

Creating/Scheduling Zoom meetings in D2L

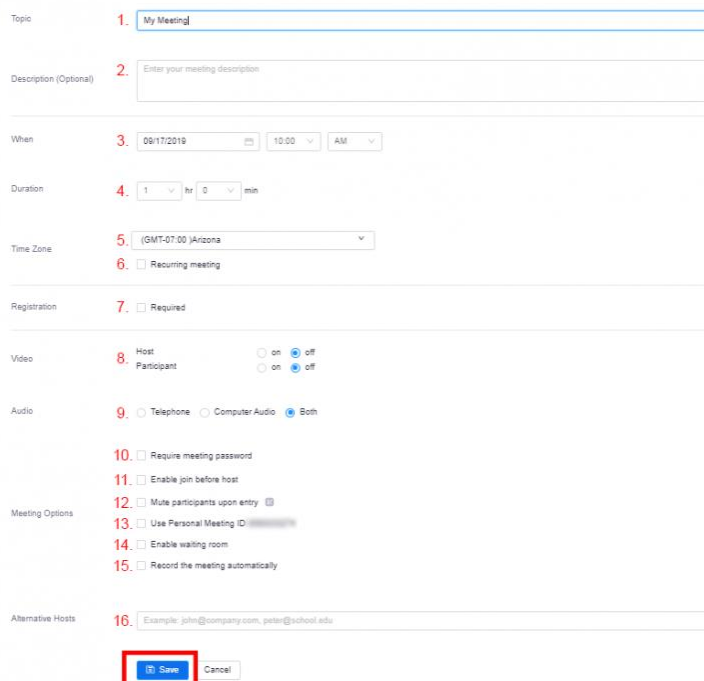
Make sure you are logged in to **D2L** and at the Zoom Integration home screen (*UA Tools > Zoom*).

NOTE: COP IT Recommends that if you are scheduling a meeting for your remote students to attend your in-person or live-online class that you set it up as a recurring meeting. Please include all alternative hosts (instructors) that may also assist you in teaching.

- Click on the **Schedule a New Meeting** button.



- You will be taken to the Schedule a New Meeting page where you can begin to fill out the meeting options that you desire. *(See descriptions of each item below the picture)*

A screenshot of the "Schedule a New Meeting" form. The form is divided into several sections: "Topic", "Description (Optional)", "When", "Duration", "Time Zone", "Registration", "Video", "Audio", "Meeting Options", and "Alternative Hosts". Each section contains various input fields and checkboxes. Numbered callouts (1-16) point to specific elements: 1. Topic input field; 2. Description input field; 3. Date and time selection; 4. Duration input fields; 5. Time zone dropdown; 6. Recurring meeting checkbox; 7. Registration required checkbox; 8. Video on/off checkboxes for host and participant; 9. Audio selection (Telephone, Computer Audio, Both); 10. Require meeting password checkbox; 11. Enable join before host checkbox; 12. Mute participants upon entry checkbox; 13. Use Personal Meeting ID checkbox; 14. Enable waiting room checkbox; 15. Record the meeting automatically checkbox; 16. Alternative Hosts input field. At the bottom, there are "Save" and "Cancel" buttons, with the "Save" button highlighted by a red box.

1. **Topic:** Enter in the name (or title) of the meeting.

Note: Be very descriptive with the name of your meeting as it will stand out and be easier to notice in the Event Calendar widget within D2L.

2. **Description:** Enter in a description about the meeting. *(This is optional)*
3. **When:** Choose the date and time for the meeting. You can start your meeting at any time before the scheduled time.
4. **Duration:** Choose the approximate duration of the meeting.

