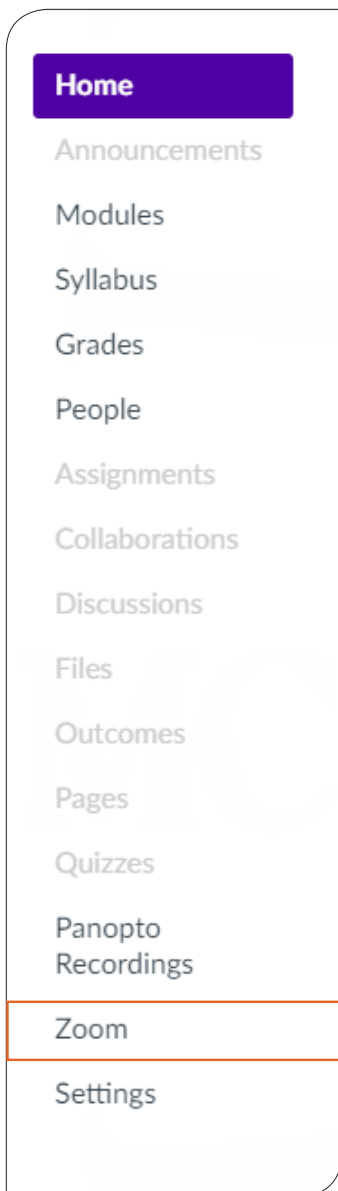


# Zoom for Students

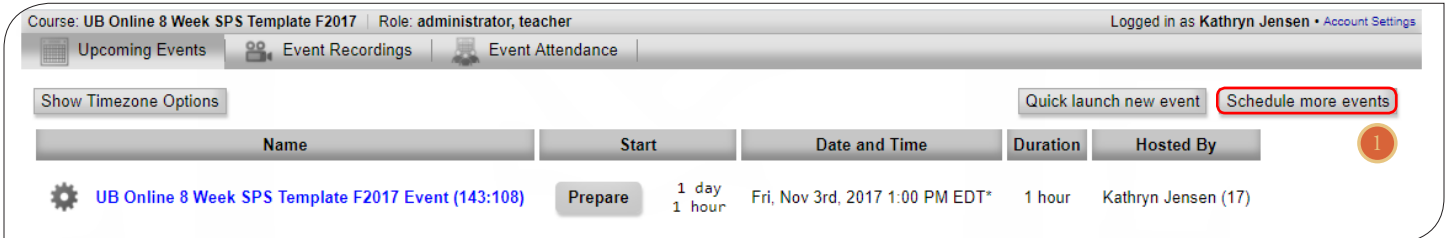
Zoom is an easy, convenient method of interacting with your fellow students to talk about projects or even to meet with your instructor. There are three sections including Schedule the Meeting, Inviting Guests to a Meeting, and Schedule Recurring Meetings.



