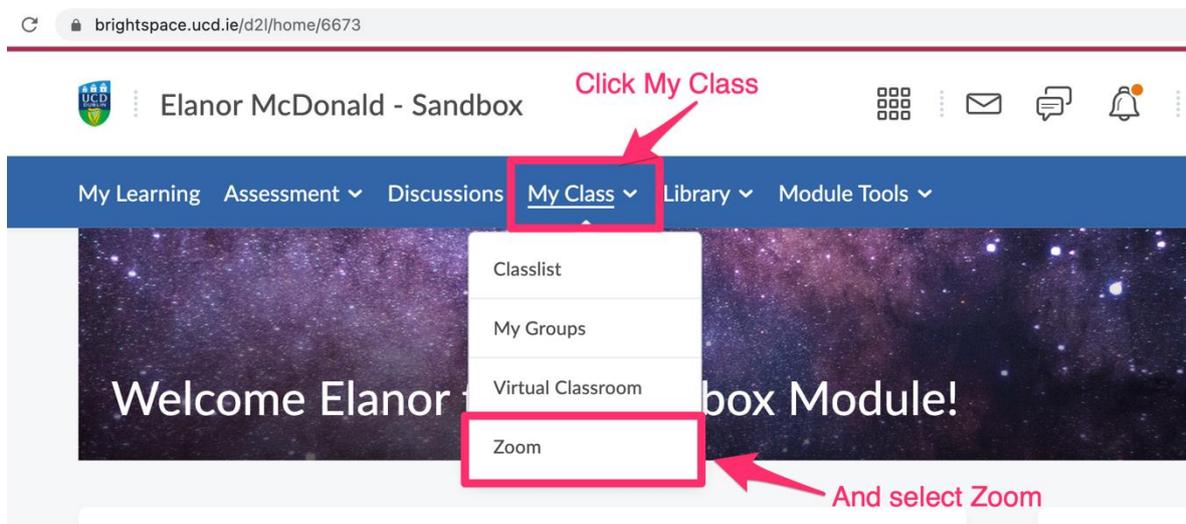


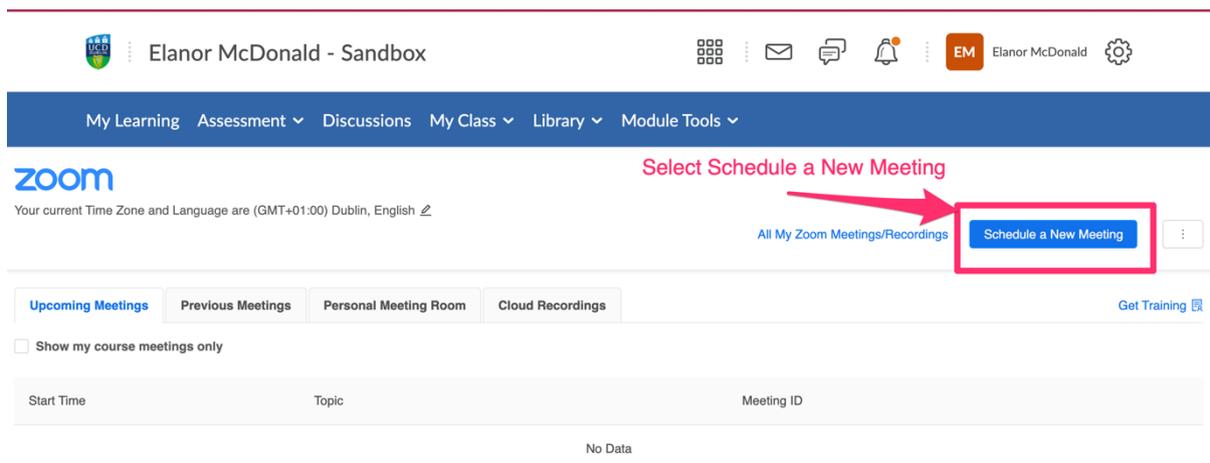
## Creating Online Classes in Zoom

As Zoom is now integrated with Brightspace, we strongly advise setting up all your Zoom 'Meetings' or online classes via the module on Brightspace. Creating your online classes with Zoom in Brightspace means students will have access to the online class links via the module *without* you completing extra steps to import sessions you have created in your Zoom cloud account.

**Step 1:** To create your online classes in Zoom via Brightspace, navigate to the module. Go to the main module menu and select *My Class*. From the dropdown click *Zoom*.



**Step 2:** To create a new online class, click *Schedule a New Meeting*



**Step 3:** The next screen will present you with a number of settings that you can apply for your online classes. Begin by naming the online class. If you are creating classes week by week then it is advisable to name each class with a 'week' identifier, e.g. Week 1 Online Class. If you are creating a recurring event, you could name the class 'Weekly Lecture' as the

entry point for students will be the same each time the class runs. You can also give a description of the class.



Course Meetings > Schedule a Meeting

**Add the title of the online class**

Topic: Weekly Lecture

**And the description**

Description (Optional): This is the link for your weekly online lecture.

Next, set the date, time and duration for the online class. Note that the date displays in American time format. The time zone however is set to Irish time. At this point you can decide to set a weekly online class by using the *Recurring meeting* options. In this example, the class ends after 12 occurrences.

