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 for Instructors UAHS. (Please Note: If you don’t see Zoom for Instructors UAHS, but just Zoom for Instructors, contact LHTI.)
- Click on Schedule a New Meeting

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<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>1.0</td>
<td>3/12/2020</td>
<td>Original guide</td>
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Make sure you use an identifiable meeting topic, such as your Course ID and Date:

![Zoom interface showing schedule a new meeting option](image)

- 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.

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