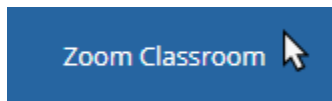


ZOOM: CREATE CLASS MEETING IN ULEARN JOHNSON & WALES UNIVERSITY

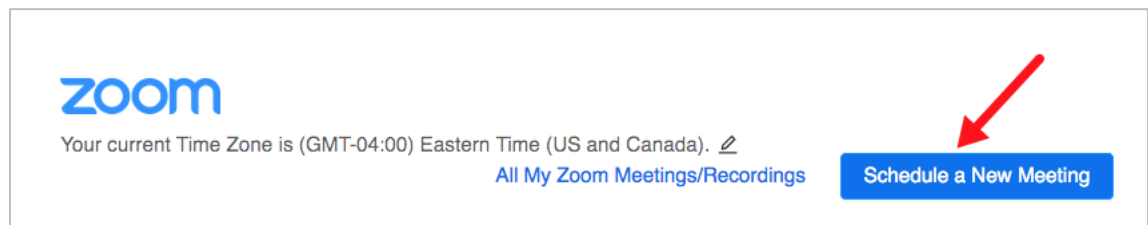
You can schedule a single or recurrent Zoom class meeting within ulearn. You must first [create a tool link to Zoom](#) in each of your classes before proceeding.

Instructions

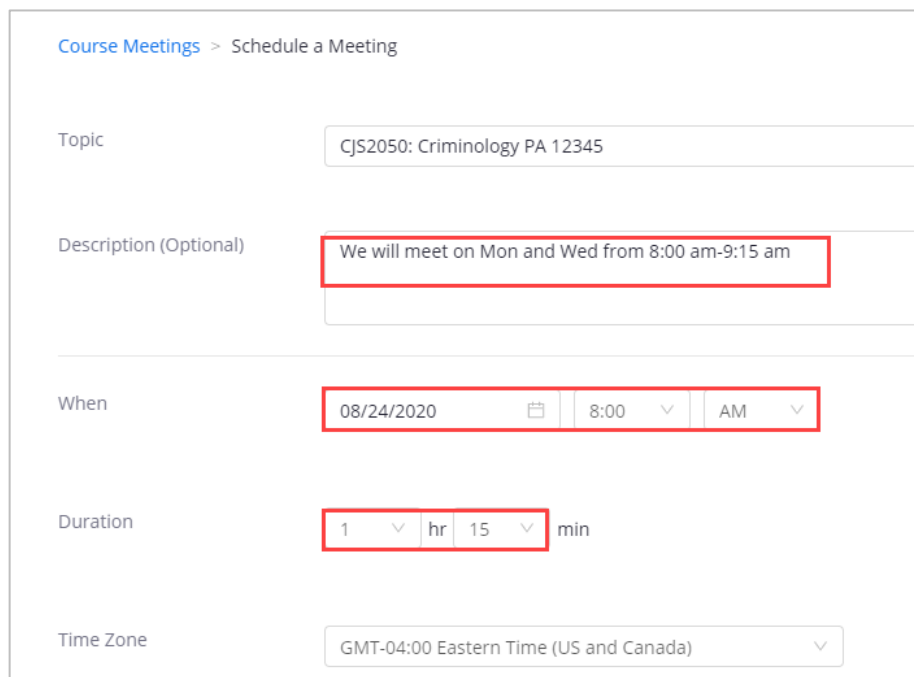
1. Click the Zoom Classroom [tool link](#) you previously created.



2. You are launched into the Zoom Interface within ulearn. Click on **Schedule a New Zoom Meeting**.



3. Do not change the topic – this is the course ID. Include a **description** if desired; choose the **date, time, and duration** of the meeting. If necessary, adjust the **time zone**.



