


Changing Your Time Zone Settings in Canvas / Zoom Integration

By default, all assignment due dates and calendar events in Canvas are set to Eastern Time (ET) because that is the location of Yale's primary campus. Individuals can change their personal time zone settings.

 If you change your time zone setting and create a new event or assignment, the date / time will appear in your selected time zone for you, but will appear for everyone else in their selected time zone.

If you or your instructor are using any third-party tools or integration, like Zoom, activities and **events listed within these tools may not be automatically updated based on your Canvas settings**. However, any associated Canvas calendar events for those activities will be updated.

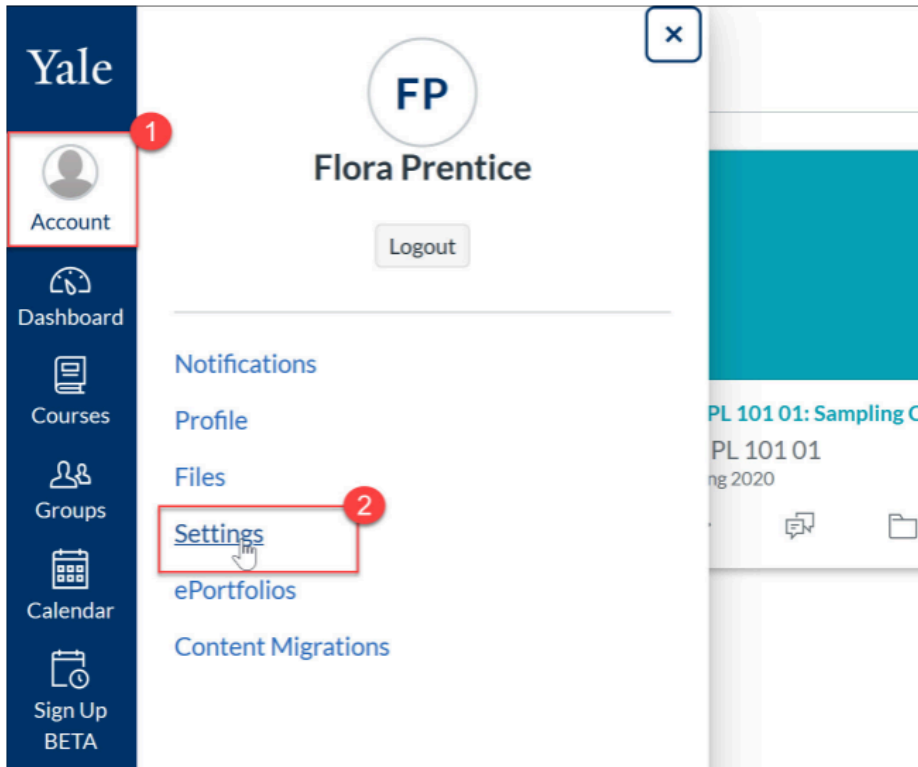
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 This article will address the following information:

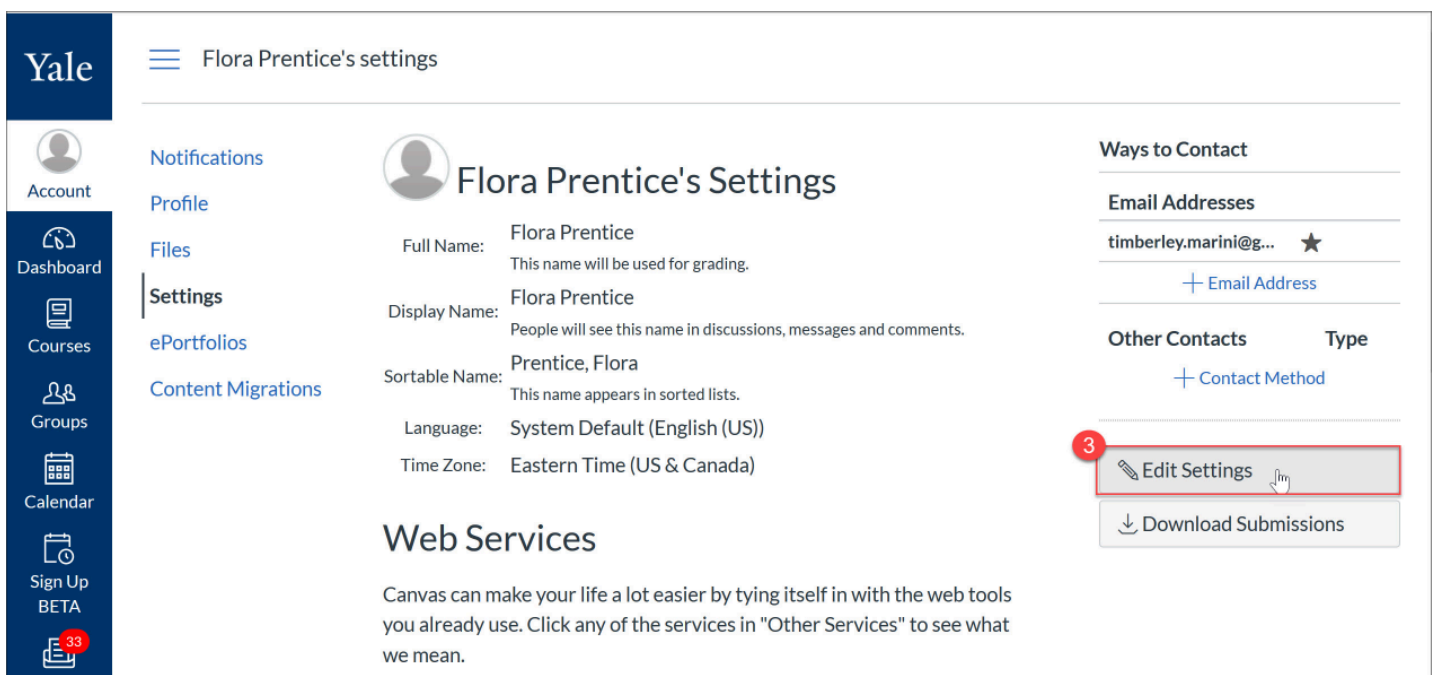
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Updating Your Time Zone in Canvas

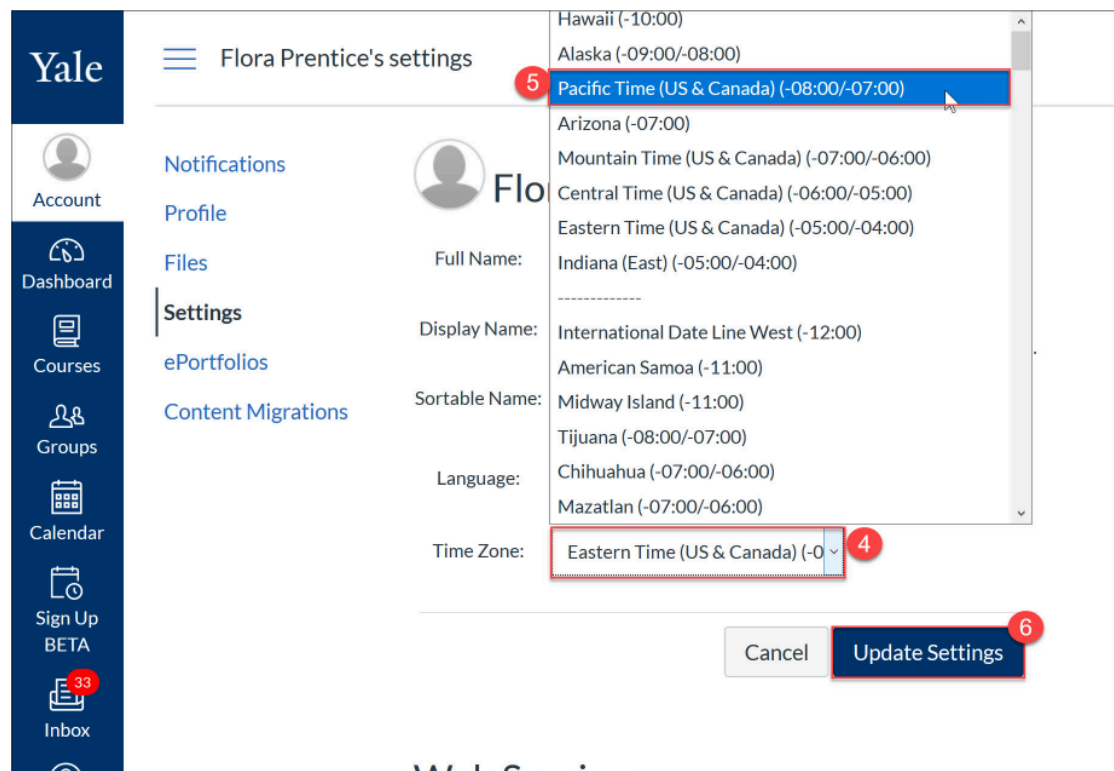
1. In the left side global navigation menu, click the "**Account**" button.
2. In the pop-out, select the "**Settings**" button.



