# SCHEDULE A ZOOM MEETING IN WTCLASS

ADDING ZOOM TO A COURSE

By default students do not have access to Zoom Meetings. You have the option to add a Zoom Meetings link into your course menu or content area, such as Lessons, for them to access. For directions, please visit [How to Add the Zoom Link to a Course in WTClass](#).
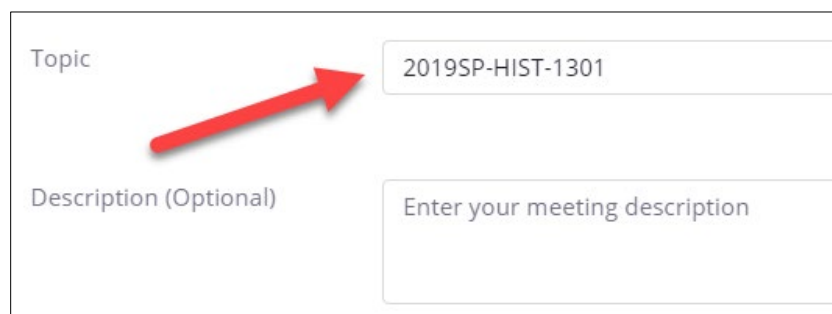
SCHEDULE A RECURRING MEETING FOR THE ENTIRE SEMESTER IN YOUR COURSE

By scheduling a reoccurring meeting for the entire semester, you always have your Zoom meeting ready for every class meeting.

1. Click the Zoom Meeting link in your course menu, content area, or go to **Course Tools** > **Zoom**.
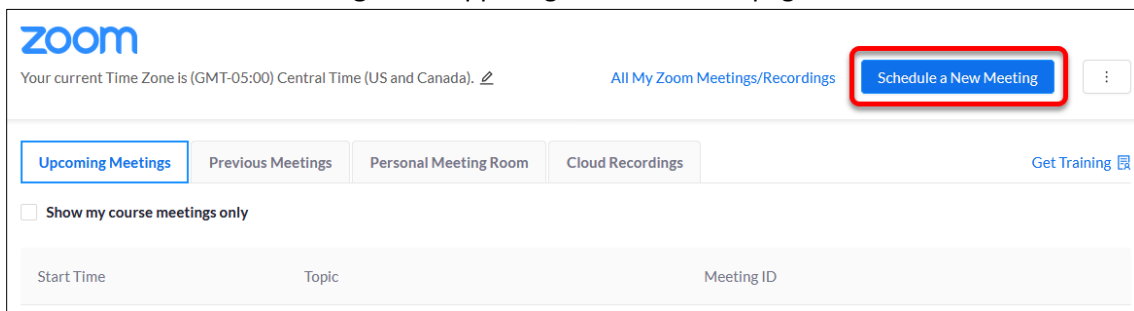
2. Click **Schedule a New Meeting** in the upper right corner of the page.

3. Select the recommended settings for the meeting:

   o **Topic:** Choose a topic/name for your meeting. By default the course name will be added.

o **When**: Select a date and time for your first class meeting. **NOTE**: *You can always start the meeting early, so you do not have to add additional time before in case you want to enter the meeting early.*

o **Duration**: Choose the approximate duration of your class. **NOTE:** *This is only for scheduling purposes. The meeting will not end once this length of time has passed.*

o **Time Zone:** By default, Zoom should use Central Time. Click on the drop down to select a different time zone.

o **Recurring meeting:** Select Recurring meeting, change Recurrence to **Weekly**, select the day(s) your class meets and set the **End date** to the last day of the term. It can recur up to 50 times. *If you need more than 50 recurrences, use the **No Fixed Time** option.*

o **Video**: Select to leave the video **Off** for Host and Participant to start the meeting. You and your students will still have the option to start video after entering the meeting.

- o **Meeting Options:** Select the option to **Mute participants upon entry**. Muting participants helps to reduce background noise that may occur upon entering.

- o Leave the options for "**Only authenticated users can join**" and "**Use Personal Meeting ID**" unchecked. These may prevent students from accessing the meeting.

- o (*Optional*) **Record the meeting automatically**: If you plan to record your meetings, select the option to **Record the meeting automatically**, and then select the option to record **In the cloud** so that your recording is automatically is placed into your Ensemble account within 24 hours. For more information, see Record & Share a Zoom Meeting in WTClass

- o **Alternative Hosts**: Additional faculty in your course may be listed here. You cannot add or remove Alternative Hosts within WTClass at this time. To add an alternative host, edit your meeting at http://wtamu.zoom.us. For more information, see Designating an Alternative Host in the WTAMU Zoom Website.

4. Click **Save**.

SCHEDULE OFFICE HOURS FOR ALL COURSES

When teaching more than one course, you can schedule a single Zoom meeting and make the information available to all students. The document below shows you how to schedule and easily manage your Office Hour Zoom meeting(s) information across multiple courses.

