The Faculty Guide To Scheduling Zoom Meetings In CANVAS
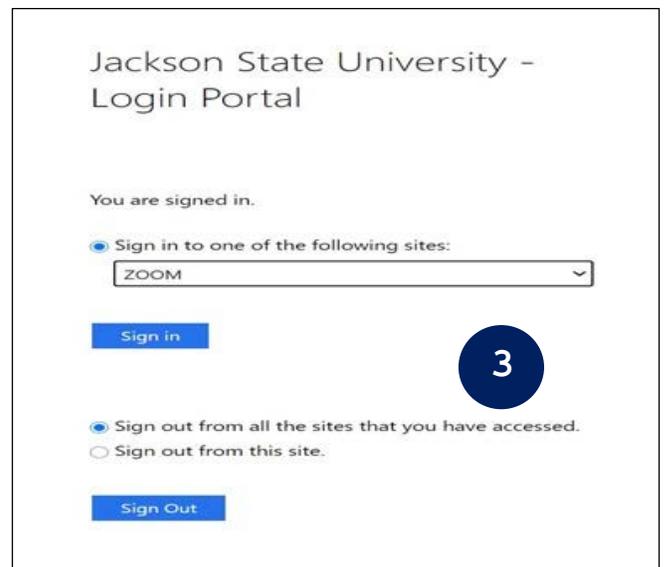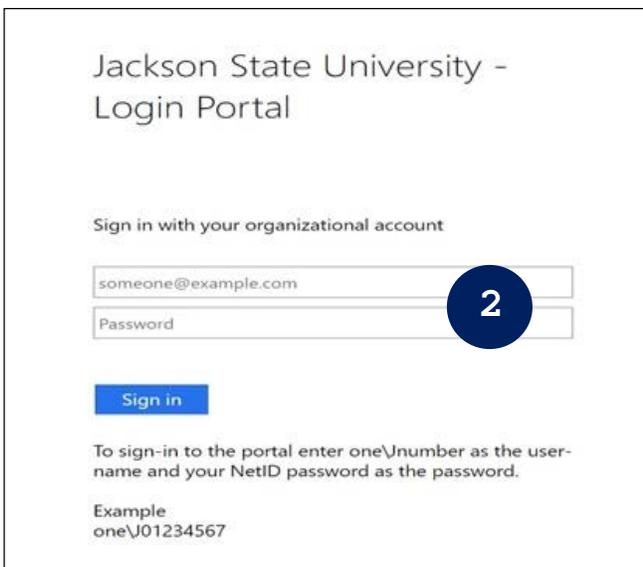
STEP 1: Activate Your JSU ZOOM Login

1: Go to jacksonstateu.zoom.us and click the Sign in button.
2: Enter username (one\Jnumber) and your NetID for the password and then click Sign in.
3: Choose Zoom from the dropdown and click Sign In.

STEP 2: Schedule ZOOM Meetings in CANVAS

1. Log into Canvas, select a course, and click "Zoom" on the left-hand menu
2. To create a Zoom meeting, click "Schedule a New Meeting"
3. To schedule a recurring meeting, click the Recurring Meeting checkbox (You can set how often the meeting recurs, the number of meeting occurrences, and the date for the final occurrence.)

Note: *Each occurrence of a recurring meeting is created as an independent event. In order to make changes each meeting must be edited individually.*