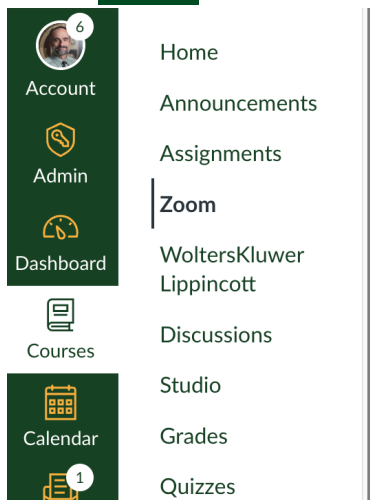


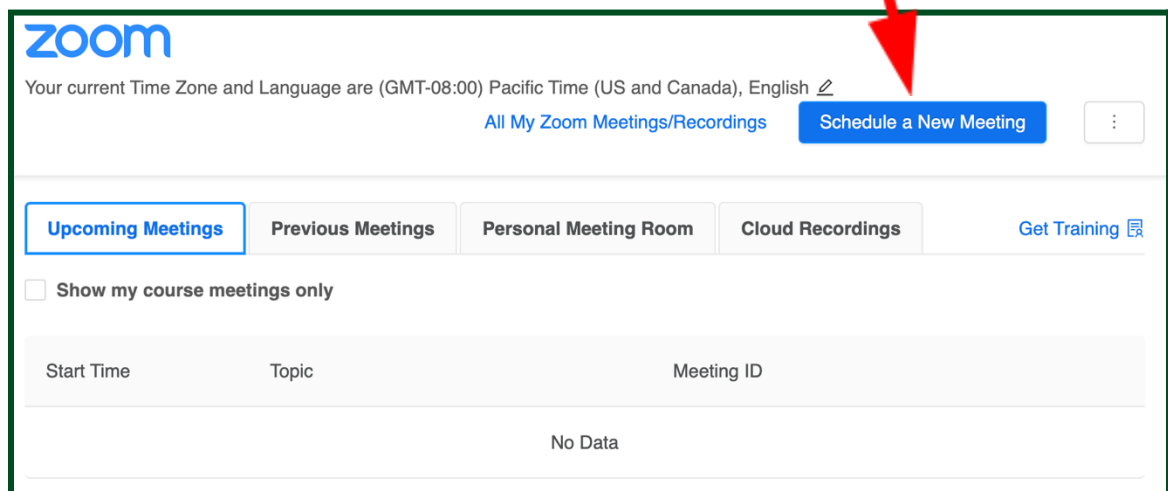
Steps for Setting Up Your Zoom Classroom

The process outlined below will create a single, perpetually available meeting room accessible by you and your students via the **Zoom** link in the left-hand **Course Menu**. However, you also have the option to create separate individual sessions for each meeting.

1. Select **Zoom** on the left-hand **Course Menu** (the exact location will vary).



2. When the integrated Zoom page comes up, click **Schedule a New Meeting**



4. Then, scroll down to **Time Zone** and make the following selections:

- **Recurring Meeting**
- **No Fixed Time**

It is also a good idea to enable the **Waiting Room**. This will provide an initial layer of security and privacy for any current meetings you may be hosting

since anyone who joins the Zoom meeting will need to be let in by you, the instructor. Feel free to adjust other settings, including **Topic, Description**, and other **Meeting Options**, as you see fit.

The screenshot shows the Zoom meeting settings interface. A red arrow points to the 'Recurring meeting' checkbox, which is checked. Another red arrow points to the 'No Fixed Time' option in the 'Recurrence' dropdown menu. A third red arrow points to the 'Waiting room' checkbox, which is also checked. The 'Time Zone' is set to '(GMT-08:00) Pacific Time (US and Canada)'. Other options like 'Required', 'Passcode', and 'Only authenticated users can join meetings' are visible but not highlighted.

5. Now, when you click **Zoom** in the left-hand **Course Menu**, you should see your recurring meeting in the **Upcoming Meetings** area of the integrated Zoom menu. Your students will see the same, but instead of **Start** – which is how you will start your Zoom Classroom - they will see **Join**.

The screenshot shows the Zoom 'Upcoming Meetings' page. The 'Upcoming Meetings' tab is circled in red. Below the tabs, there is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. A red arrow points to the 'Start' button next to the meeting 'Example Zoom Classroom Setup' with Meeting ID '968 0800 8281'. The 'Delete' button is also visible.

Start Time	Topic	Meeting ID	
Recurring	Example Zoom Classroom Setup	968 0800 8281	Start Delete