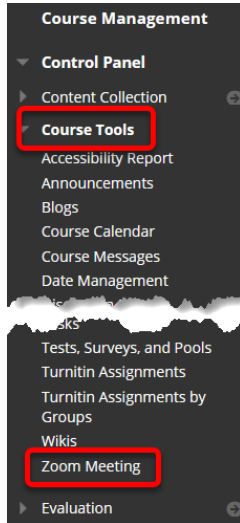# ACCESS, SHARE, & EDIT A ZOOM MEETING IN WTCLASS

ACCESS ZOOM

1. Click the Zoom Meeting link in your course menu, content area, or go to **Course Tools** > **Zoom**.

   Course Management

   Control Panel
   - Content Collection
   - **Course Tools**
     - Accessibility Report
     - Announcements
     - Blogs
     - Course Calendar
     - Course Messages
     - Date Management
     - ...sks
     - Tests, Surveys, and Pools
     - Turnitin Assignments
     - Turnitin Assignments by Groups
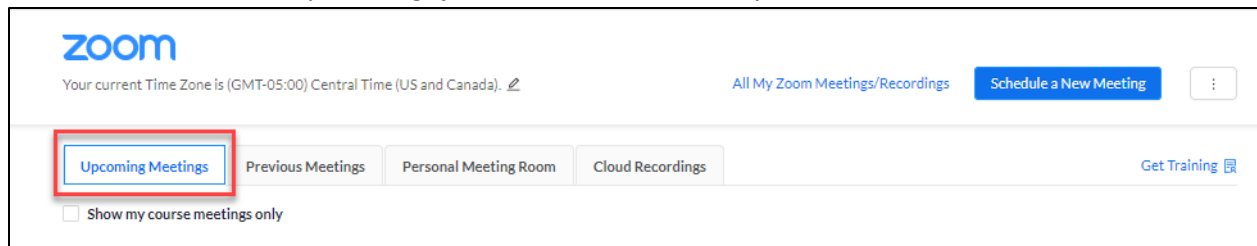   - Wikis
     - Zoom Meeting
   - Evaluation

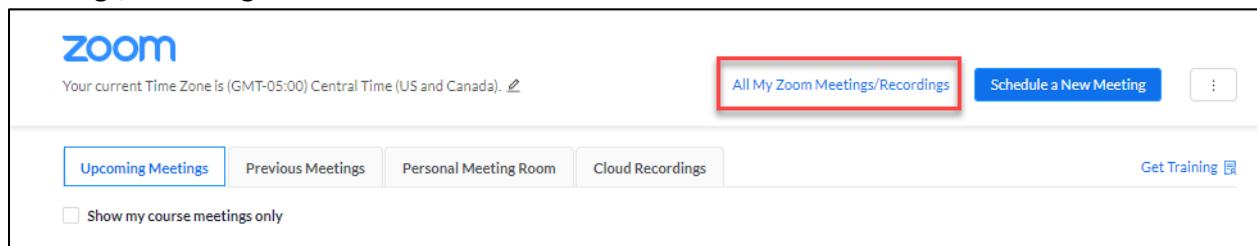2. Zoom will open in a new window when pop up windows are allowed in your browser.

VIEW SCHEDULED MEETINGS IN WTCLASS

When instructors access Zoom via a course in WTClass, they will only see meetings scheduled in that specific course under **Upcoming Meetings**.
NOTE: *You will not see any meetings for the course scheduled by other instructors.*

ZOOM
Your current Time Zone is (GMT-05:00) Central 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

To see all of your scheduled Zoom meetings, across all courses, click on **All My Zoom Meetings/Recordings**.

ZOOM
Your current Time Zone is (GMT-05:00) Central 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

SHARE A MEETING SCHEDULED IN WTCLASS

If a Zoom link is available to your students in the course menu or content area, you do not have to share meeting information with students. Students simply click on your Zoom meeting link and select **Join** for the corresponding meeting date and time.

If a Zoom link is not available to your students OR you need to share the meeting information with participants outside of WTClass, you can share meeting information with users outside of WTClass through email. Alternatively, you can share information with users in your course by using WTClass email, course messages, announcements, or post the meeting information in the content area of your course by adding a content item.

For instructions to share with students/participants on how to access and use Zoom, please see Zoom Student Web Page. Placing this information in your course helps guide users who are new to Zoom.

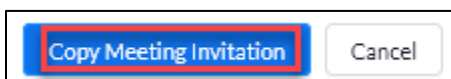### TO ACCESS THE MEETING INFORMATION TO SHARE

1. Click the Zoom Meeting link in your course menu, content area, or go to **Course Tools** > **Zoom**.

2. Click on the **Topic** listed for your meeting.
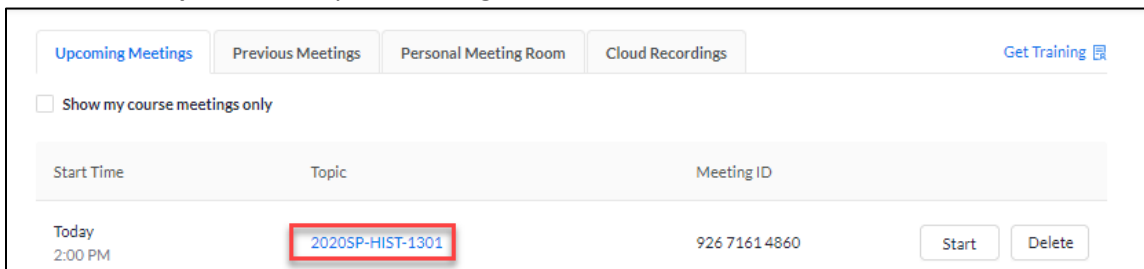
3. Locate the **Invite Attendees** section, click on **Copy the invitation** link.
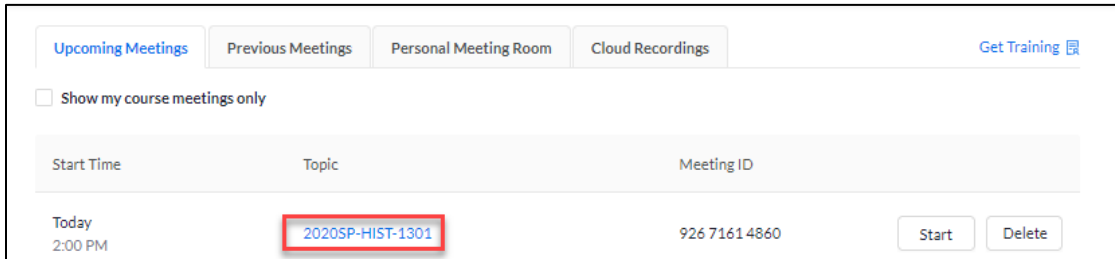

4. Click on the **Copy Meeting Invitation** (blue button) to copy the complete meeting information to your clipboard

5. Paste information into your desired sharing location.

EDIT A MEETING AND VIEW/EDIT A PASSCODE

1. Click the Zoom Meeting link in your course menu, content area, or go to **Course Tools** > **Zoom**.

2. Click on the **Topic** listed for your meeting.

3. At the end of the page, click on **Delete this Meeting** to delete your meeting or **Edit this Meeting** to update your meeting information, including access to you meeting passcode.