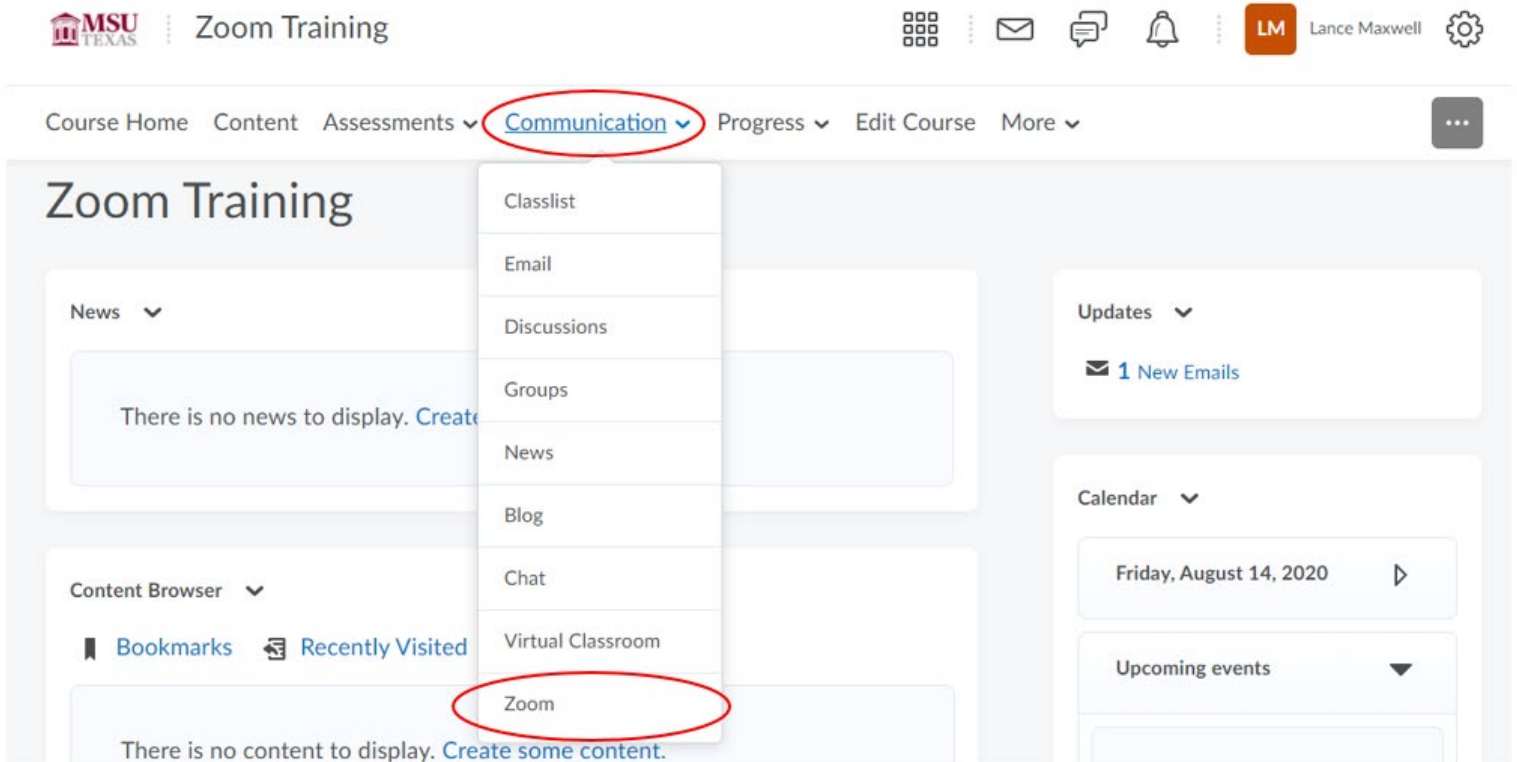


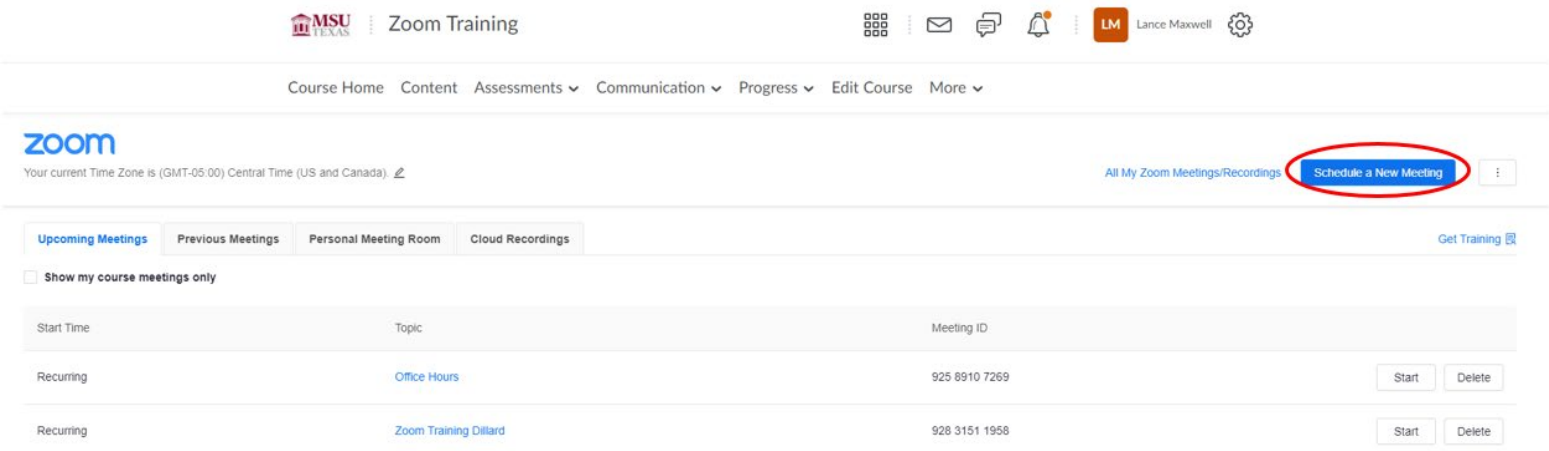
Zoom instructions for instructors within D2L

1. Log into D2L
2. Select the course you need to use Zoom in. Click **Communication** then scroll to the bottom to **Zoom**.



