

# Zoom Host Set up (Brightspace) Instructions

Log into Brightspace and select the course you'd like to host the Zoom session in.

In the course, select TOOLS – ZOOM CLASSROOM.

On the next screen, choose the blue button – “schedule a new meeting”

Schedule a New Meeting

In the pop up, give your session a name and description (optional), choose a date, time and length of session (you can start and stop the session whenever you'd like – this provides students with an idea of the session duration).

Ensure participants have an option to connect with sound – computer audio is best.

**(NOTE: If participating with telephone – recommend to participants NOT to have Zoom contact them. It is better if participants call in using the toll free number provided to ensure participants aren't paying minutes on their cell phone plans if calling through a US number).**

The remainder of the options are fine to leave as default.

When done, select SAVE at the bottom.

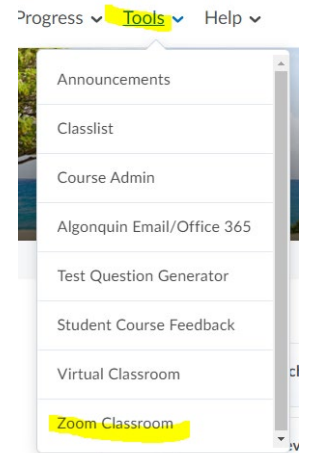
*\*Teachers – once you have create a Zoom, copy the link provided and paste it in an announcement or Content area for students to access quickly.*

To begin your Zoom session (or test it out) – go back to TOOLS – ZOOM CLASSROOM, and select START on the session.

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To participate in a Zoom session through Brightspace, go into the course, and select TOOLS – ZOOM CLASSROOM.

Choose the desired session from the list and select the Join button on the right.



Topic: EXAMPLE SESSION

Description (Optional): Enter your meeting description

When: 03/20/2020 7:00 AM

Duration: 1 hr 0 min

Registration:  Required

Video: Host  on  off  
Participant  on  off

Audio:  Telephone  Computer Audio  Both

Meeting Options:  Require meeting password  
 Enable join before host  
 Mute participants upon entry   
 Use Personal Meeting ID 6396971213  
 Enable waiting room  
 Record the meeting automatically