

Zoom – Scheduling Class Meetings

Faculty Instructions for Spring 2022

Before you start

1. **COURSE INFO** – Have your course information handy, including:
 - Course Name + Course Code/Section (e.g. 4007/D1)
 - Dates/Times

This will be used as your Meeting title.

Why is this important? The email you will receive from Zoom uses the Meeting title for the recording name. If you use “Personal Room” or only “Criminal Law” without course and section information, it can lead to delays processing the class recordings.

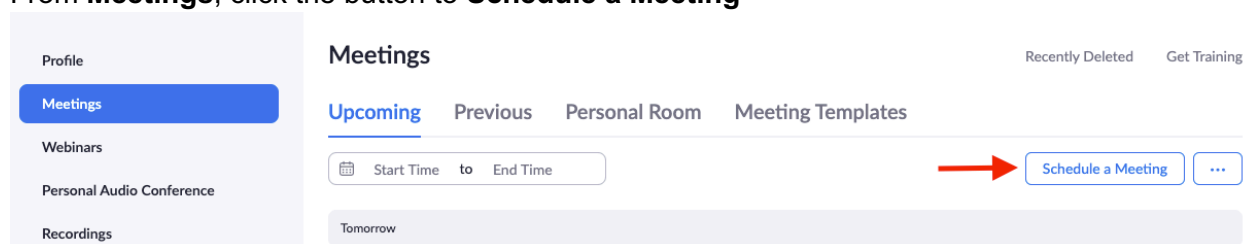
Sample Info:

Advanced Legal Research (4020/D1)
MW
9:50am-11:50am

Note: You can find your course information on the Registrar’s website at <https://www.ils.edu/registrar>. Click on the Registration tab to see the [Course Offerings](#) link.

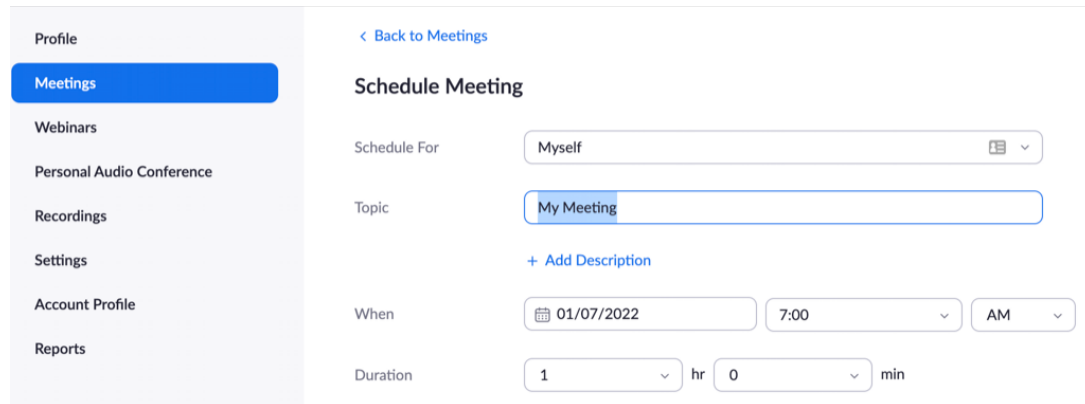
Scheduling Your Class Session(s)

1. Log into Zoom at <https://lmula.zoom.us/>
2. From **Meetings**, click the button to **Schedule a Meeting**



This will take you to the page where you can enter the details about your meeting and customize a few settings.

The page looks like this:



3. These next portions are the most important parts of setting up your class session.

- Under **Topic**, enter the Course Name + Course Code/Section.

Topic

Course Name (4020/D1)

- In the **Description**, please enter the course dates/times.

Topic

Course Name (4020/D1)

+ Add Description

MW


9:50am-11:50am

- **When** - set the date and start time as close to your actual start time as possible
 - If you have a class that starts at 9:50am, select 9:30am.
- **Duration** - set your course for at least 2.5 hours.
 - **Note:** This will not prevent you from starting early/ending late. The date and time are for organization – for Zoom to show you your meetings in chronological order. So, feel free to start your classes early to allow students to hang out and stay on longer for questions/office hours if you like!

When

Duration hr min

Time Zone

 ☐ Recurring meeting

- Click the box for **Recurring meeting** to open up the options you need to set your class sessions for the semester.

