



## Linking Your Zoom Session to Canvas

Step One: Log into your NPS Zoom account <https://norfolkpublicschools.zoom.us/>

Step Two: Create the session you want to share with your students

Step Three: Copy the URL Invite Link (Fig. 1)

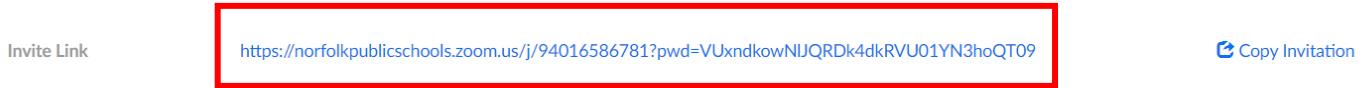


Figure 1. URL to copy

Step Four: Return to your NPS Canvas Homepage <https://nps.instructure.com/>

Step Five: Open the course you want students to use to have Zoom access (example in Fig. 2)

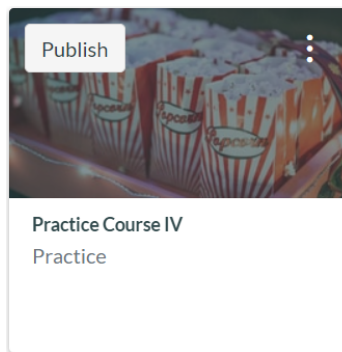


Figure 2. Example of Canvas Course Card

Step Six: Click “files” on the left side

Step Seven: Click the blue “Upload” button in the top right (Fig. 3)



Figure 3. Image of Upload Button

Step Eight: Upload the button you want to insert into your course

Step Nine: If you have successfully uploaded your button, you will see a green checkmark indicating a successful upload (Fig. 4)

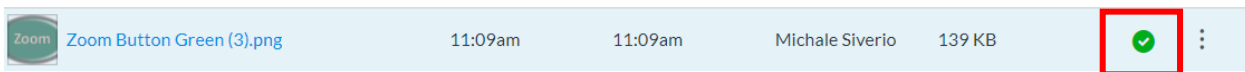


Figure 4. Green check marks indicate a successful upload

Step Ten: Click on pages on the left side

Step Eleven: Click on the blue “+Page” button in the top right corner (Fig. 5)



Figure 5. Image of the +Page button

Step Twelve: Give your page a name

Step Thirteen: Add your button to the page, by click on “images” on the right side (Fig. 6)



Figure 6. Images button

Step Fourteen: Once you click “images,” any buttons you have uploaded to your course will display

Step Fifteen: Find the button you want to use as your Zoom button

Step Sixteen: Click the button you want to use

Step Eighteen: Once you select the button, your button will display in the main area of the window (Fig. 7)

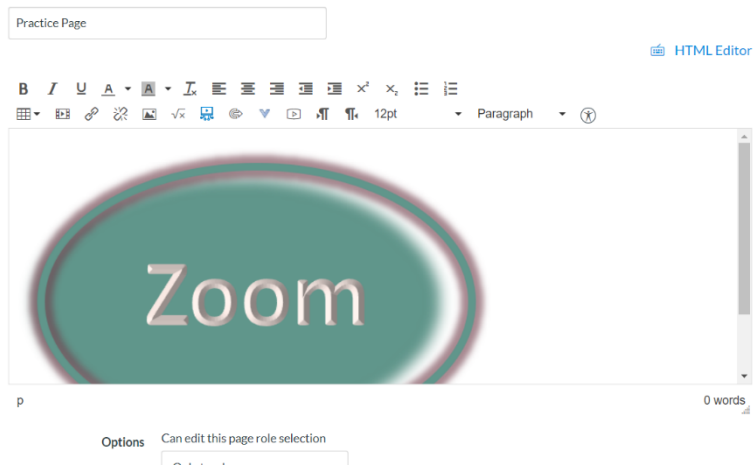


Figure 7. Zoom button displaying in the main area

Step Nineteen: Click the button you want to activate and link to Zoom

Step Twenty: If done correctly, the button will turn blue as shown in figure 8

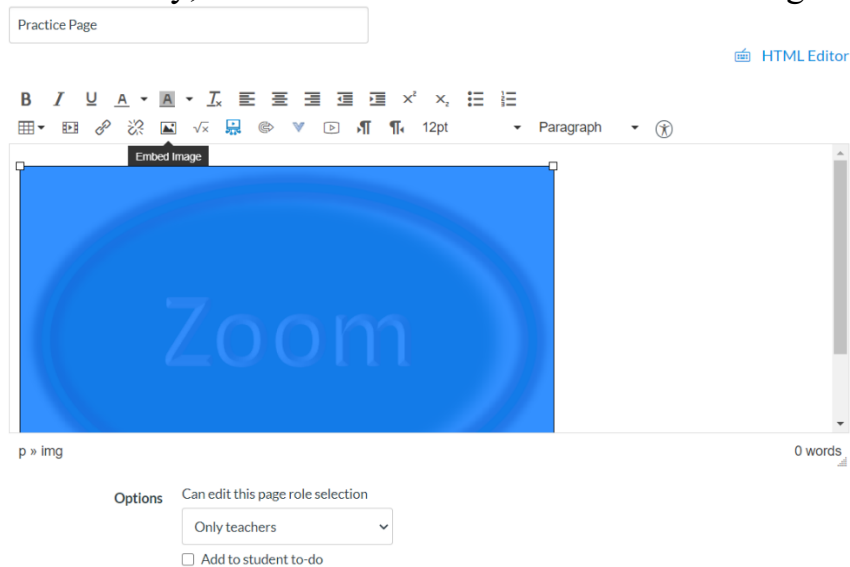


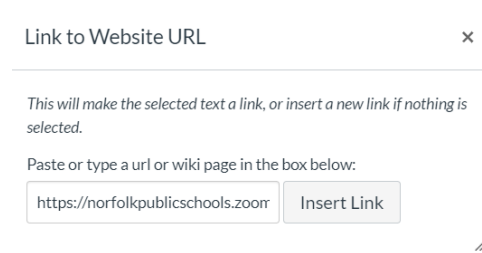
Figure 8. Blue means the button is selected

Step Twenty-One: Once you have clicked your button and it's blue, find the “Link to URL” button (Fig. 9) and click it



*Figure 9. Link to URL button*

Step Twenty-Two: Paste the Zoom link you copied from Step Three (Fig. 10)



*Figure 10. Pasting your Zoom link*

Step Twenty-Three: Press insert link

Step Twenty-Four: The button should blink yellow to indicate it has been linked – “if it blinks, it links.”

Step Twenty-Five: Select the “Save & Publish” button at the bottom on the screen