SCHEDULING A RECURRING MEETING FOR
ONLINE CLASSES

Students

Instructors will send students a link to each class.

Instructors

1. Sign in to the Zoom web portal using your UND IdM account – UND.zoom.us

2. Click Meetings, then click Schedule A New Meeting.

3. Name your meeting using your class name (e.g., OT 345).

4. Select Recurring Meeting.

5. Edit the recurrence. This includes the number of times the class occurs and how often it occurs. Click Save.

6. To avoid issues with connecting, please be sure to uncheck Registration and Meeting Password.

7. Set up your meeting using the template at right, then click Save.

8. When it is time for class, log in to Zoom, go to Meetings, then click the Start button for your class.

After you save your meeting, the page to the right is displayed. To give students access to the class, share the Join URL in the center of the page.

Recording your online classes

If you are currently recording to Mediasite in the classroom, we can link your Zoom online class to the classroom recorder automatically and publish the recording to the Mediasite catalogs in the usual way. This way, the recordings will be available to the students in the same Mediasite folder.

1. Email your Zoom meeting link to UND.med.its@med.UND.edu, along with the class name, the classroom it is held in, and the start/stop time. The meeting link would be similar to this - Join URL: UND.zoom.us/j/862096918.

2. Add the following users as alternative hosts: brandon.thorvilson@UND.edu, vicki.link@UND.edu, lisa.lee@UND.edu, victoria.thompson@UND.edu.

More information about Zoom

UND Zoom information and tutorials

support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux

support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-iPadOS-and-Android

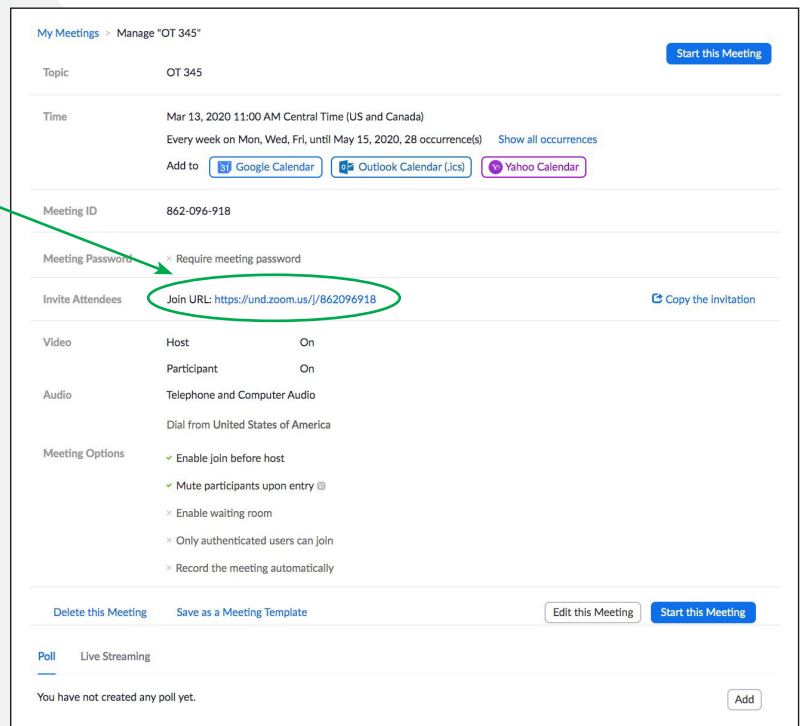| My Meetings > Manage "OT 345"			
			Start this Meeting
Topic	OT 345		
Time	Mar 13, 2020 11:00 AM Central Time (US and Canada)		
	Every week on Mon, Wed, Fri, until May 15, 2020, 28 occurrence(s)	Show all occurrences	
	Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar		
Meeting ID	862-096-918		
Meeting Password	× Require meeting password		
Invite Attendees	Join URL: https://und.zoom.us/j/862096918		⟳ Copy the invitation
Video	Host On		
	Participant On		
Audio	Telephone and Computer Audio		
	Dial from United States of America		
Meeting Options	✓ Enable join before host		
	✓ Mute participants upon entry ⓘ		
	× Enable waiting room		
	× Only authenticated users can join		
	× Record the meeting automatically		
Delete this Meeting	Save as a Meeting Template	Edit this Meeting	Start this Meeting

Poll   Live Streaming

You have not created any poll yet.   Add

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