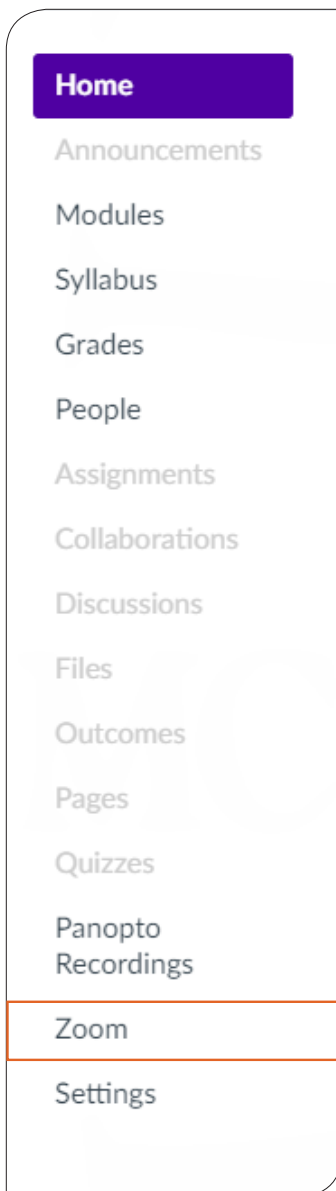


Zoom for Faculty

Zoom is an easy, convenient method of interacting with to your students to answer questions, host office hours or engage them in discussion. There are three sections include Schedule the Meeting, Add the Meeting to a Course and Schedule Recurring Meetings.

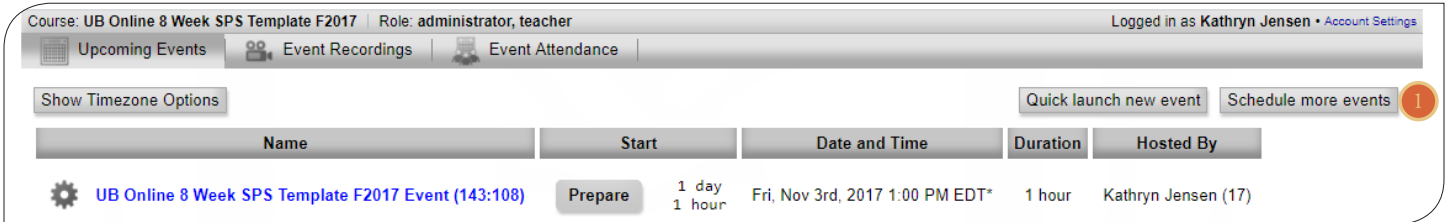


Go to your Canvas Course Home page and click on **Zoom** in the Course Navigation Menu:



Section 1: Schedule the Meeting

[1] Click Schedule More events to add an event to your list.



