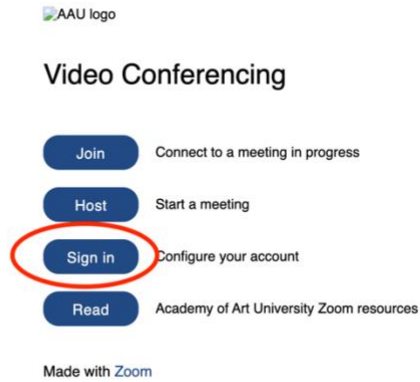
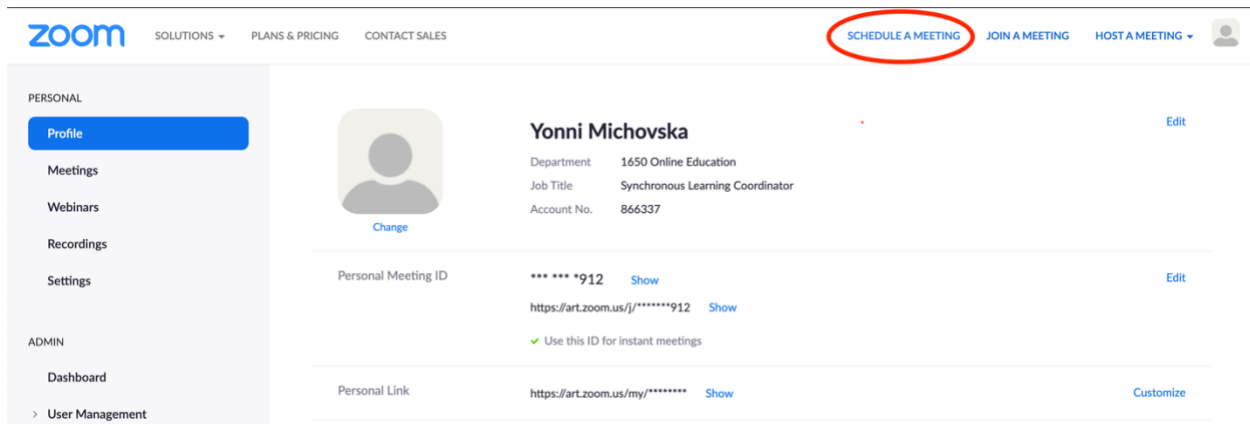


Scheduling a Recurring Meeting

Step 1: Open a new browser window and go to art.zoom.us. Press the *Sign In* button.

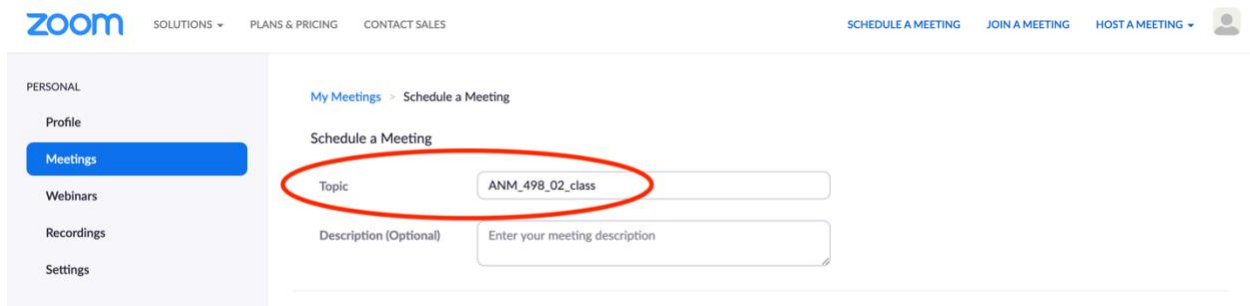


Step 2: From your Zoom profile home page, click on *Schedule a Meeting* at the top of the screen. You will need to schedule a separate meeting for every course that you are teaching.



