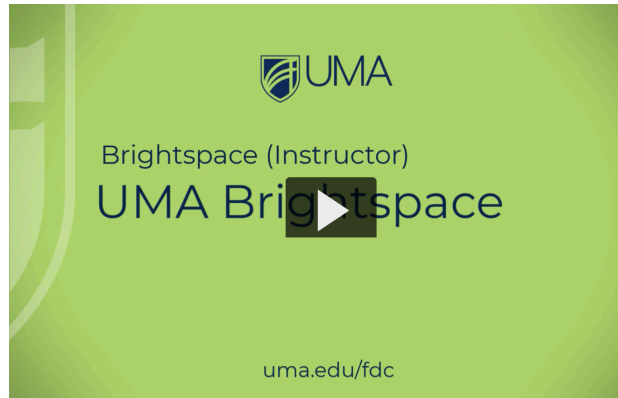


Schedule and Create a Zoom Meeting in Brightspace

Also see [How to add zoom meeting link to Brightspace](#)

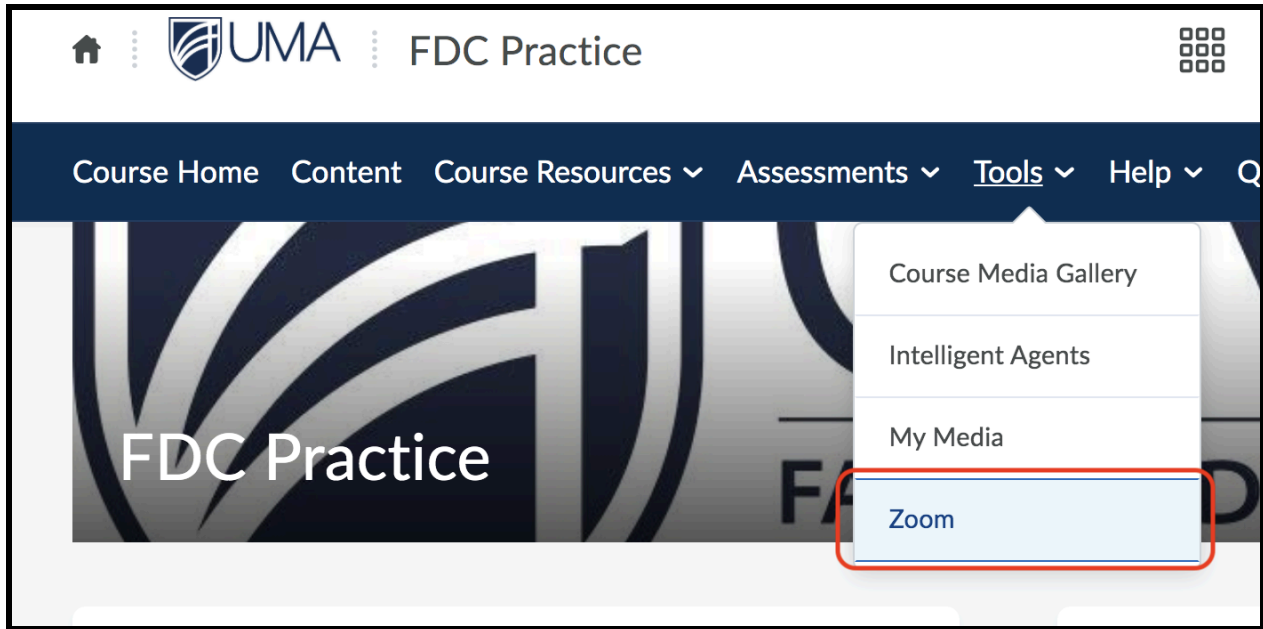


[Watch video here](#)

