

BEST PRACTICES FOR SCHEDULING RECURRING ZOOM MEETINGS

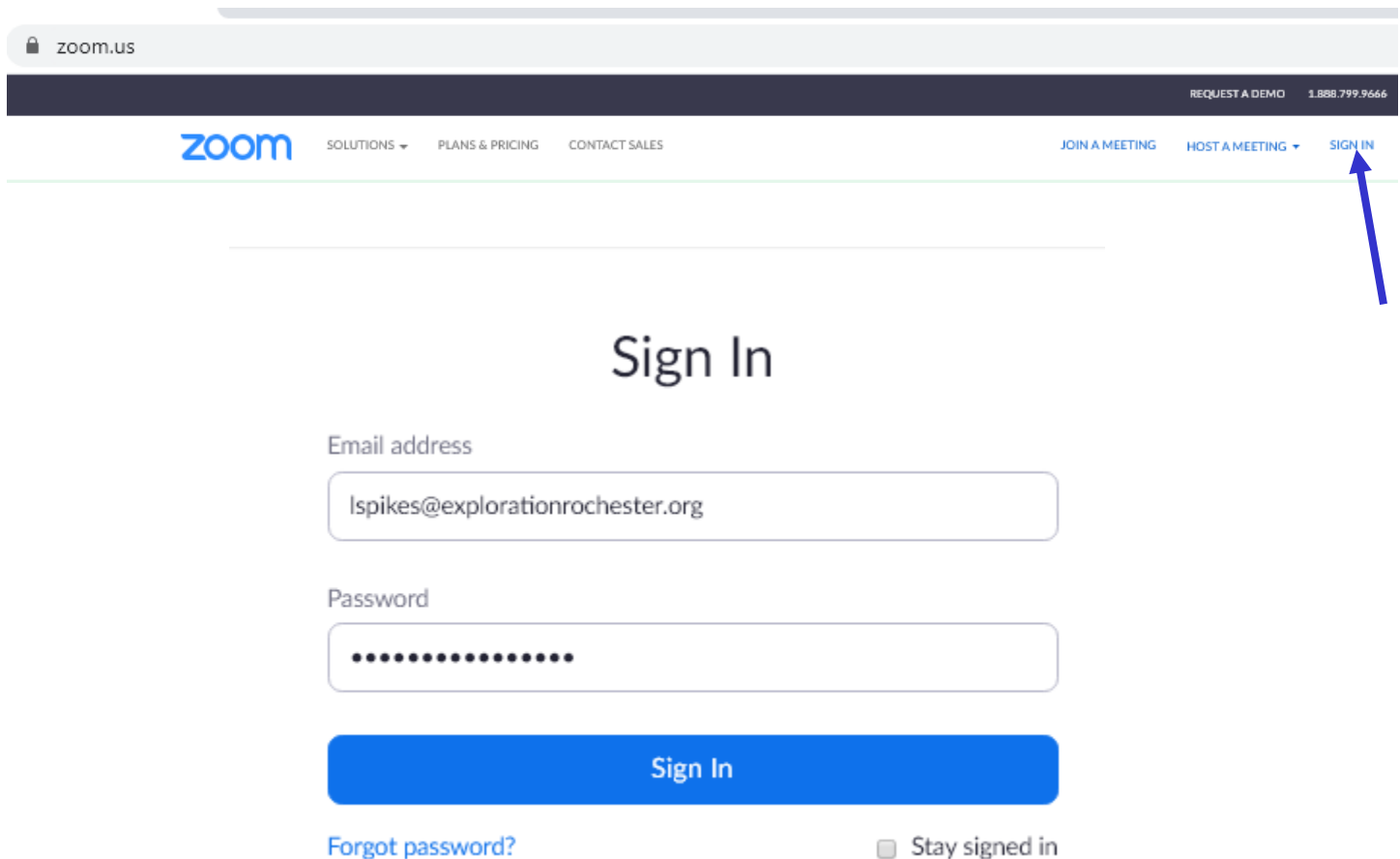
To optimize accessibility and increase participation to daily Office Hours for Classroom Teachers please follow the best practices, helpful tips, and key information below:

1. Click the following link below and save the link to your favorites for ongoing use.

<https://www.zoom.us/>

(copy and paste the link into your browser if the link does not take you to the zoo login page)

2. Sign into your Zoom account using the login information provided to you



The screenshot shows the Zoom website's login page. At the top, the browser address bar displays 'zoom.us'. The Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN IN' are on the right. A blue arrow points to the 'SIGN IN' link. The main heading is 'Sign In'. Below it are two input fields: 'Email address' with the value 'lspikes@explorationrochester.org' and 'Password' with masked characters. A blue 'Sign In' button is below the fields. At the bottom, there is a link for 'Forgot password?' and a checkbox labeled 'Stay signed in'.