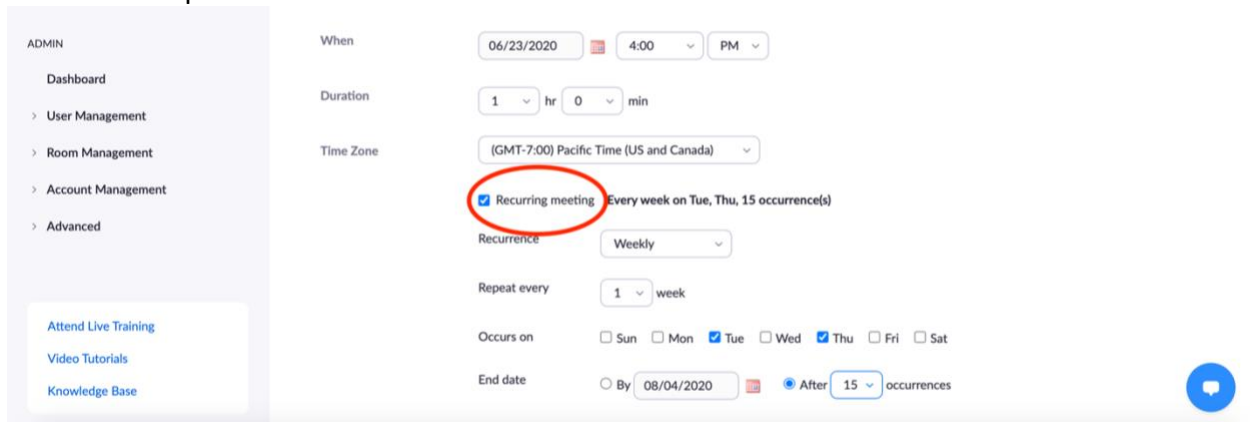
Step 3: In the topic section, use the following naming structure based on the course you are teaching:

- Regular Onsite Virtual Class:
Department_Course Number_Section Number_class
Example: ANM_498_02_class
- PCAE Onsite Virtual Class:
Department_Course Number_Section Number_AE
Example: ANM_498_02_AE



The screenshot shows the Zoom 'Schedule a Meeting' interface. On the left is a navigation menu with 'Meetings' selected. The main area is titled 'Schedule a Meeting' and contains a form. The 'Topic' field is highlighted with a red circle and contains the text 'ANM_498_02_class'. Below it is a 'Description (Optional)' field with the placeholder text 'Enter your meeting description'.

Step 4: Select the date of your first-class occurrence. Select the time, and duration. Select *Recurring Meeting*. Select how many times this class will be held weekly and which days it will be held. Set up the end date or number of occurrences.

