

# Creating Always Available Zoom Meetings in D2L for Students

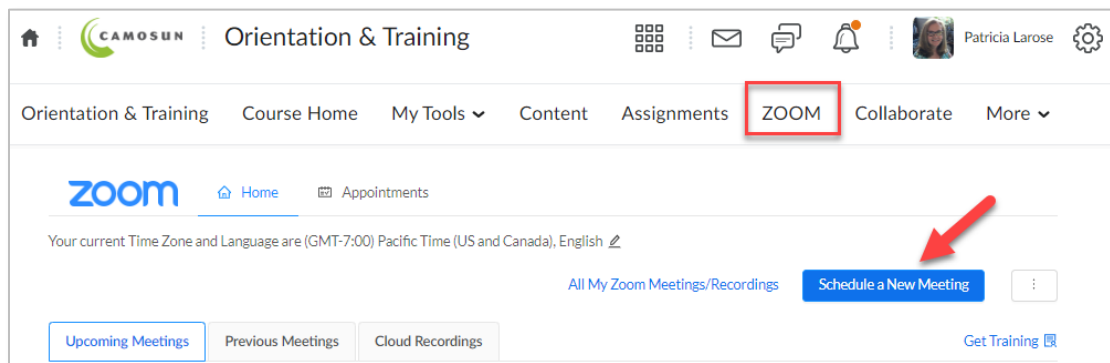
This tutorial describes how to create a Zoom meeting in D2L for your students to use on their own. This meeting is called an “Always Available” meeting because it does not have a designated start or end time.

**Note:** When you create new Zoom meetings, the settings will default to your global settings specified in the Zoom Web Portal. Therefore, we recommend updating your Global Setting before creating Zoom meetings (see the tutorial **Global Settings – Zoom Web Portal**).

For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

## Steps

1. Access your course in D2L.
2. Navigate to **Zoom** within D2L, select the **Home** tab, and then select the **Schedule a New Meeting** button.



3. In the setup window, enter the following information:

**Topic:** Enter a title for the Zoom meeting. For example, "Open Meeting Room"

**Description:** Optional – Include any relevant information for the meeting, such as readings or participation instructions.

**Time Zone:** Confirm the time zone is correct.

**Recurring meeting:** Select the **Recurring meeting** checkbox.

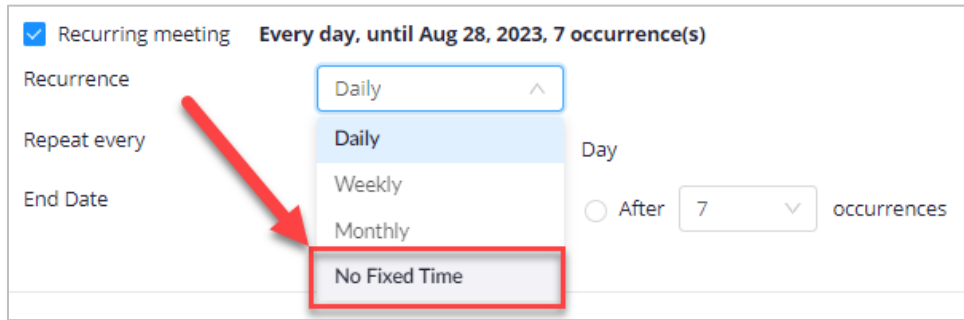
**Note:** The **When** (date/time) and **Duration** sections can be ignored, as they will become redundant in the next step.

The screenshot shows a 'Schedule a Meeting' form with the following fields and values:

- Topic:** Open Meeting Room
- Description (Optional):** Enter your meeting description
- When:** 08/22/2023, 11:00 AM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT-7:00) Vancouver
- Recurring meeting:**  Recurring meeting Every day, until Aug 28, 2023, 7 occurrence(s)
- Recurrence:** Daily



4. From the **Recurrence** drop-down menu, select **No Fixed Time**. At this point, all the time options and settings will disappear.