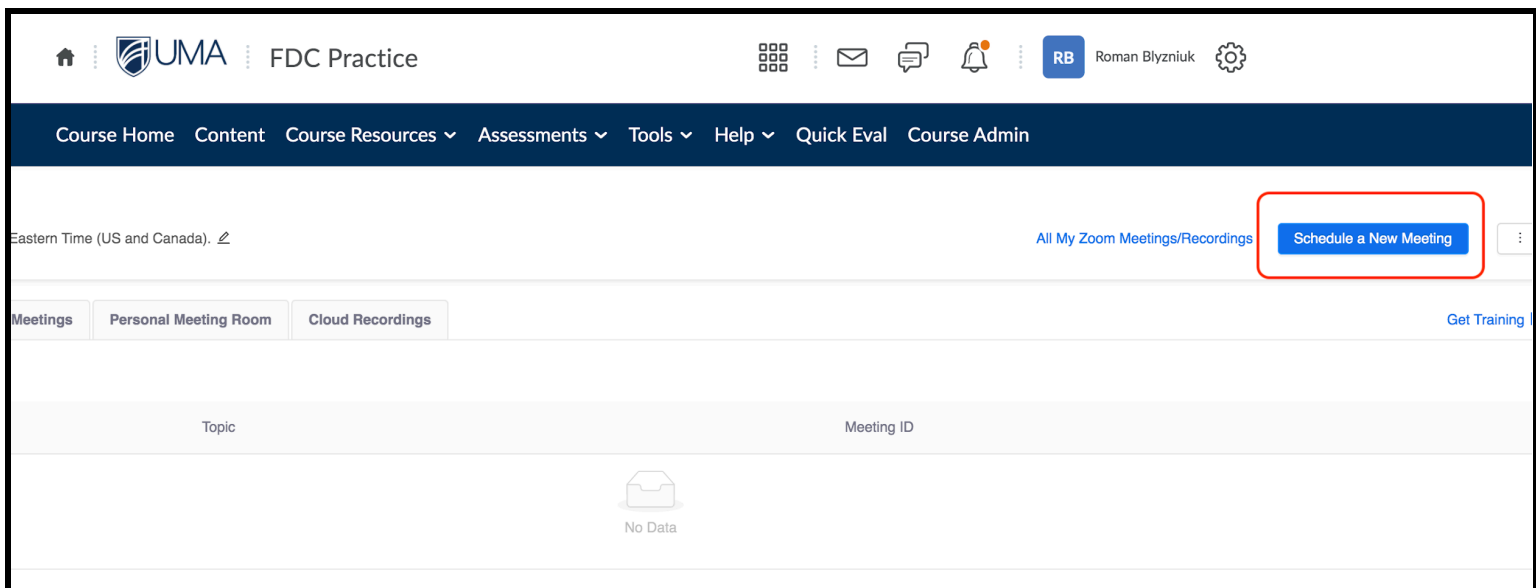
IMPORTANT: All class Zoom meetings for Hyflex courses (assisted by live Media Service Technicians) need to be originated from the instructor's account.

It is IMPORTANT to schedule a Zoom meeting with your students directly in your Brightspace Course. That way your students can access the meeting link through the course menu, under **Tools** and then **Zoom** and Media Service Technicians will have full access to meeting controls.

