



Zoom – Scheduling Class Meetings

Faculty Instructions for Spring 2021

Before you start

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

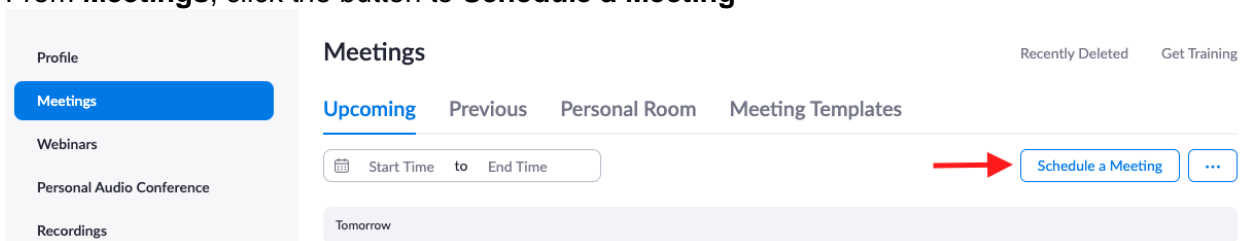
Sample Info:

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://mula.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 the your class session.

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

Topic

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

Description (Optional)

- **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, TTh, 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 23, 2021, 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 **4/23/2021** is the last Flex Day of the Spring 2021 semester.

- **Registration** – Leave this box unchecked.
- **Security** – You must have *at least one* security measure enabled: Passcode or Waiting Room. You may choose to use both.

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: Sign in to Zoom

- **Required:** Check the box for **Require authentication to join: Sign in to Zoom.**

- This means students must be logged into their university Zoom accounts to join your class session. This is for identity verification purposes and security.
 - If you have guest speakers for a particular session, you can edit that single meeting instance to turn this feature off.
- **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**
 - **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.

Meeting Options

- Allow participants to join anytime
- Mute participants upon entry 
- Require authentication to join: Sign in to Zoom
- 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

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 11, 2021 09:30 AM Pacific Time (US and Canada) Every week on Mon, Wed, until Apr 21, 2021, 30 occurrence(s) Show all occurrences Add to 31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	818 9550 0049
Security	<input checked="" type="checkbox"/> Passcode ***** Show <input checked="" type="checkbox"/> Waiting Room
Invite Link	https://lmula.zoom.us/j/81895500049?pwd=WFArSXhOM0xa3pNQjRtSINlaWxsUT09
Video	Host On Participant On
Audio	Telephone and Computer Audio Dial from United States of America and other 1 country
Meeting Options	<input checked="" type="checkbox"/> Allow participants to join anytime

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.ils.edu/tech-tips-tricks/>