Recurring meeting **Every day, until Aug 28, 2023, 7 occurrence(s)**

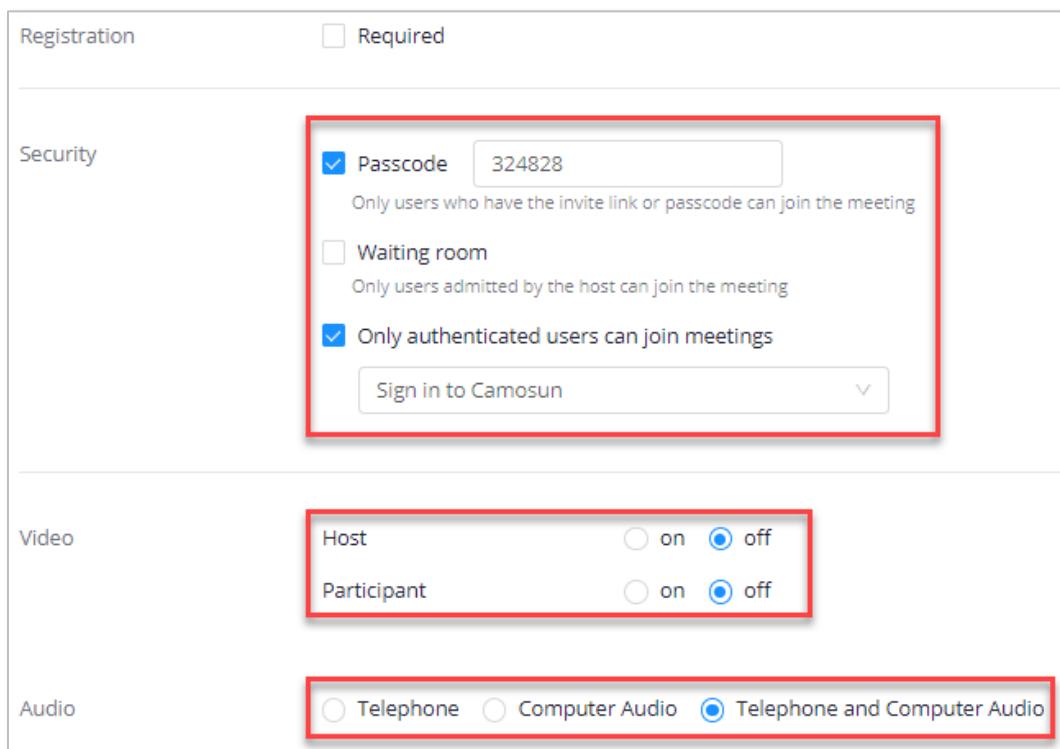
Recurrence:  ^

Repeat every:  Day

End Date:  After  occurrences

**No Fixed Time**

5. Review the Security, Video, and Audio settings. These settings will match the ones you've configured in your global settings. You can customize any of these settings. We recommended the following settings



Registration  Required

Security

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

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

Only authenticated users can join meetings

Video

Host  on  off

Participant  on  off

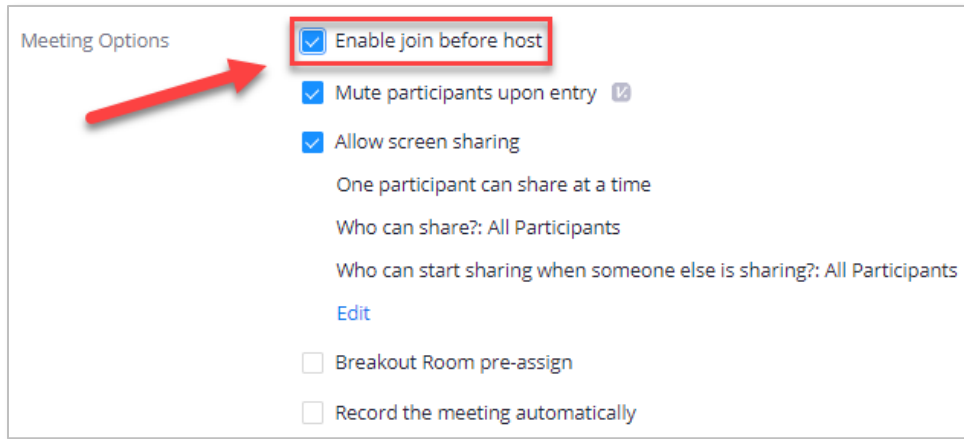
Audio

Telephone  Computer Audio  Telephone and Computer Audio



6. In the Meeting Options section, select the **Enable join before host** checkbox. This step allows students to join the meeting at any time without you needing to start the meeting.