3. On the next screen, click the "**Edit Settings**" button on the right-hand side.



4. Click on the "**Time Zone**" drop-down menu that is now available to edit.
5. From the list, select the **appropriate time zone for your location**.
6. Once selected, click the "**Update Settings**" button to save your changes.



Updating Your Time Zone in the Zoom Integration

💡 When you update your time zone setting for Canvas, all of your Calendar events will update as well.

Zoom sessions scheduled through your Canvas course integration get an associated Canvas Calendar event for students and instructors to use. When you go to your **Calendar area [A]** (left), your Calendar events will reflect the time change.

However, if you go directly to the **Zoom Tool [B]** in your course (right), the times will still be listed in the old time zone. This is because the Zoom Tool has its own time zone setting preference.

Canvas @ Yale

The image consists of two side-by-side screenshots from the Yale Canvas LMS interface, illustrating time zone settings and their impact on calendar events.

Left Screenshot (Canvas Calendar):


- The top navigation bar shows the date "Today" and a calendar view for "March 2020".
- The left sidebar contains navigation links: Account, Dashboard, Courses, Groups, **Calendar** (highlighted with a red circle 'A'), Sign Up BETA, Inbox, and Help.
- The main content area displays a calendar grid for March 2020.
- A red callout box with the text "Canvas time zone preference change updated" and "Canvas Calendar Events for Zoom Sessions." is positioned over the calendar.
- Red arrows point from this callout box to several calendar events labeled "10a SAMP 019 01: Online Class Meetings" on various dates (e.g., March 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31).


Right Screenshot (Zoom Interface):


- The top navigation bar shows the date "Today" and a calendar view for "March 2020".
- The left sidebar contains navigation links: Account, Dashboard, Courses, Groups, **Zoom** (highlighted with a red circle 'B'), Sign Up BETA, Inbox, and Help.
- The main content area displays the Zoom interface for "SAMP 019 01: Sample Course 19".
- A red callout box with the text "Canvas time zone preference changed, but Zoom Tool still displays Zoom Sessions in ET." is positioned over the Zoom interface.
- Red arrows point from this callout box to a list of "Upcoming Meetings" for "SAMP 019 01: Online Class Meetings" on various dates (e.g., March 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31).


To update your Zoom Tool time zone:


1. Go to one of your Canvas courses that has the Zoom Tool enabled and click the **"Zoom"** tool link in the course navigation menu.
2. At the top of the page, click the **Pencil edit icon** next to the current time zone.





