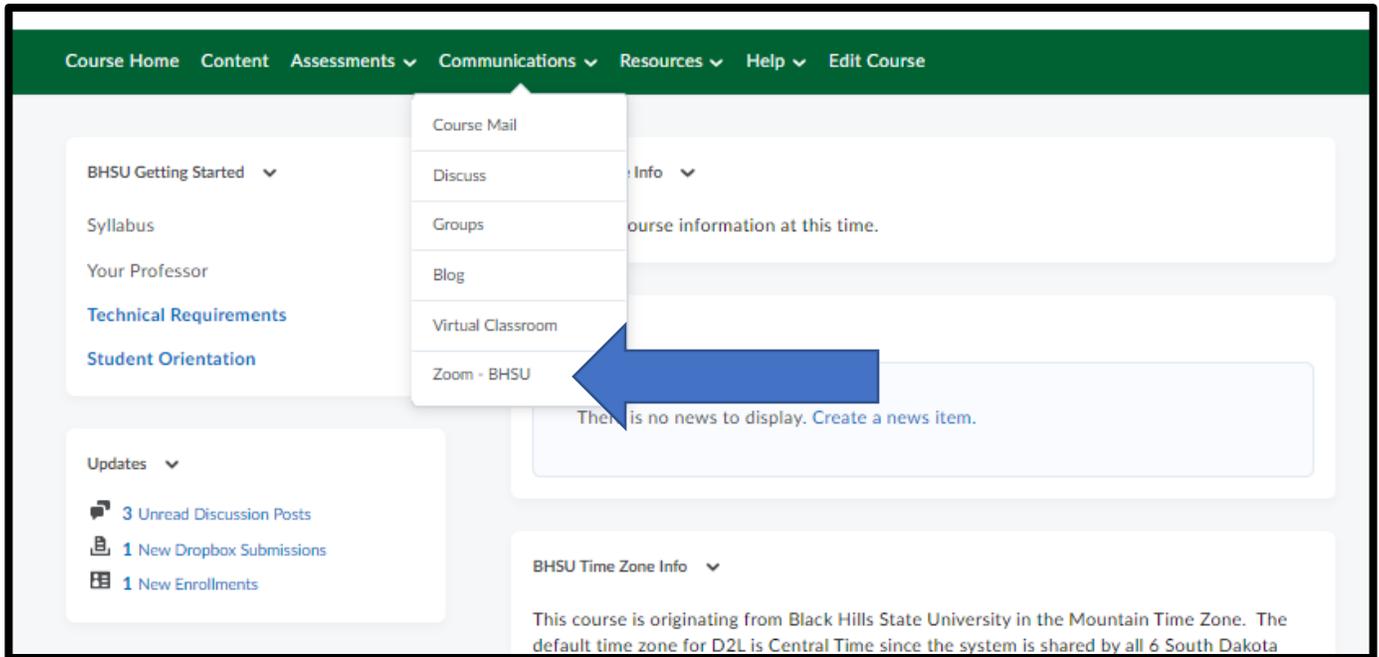


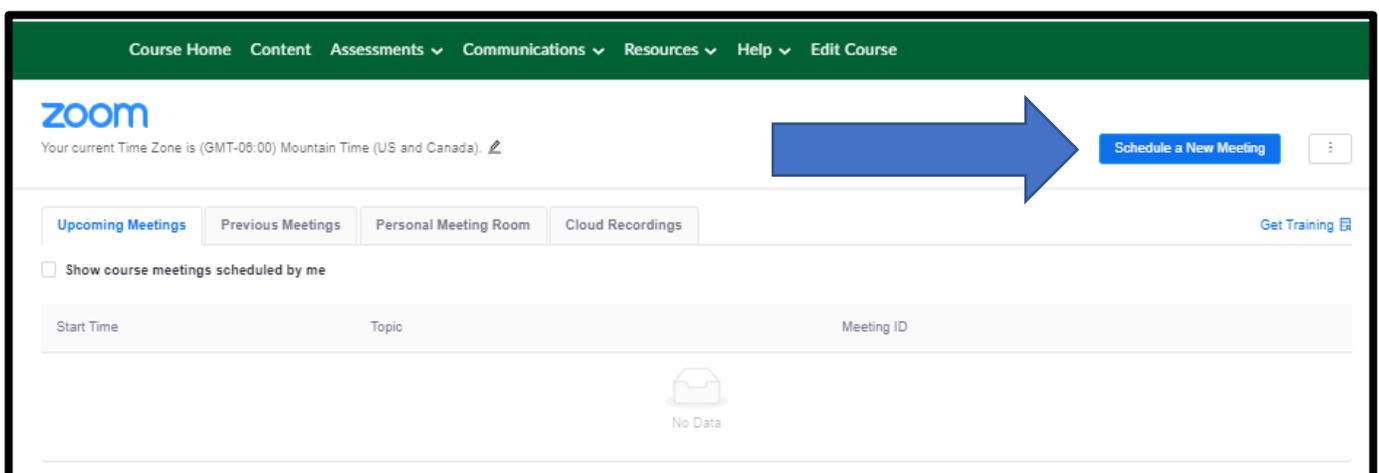
Zoom- scheduling a meeting in D2L

1. Login to D2L
2. Go to the course you want to setup a Zoom session for.
3. Go to Communications → Zoom - BHSU



If you receive an error message at this point, you first need to login to Zoom using SSO. Please go to <https://bhsu.zoom.us/>.

4. Click on Schedule a New Meeting:



5. Fill out the Schedule a Meeting information:



Course Meetings > Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Video
 Host on off
 Participant on off

Audio Telephone Computer Audio Both

Meeting Options
 Require meeting password
 Enable join before host
 Mute participants upon entry
 Use Personal Meeting ID 5889823466
 Enable waiting room
 Record the meeting automatically

-Topic: give your meeting a name

-Enter the meeting date, start time, and duration. Your meeting isn't contained to the duration time you set here. Your Zoom meeting will not be cut off.