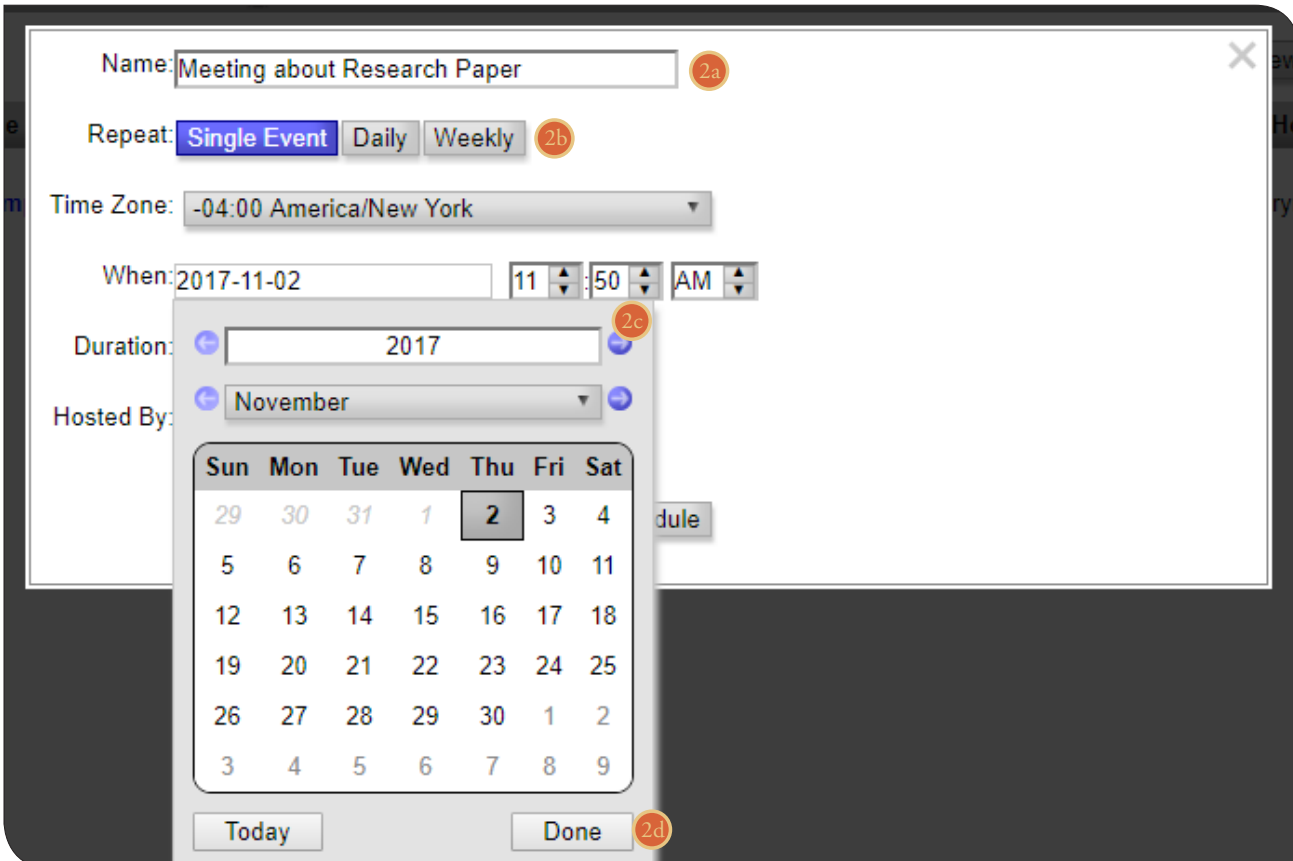
Course: UB Online 8 Week SPS Template F2017 | Role: administrator, teacher | Logged in as Kathryn Jensen • Account Settings

Upcoming Events | Event Recordings | Event Attendance

Show Timezone Options | Quick launch new event | Schedule more events **1**

Name	Start	Date and Time	Duration	Hosted By
UB Online 8 Week SPS Template F2017 Event (143:108)	Prepare	1 day 1 hour	Fri, Nov 3rd, 2017 1:00 PM EDT*	1 hour Kathryn Jensen (17)

This will open a menu for you to set the details. Zoom will auto-populate some content for you, but you will likely need to make changes. [2a] Change the name of the Event. [2b] Choose the Repeat of Event, and [2c] change the date, time and year and [2d] click done.