 Account


 Dashboard

 Courses

 Groups

 Calendar

 Sign In





SAMP019 01 > SAMP019 01: Sample Course 19

Spring 2020

Home

Zoom 1




Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)  2

Upcoming Meetings

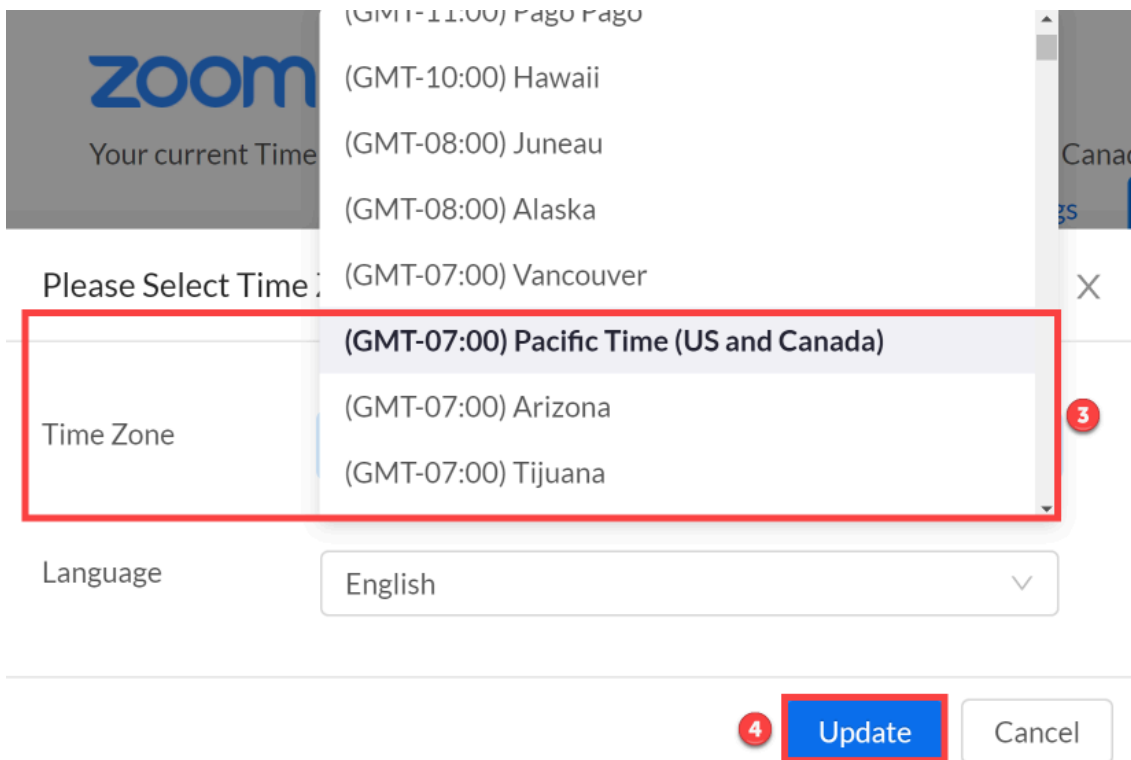
Previous Meetings

Cloud Recordings

Get Training 

Start Time	Topic	Meeting ID	
Tomorrow (Recurring) 1:00 PM	SAMP 019 01: Online Class Meetings	658-013-748	Join
Wed, Mar 25 (Recurring) 1:00 PM	SAMP 019 01: Online Class Meetings	658-013-748	Join

3. In the pop-up, click on the **"Time Zone"** drop-down menu and select the appropriate time zone.
4. Once selected, click the **"Update"** button.



The image shows a Zoom settings dialog box. At the top, the Zoom logo is displayed. Below it, the text "Your current Time Zone" is followed by a list of time zones: (GMT-11:00) Pago Pago, (GMT-10:00) Hawaii, (GMT-08:00) Juneau, (GMT-08:00) Alaska, (GMT-07:00) Vancouver, (GMT-07:00) Pacific Time (US and Canada), (GMT-07:00) Arizona, and (GMT-07:00) Tijuana. The "Pacific Time (US and Canada)" option is highlighted with a red box. Below the time zone list, there is a "Time Zone" label and a dropdown menu showing "English". At the bottom, there are two buttons: "Update" (highlighted with a red box) and "Cancel". A red circle with the number "3" is next to the "Update" button.