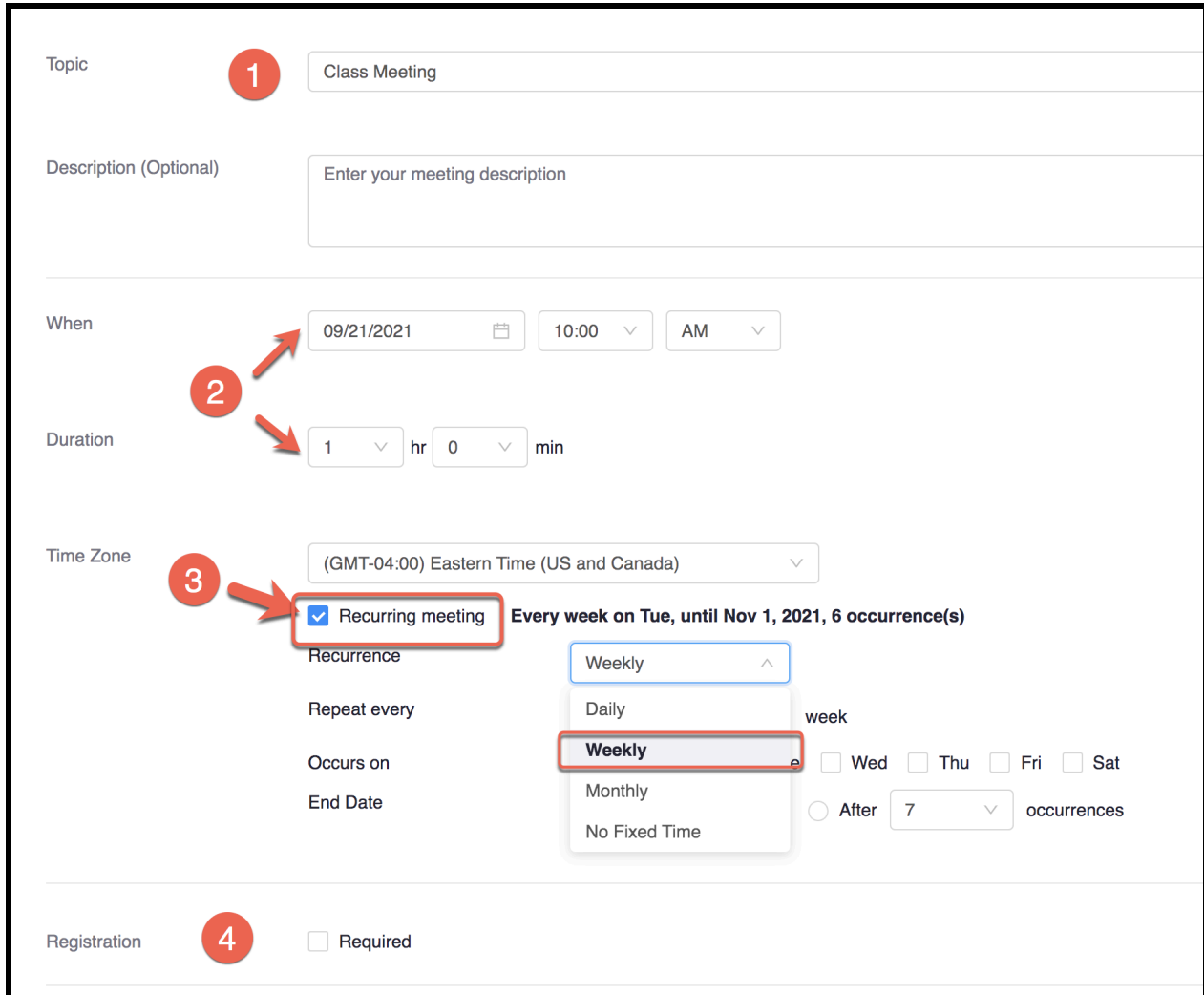
1. Go to the course you would like to schedule a meeting for.
2. In the Navbar click **Tools** and then **Zoom**.



3. When the Zoom page opens up, click **Schedule a New Meeting**.



After that you will see the **Schedule a Meeting** page which requires these steps:

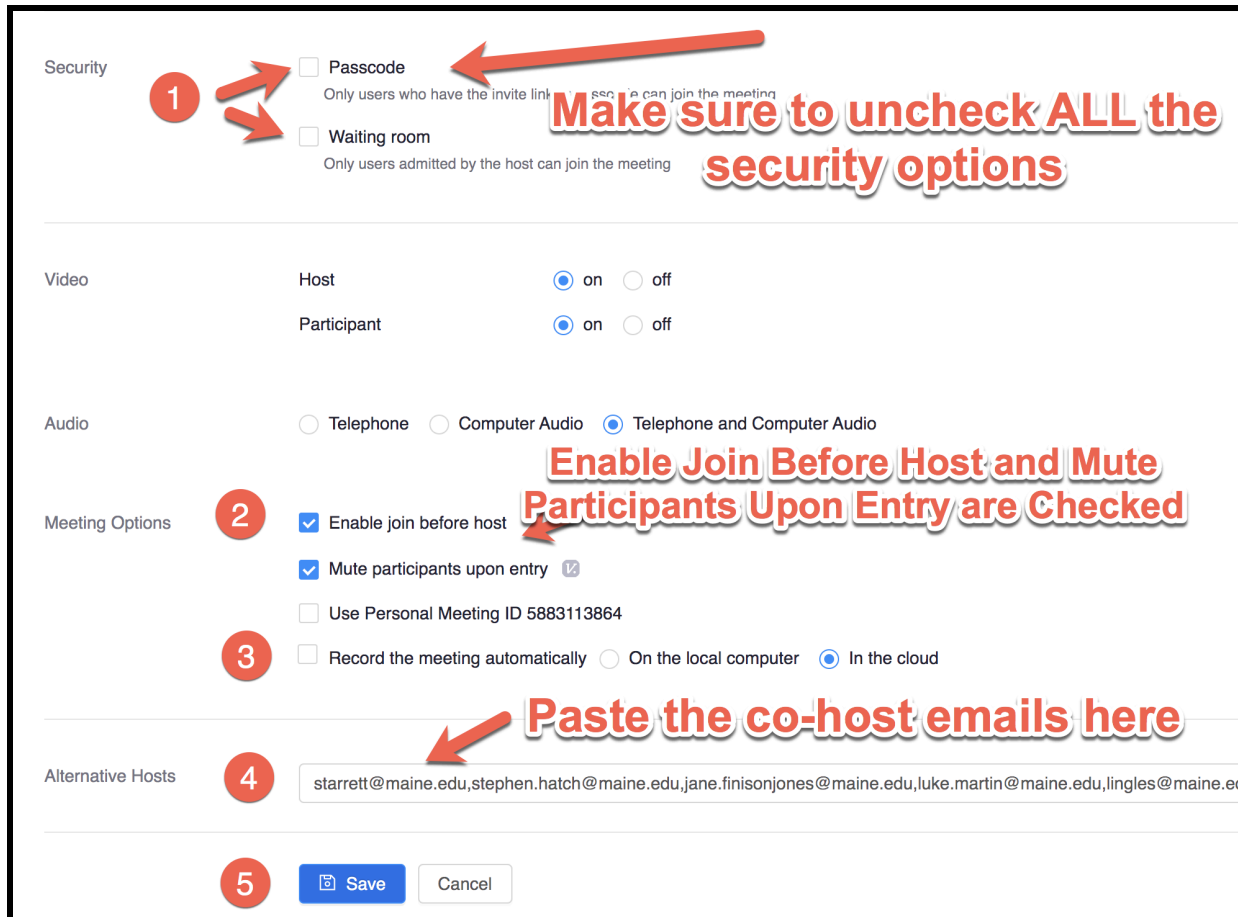


The screenshot shows a meeting creation form with the following fields and annotations:

- 1** Topic: Class Meeting
- Description (Optional): Enter your meeting description
- 2** When: 09/21/2021, 10:00 AM
- Duration: 1 hr 0 min
- 3** Time Zone: (GMT-04:00) Eastern Time (US and Canada)
- ☒ Recurring meeting (checked)
- Recurrence: Weekly
- Repeat every: Weekly
- Occurs on: [] Mon [] Tue [] Wed [] Thu [] Fri [] Sat
- End Date: After 7 occurrences
- 4** Registration: ☐ Required

1. Type in a clear **Topic** name (usually defaulted to the name of your course which may not be the best name). Optionally, add description (helpful to students). Use description to detail meeting dates and times.
2. Specify when the meetings will begin and how long each meeting will take.
3. If the meeting is recurring check the **Recurring meeting** box. We recommend setting the time to **Weekly**. Then select days of the week and the end date. That way the meeting links will appear every week in your calendar and students will see them in the Brightspace calendar. If the meeting time changes every week you can select **No Fixed Time**.
4. Leave **Registration** unchecked, **Video**, and **Audio** can be left default. Click [Registration](#) to learn more about your options. Click [Video and Audio](#) to learn more about your video and audio options.

At the bottom of the page you will see more options:



The screenshot shows the Zoom meeting options interface with the following elements and annotations:

- Security:**
 - 1** (Red circle) points to the **Passcode** checkbox, which is unchecked. A red arrow points to it from the text "Make sure to uncheck ALL the security options".
 - Waiting room** checkbox is also unchecked.
- Video:**
 - Host:** ☒ on ☐ off
 - Participant:** ☒ on ☐ off
- Audio:**
 - ☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
- Meeting Options:**
 - 2** (Red circle) points to the **Enable join before host** checkbox, which is checked. A red arrow points to it from the text "Enable Join Before Host and Mute Participants Upon Entry are Checked".
 - Mute participants upon entry** checkbox is checked.
 - ☐ Use Personal Meeting ID 5883113864
 - 3** (Red circle) points to the **Record the meeting automatically** section, where **In the cloud** is selected.
- Alternative Hosts:**
 - 4** (Red circle) points to the text input field containing several email addresses. A red arrow points to it from the text "Paste the co-host emails here".
- 5** (Red circle) points to the **Save** button.