-Video- these are settings for how the host and participants will first enter the meeting. They will be able to turn on/off their video once they are in the meeting.

-Audio- you'll want your participants to connect via Computer Audio, but you should leave the setting to allow for both Telephone and Computer Audio, just in case someone has issues with their microphone/speakers.

-Password- you can leave as the default it gives you or you can change it too

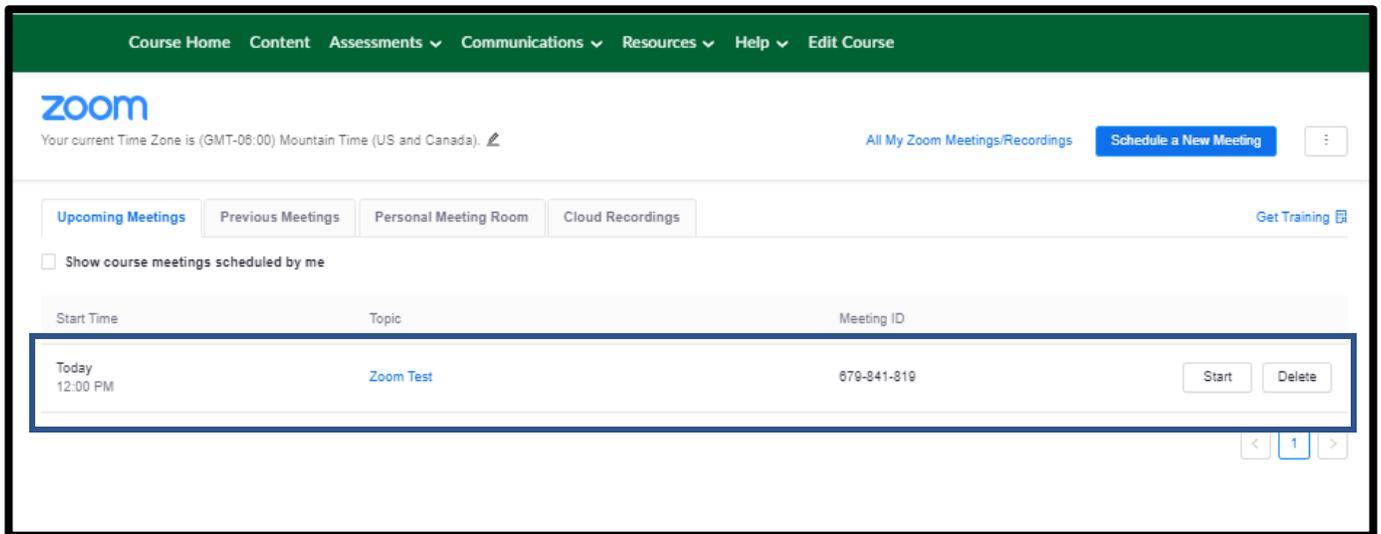
-Enable join before host- it is best to check this box

-Mute participants upon entry- it is best to check this box

-Record the meeting automatically- if you are planning to record the meeting, it would be best to check the box now. Save “in the cloud,” so it will appear in your D2L account under “Cloud Recordings.”

6. Click Save

7. You will then find your Meeting link under the “Upcoming Meetings” tab.



8. You will need to direct your students here too. They will see the option to Join:

