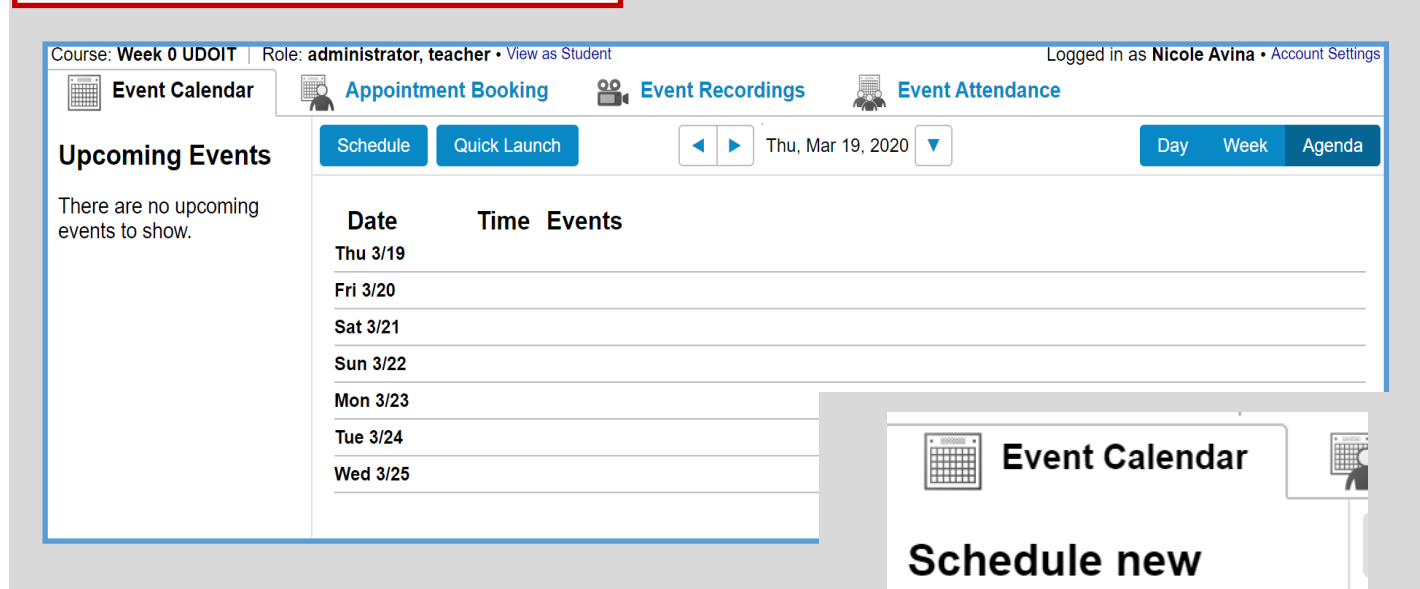


 **Event Calendar**



Course: Week 0 UDOIT | Role: administrator, teacher • View as Student | Logged in as Nicole Avina • Account Settings

Event Calendar | Appointment Booking | Event Recordings | Event Attendance

Upcoming Events: There are no upcoming events to show.

Schedule new event

Name*: Week 0 UDOIT Event

Office Hours

Description: I will be here each day from 12:00 to 2:00 pm. Feel free to pop in if you need anything or have questions.

Repeat*: Single Daily Weekly

Time Zone*: -07:00 America/Los_Ar

Date*: Thu, Mar 19, 2020

Time*: 02 : 15 PM

Duration*: 1 hours, 30 minutes

Hosted By*: Nicole Avina (272444)

Conferencing Account*: Zoom Meetings (PEEE2QPNS8iKblh9UeuDX)

Buttons: Discard, Save

In Canvas you can schedule Zoom meetings for your class. You can create reoccurring meetings, like office hours, or weekly lectures.

