



Zoom Scheduling Guide

From within NYU Classes

Last Updated 3/6/2020



Scheduling

The screenshot shows the 'Teaching Tools for Online' page in the NYUClasses system. A dropdown menu is open, listing various tools: Course Home, Using Zoom, Announcements, Attendance, Zoom, Panopto, Roster, and Chat Room. The 'Zoom' option is highlighted with a purple box. A callout box with a yellow circle containing the number '1' and an arrow pointing to the 'Zoom' option contains the text: 'Click Zoom from your course site tools'. The background shows a course site with a message: 'This site has been created and recommended and supported for online, remote instruction.' and a 'COURSE WALL' section with a post from 'Special Service Account'.

Scheduling (cont.)

The screenshot shows the Zoom interface within the NYUClasses portal. The left sidebar contains navigation options like 'Course Home', 'Using Zoom', 'Announcements', 'Attendance', 'Zoom', 'Panopto', 'Roster', 'Chat Room', 'Course Materials', 'Settings', 'Media Gallery', 'Statistics', and 'Help'. The main content area displays the Zoom logo, the current time zone (GMT-04:00 Eastern Time), and a 'Schedule a New Meeting' button. Below this is a table of upcoming meetings.

Start Time	Topic	Meeting ID	
Today 1:00 PM	Teaching Tools for Online Host: Special Service Account	426-048-789	
Today 1:30 PM	Teaching Tools for Online 2 Host: Special Service Account	226-759-869	
Today 2:00 PM	Intro to US Law: Class 5	533-138-719	Start Delete
Wed, Mar 11 1:00 PM	Intro to US Law: Class 6	934-695-401	Start Delete
Mon, Mar 16 2:00 PM	Intro to US Law: Class 7	762-490-267	Start Delete
Wed, Mar 18 1:00 PM	Intro to US Law: Class 8	851-443-699	Start Delete

A callout box with the number '2' and the text 'Click Schedule a New Meeting' points to the 'Schedule a New Meeting' button.

Scheduling (cont.)

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Topic is prepopulated. Append with the course date

Topic: Teaching Tools for Online 3/20/20

Description (Optional): Enter your meeting description

When: 03/09/2020 3:00 PM

Duration: 1 hr 0 min

Time Zone: GMT-04:00 Eastern Time (US and Canada)

Registration: Required

Scheduling (cont.)

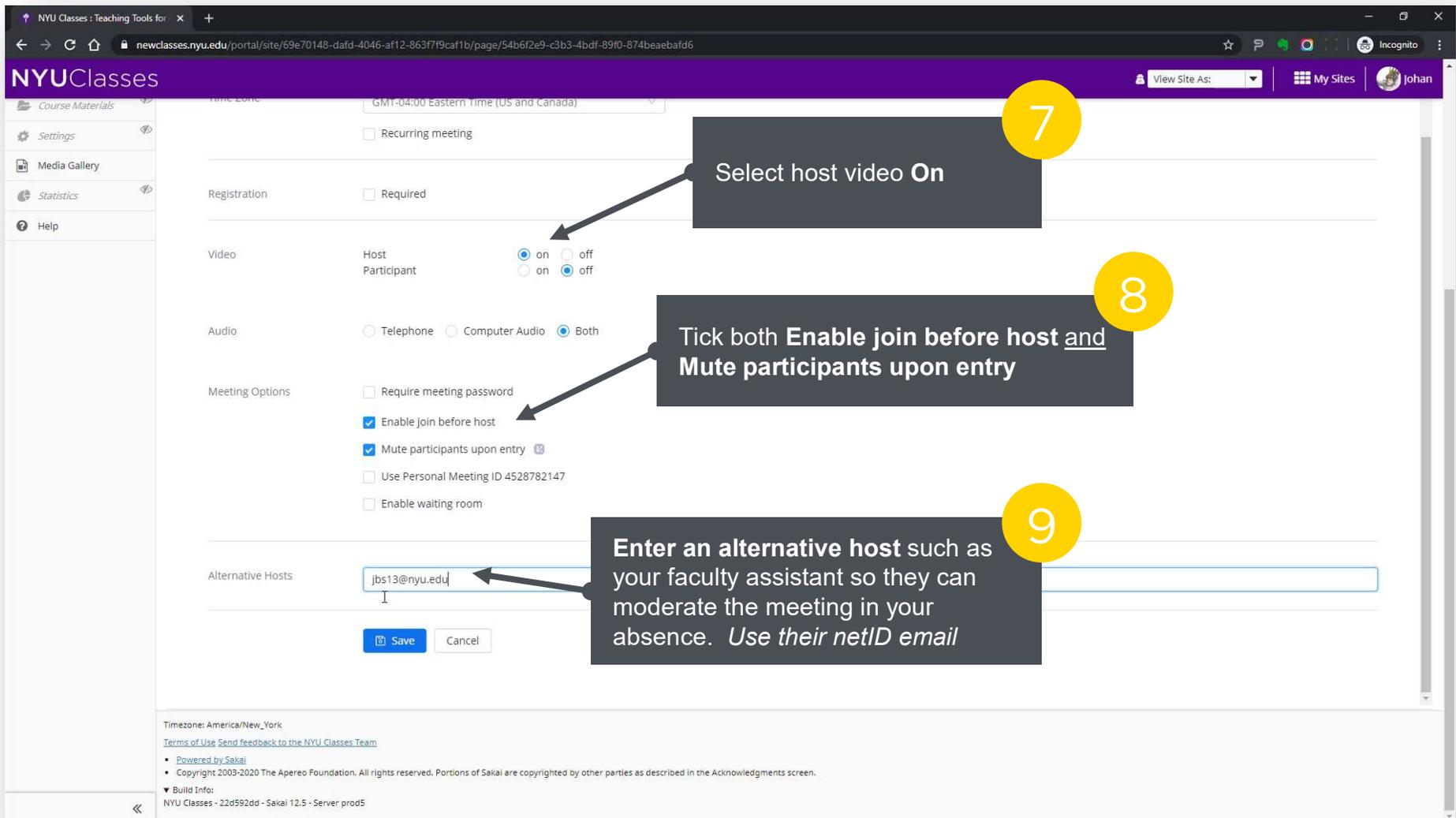
The screenshot shows the Zoom scheduling form within the NYUClasses portal. The interface includes a navigation menu on the left, a breadcrumb trail at the top, and a main content area for scheduling a Zoom meeting. Three callouts are present:

- Callout 4:** A yellow circle with the number '4' and a dark grey box containing the text "Select the meeting Date." An arrow points from this box to the date field in the "When" section, which is currently set to "03/09/2020".
- Callout 5:** A yellow circle with the number '5' and a dark grey box containing the text "Enter the meeting time 15 minutes prior to the actual start. I.e. For a 2:00pm session enter 1:45pm". An arrow points from this box to the time field in the "When" section, which is currently set to "3:00".
- Callout 6:** A yellow circle with the number '6' and a dark grey box containing the text "Select the meeting length (duration)". An arrow points from this box to the duration field in the "Duration" section, which is currently set to "1" hour and "0" minutes.

The form fields visible in the screenshot are:

- Topic:** Teaching Tools for Online 3/20/20
- Description (Optional):** Enter your meeting description
- When:** 03/09/2020, 3:00, PM
- Duration:** 1 hr, 0 min
- Time Zone:** GMT-04:00 Eastern Time (US and Canada)
- Recurring meeting:**
- Registration:** Required

Scheduling (cont.)

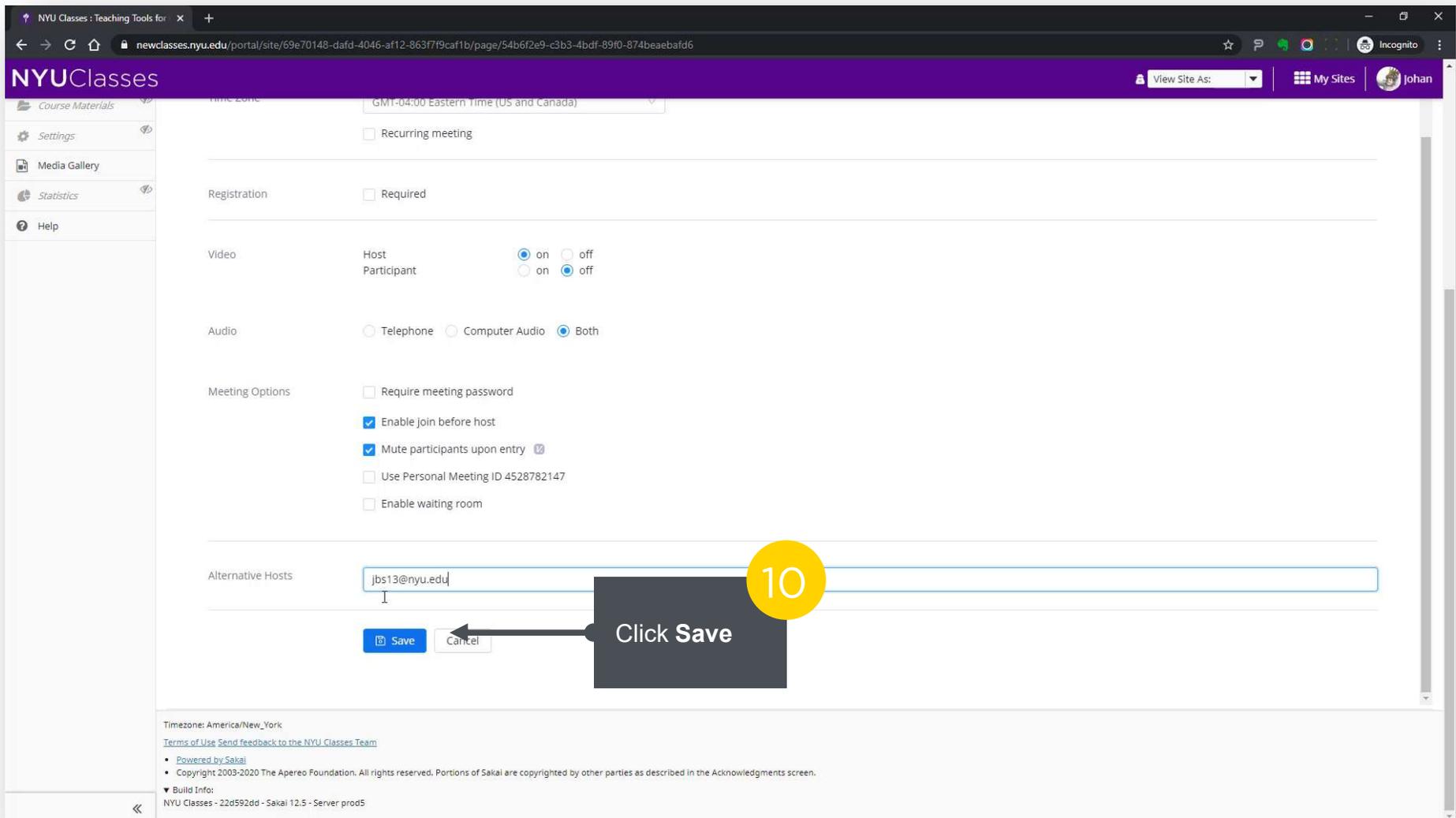


The screenshot shows the Zoom scheduling interface within the NYUClasses portal. Three callouts provide instructions:

- 7:** Select host video On. This callout points to the 'Host' video setting, where the 'on' radio button is selected.
- 8:** Tick both **Enable join before host** and **Mute participants upon entry**. This callout points to the 'Meeting Options' section, where both checkboxes are checked.
- 9:** Enter an alternative host such as your faculty assistant so they can moderate the meeting in your absence. *Use their netID email*. This callout points to the 'Alternative Hosts' text input field, which contains the email address 'jbs13@nyu.edu'.

At the bottom of the interface, there are 'Save' and 'Cancel' buttons. The footer contains information about the time zone (America/New_York), terms of use, and copyright information.

Scheduling (cont.)



The screenshot shows the NYUClasses interface for scheduling a Zoom meeting. The browser address bar shows the URL: `newclasses.nyu.edu/portal/site/69e70148-dafd-4046-af12-863f7f9caf1b/page/54b6f2e9-c3b3-4bdf-89f0-874beaebafd6`. The page title is "NYUClasses".

On the left sidebar, there are links for "Course Materials", "Settings", "Media Gallery", "Statistics", and "Help".

The main content area contains the following settings:

- Time Zone: GMT-04:00 Eastern Time (US and Canada)
- Recurring meeting
- 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 4528782147
 - Enable waiting room
- Alternative Hosts:

At the bottom, there are "Save" and "Cancel" buttons. A callout box with a yellow circle containing the number "10" and the text "Click Save" points to the "Save" button.

Footer information includes:

- Timezone: America/New_York
- [Terms of Use](#) [Send feedback to the NYU Classes Team](#)
- Powered by Sakai
- Copyright 2003-2020 The Apereo Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.
- Build Info: NYU Classes - 22d592dd - Sakai 12.5 - Server prod5

Scheduling (cont.)

The screenshot shows the NYUClasses interface for a course. The left sidebar contains a menu with 'Zoom' selected. A callout box with the number 11 points to the 'Zoom' link, with the text: "Click Zoom link again to refresh and view your schedule meetings".

The main content area displays a 'ZOOM' section with a blue banner: "Make the most of your Zoom session by following these [best practices](#) for instructors and students. Learn more about Zoom in [NYU ServiceLink](#)." Below this is a 'Schedule a New Meeting' button and a link to 'All My Zoom Meetings/Recordings'.

The 'Upcoming Meetings' tab is active, showing a table of scheduled sessions:

Start Time	Topic	Meeting ID	Actions
Today 1:00 PM	Teaching Tools for Online Host Special Service Account	426-048-789	Join
Today 1:30 PM	Teaching Tools for Online 2 Host Special Service Account	226-759-869	Join
Today 2:00 PM	Intro to US Law: Class 5	533-138-719	Start Delete
Wed, Mar 11 1:00 PM	Intro to US Law: Class 6	934-695-401	Start Delete
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Wed, Mar 18 1:00 PM	Intro to US Law: Class 8	851-443-699	Start Delete

Scheduling (cont.)

The screenshot shows the NYUClasses Zoom interface. The left sidebar contains navigation options like Course Home, Using Zoom, Announcements, Attendance, Zoom, Panopto, Roster, Chat Room, Course Materials, Settings, Media Gallery, Statistics, and Help. The main content area displays a Zoom dashboard with a 'Schedule a New Meeting' button and a list of 'Upcoming Meetings'.

The 'Upcoming Meetings' list includes the following data:

Start Time	Topic	Meeting ID	Actions
Today 1:00 PM	Teaching Tools for Online Host Special Service Account	426-048-789	Join
Today 1:30 PM	Teaching Tools for Online 2 Host Special Service Account	226-758-869	Join
Today 2:00 PM	Intro to US Law: Class 5		Start Delete
Wed, Mar 11 1:00 PM	Intro to US Law: Class 6	934-695-401	Start Delete
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A callout box with the number 12 points to the 'Intro to US Law: Class 5' meeting title, with the text: "To edit an existing meeting, click the Topic title".