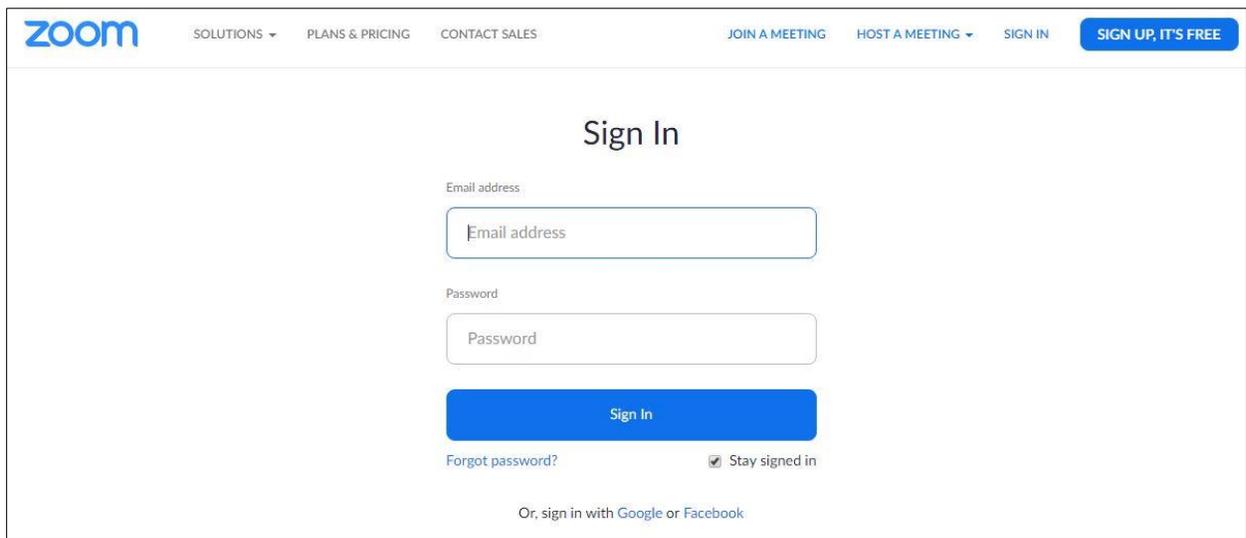


How to Create a Zoom Link for Your Course

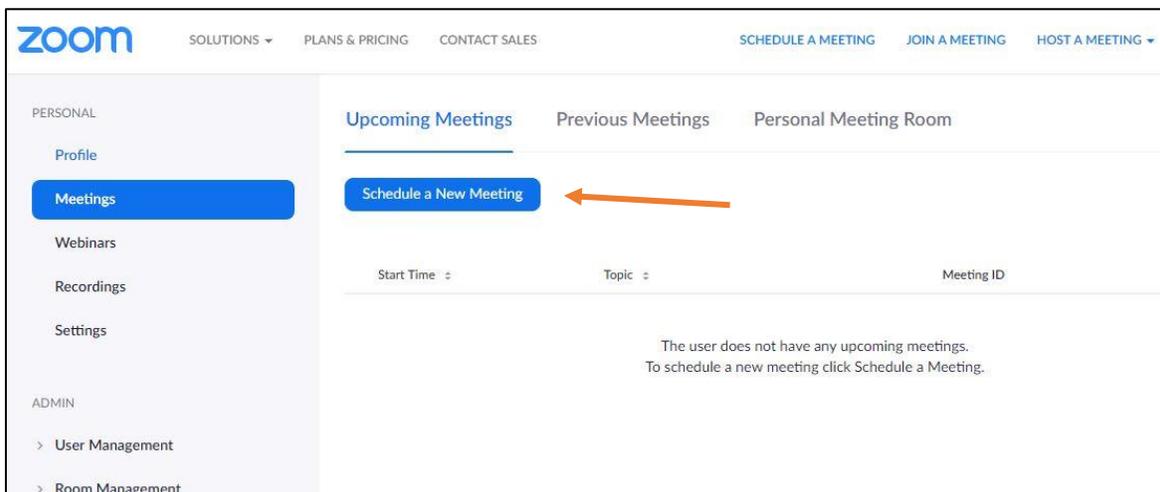
You should already have a Zoom account created with your swbts.edu email address and have been assigned a Pro License by Campus Technology. If you do not have a Pro License, please contact CampusTechnology@swbts.edu.