Note for Repeating Meetings

Copy the settings *as shown below* but customize them for your days of the week (e.g., MW, TR, MTW). If you meet once a week, then you will select a single day (e.g., M):

☒ Recurring meeting Every week on Mon, Wed, until Apr 22, 2022, 30 occurrence(s)

Recurrence

Repeat every week

Occurs on ☐ Sun ☒ Mon ☐ Tue ☒ Wed ☐ Thu ☐ Fri ☐ Sat

End date ☒ By ☐ After occurrences

Note: The End Date of **4/22/2022** is the last Flex Day of the Spring 2022 semester.

- **Registration** – Leave this box unchecked.

Registration ☐ Required

- **Security** – We recommend enabling the Passcode and Waiting Room options.

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

☐ Require authentication to join

- **If Requiring Authentication to Join:** Check the box for **Require authentication to join: LMU Domains**.

- This means students must be logged into their university Zoom accounts to join your class session. This is for identity verification purposes and security.

☒ Require authentication to join

LMU Domains

lmu.edu, lion.lmu.edu, lls.edu [Edit](#)

- If you plan on having guest speakers (non-LLS) for a particular session, you can select **Sign in to Zoom** or uncheck **Require authentication to join**.

☒ Require authentication to join

Sign in to Zoom

- **Video** – Both Host and Participant should be On.
- **Audio** – Leave it on Both – this will give you and your students the option to join audio by telephone if the Internet connection gets bad.
- **Meeting Options**

Click the **Show** link to the right of **Options**.


Options

Show

- **DO NOT** check the box for **Allow participants to join anytime**.
 - If you check the box, Zoom will allow your students to click on the link and start the meeting...at any time...and create a recording. You will receive multiple alerts that a recording has been made, and this will make it difficult to determine the real class recording.
 - If you would like to start your class early, please start the meeting yourself.
- Optional: **Mute participants upon entry**.
 - Checking this box means that students will automatically be muted when joining your meeting. They can unmute once they are in the meeting.
- **Required:** Check the box to **Automatically record meeting** and select **In the cloud**.


- Please do *not* recording class sessions to your local computer. The files will be quite large and hard to get to Instructional Technology for processing.


Options [Hide](#)

☐ Allow participants to join anytime
☐ Mute participants upon entry 
☐ Breakout Room pre-assign
☒ Automatically record meeting ☐ On the local computer ☒ In the cloud
☐ Approve or block entry to users from specific regions/countries

- For **Alternative Hosts**, please enter: instructional.technology@lls.edu

Alternative Hosts



☐ Allow alternative hosts to add or edit polls 

Note: This does not send us the course recording. This is so we can easily jump into your class session as a co-host if you encounter any issues. You will still need to email class recording links to instructional.technology@lls.edu when you receive them or set up the automatic alerts in your general Zoom settings (instructions available at <https://tech.lls.edu/getting-class-recordings-to-instructional-technology/>)

- Click **Save** to be taken to the next page.
4. On the next page, you will need to copy the Join URL to post to your course home page and email to your students. If you opted for a Passcode, it will be embedded in that link.

Topic	Course Name (4020/D1)	
Description	MW 9:50am-11:50am	
Time	Jan 10, 2022 09:30 AM Pacific Time (US and Canada) Every week on Mon, Wed, until Apr 20, 2022, 30 occurrence(s) Show all occurrences	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	840 2446 6096	
Security	<div> <div>✓ Passcode ***** Show</div> <div>✓ Waiting Room</div> </div> <div> <div>✓ Require authentication to join: LMU Domains</div> <div>lmu.edu, lion.lmu.edu, lls.edu</div> </div>	
Alternative Hosts	Instructional Technology (instructional.technology@lls.edu)	
Invite Link	https://lmula.zoom.us/j/84024466096?pwd=Q3lURXd4Q0NCdlpZVhVcWVjbjA2cndjZz09	Copy Invitation

Note: If you opted to have a Passcode, you should post the Meeting ID and Meeting Password in addition to the Zoom link on the course home page for easy reference. This allows students to type in the information in case they cannot click the weekly link.

Final notes:

- Please do not use your Personal Meeting Room for class sessions. When a recording is generated, it will say “Name’s Personal Meeting Room” and not the class session, leading to delays in processing.
- You can customize your Waiting Room global settings from the left-hand menu under Settings. The default is that only non-signed in users stay in the Waiting Room. If you would like all attendees to be placed in the Waiting Room until you let them in, you will need to change your settings. More info at <https://tech.lls.edu/tech-tips-tricks/>