

Starting your Class in Canvas

- We recommend planning to launch your Zoom class 15 minutes early. This will give you time to test your equipment and get assistance if needed.
- Login to Canvas
- Navigate to the course from your main Dashboard
- You have two options to get to an upcoming meeting
 - Under “Coming Up” on the right hand side of the page, click the meeting you want to start/enter
 - Click on the “View Calendar” option next to “Coming up”

The screenshot displays the Canvas LMS interface for a course titled "SeatGEN Test Site". The main content area features a large graphic with the text "Create a new Module". On the right side, the "Course Status" section includes buttons for "Unpublished" and "Publish". Below this, there are buttons for "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", and "Student View". The "Coming Up" section shows a meeting card with the text "Course Name SeatGEN Test Site Mar 17 at 5pm". A yellow arrow points from the "Create a new Module" graphic to the "Coming Up" section. The "View Calendar" link next to the "Coming Up" section is circled in red. The meeting card is also circled in red. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

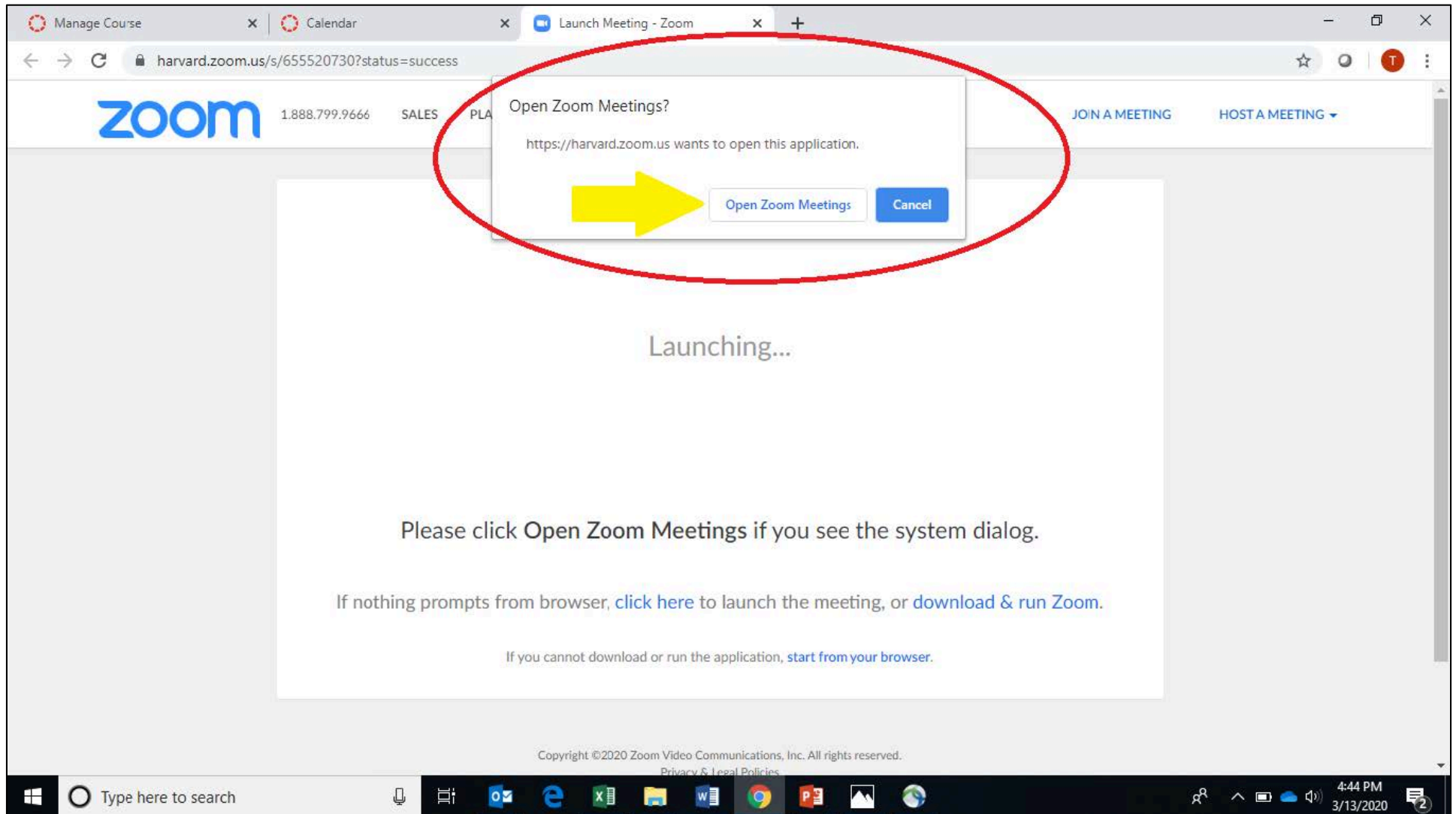
- Your courses will be color coded on the right hand navigation of the Calendar page.
- When you click on the meeting, it will take you to your Canvas calendar. Click on the meeting and then “click here to join Zoom Meeting.” This will launch Zoom and bring you to the meeting

The screenshot shows the Canvas calendar interface for March 2020. The calendar is displayed in a grid view with columns for days of the week (SUN to SAT) and rows for dates (1 to 31). A popup window is open over the date March 17th, displaying the following information:

- Course Name**
- Time:** Mar 17, 5pm - 6:15pm
- Calendar:** SeatGEN Test Site
- Location:** Zoom Online Meeting
- Details:** [Click here to join Zoom Meeting:655-520-730](#)
- Buttons:** Delete, Edit

A red circle highlights the popup window and the calendar grid. A yellow arrow points to the meeting icon on the calendar grid for March 17th. The right-hand navigation pane shows a list of calendars, including Travis DiJoseph, Exam Training, Financial Statement Analysis, SeatGEN Test Site, TA Said, and Guests. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

- Click “Open Zoom Meetings”
- This will open Zoom and bring you to your meeting



- In an active Zoom meeting, you will see your in-meeting controls and be able to test your equipment to ensure it is working properly.

The screenshot displays a Zoom meeting window with the following details:

- Zoom Meeting ID:** 953-910-865
- Talking:** (A dark grey bar indicating the current speaker)
- Meeting Topic:** ZOOM Recording Demo
- Host:** Lisa Burns
- Invitation URL:** <https://harvard.zoom.us/j/953910865>
[Copy URL](#)
- Participant ID:** 27

Below the meeting details are three main action buttons:

- Join Audio:** Represented by a headset icon with a green arrow pointing up. Below it, the text "Computer Audio Connected" is displayed.
- Share Screen:** Represented by an icon of overlapping windows.
- Invite Others:** Represented by a person icon with a yellow plus sign.

The bottom of the window features a dark control bar with the following options from left to right:

- Unmute (muted)
- Start Video (video off)
- Invite
- Manage Participants (2 participants)
- Share Screen
- Chat
- Record
- Closed Caption
- Breakout Rooms
- End Meeting (red text)

The Windows taskbar is visible at the very bottom, showing the search bar with "Type here to search", several application icons (including Zoom, Outlook, Edge, Word, and Chrome), and the system tray with the date and time: 11:46 AM, 3/13/2020.