zoom.us

REQUEST A DEMO 1.888.799.9666

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN

Sign In

Email address

lspikes@explorationrochester.org

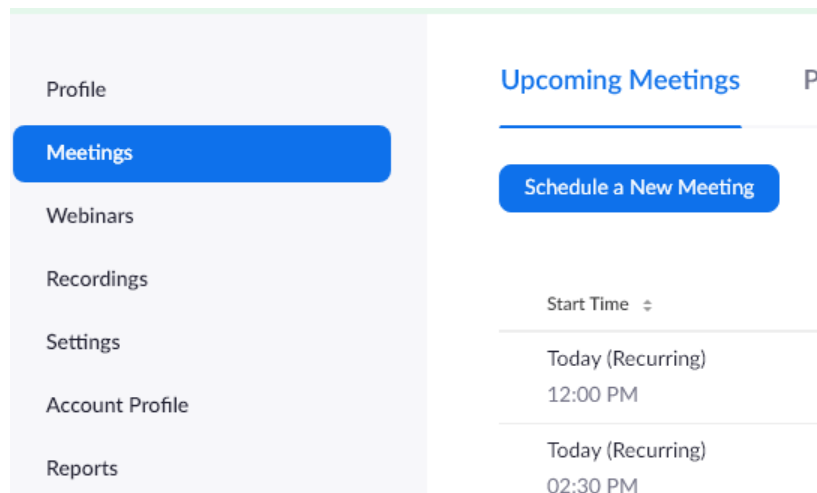
Password

••••••••••••••••

Sign In

[Forgot password?](#) ☐ Stay signed in

3. Once you are logged in>click on the Meetings Tab on the sidebar menu>Schedule a New Meeting



4. A Schedule Meeting Form will pop up. Fill out the meeting information as follows:

- Topic > Description > Start Date > Daily Office Hour Start Time > Duration (i.e. 1 Hour)
- Then click on the Personal Meeting ID button. Perform this step before clicking Recurring. This will prevent your recurring meeting ID from changing for each meeting instance.

A screenshot of the 'Schedule a Meeting' form. The form has several sections: 'Topic' with the text 'RECURRING DAILY OFFICE HOURS MTG. EXAMPLE'; 'Description (Optional)' with the text 'TEACHER DAILY OFFICE HOURS'; 'Use a template' with a dropdown menu showing 'Select a template'; 'When' with a date picker set to '03/25/2020', a time picker set to '1:00', and a PM/AM toggle set to 'PM'; 'Duration' with a dropdown set to '1' hour and '0' minutes; 'Time Zone' with a dropdown set to '(GMT-4:00) Eastern Time (US and Canada)'; a checkbox for 'Recurring meeting' which is unchecked; and 'Meeting ID' with two radio buttons: 'Generate Automatically' (unchecked) and 'Personal Meeting ID 673-017-3167' (checked). A blue arrow originates from the underlined text in the previous block and points directly to the 'Personal Meeting ID' radio button.

5. Next, complete filling out the Schedule a Meeting form as follows:

- Click the Recurring Meeting Button
- Use the Drop-down menu to schedule weekly recurring meeting hours for> Monday – Friday
- Unclick Require a Password button to make it easier for participants to join
- Click on the Enable Users to Join before the Host button>Click on Enable the Wait Room button
- ***Save the meeting notice> copy and paste the details into your outlook scheduled meeting.***
This will allow users to join the meeting if they are waiting for you to join due to any type

Schedule a Meeting	
Topic	RECURRING DAILY OFFICE HOURS EXAMPLE
Description (Optional)	TEACHER DAILY OFFICE HOURS
Use a template	Select a template
When	03/25/2020 11:00 AM
Duration	1 hr 0 min
Time Zone	(GMT-4:00) Eastern Time (US and C)
	<input checked="" type="checkbox"/> Recurring meeting: Every week on Mon, Tue, Wed, Thu, Fri, until May 6, 2020, 31 occurrence(s)
	Recurrence
	Repeat every
	Occurs on
	End date
Meeting Password	<input checked="" type="checkbox"/> Require meeting password
Video	Host
	Participant
Audio	<input checked="" type="radio"/> Telephone <input checked="" type="radio"/> Computer Audio <input checked="" type="radio"/> Web
	Dial from United States of America
Meeting Options	<input checked="" type="checkbox"/> Enable join before host
	<input checked="" type="checkbox"/> Allow participants to join early
	<input checked="" type="checkbox"/> Enable waiting room
	<input checked="" type="checkbox"/> Only authorized users can join
	<input type="checkbox"/> Record the meeting automatically on the local computer
	Save Cancel

of delay, overlap of other scheduled meetings, or time necessary to meet with individuals separately during the same scheduled meeting time.

POTENTIAL OBSTACLES TO ACCESSING DAILY OFFICE HOURS

Please note there are (3) different types of Zoom Meeting Room IDs assigned to each individual user:

1. Personal Meeting Room IDs for instant meetings for individual's hosting a meeting, initiated only by them, for only the following scenarios:

- Unscheduled on demand meetings for spur-of the-moment discussions
- Emergency staff meetings to communicate urgent information
- Unplanned meeting to provide support

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LEA SPIKES

Account No. 52467904

Change

Personal Meeting ID 673-017-3167

<https://zoom.us/j/6730173167>

x Use this ID for instant meetings

NOTE: THIS NUMBER IS NEVER USED FOR SCHEDULED MEETINGS / INCLUDING DAILY OFFICE HOURS.

2. Scheduled Recurring Meeting Rooms IDs hosted by a specific individual, initiated only by them, and fall under the following scenarios:

- Periodic meetings held at the same time each period, (daily, weekly, weekdays, bi-weekly, monthly), for the same attendees
 - These meetings can have the same Meeting Room ID with or without a password or;
 - A randomly generated Meeting Room ID for each recurrence with or without a password

Note: This is only recommended for non-recurring and / or meetings only scheduled on an as needed basis.