1. Go to zoom.us and sign in to your Zoom account. The email address should be your faculty swbts.edu email.



The screenshot shows the Zoom Sign In page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a blue button for SIGN UP, IT'S FREE. The main heading is "Sign In". Below this, there are two input fields: "Email address" and "Password". A blue "Sign In" button is positioned below the password field. There are also links for "Forgot password?" and a checkbox for "Stay signed in". At the bottom, it says "Or, sign in with Google or Facebook".

2. Once you have signed in, click "Schedule a New Meeting"



The screenshot shows the Zoom dashboard. The top navigation bar includes SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. On the left, there is a sidebar menu with sections for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management). The "Meetings" option is highlighted in blue. The main content area has tabs for "Upcoming Meetings", "Previous Meetings", and "Personal Meeting Room". Under "Upcoming Meetings", there is a blue button labeled "Schedule a New Meeting" with an orange arrow pointing to it. Below this button are fields for "Start Time", "Topic", and "Meeting ID". At the bottom, a message states: "The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting."

3. Type the name of the course in "Topic." You can add a meeting description if you would like.

The screenshot shows the Zoom 'Schedule a Meeting' interface. On the left is a navigation sidebar with 'PERSONAL' and 'ADMIN' sections. The 'Meetings' option is highlighted in blue. The main content area is titled 'My Meetings > Schedule a Meeting'. Below this, the 'Schedule a Meeting' form is displayed. The 'Topic' field is highlighted with an orange arrow and contains the text 'Course Name'. The 'Description (Optional)' field contains the text 'Enter your meeting description'. The 'When' section shows the date '07/22/2019', a calendar icon, the time '3:00', and 'PM'. The 'Duration' section shows '1' hour and '0' minutes. The 'Time Zone' is set to '(GMT-5:00) Central Time (US and Canada)'. There is an unchecked checkbox for 'Recurring meeting'. The 'Video' section has 'Host' and 'Participant' options, both set to 'off'. The 'Audio' section has 'Telephone', 'Computer Audio', and 'Both' options, with 'Both' selected. At the bottom, there is a link for 'Dial from United States' and an 'Edit' link.

4. Check the box next to “Recurring Meeting”

The screenshot shows the Zoom 'Schedule a Meeting' interface. On the left is a navigation sidebar with 'Meetings' selected. The main content area is titled 'Schedule a Meeting' and includes fields for 'Topic' (Course Name), 'Description (Optional)', 'When' (07/22/2019, 3:00 PM), 'Duration' (1 hr, 0 min), and 'Time Zone' ((GMT-5:00) Central Time (US and Canada)). Below these fields, the 'Recurring meeting' checkbox is checked and highlighted with an orange arrow. At the bottom, there are radio buttons for 'Video' settings for 'Host' and 'Participant', both currently set to 'off'.

5. Change the “Recurrence” to “No Fixed Time”

This close-up shows the 'Recurring meeting' settings. The 'Recurring meeting' checkbox is checked, and the text 'Every day, until Jul 28, 2019, 7 occurrence(s)' is displayed. The 'Recurrence' dropdown menu is open, showing options: 'Daily', 'Weekly', 'Monthly', and 'No Fixed Time'. An orange arrow points to the 'No Fixed Time' option. To the right, the 'End date' section shows 'After 7 occurrences' selected.

6. Make sure "Video" is "On" for host and "Off" for participant.
7. Click "Save" at the bottom of the screen.

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United States [Edit](#)

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry 

Use Personal Meeting ID 970-385-5692

Enable waiting room

Record the meeting automatically on the local computer



8. After you have saved the meeting, the screen will show a summary of the meeting. Next to “Join URL:” it will show the link for the meeting. You can copy this link and share it with your students.

The screenshot displays the Zoom meeting management interface. At the top, it shows the breadcrumb "My Meetings > Manage 'Course Name'" and a blue "Start this Meeting" button. The interface is organized into sections: "Topic" with the value "Course Name"; "Time" with the value "Recurring meeting" and "Add to" options for "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calendar"; "Meeting ID" with the value "546-449-236"; and "Join URL:" with the value "https://zoom.us/j/546449236". The URL is enclosed in an orange box, and an orange arrow points to it from the right. A "Copy the invitation" button is located to the right of the URL.

Need further assistance?
Contact Campus Technology at (817) 921-8555 or
campustechnology@swbts.edu