Setting Up Zoom Meetings in Zoom

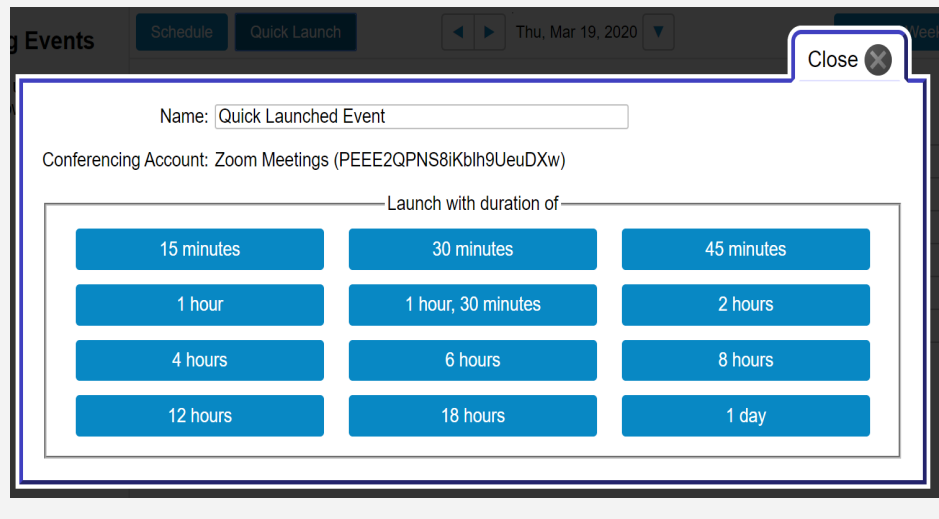
1. Activate your **ConferZoom** Tab.
2. Click on **Confer Zoom**. You will see the [page above](#).
3. Click on **Event Calendar** to setup planned meetings.
4. Click the “**Schedule**” button. On the left hand side you can setup your meeting details.
5. **Save** the settings when done and you will see them listed on the body of the page.

When done, It will look like this:

| Date | Time | Events |
|----------|--------------------|-----------------------|
| Thu 3/19 | | |
| Fri 3/20 | 12:00 pm – 2:00 pm | Office Hours (284837) |
| Sat 3/21 | | |
| Sun 3/22 | | |
| Mon 3/23 | 12:00 pm – 2:00 pm | Office Hours (284838) |
| Tue 3/24 | 12:00 pm – 2:00 pm | Office Hours (284839) |
| Wed 3/25 | 12:00 pm – 2:00 pm | Office Hours (284840) |

Quick Launch

You can launch an impromptu meeting by using the “**Quick Launch**” feature.