zoom

Your current Time Zone

Please Select Time Zone

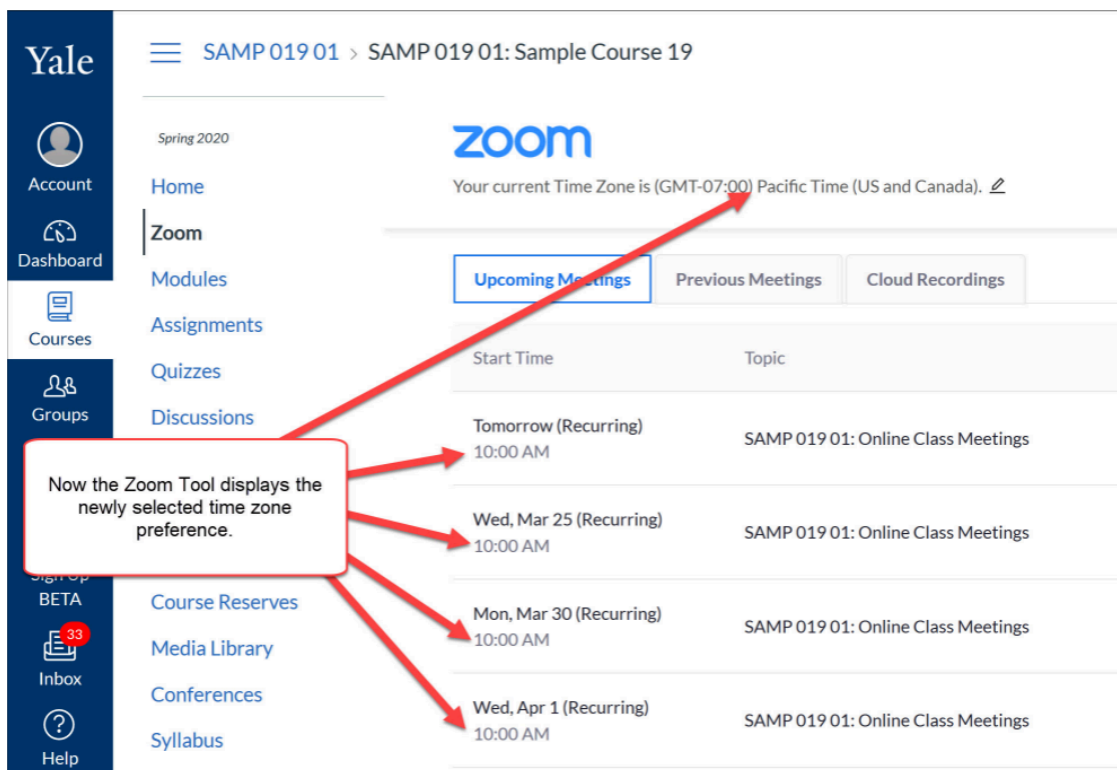
Time Zone

Language

English

Update Cancel

5. When you return to the Zoom Tool, your session dates will reflect the time zone you selected.



The image shows the Canvas LMS interface. On the left is a sidebar with the Yale logo and navigation links: Account, Dashboard, Courses, Groups, Sign Up, BETA, Inbox, and Help. The main content area shows the "SAMP 019 01" course page. The "Zoom" section is active, displaying "Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada)". Below this, there are tabs for "Upcoming Meetings", "Previous Meetings", and "Cloud Recordings". The "Upcoming Meetings" tab is selected, showing a table of meetings. A red box highlights the text "Now the Zoom Tool displays the newly selected time zone preference." with arrows pointing to the "Upcoming Meetings" tab and the meeting list. The meeting list shows four recurring meetings, all starting at 10:00 AM.

Yale

SAMP 019 01 > SAMP 019 01: Sample Course 19

Spring 2020

zoom

Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada).

Upcoming Meetings Previous Meetings Cloud Recordings

Start Time	Topic
Tomorrow (Recurring) 10:00 AM	SAMP 019 01: Online Class Meetings
Wed, Mar 25 (Recurring) 10:00 AM	SAMP 019 01: Online Class Meetings
Mon, Mar 30 (Recurring) 10:00 AM	SAMP 019 01: Online Class Meetings
Wed, Apr 1 (Recurring) 10:00 AM	SAMP 019 01: Online Class Meetings

Now the Zoom Tool displays the newly selected time zone preference.

💡 For more help, please contact canvas@yale.edu.