## 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  $\rightarrow$  Zoom BHSU

| ourse Home Content Assessment  | s v Communications v Resources v Help v Edit Course   |  |  |  |  |
|--|---|--|--|--|--|
|  | Course Mail   |  |  |  |  |
| BHSU Getting Started 🗸   | Discuss Info 🗸  |  |  |  |  |
| Syllabus   | Groups ourse information at this time.  |  |  |  |  |
| Your Professor   | Blog  |  |  |  |  |
| Technical Requirements   | Virtual Classroom   |  |  |  |  |
| Student Orientation  | Zoom - BHSU   |  |  |  |  |
|  | Then is no news to display. Create a news item.   |  |  |  |  |
| Updates 🗸  |   |  |  |  |  |
| 3 Unread Discussion Posts  |   |  |  |  |  |
| <ul> <li>1 New Dropbox Submissions</li> <li>1 New Enrollments</li> </ul> | BHSU Time Zone Info 🗸   |  |  |  |  |
|  | This course is originating from Black Hills State University in the Mountain Time Zone. The<br>default time zone for D2L is Central Time since the system is shared by all 6 South Dakota |  |  |  |  |

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

4. Click on Schedule a New Meeting:

| Course Home Content Assessments V Communications V Resources V Help V Edit Course |                          |                       |                  |            |                        |  |  |  |
|---|--------------------------|-----------------------|------------------|------------|------------------------|--|--|--|
| ZOOM<br>Your current Time Zone is (   | (GMT-08:00) Mountain Tim | e (US and Canada). 🙎  |                  |            | Schedule a New Meeting |  |  |  |
| Upcoming Meetings   | Previous Meetings        | Personal Meeting Room | Cloud Recordings |            | Get Training 🗒         |  |  |  |
| Show course meeting   | s scheduled by me        |                       |                  |            |                        |  |  |  |
| Start Time  |                          | Торіс                 |                  | Meeting ID |                        |  |  |  |
|   |                          |                       | No Data          |            |                        |  |  |  |

5. Fill out the Schedule a Meeting information:

| Course Home                  | Content Assessments V Communications V Resources V Help V Edit Course   |
|------------------------------|---|
| zoom                         |   |
| Course Meetings > Schedule a | a Meeting   |
| Торіс                        | Zoom Test   |
| Description (Optional)       | Enter your meeting description  |
| When                         | 03/10/2020 🖹 12:00 V PM V   |
| Duration                     | $1  \lor  hr  0  \lor  min$   |
| Time Zone                    | GMT-06:00 Mountain Time (US and Canada) V Recurring meeting   |
| Registration                 | Required  |
| Video                        | Host On Off<br>Participant On Off   |
| Audio                        | Calephone Computer Audio 🖲 Both   |
| Meeting Options              | <ul> <li>Require meeting password 370155</li> <li>Enable join before host</li> <li>Mute participants upon entry 2</li> <li>Use Personal Meeting ID 5889823466</li> <li>Enable waiting room</li> <li>Record the meeting automatically</li> </ul> |

-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.

| Course Home Content Assessments 🗸 Communications 🗸 Resources 🗸 Help 🗸 Edit Course |  |                       |                  |  |                                 |                        |  |
|---|--|-----------------------|------------------|--|---------------------------------|------------------------|--|
| Your current Time Zone is   | Your current Time Zone is (GMT-08:00) Mountain Time (US and Canada). |                       |                  |  | All My Zoom Meetings/Recordings | Schedule a New Meeting |  |
| Upcoming Meetings   | Previous Meetings  | Personal Meeting Room | Cloud Recordings |  |                                 | Get Training 🖪         |  |
| Show course meeting   | is scheduled by me   |                       |                  |  |                                 |                        |  |
| Start Time  |  | Торіс                 |                  |  | Meeting ID                      |                        |  |
| Today<br>12:00 PM   |  | Zoom Test             |                  |  | 679-841-819                     | Start Delete           |  |
|   |  |                       |                  |  |                                 | < 1 >                  |  |
|   |  |                       |                  |  |                                 |                        |  |

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

| Course H                          | Home Content            | Assessments 🗸         | Communications ~ | Resources 🗸 | Help 🗸      |                |
|-----------------------------------|-------------------------|-----------------------|------------------|-------------|-------------|----------------|
| ZOOM<br>Your current Time Zone is | (GMT-08:00) Mountain Ti | me (US and Canada). , | L                |             |             |                |
| Upcoming Meetings                 | Previous Meetings       | Cloud Recordings      | 5                |             |             | Get Training 🖪 |
| Start Time                        |                         | Торіс                 |                  |             | Meeting ID  |                |
| Today<br>12:00 PM                 |                         | Zoom Test             |                  |             | 679-841-819 | Join           |
|                                   |                         |                       |                  |             |             |                |