We also recommend selecting **Mute participants upon entry** and **Allow screen sharing**. Confirm that **Who can Share?** is set to **All Participants**. If needed, select the Edit link to adjust the screen sharing settings.



7. Select the **Save** button.



8. Review the settings. Select the **Edit this Meeting** button at the bottom of the page if you need to make changes to the settings. To add this Zoom meeting to your Outlook Calendar, select the Outlook Calendar (.ics) link.

Topic	Open Meeting Room
Time	Recurring meeting Add to <a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>
Meeting ID	
Invite Attendees	Join URL: <a href="https://camosun-c...">https://camosun-c...</a>
Security	<input checked="" type="checkbox"/> Passcode: ***** <a href="#">Show</a> <input checked="" type="checkbox"/> Waiting room <input checked="" type="checkbox"/> Only authenticated users can join meetings: <a href="#">Sign in to Camosun</a>
Video	Host: off Participant: off
Audio	Telephone and Computer Audio
Meeting Options	<input checked="" type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry <input checked="" type="checkbox"/> Allow screen sharing One participant can share at a time Who can share?: All Participants Who can start sharing when someone else is sharing?: All Participants <input checked="" type="checkbox"/> Breakout Room pre-assign <input checked="" type="checkbox"/> Record the meeting automatically
<a href="#">Delete this Meeting</a> <a href="#">Edit this Meeting</a> <a href="#">Start this Meeting</a>	

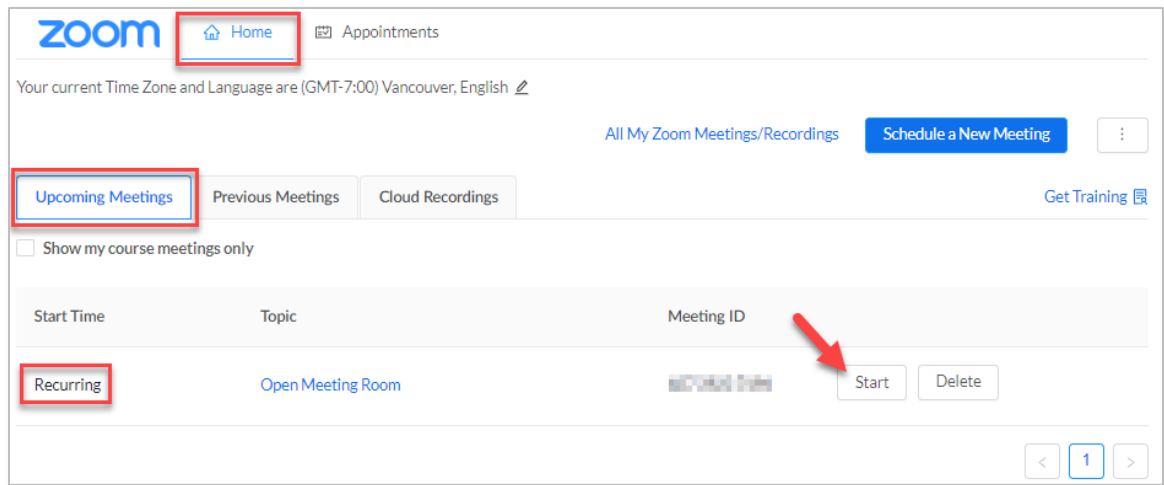


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9. Select the **Home** link to return to the Zoom home page and view upcoming meetings, including the Always Available Zoom meeting you just created.

You can join the meeting by selecting the **Start** button, and you can delete the meeting by selecting the **Delete** button. To edit a Zoom meeting from this page, select the meeting title located in the Topic column.

**Note:** The student view for upcoming meetings has a similar layout, but instead of a Start button, students will see a **Join** button.



## Things to Remember

- Every student enrolled in your course will have access to this Always Available Zoom meeting. If you need additional Always Available Zoom meetings, such as for group projects, you can create as many meetings as necessary. We recommend using unique titles and descriptions to differentiate between the meetings.
- Before you set up Always Available meetings, make sure you have Zoom set to allow participants full access to features they will need such as screen sharing. We recommend updating your Global Setting before creating Zoom meetings (see the tutorial **Global Settings – Zoom Web Portal**).
- Always Available Zoom meetings will not appear in your D2L calendar.



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