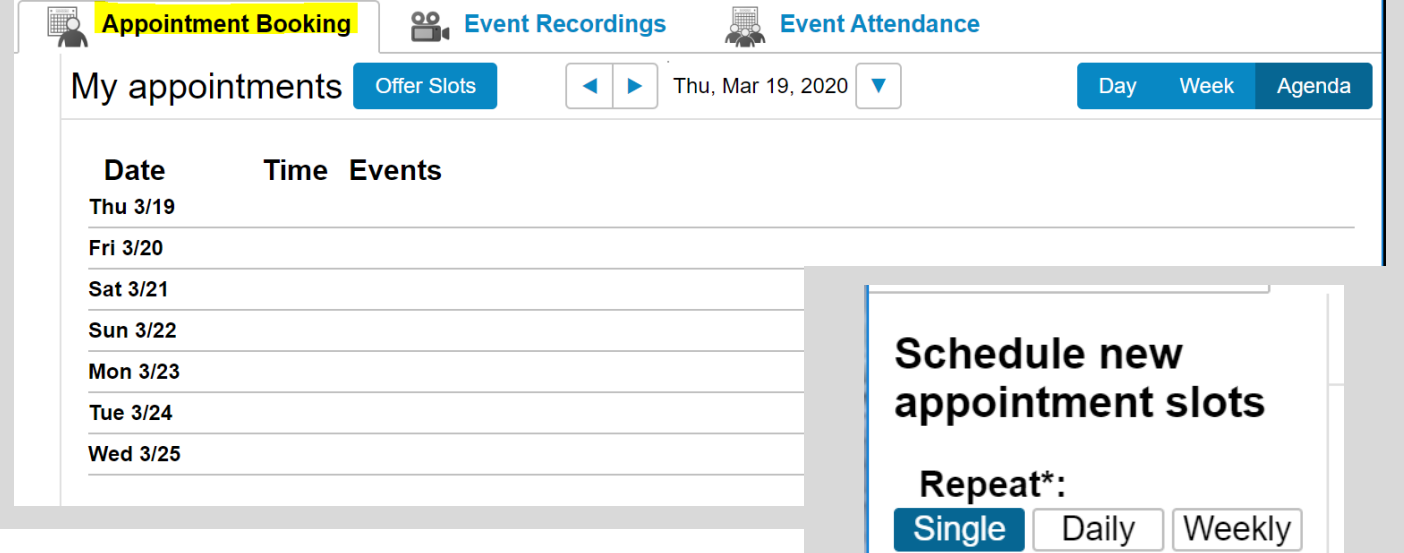
Name: Quick Launched Event

Conferencing Account: Zoom Meetings (PEEE2QPNS8iKblh9UeuDXw)

Launch with duration of:

- 15 minutes
- 30 minutes
- 45 minutes
- 1 hour
- 1 hour, 30 minutes
- 2 hours
- 4 hours
- 6 hours
- 8 hours
- 12 hours
- 18 hours
- 1 day

 **Appointment Booking**



Appointment Booking | Event Recordings | Event Attendance

My appointments | Offer Slots | Thu, Mar 19, 2020 | Day | Week | Agenda

Schedule new appointment slots

Repeat*: Single Daily Weekly

Time Zone*: -07:00 America/Los_Ar

Date*: Fri, Mar 20, 2020

Start Time*: 02 : 15 PM

End Time*: 05 : 00 PM

Slot Duration*: 0 hours, 30 minutes

Breaks between slots*: 5 minutes

Conferencing Account*: Zoom Meetings (PEEE2QPNS8iKblh9UeuDX)

Buttons: Discard, Save

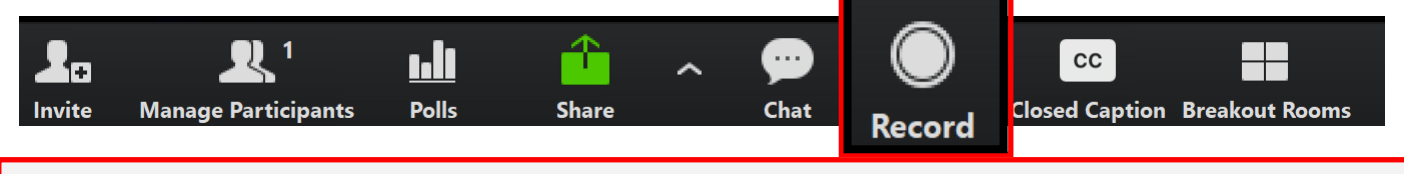
You can set up time slots or appointments for your students. If you'd like students to sign up for time slots to meet one on one with you, you can set it up under your **Appointment Bookings** tab.

1. Click on the **ConferZoom** Tab
2. Select the “**Appointment Bookings**” tab.
3. On the Left hand side you can set your timeframes.
4. You will be able to see if your timeframes are set correctly by looking at the body of the page. If your timeframes match up, all your time slots will say “**Reservable Slot**” if your timeframes are off, you will see a “**Misaligned Slot**” message.
5. **Adjust** your timeframes as needed.
6. Click **Save** when done.