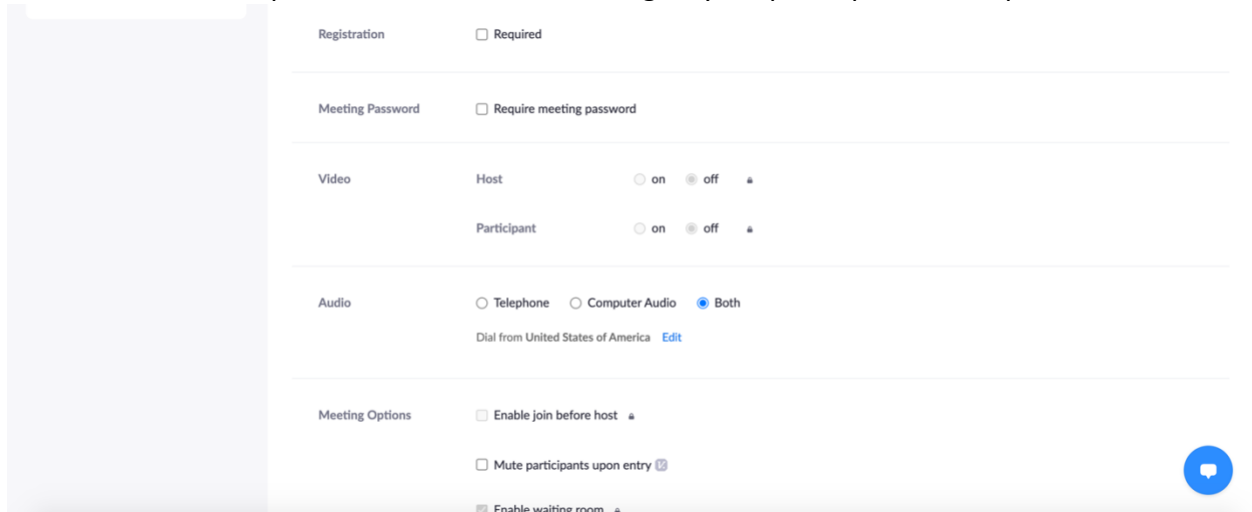


The screenshot shows the 'When' and 'Recurring meeting' sections of the Zoom 'Schedule a Meeting' page. The 'When' section includes fields for 'When' (06/23/2020), 'Duration' (1 hr 0 min), and 'Time Zone' (GMT-7:00 Pacific Time (US and Canada)). The 'Recurring meeting' section has a checked checkbox labeled 'Recurring meeting' (highlighted with a red circle), followed by 'Every week on Tue, Thu, 15 occurrence(s)'. Below this are fields for 'Recurrence' (Weekly), 'Repeat every' (1 week), 'Occurs on' (checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, Sat), and 'End date' (radio buttons for 'By' and 'After', with 'After' selected and '15' occurrences).

- We ask you to schedule a recurring meeting so you will have one unique link, per class, per semester. Scheduling a recurring meeting avoids having you schedule a new meeting each week or module.

Step 5: Explanations of the following:

- Registration and meeting password are not required.
- Host and participant video are locked off as a security measure, however you and your participants can turn your video on manually once you enter the room.
- Leave both options selected for audio, to give your participants two option to connect.



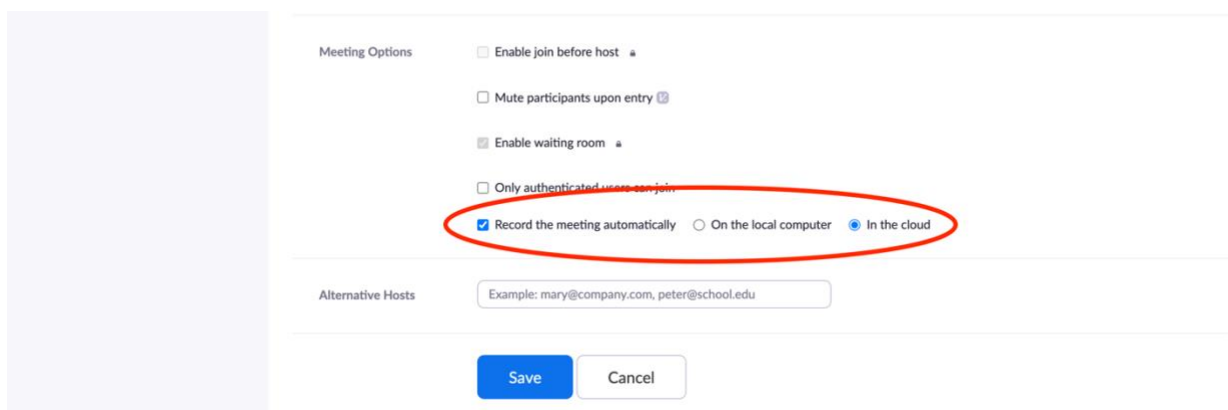
A screenshot of a meeting settings interface. The settings are as follows:

- Registration: Required
- Meeting Password: Require meeting password
- Video: Host on off; Participant on off
- Audio: Telephone Computer Audio Both; Dial from United States of America [Edit](#)
- Meeting Options: Enable join before host; Mute participants upon entry; Enable waiting room

A blue chat icon is visible in the bottom right corner.

