Scheduling Your Synchronous Session in Zoom

Your synchronous online classes should be scheduled directly in D2L.

1. To access and schedule your Zoom sessions, log into D2L, click on the **Communication** link on the course navigation bar and select **Zoom** from the contextual menu.

Course Home Content Grades	Communication ~	Assessments 🗸	Tools 🗸	Resources 🗸
ALT035 Introdu	Email	m (07/2	2020)	
	Discussions			
Announcements 🗸	Instant Messages			
	Chat			
There are no announcem	Announcements	announcement.		
	Bb Collaborate			
	Zoom			

2. Click on Schedule a New Meeting

ZOOM Your current Time Zone is	s (GMT-04:00) Eastern Tin	ne (US and Canada). 🙎	All My Z	oom Meetings/Recordings	Schedule a New Meeting
Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings		Get Live Zoom Training and Help 良
Show course meetings scheduled by me					
Start Time	Topic			Meeting ID	

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3. Enter in the topic, date and time. If it is a recurring meeting, choose Recurring Meeting and choose the appropriate meeting days and end time.

Торіс	ENC1101 Monday Class	
Description (Optional)	Enter your meeting descriptic	on Ja
When	04/19/2021	2:00 V PM V
Duration	$1 \vee hr 0 \vee min$	
Time Zone	GMT-04:00 Eastern Time (US	and Canada) V
	Recurring meeting Every	Weekly V
	Repeat every	1 week
	Occurs on	🗌 Sun 🔽 Mon 🔲 Tue 📄 Wed 📄 Thu 📄 Fri 📄 Sat
	End date	● By 05/29/2021 🗄 🔿 After 7 ∨ occurrences

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4. Set up your meeting details as needed. Some recommended security settings are listed below. **Please note:** IT strongly recommends that you:

- create your session links using the D2L Zoom integration
- In the security section: require authentication to join. This will ensure that students are using their BC login credentials to sign in.

Security	 Passcode Only users who have the invite Waiting Room Only users admitted by the host Require authentication to Broward College Users broward.edu,*.broward.edu 	e meeting	
Video	Host	on off	
	Participant	O on O ott	
Audio	Compute	r Audio 💿 Both	
Meeting Options	 Enable join before host Mute participants upon er 	ntry 🔞	
✓ Advanced Options (Schedule)	e For, Alternative Hosts)	nationally in the cloud	
	Save Cancel		

5. Click Save.

You will join your Zoom session on the designated meeting time and date by following Step 1 and clicking **Start**.