1. Make sure **Passcode**, **Waiting Room** and other security options are unchecked.
2. Make sure **Enable Join Before Host** and **Mute Participants Upon Entry** are checked.
3. Optional: You may check **Record the meeting automatically** and select **In the cloud**. That way you will have a backup recording in your **Kaltura - My Media**. However, if you do so and your students accidentally join the meeting and then leave - it can clutter your **My Media** with short recordings of students joining and leaving. You can leave it unchecked and let your MST to manually start backup Zoom recording.
4. **Add Alternative Hosts** (for example, your teaching assistant). IMPORTANT: for ITV/Hyflex courses, please also add the following email addresses to the list (these are Media Service Technicians that can help in case your primary technician is not available). Just copy and paste them in the co-host box:


jennifer.r.breton@maine.edu, jane.finisonjones@maine.edu, dmshorey@maine.edu,
dana.wands@maine.edu, peter.starkey@maine.edu, roman.blyzniuk@maine.edu,
jeffrey.mckay@maine.edu, jonathan.church@maine.edu


Faculty Development Center | uma-fdc@maine.edu | Zoom: <http://zoom.us/j/2072627979>

Is this document helpful? Please leave **feedback** [here](#)

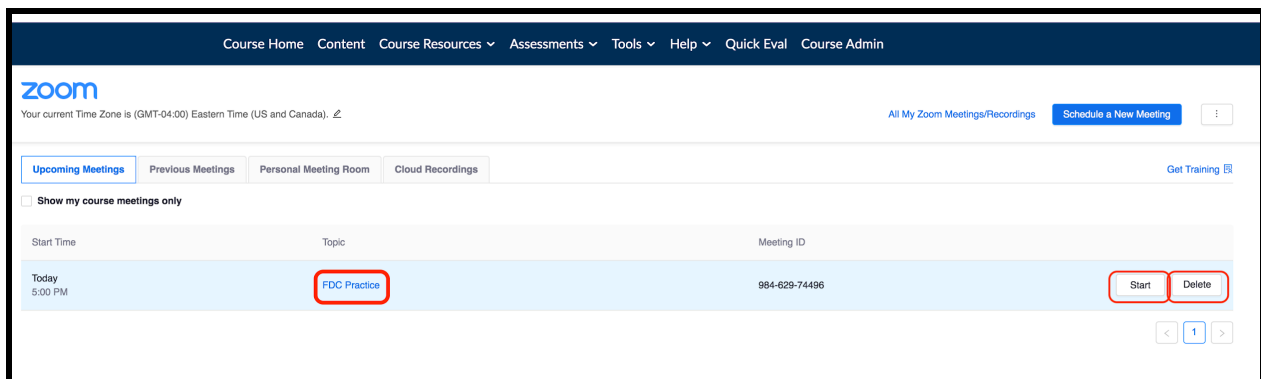
5. Once you are done setting up the meeting, click **Save**.
6. It will take you to a new page with the meeting settings listed there. IMPORTANT: Click **Copy Meeting Invitation** on the right. Copy the provided text, paste it into email and send it to umaal@maine.edu

Meeting ID	860 5370 3763	
Invite Attendees	Join URL: https://maine.zoom.us/j/86053703763	
Security	<input type="checkbox"/> Passcode <input type="checkbox"/> Waiting room	
Video	Host	on
	Participant	on
Audio	Telephone and Computer Audio	



 Copy Meeting Invitation

If you would like to **Edit, Start or Delete** a meeting go to **Tools** and then **Zoom** and you will see the list of scheduled meetings. Click on the meeting name to edit the meeting. **Start** and **Delete** options are on the right:



The screenshot shows the Zoom web interface. At the top, there's a navigation bar with links like 'Course Home', 'Content', 'Course Resources', 'Assessments', 'Tools', 'Help', 'Quick Eval', and 'Course Admin'. Below this, the Zoom logo is visible, along with a time zone notice and a 'Schedule a New Meeting' button. The 'Upcoming Meetings' tab is active, showing a table of meetings. The first meeting is 'FDC Practice' (highlighted with a red box), scheduled for 'Today 5:00 PM' with Meeting ID '984-629-74496'. To the right of this entry are 'Start' and 'Delete' buttons (also highlighted with red boxes). A 'Show my course meetings only' checkbox is present. At the bottom right, there are pagination controls showing '1' of 1 items.