Name: Meeting about Research Paper **2a**

Repeat: Single Event Daily Weekly **2b**

Time Zone: -04:00 America/New York

When: 2017-11-02 11:50 AM **2c**

Duration: 2017

Hosted By: November

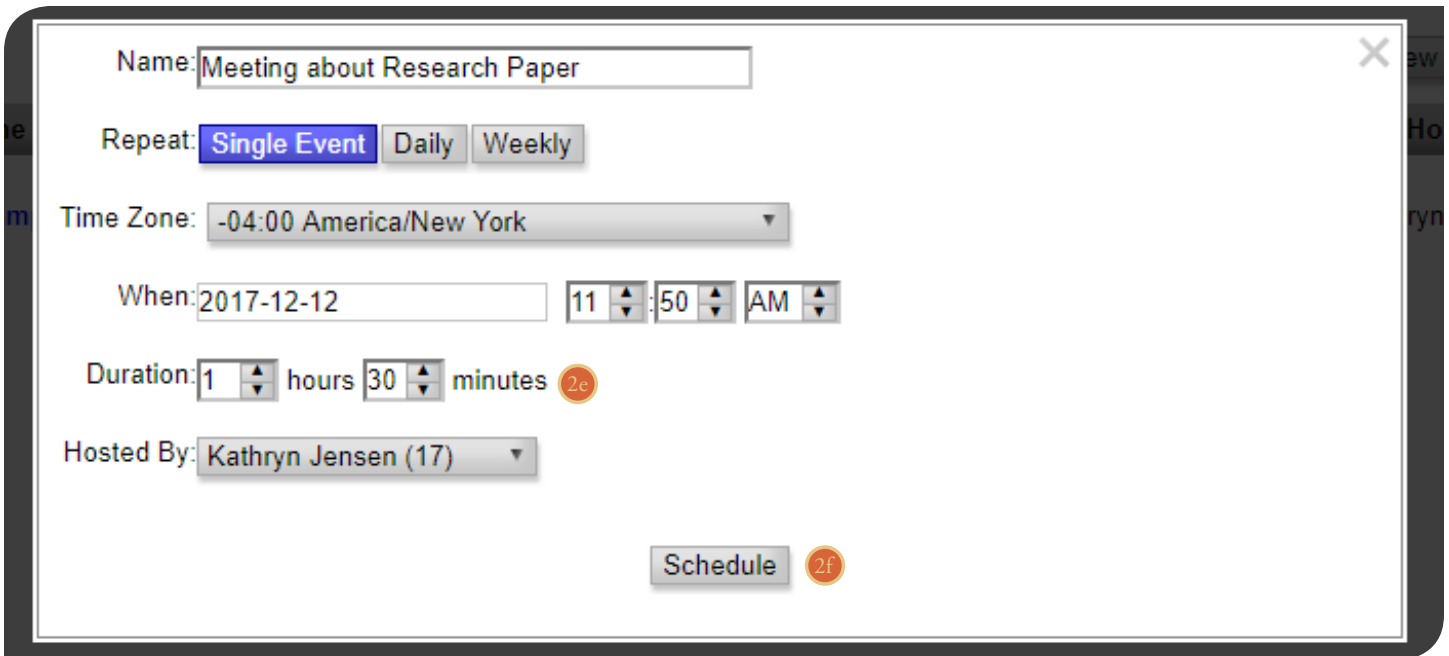
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today Done **2d**

[2e] Change meeting duration.

Note: If you need more than 40 minutes, contact ATS@bridgeport.edu for access to a Pro account through Zoom. A one-on-one meeting has no time limit.

[2f] Click Schedule to set the meeting.



A screenshot of the Zoom meeting scheduling dialog box. The fields are as follows:

- Name:** Meeting about Research Paper
- Repeat:** Single Event (selected), Daily, Weekly
- Time Zone:** -04:00 America/New York
- When:** 2017-12-12, 11:50 AM
- Duration:** 1 hour 30 minutes (with a red circle containing '2e' next to it)
- Hosted By:** Kathryn Jensen (17)
- Buttons:** A 'Schedule' button with a red circle containing '2f' next to it.


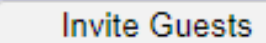
Section 2: Adding the Meeting to Your Course

[3] To add the meeting into your Canvas course, click the cog that is to the left of your meeting.

Show Timezone Options

Name	Start
 UB Online 8 Week SPS Template F2017 Event (143:108)	Prepare 1 day
  Meeting about Research Paper (146:111)	Prepare 5 weeks 5 days

[4] Click Invite Guests.

Name	Start
 UB Online 8 Week SPS Template F2017 Event (143:108)	Prepare 1 day
 Meeting about Research Paper (146:111)	Prepare 5 weeks 5 days

[5] Click Generate Link.

Invite Guests to Meeting about Research Paper (Tue, Dec 12th, 2017 11:50 AM EST)

Note: These controls allow you to invite guests as attendees. To allow an invited guest to host the event, have the primary host transfer host rights to the guest after they have joined the session.

[Generate Link](#) 5

[6] Copy the Guest Access URL. (Highlight the full link and Ctrl + C to copy.)

Invite Guests to Meeting about Research Paper (Tue, Dec 12th, 2017 11:50 AM EST)

Note: These controls allow you to invite guests as attendees. To allow an invited guest to host the event, have the primary host transfer host rights to the guest after they have joined the session.

Guest Access URL: https://bridgeport-edu.meets.cirqlive.com/pages/guest.exe?meets_action=viewEvent&meets_eventId=146&meets_accessKey=bG3Yjlu4Q7na7kq-YRkaOvnMSUhpdvOWGeDQJBvLo-kGdl

[7] Go to your Canvas course and choose the Module where the meeting will take place. Click on the +.

☰ ▾ Module 7 7 + ⚙️ ▾

☰ 📄 Module 7 Instructions 🚫 ⚙️ ▾


☰ 📖 Learning Materials ✅ ⚙️ ▾

☰ 📝 Assignments ✅ ⚙️ ▾

[8a] To add the item to the Module, use the dropdown box to get to and click External URL. [8b] Click Add Item.