| Date | Time | Events |
|----------|-------------------|-----------------------------|
| Thu 3/19 | | |
| Fri 3/20 | 2:15 pm – 5:05 pm | Appointment Block (Unsaved) |
| | 2:15 pm – 2:45 pm | Reservable Slot (Unsaved) |
| | 2:50 pm – 3:20 pm | Reservable Slot (Unsaved) |
| | 3:25 pm – 3:55 pm | Reservable Slot (Unsaved) |
| | 4:00 pm – 4:30 pm | Reservable Slot (Unsaved) |
| | 4:35 pm – 5:05 pm | Reservable Slot (Unsaved) |

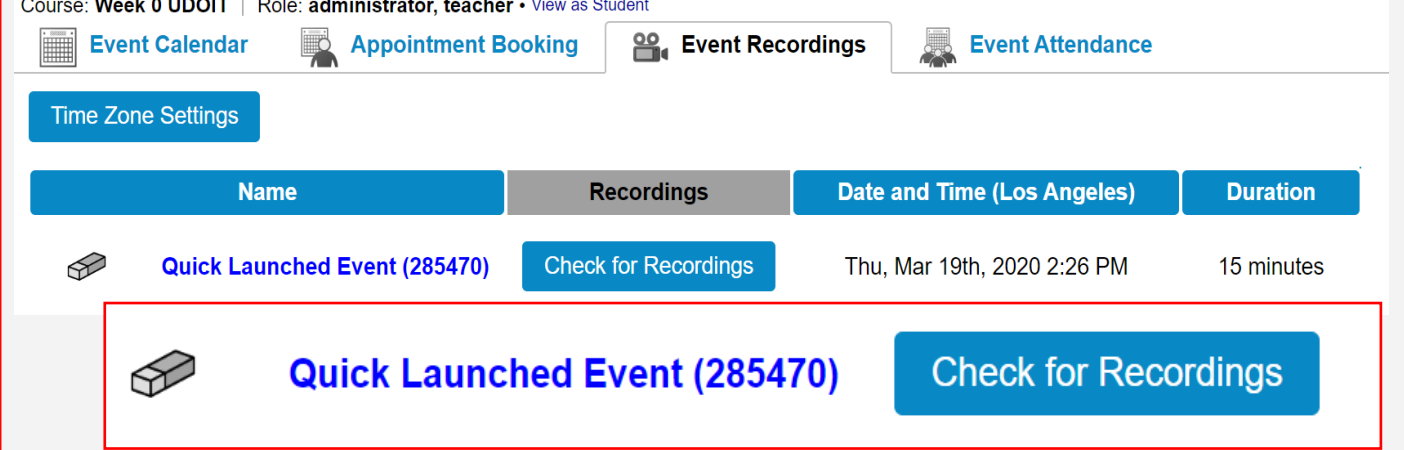
| Time | Events |
|-------------------|-----------------------------|
| 2:15 pm – 5:00 pm | Appointment Block (Unsaved) |
| 2:15 pm – 2:45 pm | Reservable Slot (Unsaved) |
| 2:50 pm – 3:20 pm | Reservable Slot (Unsaved) |
| 3:25 pm – 3:55 pm | Reservable Slot (Unsaved) |
| 4:00 pm – 4:30 pm | Reservable Slot (Unsaved) |
| 4:35 pm – 5:05 pm | Misaligned Slot (Unsaved) |

 **Event Recordings**



Invite | Manage Participants | Polls | Share | **Record** | Chat | Closed Caption | Breakout Rooms

If you'd like to record your meetings, don't forget to hit “**Record**” once in your meeting. All recorded sessions, once rendered, will be available in the “**Event Recordings**” tab.



Course: Week 0 UDOIT | Role: administrator, teacher • View as Student

Event Calendar | Appointment Booking | **Event Recordings** | Event Attendance

Time Zone Settings

| Name | Recordings | Date and Time (Los Angeles) | Duration |
|-------------------------------|----------------------|-----------------------------|------------|
| Quick Launched Event (285470) | Check for Recordings | Thu, Mar 19th, 2020 2:26 PM | 15 minutes |

Quick Launched Event (285470) | Check for Recordings