades	⋮
Office 365	⋮
Zoom	⋮

Step 5:

Scroll down to bottom and "Save the changes.

Cengage <i>Page disabled, won't appear in navigation</i>	⋮
MyLab and Mastering <i>Page disabled, won't appear in navigation</i>	⋮

Save

Finished:

Once done, the navigation for the course should now display the Zoom link where you can add meetings for your classes or utilize the open room option. You have to be an instructor to create meetings.

Office 365		Modules	⋮
Zoom		Grades	⋮
Assignments	🔗	Office 365	⋮
Discussions	🔗	Zoom	⋮

