Live Lecture

If you would like your students to be present for your lecture during the recording you can do so by inviting participants.

Scheduling Class

We encourage you to schedule your zoom session prior to your meeting date. There are two ways to schedule a meeting through the online browse and through the Zoom App.

Online Browser: https://tamu.zoom.us/
1. From the profile page of your zoom account you may click the Schedule a Meeting button located at the top right of the page.
2. The Schedule a Meeting form will appear

3. Edit the Topic name to reflect your needs. We suggest titling the topic as *(Course name/date)*

4. Select the Start date using the red calendar icon to the right of the Date box and time you can click the time and a drop down list will appear with hour and half hour options. If you would like to set the minutes to a different option you can simply type in the box.

5. The Duration of the meeting is defaulted to one hour signifying that after one hour the Zoom session will automatically close after presenting a 10 minute and 5 minute warning.

Note: We suggest you add 15 minutes to the start and end of your duration to allow for set up and closing questions.

6. If you select the recurring option no duration, start and end time will be required and you will not need to reschedule the meeting simply use the same meeting ID for the next occurrence of the meeting.

7. Select how to generate the meeting ID, we suggest generating a new meeting ID Automatically.

Meeting ID	⦿ Generate Automatically	○ Personal Meeting ID 929-203-3137

8. Select Require Meeting Password, to the right you can customize or use the generated password.

Meeting Password	☑ Require meeting password	317602

9. The Video section will select the default video option when entering this meeting. We recommend have the video off to improve your internet connection. The host and all participants can still turn the video on and off as they see fit.

10. Meeting options, we suggest enabling Mute participants upon entry and Enable Waiting Room. In this section you can also pre assign Breakout Rooms, for more information on breakout rooms go to the Breakout Rooms section of this document.

Meeting Options	☐ Enable join before host
	☐ Mute participants upon entry 🔲
	☑ Enable waiting room
	☐ Only authenticated users can join
	☐ Breakout Room pre-assign
	☐ Record the meeting automatically

11. Finally you have the option to add an alternative host by typing in the alternative hosts tamu email address associated with their account.

12. Click the Save button located at the bottom of the page. The Meeting details page will appear. Now when you click Meetings in the Navigation pane to the left of the page you will see this meeting in the list of your meetings.

Alternative Hosts   Example: mary@company.com, peter@school.edu

[Save]   [Cancel]

13. You can start the meeting by clicking the Start button to the right of the meeting.
14. If you would like to edit the meeting click on the meeting, the Meeting Details page will appear at the bottom right side click the Edit this Meeting button.

× Only authenticated users can join

× Record the meeting automatically
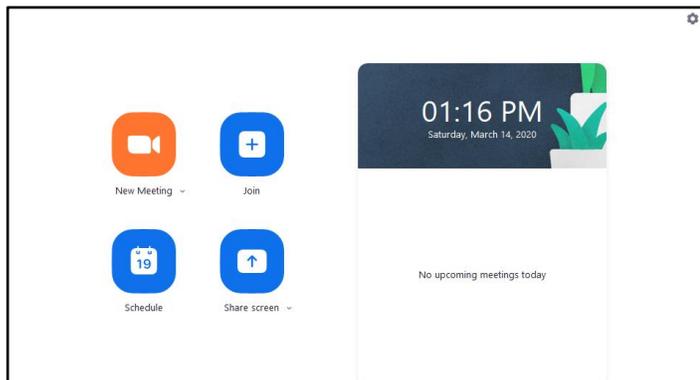
Delete this Meeting   Save as a Meeting Template   [Edit this Meeting]   [Start this Meeting]

Zoom App
1. From the **Zoom** home screen you may select to schedule your lecture via the blue **Schedule** button on the bottom left.