Note: This is only for scheduling purposes. The meeting will **NOT** end after this length of time

5. **Time Zone:** By default, Zoom will use your computer's time zone. Click on the drop-down to choose a different time zone.
6. **Recurring Meeting:** Choose if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session. If checked, you will then have the options for Recurrence (Daily, Weekly, Monthly, noFixed Time), Repeat every (Days/Weeks/Months), and End date (Specific date or 1-20 occurrences).
7. **Registration:** Allows you to have your participants register with their e-mail, name, other questions, and custom questions.
8. **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the options to start their video after joining the meeting.
Participant Video: Choose if you would like the participants' video on or off when joining the meeting. Even if you choose off, the participant will have the option to start their video after joining the meeting.
9. **Audio Options:** Choose what audio options you want to allow for the meeting (Telephone, Computer Audio, or Both)
10. **Require Meeting Password:** You can select and input your meeting password here. Participants joining the meeting via typing in your meeting ID will be required to input this password before joining your scheduled meeting. Those joining via the "join meeting URL" will not be required to enter the password as it is included in the link.
11. **Enable Join Before Host:** Allow participants to join the meeting without you (host) or before you (host) join.
12. **Mute Participants Upon Entry:** If join before host is not enabled, this will mute all participants as they join the meeting.
13. **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
14. **Enable waiting room:** Allows the host to control when participants join the meeting by placing them in a waiting room.
15. **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded when you join the meeting as the host. You will have the option to record the meeting locally on your computer or in the cloud.

Note: All class sessions should be recorded in Zoom to post in D2L (panopto). May set as automatic or start the recording at the start of class.

16. **Alternative Hosts:** Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence.

Note: Remember to include alternative hosts (instructors) that may also be teaching and include the corresponding mediatech email address as a cohost.

- When you are done setting all of your meeting options, click the **Save** button.
- You will then see the meeting information page. This page will show you what settings you have applied to the meeting. It will also provide you ways you can invite attendees to your meeting by giving you the "Join URL" or you can "Copy the invitation" of the meeting to email to participants. From this screen is where you can also **delete**, **edit**, or **start** the meeting.

NOTE: D2L will automatically generate a calendar event for your Zoom meeting and put it in your D2L Course Calendar.

Course Home Content Assignments Discussions Quizzes Grades Classlist UA Tools ▾ More ▾

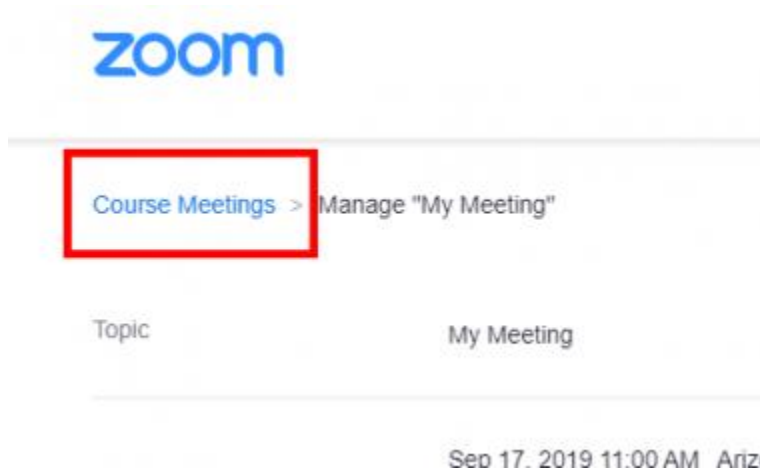
zoom

Course Meetings > Manage "My Meeting"

Topic	My Meeting	
Time	Sep 17, 2019 11:00 AM Arizona	
	Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	275-585-868	
Invite Attendees	Join URL: https://arizona.zoom.us/j/275585868	Copy the invitation
Video	Host	off
	Participant	off
Audio	Telephone and Computer Audio	
Meeting Options	<input type="checkbox"/> Require meeting password	
	<input type="checkbox"/> Enable join before host	
	<input type="checkbox"/> Mute participants upon entry <input checked="" type="checkbox"/>	
	<input type="checkbox"/> Use Personal Meeting ID 3093333274	
	<input type="checkbox"/> Enable waiting room	
	<input type="checkbox"/> Record the meeting automatically	

[Delete this Meeting](#) [Edit this Meeting](#) [Start this Meeting](#)

- To get back to the main D2L Zoom page click the **Course Meetings** link at the top.



- You will then see your meeting listed under the "Upcoming Meetings" tab. This is also where you can **Start** or **Delete** the meeting. To go back to the meeting information page just click on the title or "**Topic**" of the meeting.