Course Meetings > Schedule a Meeting

Topic: CJS2050: Criminology PA 12345

Description (Optional): We will meet on Mon and Wed from 8:00 am-9:15 am

When: 08/24/2020 8:00 AM

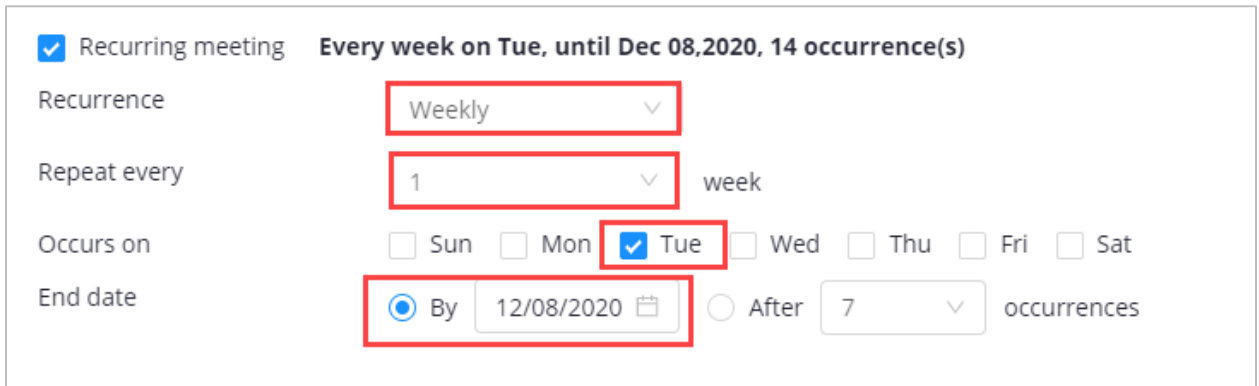
Duration: 1 hr 15 min

Time Zone: GMT-04:00 Eastern Time (US and Canada)

IT Service Desk

1-866-598-4357 – it@jwu.edu

- Click the **Recurring meeting** box. A drop down appears. Select your settings.
 - Recurrence: select **Weekly**
 - Repeat Every: select **1**
 - Occurs on: **select the day(s) of the meeting (if meeting two days a week, select two days (i.e., Tues and Thurs)**
 - End Date: **select a date of your last class meeting**



Recurring meeting **Every week on Tue, until Dec 08,2020, 14 occurrence(s)**

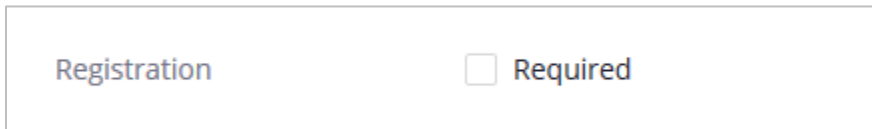
Recurrence:

Repeat every: week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

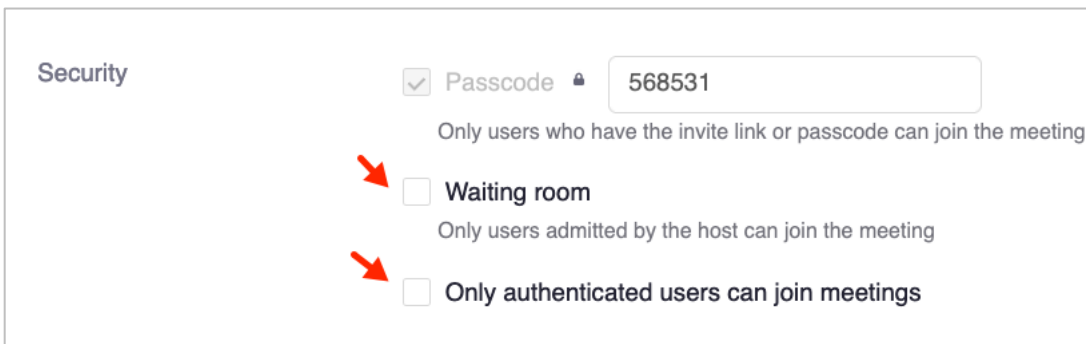
End date: By After occurrences

- Registration is not required. Do not check the box.



