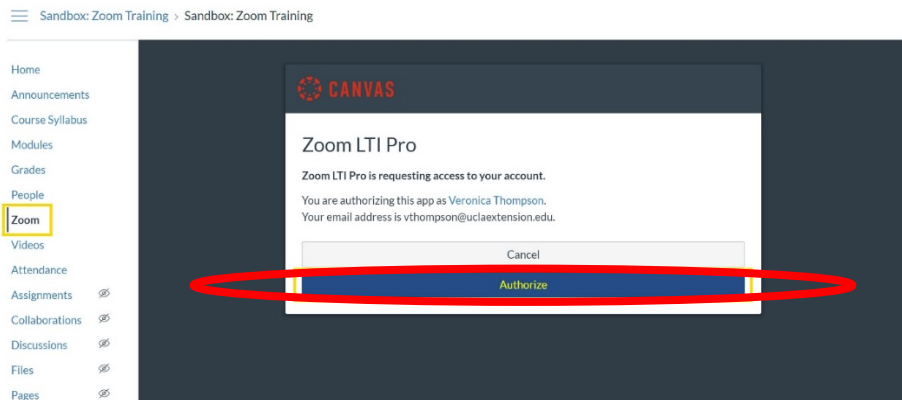


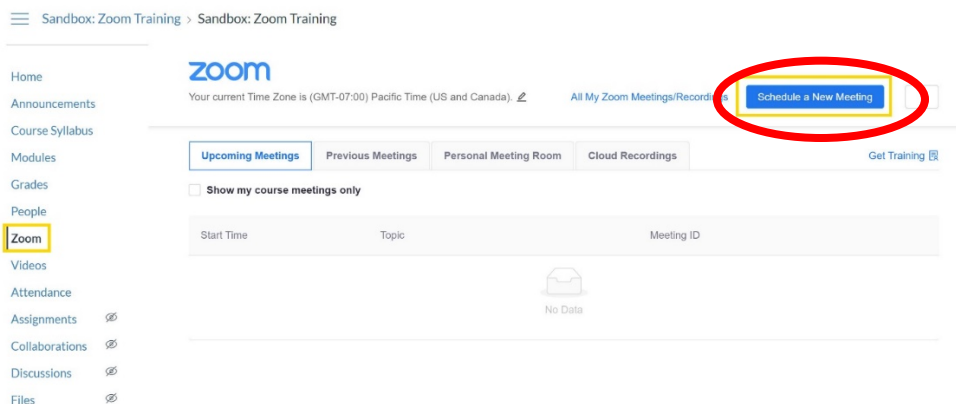
Accessing Zoom Through Canvas

- To use Zoom, you are required to have a ucla.edu e-mail account as your Username for Canvas (please contact your Program Representative if you still need to update your e-mail)
- For any course section you are assigned to teach for us, please always go directly to the course shell for a specific section within Canvas to access Zoom (please contact your Program Representative immediately if you do not see Zoom listed on the left menu under Videos and you are teaching either a Remote or Hybrid Section soon)
- Our recommendation is to set up recurring meetings and use a generic name that easily identifies the specific section it is meant for (it should default to something like “383822: Advertising Principles and Practices MGMT X 163 (Winter 2022)” and that works perfectly)

You may encounter the message below when you first use Zoom in Canvas; please go ahead and click to “Authorize” and you won’t promoted to do so ever again



After authorizing for the first time, you will start seeing the following screenshot every time you click on “Zoom” in Canvas for any Remote or Hybrid Sections you scheduled to teach for UCLA Extension. Proceed to schedule out all your meetings for the quarter.



When scheduling out meetings for the quarter, focus on correctly inputting information for A, C, D, and E below.

The screenshot shows the 'Schedule a Meeting' form in Canvas. A red oval highlights the main form area, and yellow circles with letters A through H point to specific fields:

- A**: Topic (set to 'Weekly Meetings')
- B**: Description (Optional) (placeholder: 'Enter your meeting description')
- C**: When (Date and Time) (set to 03/31/2020, 3:00 PM)
- D**: Duration (set to 3 hr 0 min)
- E**: Time Zone (set to GMT-07:00 Pacific Time (US and Canada))
- F**: Registration (checkbox for 'Required')
- G**: Video (Host and Participant settings, both set to 'off')
- H**: Audio (Telephone, Computer Audio, and Both settings, 'Both' is selected)

Additional form details include: 'Recurring meeting' checked, 'Every week on Tue, until Jun 16, 2020, 11 occurrence(s)', 'Recurrence' set to 'Weekly', 'Repeat every' set to '1 week', 'Occurs on' set to 'Tue', and 'End date' set to 'By 06/16/2020'.



Once all your meetings for the quarter are scheduled, you, your students, and any guest speakers you may invite to speak should always only access the meeting directly through Canvas simply by clicking on the “Join” button as seen below

The screenshot shows the Canvas interface for a course titled '383822: Advertising Principles and Practices MGMT X 1...'. The left sidebar shows the course navigation menu with 'Zoom' selected. The main content area displays a list of upcoming Zoom meetings. The 'Join' button for the first meeting is circled in red.

Start Time	Topic	Meeting ID	Join
Jan 4, 2022 (Recurring) 6:30 PM	383822: Advertising Principles and Practices MGMT X 163 (Winter 2022) Host Cameron Andrews	947 2675 3820	Join
Jan 11, 2022 (Recurring) 6:30 PM	383822: Advertising Principles and Practices MGMT X 163 (Winter 2022) Host Cameron Andrews	947 2675 3820	Join