Adding ZOOM to the Course Menu

1.) Open the course where you would like to add Zoom.

2.) Hover over the + sign at the top left corner of the course menu and choose **Tool Link**.
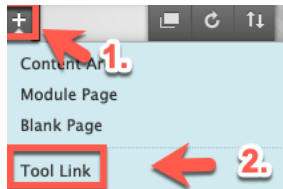
3.) Complete the Tool Link Options.

- **Name:** Enter the title you would like displayed for the Zoom link in your course navigation.
- **Type:** Select 'Zoom Meeting'.
- **Available to users:** Check this option so that students can see the link to the Zoom meetings as well.
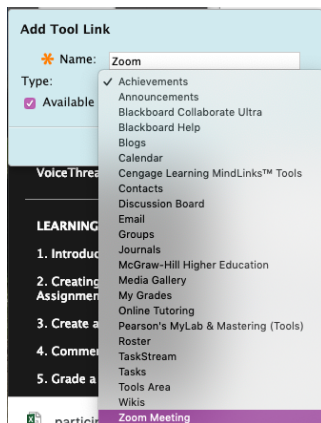
4.) Click **Submit.**

Scheduling a Meeting

1.) Click the link in the course menu that you just created.

2.) Click **Schedule a Meeting.**
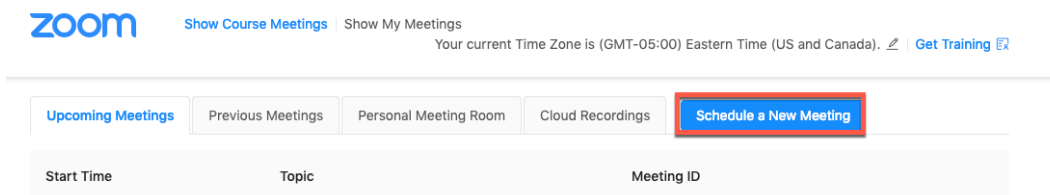
3.) Select the desired settings for the meeting.

- **Topic:** Choose a topic/name for your meeting.
- **Description:** Enter in an option meeting description
- **When:** Select a date and time for your meeting.
- **Duration:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use the time zone that you sent in your profile. Click on the drop down to select a different time zone.
- **Recurring Meeting:** Check if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
  - **Recurrence:** Select how often you need the meeting to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
  - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set the number of occurrences or have the recurring meeting end on a specific date.
- **Registration:** Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link.
- **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Audio Options:** Choose whether to allow users to call in Via Telephone only, Computer Audio only, Telephone and Computer Audio (both).
- **Require Meeting Password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
- **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) subscribers.
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud.
- **Alternative Hosts:** Enter the email address of another Zoom user to allow them to start the meeting in your absence.

4.) Click **Save**