The screenshot shows the D2L course navigation menu. The 'Communication' link is circled in red. A dropdown menu is open, showing various options, with 'Zoom' at the bottom also circled in red. The user's name 'Lance Maxwell' and a settings gear icon are visible in the top right corner.

3. Select the blue **Schedule a New Meeting** to create a new Zoom meeting.
 - a. You can select the **Get Training** link to find help and instructions from Zoom for in meeting options.
 - b. The **Cloud Recordings** tab is where you will find the Zoom recordings you set to save into the cloud. These remain saved in the cloud for 7 days, so save them directly to your computer/external drive if you plan on keeping them longer than that.



The screenshot shows the Zoom web interface. The 'Schedule a New Meeting' button is circled in red. The interface includes tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A table of upcoming meetings is visible below the tabs.

| Start Time | Topic | Meeting ID | Start | Delete |
|------------|-----------------------|---------------|-------|--------|
| Recurring | Office Hours | 925 8910 7269 | Start | Delete |
| Recurring | Zoom Training Dillard | 928 3151 1958 | Start | Delete |

4. Setting options for the Zoom meeting:

- a. The **Topic** is the title of the meeting. D2L populates the name of the course, you can change that if needed.
- b. Add information about the meeting in the **Description**. For example: topic links or discussion points.
- c. The **When** is the time the meeting will begin.
- d. The **Duration** of the call needs to be an amount of time that's greater than what you plan on hosting the meeting for, as when the duration is met the meeting will end.
- e. **Time Zone** is the time zone you are in. Students that set their account to different time zones will have the times of the meeting change accordingly.
- f. You can use the **Recurring Meeting** option to create an ongoing schedule of individual meetings with unique links or select **No Fixed Time** and continue to use the same meeting link throughout the term. This allows for flexibility.
- g. It is recommended to leave the **Registration** option unchecked. This will require the students to enter additional information about themselves prior to the meeting. Since the meeting originates in D2L, it can be unnecessary.

The screenshot shows the Zoom 'Schedule a Meeting' interface. At the top left is the Zoom logo. Below it is a breadcrumb trail: 'Course Meetings > Schedule a Meeting'. The form contains several sections: 'Topic' with a text input field containing 'Training'; 'Description (Optional)' with a larger text area containing the placeholder 'Enter your meeting description'; 'When' with a date picker set to '05/05/2022', a time picker set to '10:00', and an AM/PM selector set to 'AM'; 'Duration' with dropdowns for '1' hour and '0' minutes; 'Time Zone' with a dropdown menu set to '(GMT-05:00) Central Time (US and Canada)'; and a checkbox for 'Recurring meeting' which is currently unchecked. At the bottom, there is a 'Registration' section with a checkbox for 'Required' which is also unchecked.

- h. The **Passcode** is on by default, leave it checked for security purposes. Anyone joining from D2L or via a direct invite will not have to enter the passcode and it will keep unwanted attendees out.

- i. The **Waiting Room** is a feature that, when turned on, puts participants into a virtual waiting room until you admit manually. We recommend having this feature off for lectures and on for virtual office hours.
 - j. The recommended **Video** options is **off** for both host and participant. This allows you and the students to turn on the camera when ready.
 - k. The recommended **Audio** options set to **Telephone and Computer Audio**. This will allow the student to call in for audio if they are experiencing technical difficulties with their computer.
 - l. The only setting under **Meeting Options** we recommend you select is: **Mute participants upon entry** option. This prevents unintended interruptions by a participant's audio.
 - m. If you'd like to have an **Alternative Host** for your meeting the please contact D2Lhelp@msutexas.edu
5. Select the **Save** button once settings are set.

Security

Passcode
Only users who have the invite link or passcode can join the meeting

Waiting room
Only users admitted by the host can join the meeting

Only authenticated users can join meetings

Video

Host on off


Participant on off

Audio

Telephone Computer Audio Telephone and Computer Audio

Meeting Options

Enable join before host

Mute participants upon entry 

Use Personal Meeting ID 5508791796

Record the meeting automatically

Alternative Hosts

6. The page after shows your settings for your meeting and has an **Invite Attendees** section where you can copy the link to send it to those who aren't in the course that you want to have access to the meeting.

| | |
|------------------|---|
| Topic | Zack Sandbox |
| Time | May 5, 2022 3:00 PM Central Time (US and Canada) Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar |
| Meeting ID | 943 5720 3619 |
| Invite Attendees | Join URL: https://msutexas-edu.zoom.us/j/94357203619?pwd=a2ZhaTJjV0tyR2sway9WMnQ3M3VIQT09 Copy Meeting Invitation |
| Security | <input checked="" type="checkbox"/> Passcode ***** Show <input type="checkbox"/> Waiting room <input checked="" type="checkbox"/> Only authenticated users can join meetings |

7. Please contact us at D2Lhelp@msutexas.edu for assistance.