Registration Required

- Under the security section, make sure that waiting room is not checked (we recommend it checked for office hours only, not course meetings) and the option to allow only authenticated users can join meetings is unchecked (this can cause problems when students are joining meetings so it is best to uncheck this option).



Security

Passcode
Only users who have the invite link or passcode can join the meeting

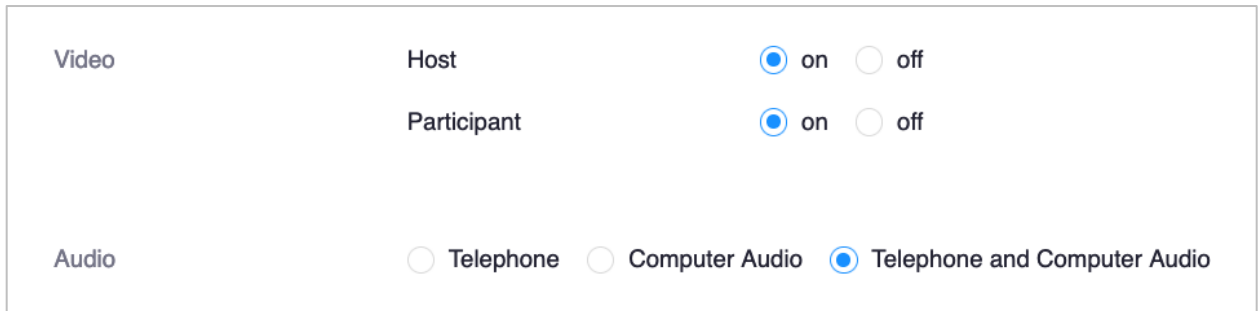
Waiting room
Only users admitted by the host can join the meeting

Only authenticated users can join meetings

- For **Video** options, it is recommended that you turn **on** video for host (instructor is always the host) and participant (student is always the participant). Please note that students may not have a web cam or may opt to turn off video on their own.

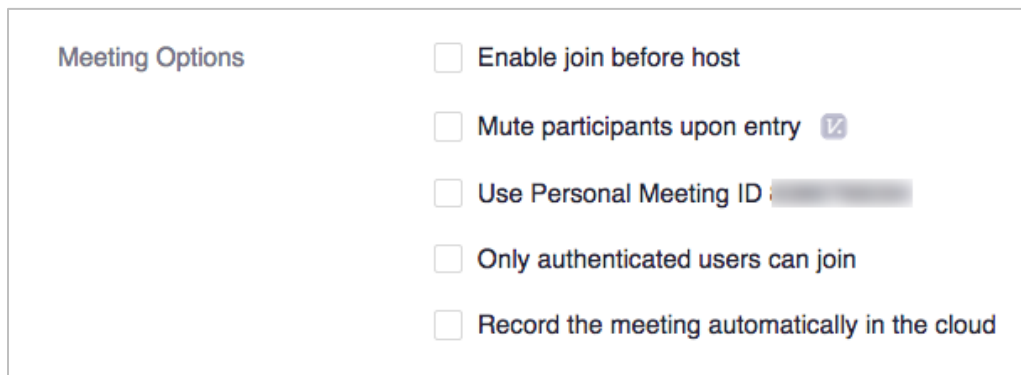
ZOOM: CREATE CLASS MEETING IN ULEARN JOHNSON & WALES UNIVERSITY

For **Audio** options, it is recommended that **Telephone and Computer Audio** is the chosen option. Students can use their computer audio but also call into the meeting in the event they are experiencing computer audio issues.



The screenshot shows the Zoom meeting configuration interface. Under the 'Video' section, there are two rows of radio buttons: 'Host' with 'on' selected and 'off' unselected, and 'Participant' with 'on' selected and 'off' unselected. Under the 'Audio' section, there are three radio buttons: 'Telephone' (unselected), 'Computer Audio' (unselected), and 'Telephone and Computer Audio' (selected).

