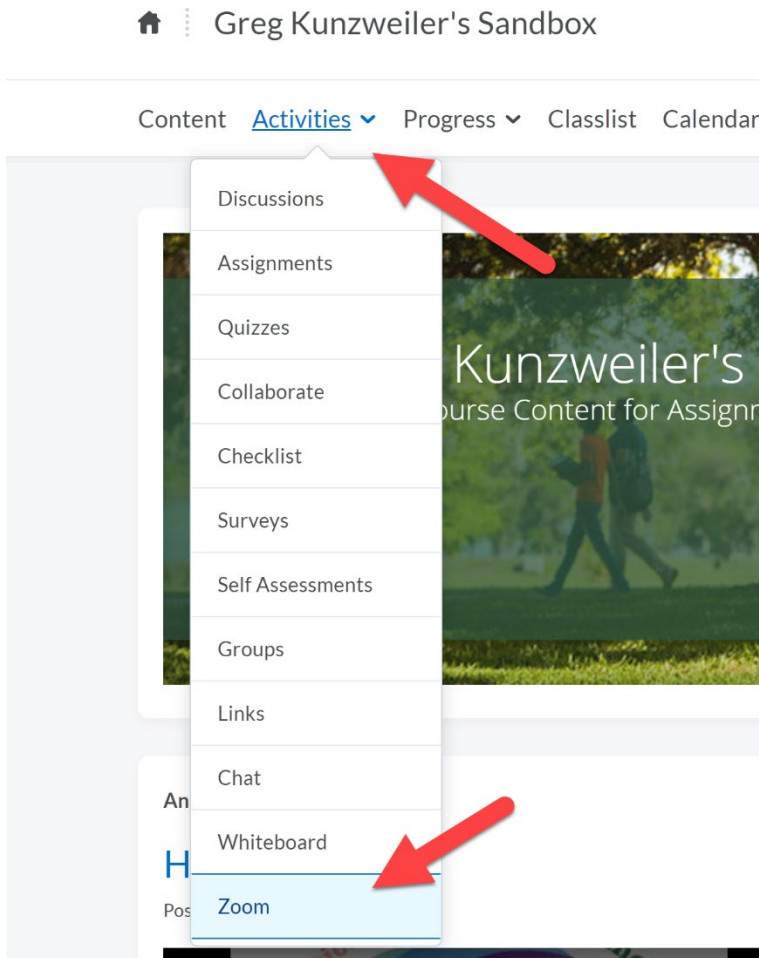
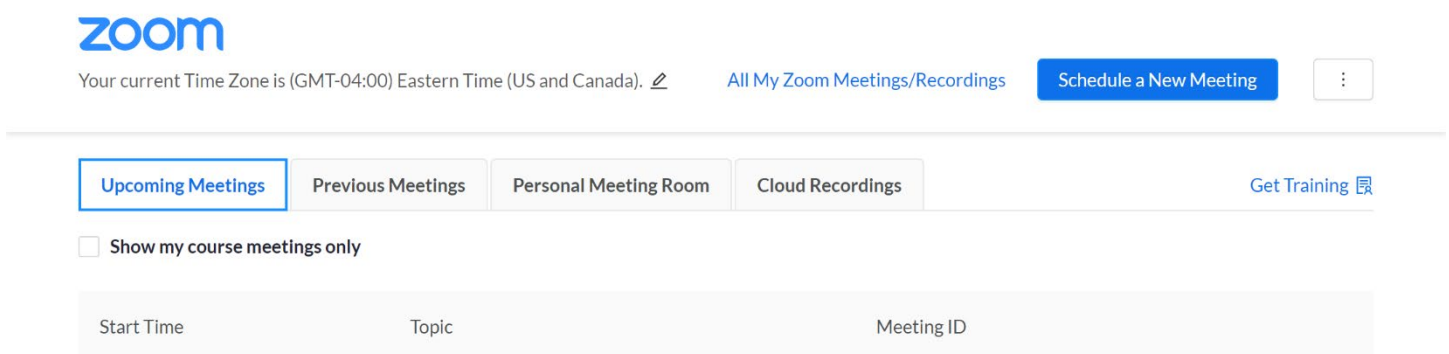


Guide to Scheduling Your Zoom Classes in D2L

Step 1: Login to your course in D2L and Select **Activities** and then **Zoom**



Step 2: Select the **Schedule a New Meeting** button



Step 3: Add Meeting details:

1. **Topic:** Give Zoom meetings a name that fits your class name, days and times (I.E *SLU-125 – Tuesday Thursday – 11:00 AM*)
2. **When:** Select the first day your class will meet.
3. **Duration:** How long the class lasts
4. **Time Zone:** Make sure you check **Recurring Meeting**.
 - a. Choose **Weekly, Repeat every 1 week**
 - b. Select the days your class will occur
 - c. Select the last day of class

Content Activities ▾ Progress ▾ Classlist Calendar Resources ▾ Manage Files Course Tools Help ▾

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting **Every week on Tue,Thu, until Dec 10,2020, 31 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences

Step 4:

1. Check **Passcode** and create your own passcode using letters or numbers.
2. Make sure **Only Authenticated Users Can Join** is selected
3. Then select the **Save** button.

Registration

Required

Security

Passcode

Waiting Room

Please enter a meeting passcode

Video

Host

on off

Participant

on off

Audio

Telephone

Computer Audio

Both

Meeting Options

Enable join before host

Mute participants upon entry 

Use Personal Meeting ID 5546069243

Only authenticated users can join

*.saintleo.edu [Edit](#)

Record the meeting automatically in the cloud

Enable additional data center regions for this meeting

Alternative Hosts

 Save

Cancel

Step 5: Check to make sure all your Zoom classes are scheduled.

zoom
Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [🔗](#) [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) [⋮](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#) [🔗](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Tue, Aug 25 (Recurring) 11:00 AM	Class Name - Days - Time	985 2683 4278	Start Delete
Thu, Aug 27 (Recurring) 11:00 AM	Class Name - Days - Time	985 2683 4278	Delete
Tue, Sep 1 (Recurring) 11:00 AM	Class Name - Days - Time	985 2683 4278	Delete
Thu, Sep 3 (Recurring) 11:00 AM	Class Name - Days - Time	985 2683 4278	Delete
Tue, Sep 8 (Recurring) 11:00 AM	Class Name - Days - Time	985 2683 4278	Delete

*If you record your sessions to the cloud, they will show up here for your students to view.

zoom
Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [🔗](#) [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) [⋮](#)

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From To Search By [Search](#) [Export](#) Show my course recordings only

[Delete All](#)

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Test Meeting	556 433 701	Mar 25,2020 15:20	2 Files (184 KB)	Delete
<input type="checkbox"/>	Greg Kunzweiler's Sandbox	968 031 886	Mar 3,2020 16:29	2 Files (2 MB)	Delete

[<](#) [1](#) [>](#)