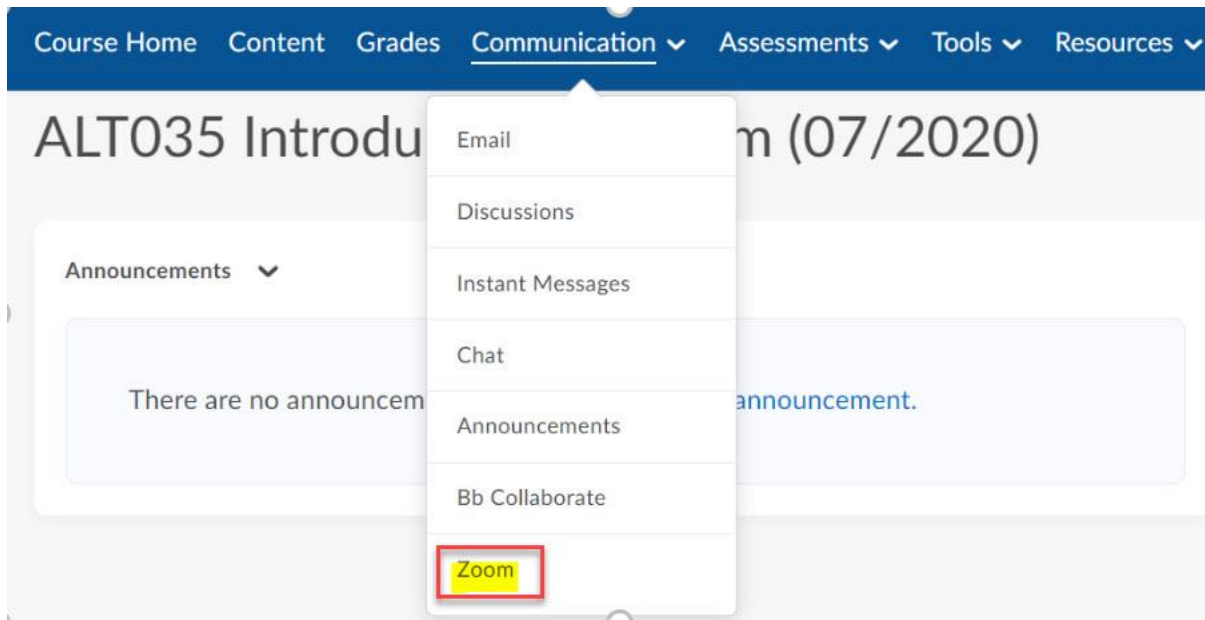


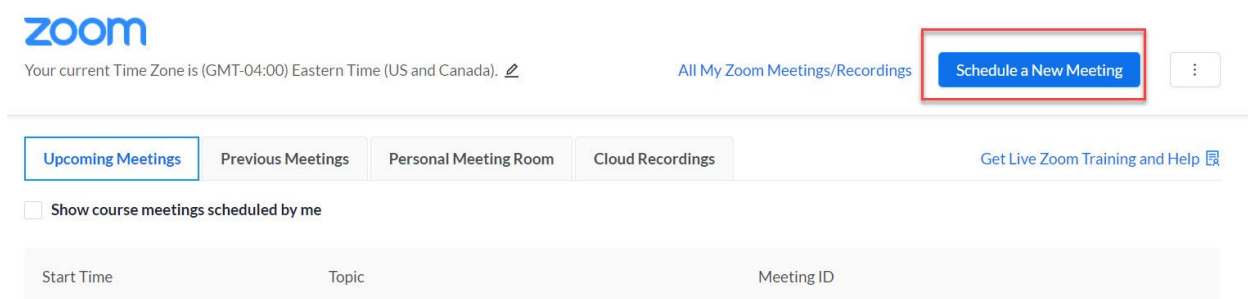
Scheduling Your Synchronous Session in Zoom

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.



2. Click on **Schedule a New Meeting**



Scheduling Your Synchronous Session in Zoom

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.

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting **Every week on Mon, until May 30,2021, 6 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences

Scheduling Your Synchronous Session in Zoom

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 link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Broward College Users ▼
broward.edu,*.broward.edu [Edit](#)

Video

Host on off


Participant on off

Audio

Telephone Computer Audio Both

Meeting Options

Enable join before host

Mute participants upon entry 

Record the meeting automatically in the cloud

▼ [Advanced Options](#) (Schedule For, Alternative Hosts)

5. Click **Save**.

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