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

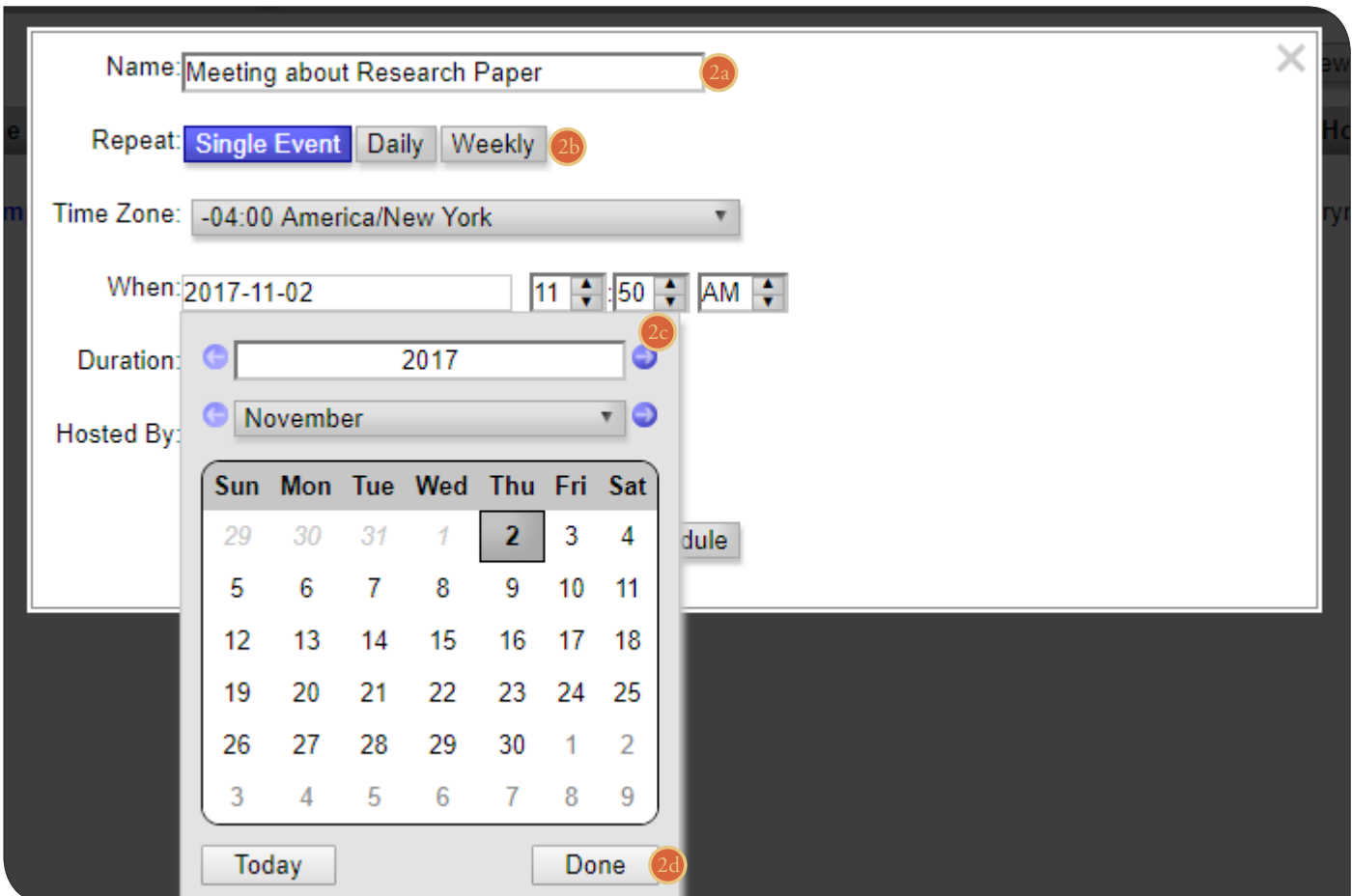


## Section 1: Schedule the Meeting



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

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.



[2e] Change meeting duration.

Note: A one-on-one meeting has no time limit. Meetings are a maximum of 40 minutes with three or more people.

[2f] Click Schedule to set the meeting.

Name: 
✕

Repeat:

Time Zone:

From:

To:

Days:

Time:  :

Duration:  hours  minutes 2e

Hosted By:

2f


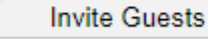
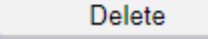
## Section 2: Inviting Guests to a Meeting

[3] To invite guests, click the cog that is to the left of your meeting.

Show Timezone Options

Name	Start
<div style="display: flex; align-items: center;"> <span style="font-size: 24px; margin-right: 10px;">⚙</span> <span style="color: #0070c0; font-weight: bold;">UB Online 8 Week SPS Template F2017 Event (143:108)</span> </div>	<div style="display: flex; align-items: center; justify-content: center;"> <input type="button" value="Prepare"/> <span style="margin-left: 20px;">1 day</span> </div>
<div style="display: flex; align-items: center;"> <span style="font-size: 24px; margin-right: 10px;">⚙</span> <span style="color: #e67e22; font-weight: bold; border-radius: 50%; padding: 2px 5px; margin-right: 10px;">3</span> <span style="color: #0070c0; font-weight: bold;">Meeting about Research Paper (146:111)</span> </div>	<div style="display: flex; align-items: center; justify-content: center;"> <input type="button" value="Prepare"/> <span style="margin-left: 20px;">5 weeks 5 days</span> </div>

[4] Click Invite Guests.

Name	Start
 <b>UB Online 8 Week SPS Template F2017 Event (143:108)</b>	<b>Prepare</b> 1 day
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">   </div> <div> <b>Meeting about Research Paper (146:111)</b> </div> </div>	<b>Prepare</b> 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) Paste the link into an email or into the body of a Discussion board where your guests have access.

**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.

6
 Guest Access URL: https://bridgeport-edu.meets.cirqlive.com/pages/guest.exe?meets\_action=viewEvent&meets\_eventId=146&meets\_accessKey=bG3Yjlu4Q7na7kq-YRkaOvnMSUhpdvOWGeDQJBvLo-kGdl

View in time zone: Select 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: Schedule Recurring Meetings

[7] 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 7

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

Set the details. Zoom will auto-populate some content, but you will need to make changes. [8a] Change the name of the Event. [8b] Choose the repeat to Weekly, [8c] change the start date and end date, [8d] day and time, [8e] duration and [8f] click Schedule.

Name:  [8a]

Repeat:    [8b]

Time Zone:

From:  [8c]

To:

Days:        [8d]

Time:  :









Duration:  hours  minutes [8e]

Hosted By:

[8f]

All meeting dates are scheduled.

. Note: Each meeting has a different link.

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