8. Under Meeting Options, choose options as desired.
- **Enable join before host** – allows students to join the meeting before you join the meeting. If you do not select this option, students will see a pop up dialog that says, “the meeting is waiting for the host to join.”
 - **Mute participants upon entry** – mutes students as they enter, they can unmute during the meeting at any time to ask questions
 - **Use Personal Meeting ID** (recommendation: leave unchecked for classroom meetings)
 - **Only authenticated users can join** – students will need to log in with their JWU credentials before joining a meeting
 - **Record the meeting automatically in the cloud** – DO NOT ENABLE THIS OPTION. You will be able to record meetings while in Zoom. You must inform the class you are going to record the meeting verbally prior to clicking the meeting in Zoom. Students must consent to the recording or be prompted to leave the meeting.



The screenshot shows the 'Meeting Options' section of the Zoom interface. It contains five checkboxes: 'Enable join before host' (unchecked), 'Mute participants upon entry' (checked), 'Use Personal Meeting ID' (unchecked), 'Only authenticated users can join' (unchecked), and 'Record the meeting automatically in the cloud' (unchecked).

9. You can add an alternative host if needed, someone else at jwu. You cannot enter any other email address besides @jwu.edu.

IT Service Desk

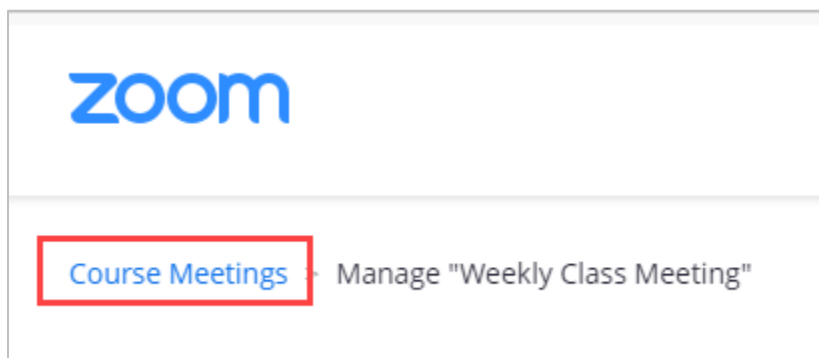
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ZOOM: CREATE CLASS MEETING IN ULEARN

Alternative Hosts

10. Click **Save** when done.

11. Click on the blue **“Course Meetings”** link to view the list of meetings just created.



zoom

[Course Meetings](#) Manage "Weekly Class Meeting"

12. A list of meetings is listed. If you are not meeting on a certain date due to a holiday or other cancelation, you can delete that specific meeting date by clicking **Delete**.

Start Time	Topic	Meeting ID	
Tue, Sep 1 (Recurring) 8:00 AM	Weekly Class Meeting	950 9965 2220	<input type="button" value="Start"/> <input type="button" value="Delete"/>
Tue, Sep 8 (Recurring) 8:00 AM	Weekly Class Meeting	950 9965 2220	<input type="button" value="Delete"/>
Tue, Sep 15 (Recurring) 8:00 AM	Weekly Class Meeting	950 9965 2220	<input type="button" value="Delete"/>
Tue, Sep 22 (Recurring) 8:00 AM	Weekly Class Meeting	950 9965 2220	<input type="button" value="Delete"/>
Tue, Sep 29 (Recurring) 8:00 AM	Weekly Class Meeting	950 9965 2220	<input type="button" value="Delete"/>
Tue, Oct 6 (Recurring)	Weekly Class Meeting	950 9965 2220	<input type="button" value="Delete"/>

The confirmation screen appears. **Delete just this occurrence** if deleting a particular meeting date.

Confirmation ✕

This is a recurring meeting. Do you want to delete just this occurrence, or all occurrences in the series?

Topic: Weekly Class Meeting

To start your Zoom class meeting, [review this user guide](#).