Add Item to Module 7 ✕

Add 8a to Module 7

 Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Discussion

Assignments

- Technology Backup Plan

Imported Assignments

Non-graded activities

Indentation:

8b

[9a] Paste the link into the URL and [9b] add a Page Name for the Zoom meeting.
 [9c] Check off the box for Load into a new tab and [9d] set the indentation to Indent Level 1. [9e] Click Add Item.

Add Item to Module 7

✕

Add External URL to Module 7

Enter a URL and page name to add a link to any website URL to this module.

URL: https://bridgeport-edu.meets.circ 9a

Page Name: Research Paper Me 9b

Load in a new tab 9c

Indentation: Indent 1 Level ▼

Cancel
Add Item 9e

[10] Make sure the meeting is published.

☰ ▼ Module 7
✔
+
⚙️ ▼

☰ 📄 Module 7 Instructions
🚫 ⚙️ ▼

✔ ☰ Learning Materials
✔ ⚙️ ▼

✔ ☰ Assignments
✔ ⚙️ ▼

9d ☰ Research Paper Meeting
10 ⚙️ ▼

View in time zone:

Meeting about Research Paper (146)

You will be able to join from this page when the event starts.

Starts in: 5 weeks 4 days

Date: Tuesday, December 12th, 2017

Start Time: 4:50 PM UTC (UTC+00:00)

End Time: 6:20 PM

Duration: 1 hour, 30 minutes

Hosted By: Kathryn Jensen (17)

Using:  Zoom

Session ID: 147320308


Note: If students open the link prior to the meeting date and time, a notice will give them information on the earliest they can access the meeting.


Section 3: Adding a Recurring Meeting

[11] Click Schedule More events to add an event to your list.

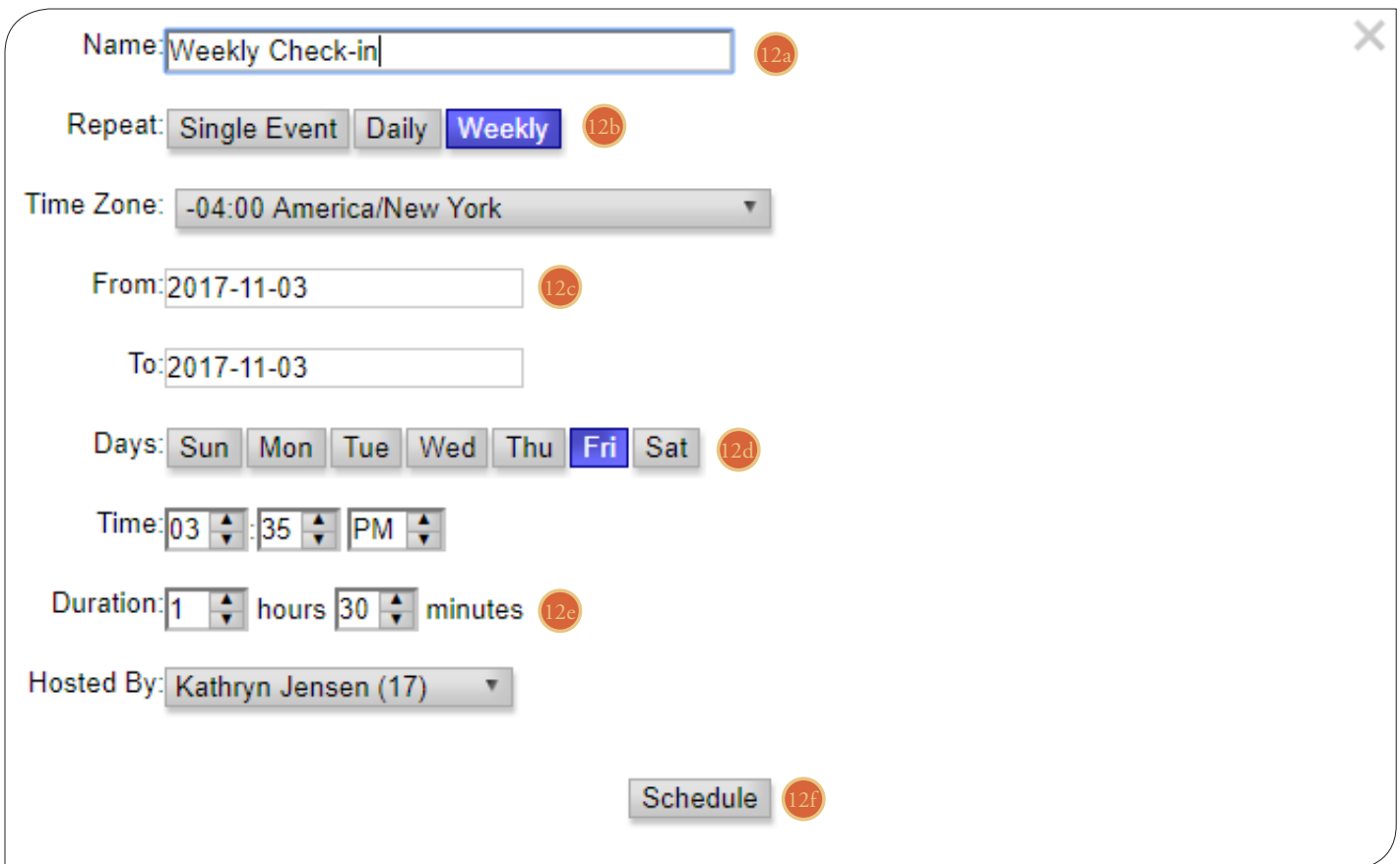
Course: UB Online 8 Week SPS Template F2017 | Role: administrator, teacher | Logged in as Kathryn Jensen • Account Settings