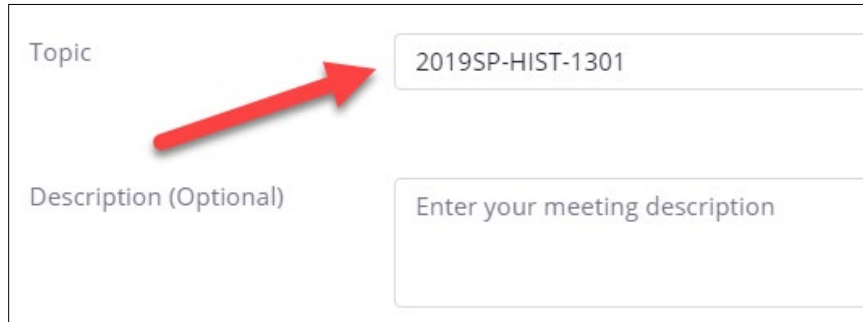Creating Zoom Office Hours for all Courses

SCHEDULE A SINGLE MEETING IN YOUR COURSE

1. Click the Zoom Meeting link in your course menu, content area, or Course Tools > Zoom.
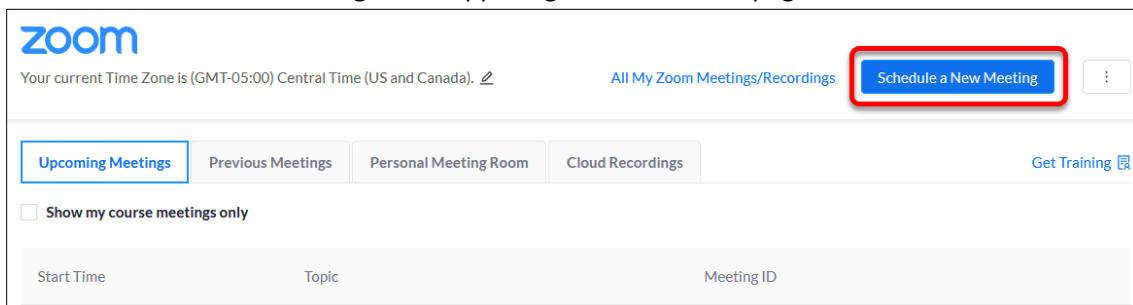
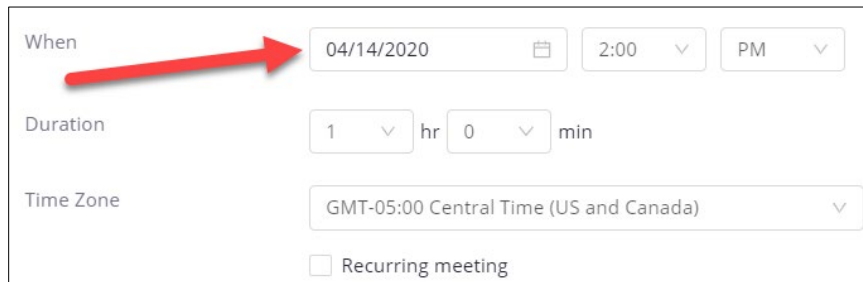2. Click **Schedule a New Meeting** in the upper right corner of the page.

3. Select the recommended settings for the meeting:
    o **Topic:** Choose a topic/name for your meeting. By default the course name will be added.
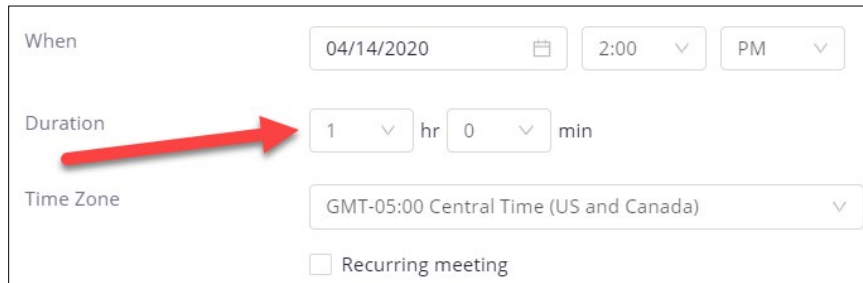

    o **When**: Select a date and time for your meeting. **NOTE**: *You can always start the meeting early, so you do not have to add additional time before in case you want to enter the meeting early.*
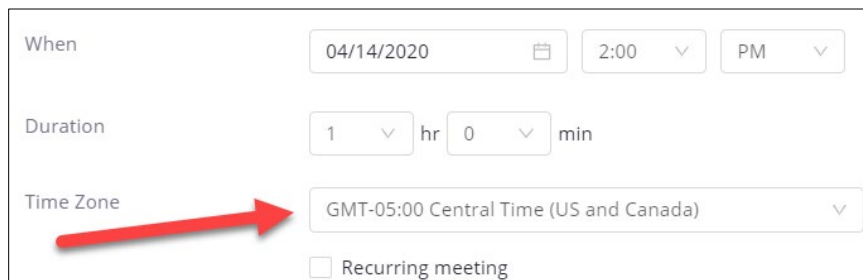

    o **Duration**: Choose the approximate duration of your meeting. **NOTE**: *This is only for scheduling purposes. The meeting will not end once this length of time has passed*.

    o **Time Zone:** By default, Zoom should use Central Time. Click on the drop down to select a different time zone.

- o **Video**: Select to leave the video **Off** for Host and Participant to start the meeting. You and your participants will still have the option to start video after entering the meeting.

- o **Meeting Options:** Select the option to **Mute participants upon entry**. Muting participants helps to reduce background noise that may occur upon entering.

- o Leave the options for "**Only authenticated users can join**" and "**Use Personal Meeting ID**" unchecked. These may prevent students from accessing the meeting.

- o (*Optional*) **Record the meeting automatically**: If you plan to record your meetings, select the option to **Record the meeting automatically**, and then select the option to record **In the cloud** so that your recording is automatically is placed into your Ensemble account within 24 hours. For more information, see Record & Share a Zoom Meeting in WTClass

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4. Click **Save**.