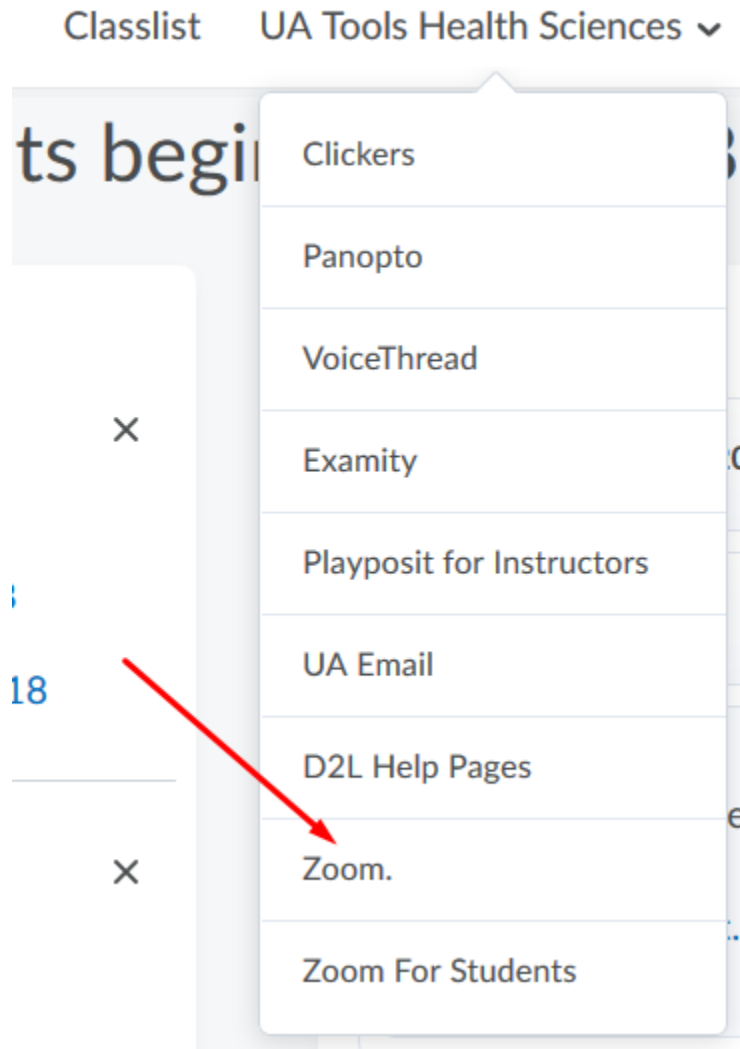




Scheduling your Class Zoom Meeting via D2L

- Log into your D2L and open your course.
- Click on the UA Tools Health Sciences menu on the top toolbar and select Zoom from the list.



- You may get a prompt asking you to allow the app to operate using your account, select Accept.



Would you like the following app to operate using your account?

Application Name

Zoom Calendar UAHS

Description

This is the Calendar integration for the Zoom UAHS sub account.

Accept

Cancel

- Click on Schedule a New Meeting



Your current Time Zone is (GMT-07:00) Arizona.

All My Zoom Meetings/Recordings

Schedule a New Meeting

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

Get Training

Show course meetings scheduled by me

Start Time

Topic

Meeting ID



No Data

- Make sure you use an identifiable meeting topic, such as your Course ID and Date:



Course Meetings > Schedule a Meeting

Topic

NURS 475 March 23 Classroom Discussion

Description (Optional)

Enter your meeting description

- Pick your date, time, and duration of the meeting.
- If this is a regular class session with a repeating pattern, you can use the Recurring Meeting feature.



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Time Zone

GMT-07:00 Arizona

Recurring meeting **Every day, until Mar 16, 2020, 5 occurrence(s)**

Recurrence

Repeat every day

End date By After occurrences

- Select your desired options for your meeting. These are suggested:

Video

Host on off
Participant on off

Audio

Telephone Computer Audio Both

Meeting Options

- Require meeting passcode
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 2079079328
- Enable waiting room
- Only authenticated users can join : Sign in to Zoom
- Record the meeting automatically

- If needed, you can add other meeting hosts as an Alternative Host. When they join the meeting, they will automatically be granted host access which allows them to help you manage the meeting.

^ Advanced Options (Schedule For, Alternative Hosts)

Schedule For

Myself

Alternative Hosts

facultymember@email.arizona.edu



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- Once you have saved your meeting, it will appear on your course calendar and be available to all your students. They can just open the event and click on a link to automatically join your class session. If your course calendar is not on your homepage, contact LHTI for assistance.

The screenshot shows a calendar interface with the following elements:

- A header labeled "Calendar" with a downward arrow.
- A date selector showing "Thursday, March 12, 2020" with a right-pointing arrow.
- A section titled "Upcoming events" with a downward arrow.
- An event listing for "MAR 12" at "2:00 PM" titled "NURS 475 March 23 Classroom Discussion".