Upcoming Events | Event Recordings | Event Attendance

Show Timezone Options | Quick launch new event | Schedule more events 

Name	Start	Date and Time	Duration	Hosted By
 UB Online 8 Week SPS Template F2017 Event (143:108) Prepare	$\frac{1 \text{ day}}{1 \text{ hour}}$	Fri, Nov 3rd, 2017 1:00 PM EDT*	1 hour	Kathryn Jensen (17)

This will open a menu for you to set the details. Zoom will auto-populate some content for you, but you will likely need to make changes. [12a] Change the name of the Event. [12b] Choose the repeat to Weekly, [12c] change start date and end date, [12d] day, and time, [12e] duration and [12f] click Schedule.











The screenshot shows a Zoom event scheduling form with the following fields and callout markers:

- Name:** Weekly Check-in (12a)
- Repeat:** Single Event, Daily, Weekly (12b)
- Time Zone:** -04:00 America/New York
- From:** 2017-11-03 (12c)
- To:** 2017-11-03
- Days:** Sun, Mon, Tue, Wed, Thu, Fri, Sat (12d)
- Time:** 03 : 35 PM
- Duration:** 1 hours 30 minutes (12e)
- Hosted By:** Kathryn Jensen (17)
- Schedule** button (12f)

We now have all meeting dates scheduled.

. Note: each meeting has a different link

Show Timezone Options		Quick launch new event		Schedule	
Name	Start	Date and Time	Duration	Hosted By	
 Weekly Check-in (152:117)	Prepare 3 days 23 hours	Tue, Nov 7th, 2017 2:00 PM EST	1 hour	Kathryn Jensen (17)	
 Weekly Check-in (153:117)	Prepare 1 week 3 days	Tue, Nov 14th, 2017 2:00 PM EST	1 hour	Kathryn Jensen (17)	
 Weekly Check-in (154:117)	Prepare 2 weeks 3 days	Tue, Nov 21st, 2017 2:00 PM EST	1 hour	Kathryn Jensen (17)	
 Weekly Check-in (155:117)	Prepare 3 weeks 3 days	Tue, Nov 28th, 2017 2:00 PM EST	1 hour	Kathryn Jensen (17)	
 Weekly Check-in (156:117)	Prepare 4 weeks 3 days	Tue, Dec 5th, 2017 2:00 PM EST	1 hour	Kathryn Jensen (17)	
 Meeting about Research Paper (146:111)	Prepare 5 weeks 3 days	Tue, Dec 12th, 2017 11:50 AM EST	1 hour 30 minutes	Kathryn Jensen (17)	
 Weekly Check-in (157:117)	Prepare 5 weeks 3 days	Tue, Dec 12th, 2017 2:00 PM EST	1 hour	Kathryn Jensen (17)	
 Weekly Check-in (158:117)	Prepare 6 weeks 3 days	Tue, Dec 19th, 2017 2:00 PM EST	1 hour	Kathryn Jensen (17)	