**Set the time, date and duration of the online class**

When: 06/14/2021 1:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT+01:00) Dublin

**You can set recurring classes with the Recurring Meeting option**

Recurring meeting: Every week on Mon, until Jul 26, 2021, 7 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End Date:  By 07/26/2021  After 7 occurrences

In the *Security* settings, keep the *Passcode* option on. The *Waiting Room* can be switched on if you wish but bear in mind that alerts will trigger when students join the waiting room and instructors will have to approve admittance to the class. This could prove to be a difficult process to manage when dealing with large cohorts. Consider turning this off if you are teaching a large module

Registration:  Required

**Keep passcode on**

Security:  Passcode: 174215  
Only users who have the invite link or passcode can join the meeting

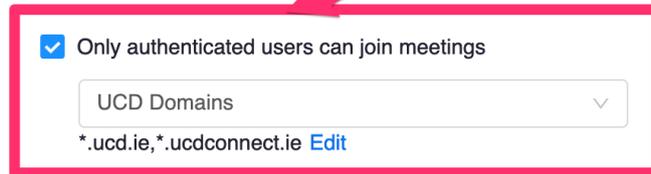
**Waiting room is optional**

Waiting room: Only users admitted by the host can join the meeting

Only authenticated users can join meetings

We strongly advise turning on *Only authenticated users can join meetings* and selecting *Restrict to UCD domains*. This will ensure that only students who have an account tied to their @ucdconnect email can join the session.

Select Only authenticated users can join meetings and restrict to UCD domains

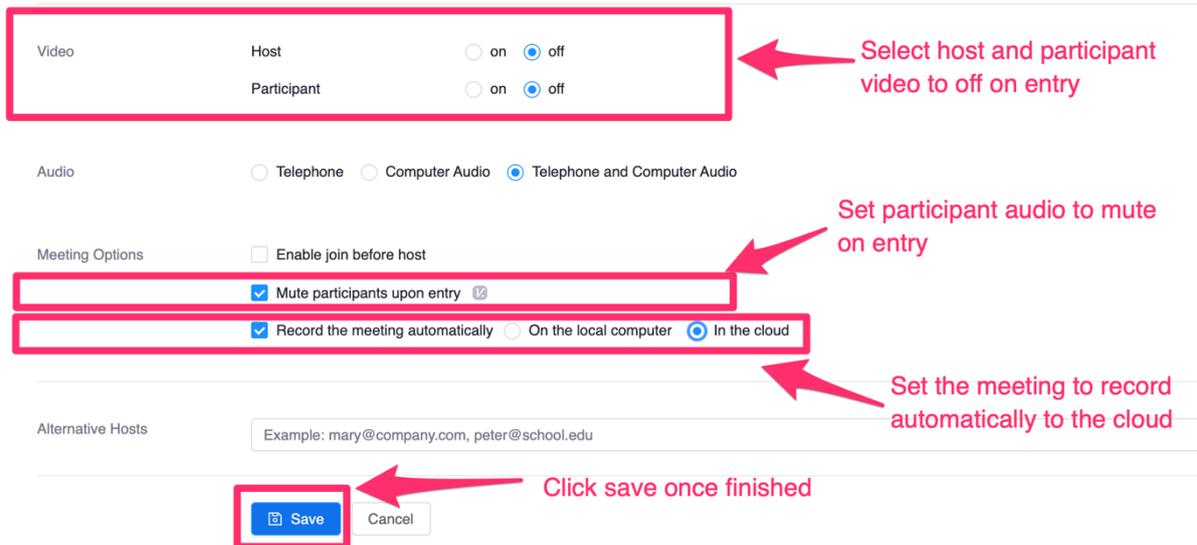


Only authenticated users can join meetings

UCD Domains

\*.ucd.ie,\*.ucdconnect.ie [Edit](#)

For the final settings of the online class, it is advised that you set both host and participants video to off when entering the session. Set participants audio to mute on entry. This will reduce background noise occurring as students join the online class. It is recommended to choose *Record the Meeting Automatically*. You can manually stop any class recording in the event that you do not want the class documented in this way. Click *Save* when you are finished setting up the online class / classes.



Video

Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Telephone and Computer Audio

Meeting Options

Enable join before host

Mute participants upon entry

Record the meeting automatically  On the local computer  In the cloud

Alternative Hosts

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

Save  Cancel

### Step 4: Your online class settings will appear on a confirmation screen.

The screenshot shows the Zoom meeting settings for a 'Weekly Online Class'. The meeting is scheduled for Jun 14, 2021, at 4:00 PM Dublin, recurring every week until Jul 26, 2021. The meeting ID is 674 7858 6043. The settings include: Security (Passcode, Waiting room, Only authenticated users can join meetings), Video (Host off, Participant off), Audio (Telephone and Computer Audio), and Meeting Options (Enable join before host, Mute participants upon entry, Record the meeting automatically in the cloud). Buttons for 'Delete this Meeting', 'Edit this Meeting', and 'Start this Meeting' are visible at the bottom.

### Step 5: The online class (or classes if you have set recurring meetings) will also be displayed on the Zoom landing page in Brightspace

The screenshot shows the Zoom landing page with the 'Upcoming Meetings' tab selected. It displays a list of recurring meetings for the 'Weekly Online Class' with the same meeting ID (674 7858 6043). The meetings are listed for Today, Mon, Jun 21, Mon, Jun 28, and Mon, Jul 5, all at 4:00 PM. Each entry includes a 'Delete' button. The page also shows navigation options like 'All My Zoom Meetings/Recordings', 'Schedule a New Meeting', and 'Get Training'.

Start Time	Topic	Meeting ID	Actions
Today (Recurring) 4:00 PM	Weekly Online Class	674 7858 6043	Start Delete
Mon, Jun 21 (Recurring) 4:00 PM	Weekly Online Class	674 7858 6043	Delete
Mon, Jun 28 (Recurring) 4:00 PM	Weekly Online Class	674 7858 6043	Delete
Mon, Jul 5 (Recurring) 4:00 PM	Weekly Online Class	674 7858 6043	Delete