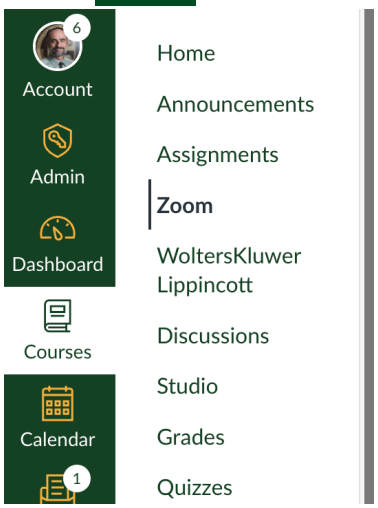
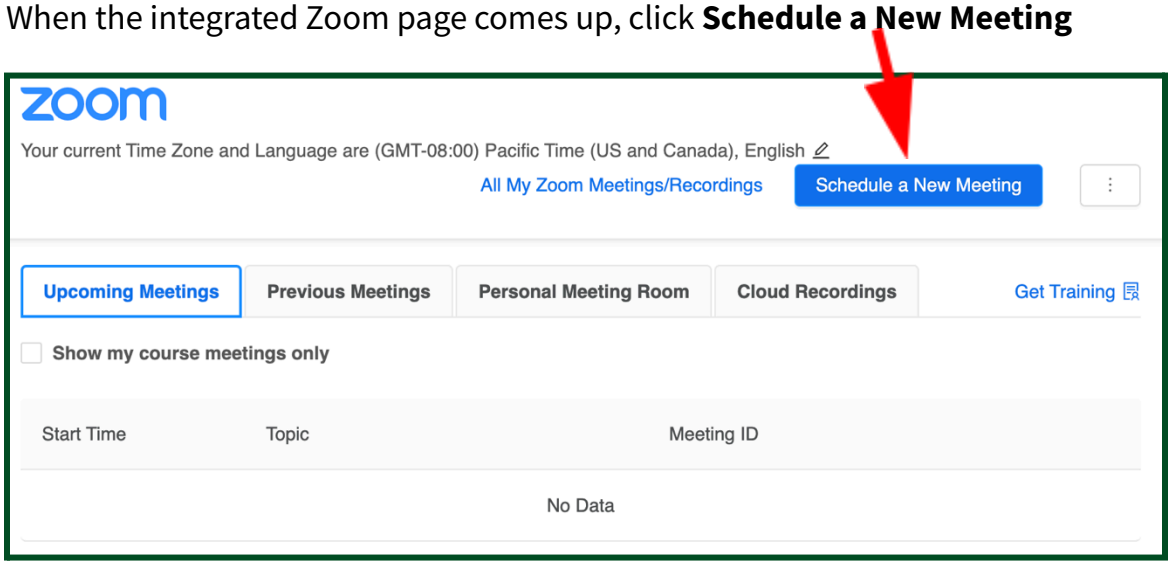
Steps for Setting Up Your Zoom Classroom

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.

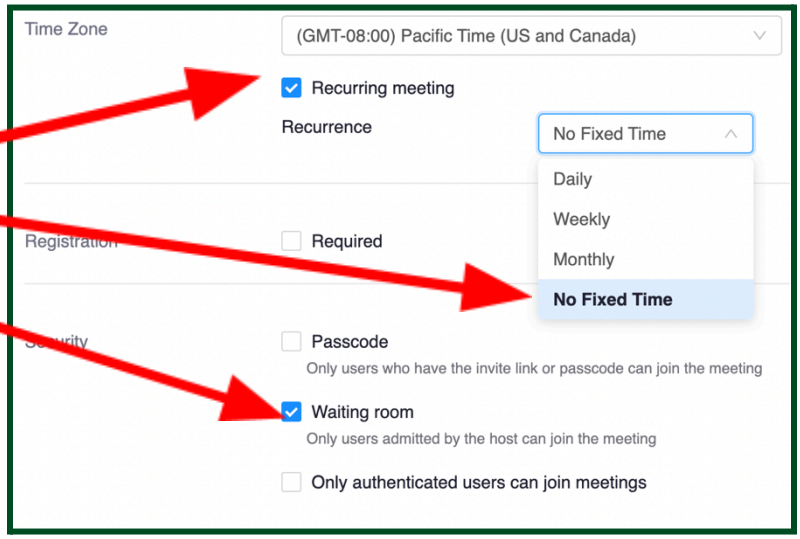
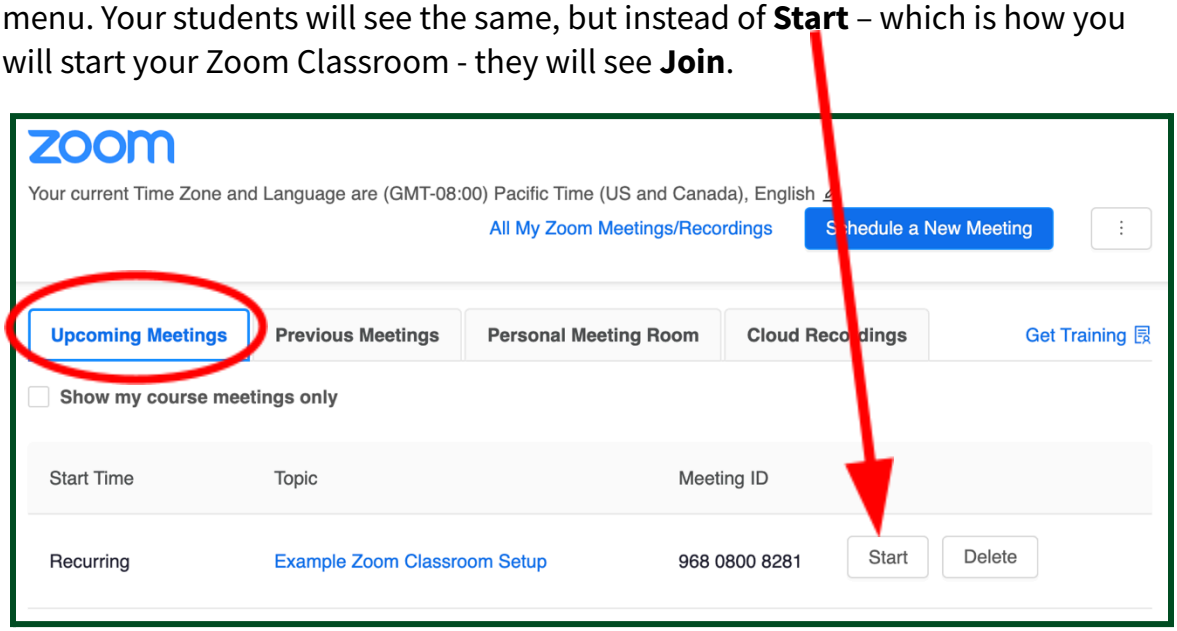
1. Select **Zoom** on the left-hand **Course Menu** (the exact location will vary).
2. 

3. 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.



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**.