Step 6: We are requiring recording for all onsite virtual classes. You have the following two options. You can set the meeting up to record automatically, or you can manually start the recording once you are ready in the room. We recommend you *Record to the Cloud*. Cloud recordings are generated as a unique link, are transcribed, and easily sharable.

- To record automatically, check the record automatically box.
- To manually start the recording in the room, leave the record automatically box unchecked.

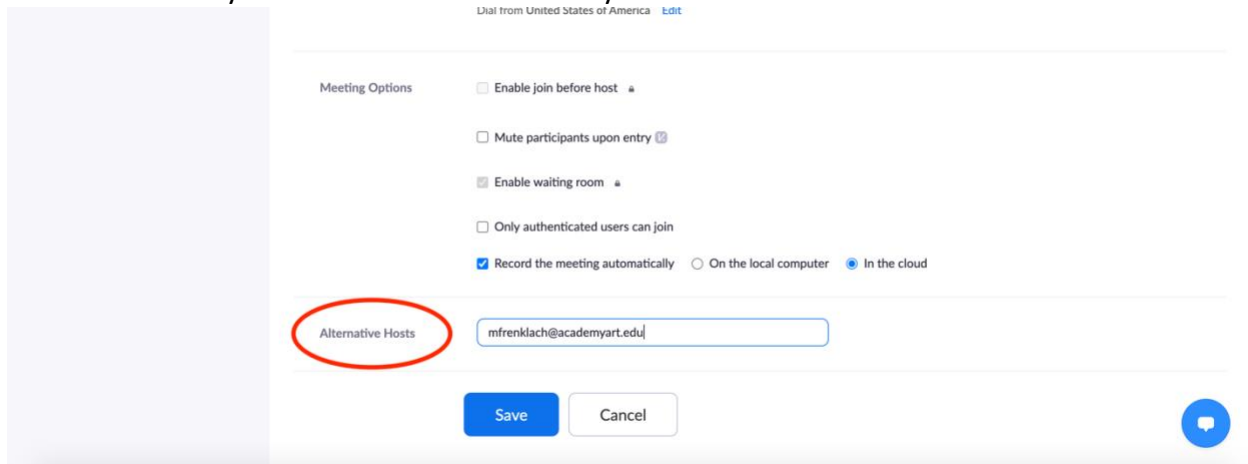


A screenshot of a meeting settings interface, focusing on the recording options. The settings are as follows:

- Meeting Options: Enable join before host; Mute participants upon entry; Enable waiting room; Only authenticated users can join
- Recording: Record the meeting automatically On the local computer In the cloud
- Alternative Hosts:

At the bottom, there are "Save" and "Cancel" buttons. A red oval highlights the recording options.

Step 7: For those of you expecting a substitute teacher, or who have a co-teacher, you may add their email address in the “alternative hosts” section provided. The alternative host must be a licensed Academy Zoom user with an Academy email.



The image shows a Zoom meeting options dialog box. At the top, it says "Dial from United States of America" with a "Edit" link. Below this is a "Meeting Options" section with several checkboxes: "Enable join before host" (unchecked), "Mute participants upon entry" (unchecked), "Enable waiting room" (checked), and "Only authenticated users can join" (unchecked). There are also radio buttons for "Record the meeting automatically": "On the local computer" (unchecked) and "In the cloud" (checked). Below the options is the "Alternative Hosts" section, which is circled in red. It contains a text input field with the email address "mfrenklach@academyart.edu". At the bottom of the dialog are "Save" and "Cancel" buttons, and a blue speech bubble icon in the bottom right corner.

Step 8: Click the **Save** button. When saving your scheduled meeting, the system generates a unique meeting link specific to that recurring meeting. You will copy and paste the link to your class listing in the online Learning Management System for your students to access. Post this link in the **Class Discussion area**, and also as a **Class Announcement**.

You must schedule and post a separate meeting link for each course that you are teaching and post the appropriate link to the corresponding class discussion and as an announcement