01:16 PM
Saturday, March 14, 2020

New Meeting   Join

Schedule   Share screen

No upcoming meetings today

2. The Schedule a New Meeting form will appear.

Schedule meeting dialog showing: Start: Fri March 27, 2020, 11:00 AM; Duration: 1 hour, 0 minute; Recurring meeting (unchecked); Time Zone: Central Time (US and Canad...). Meeting ID: Generate Automatically (selected), Personal Meeting ID 929-203-3137. Password: Require meeting password (checked) 019073. Video: Host: Off, Participants: Off. Audio: Telephone and Computer Audio (selected); Dial in from United States Edit. Calendar: Outlook (selected), Google Calendar, Other Calendars. Advanced Options: Enable waiting room (checked), Enable join before host, Mute participants on entry (checked), Only authenticated users can join, Automatically record meeting, Alternative hosts: Example:john@company.com;peter@school.edu. Schedule / Cancel buttons.

3. Edit the Topic name to reflect your needs. We suggest titling the topic as *(Course name/date).*

4. Select the Start date using the red calendar icon to the right of the Date box and time you can click the time and a drop down list will appear with hour and half hour options. If you would like to set the minutes to a different option you can simply type in the box.

5. The Duration of the meeting is defaulted to one hour signifying that after one hour the Zoom session will automatically close after presenting a 10 minute and 5 minute warning. **Note:** We suggest you add 15 minutes to the start and end of your duration to allow for set up and closing questions.

6. If you select the recurring option no duration, start and end time will be required and you will not need to reschedule the meeting simply use the same meeting ID for the next occurrence of the meeting.

7. Select Require Meeting Password, to the right you can customize or use the generated password.

8. In this form you can choose the default options for how participants enter the zoom. We suggest using the default settings for Video and Audio as shown above.

9. The Calendar option will add the Meeting to your schedule either on Outlook or Google Calendar.

10. In **Advanced Options** you can choose a variety of options we suggest enabling Enable waiting room and Mute participants upon entry.

11. You can also add an alternative host: this will give another participant the same controls as the host.

12. Click the Schedule button at the bottom to schedule your Zoom meeting.

13. Once you have scheduled your zoom meeting you can view the meeting details by selecting the meetings tab at the top.
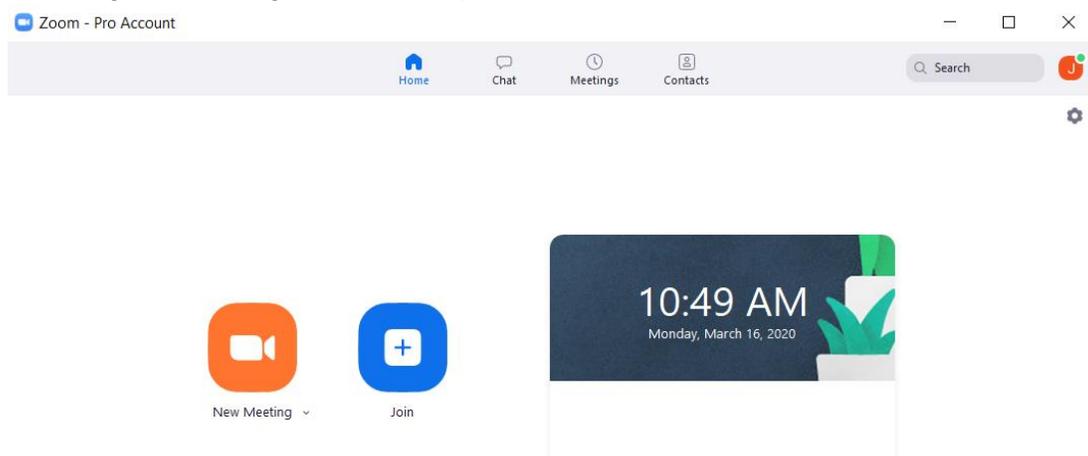
14. On the meetings tab you can view your scheduled meetings. Click **Show Meeting Invitation** to see details about that meeting.

15. To disseminate the meeting information meeting you can click the **Copy Invitation** button or if you would just like to send the link to the zoom meeting highlight and copy the "**Join Zoom Meeting**" information. You can paste this information in an email to your students or in an announcement using eCampus.