In your Canvas course site, open Zoom Meetings, then choose “Schedule a New Meeting.”
Give your class a meeting name, description (if wanted), and indicate the first class meeting date and time. NOTE: By default, the times start on the half hour, but you can click in the box and enter any start time.

To schedule for the entire term, choose Recurring meeting and the frequency (e.g. weekly) and then check the specific days of the week. You can indicate an ending “By” date that is your last class session.
Choose your preferred settings. If you use a waiting room, you can “admit all” right at the start of your class. For additional settings, visit your Zoom account at uoregon.zoom.us. See next page for notes about “Only authenticated users can join.”
You can restrict access to your course to users with a uoregon.edu email. This adds additional security, and it means students must use their uoregon Zoom account to join if they do not join my logging into Canvas. It does mean that guests without uoregon.edu emails cannot access the meeting. For such guests, you would need to disable this setting for a given meeting date.

Remember, for additional settings, and to create polls or breakout rooms, visit your uoregon Zoom account at uoregon.zoom.us. There you will find these class meetings listed as “upcoming.” You can also edit basic meeting information in your uoregon Zoom account.

Remember to “Save”!