

Schedule a Recurring Zoom Meeting – page 1

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2) Then click on the 'Schedule a New Meeting' button

Schedule a Meeting

Thu, Sep 24

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V...
Occurrence 1 of 7 Meeting ID: 882 2944 0262

Thu, Oct 1

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V...
Occurrence 2 of 7 Meeting ID: 882 2944 0262

Thu, Oct 8

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V...
Occurrence 3 of 7 Meeting ID: 882 2944 0262

Thu, Oct 15

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V...
Occurrence 4 of 7 Meeting ID: 882 2944 0262

Thu, Oct 22

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My Meetings > Edit "Bard LLI - Jon Bowermaster Presents"

Topic

Bard LLI - Jon Bowermaster Presents

Description (Optional)

National Geographic writer/filmmaker takes us through a career that winds around the globe, beginning in Antarctica, traveling by sea kayak to each of the seven continents and touring the Hudson River Valley.

When

09/24/2020 9:00 AM

Duration

1 hr 15 min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

☒ Recurring meeting

Every week on Thu, 7 occurrence(s)

Recurrence

Weekly

Repeat every

1 week

Occurs on

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date

☐ By 11/05/2020 ☒ After 7 occurrences

Registration

☐ Required

Enter the meeting Topic:

Preface this with 'Bard LLI – ' followed by the exact course name that the LLI member chose from the Catalog.

Enter a meeting Description:

Enter the course description as identified in the catalog, along with the Presenter's name.

- Use your judgement to abbreviate the catalog description as needed to provide a succinct summary here.

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My Meetings > Edit "Bard LLI - Jon Bowermaster Presents"

Topic

Bard LLI - Jon Bowermaster Presents

Description (Optional)

National Geographic writer/filmmaker takes us through a career that winds around the globe, beginning in Antarctica, traveling by sea kayak to each of the seven continents and touring the Hudson River Valley.

When

09/24/2020

9:00

AM

Duration

1

hr

15

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada) ▾

☒ Recurring meeting

Every week on Thu, 7 occurrence(s)

Recurrence

Weekly ▾

Repeat every

1 ▾ week

Occurs on

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date

☐ By 11/05/2020 ☒ After 7 ▾ occurrences

Registration

☐ Required

← 'When' should be set to the date and time of the first class.

← Duration should be set to 1 hour-15 min.

- This is the closest selectable setting to the actual class time of 1 hour-20 minutes.

- This is not an issue since the specified 'duration' setting does not apply any limitations to your meeting. The meeting may be started and ended by the host at any time and remain open for any duration.

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Topic

Bard LLI - Jon Bowermaster Presents

Description (Optional)

National Geographic writer/filmmaker takes us through a career that winds around the globe, beginning in Antarctica, traveling by sea kayak to each of the seven continents and touring the Hudson River Valley.

When

09/24/2020



9:00

AM

Duration

1

hr

15

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

☒ Recurring meeting Every week on Thu, 7 occurrence(s)

Recurrence

Weekly

Repeat every

1

week

Occurs on

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☒ Thu

☐ Fri

☐ Sat

End date

By

11/05/2020



After

7

occurrences

Registration

☐ Required

Time Zone must be set to GMT-4:00 Eastern Time.

Recurring meeting' checkbox must be checked.

Recurrence must be set to Weekly.

Repeat every must be set to 1 week.

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Your Personal Meeting ID is disabled [Change Settings](#) ×

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

When09/24/20209:00AM

Duration1 hr 15 min

Time Zone(GMT-4:00) Eastern Time (US and Canada)

☒ Recurring meeting Every week on Thu, 7 occurrence(s)

RecurrenceWeekly

Repeat every1 week

Occurs on☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date☐ By 11/05/2020 ☒ After 7 occurrences

Registration☐ Required

Security☐ Passcode ☒ Waiting Room

Video

Host☒ on ☐ off

Participant☒ on ☐ off

Occurs on should be set to the weekday that the classes will be on.

For End Date, the 'After' option should be selected and the 'occurrences' value set to 7, since there will be 7 classes during the term.

In this example, the result will be that seven individual Zoom meetings will be scheduled, for the dates:
9/24/20, 10/1/20, 10/8/20, 10/15/20, 10/22/20, 10/29/20 and 11/5/20.

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Your Personal Meeting ID is disabled [Change Settings](#) ×

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

When09/24/20209:00 AM

Duration1 hr 15 min

Time Zone(GMT-4:00) Eastern Time (US and Canada)

☒ Recurring meeting Every week on Thu, 7 occurrence(s)

RecurrenceWeekly

Repeat every1 week

Occurs on☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date☐ By 11/05/2020 ☒ After 7 occurrences

Registration☐ Required

Security☐ Passcode ☒ Waiting Room

Video

Host☒ on ☐ off

Participant☒ on ☐ off

DO NOT check the Registration Required checkbox. This is important ! It is our policy for all LLI classes.
- Checking this would result in an unnecessary additional multi-step process for attendees.

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When

09/24/2020 9:00 AM

Duration

1 hr 15 min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

☒ Recurring meeting

Every week on Thu, 7 occurrence(s)

Recurrence

Weekly

Repeat every

1 week

Occurs on

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date

☐ By 11/05/2020 ☒ After 7 occurrences

Registration

☐ Required

Security

☐ Passcode ☒ Waiting Room

Video

Host ☒ on ☐ off

Participant ☒ on ☐ off

Your Personal Meeting ID is disabled

Change Settings

×

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Security settings:

NEVER check the 'Passcode' checkbox.

ALWAYS check the 'Waiting Room' checkbox.

- This is our policy for all LLI classes.

- This must be done the same way for all LLI classes to ensure a consistent user experience.

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Recurrence

Weekly

Repeat every

1 week

Occurs on

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date

☐ By 11/05/2020 ☒ After 7 occurrences

Registration

☐ Required

Security

☐ Passcode ☒ Waiting Room

Video

Host

☒ on ☐ off

Participant

☒ on ☐ off

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Your Personal Meeting ID is disabled [Change Settings](#) ✕

- Set Host Video to 'on', and

- Set Participant Video to 'on'.

This ensures that both the Host and the meeting attendees will be able to join the meeting with their own video cameras on so that participants to be able to see each other when they are viewing in 'Gallery' mode.

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Audio

☐ Telephone

☐ Computer Audio

☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry ⓘ

☐ Only authenticated users can join

☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

Set Audio to 'Both'.

This allows attendees that do not have microphone capabilities on the device they're viewing the course on to dial into the audio portion via telephone.

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SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING ▾

Your Personal Meeting ID is disabled [Change Settings](#) ×


Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry 

☐ Only authenticated users can join

☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

DO NOT check the 'Enable join before host' checkbox.
- Attendees should not be able to do this before the host has started the meeting.

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Your Personal Meeting ID is disabled [Change Settings](#) 


Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry 

☐ Only authenticated users can join

☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

Mute participants upon entry is to be determined based on individual course needs.

- If you want all attendees to be able to speak as soon as they enter the meeting, do not check this box and they will join unmuted.
- If you do not want all attendees to be able to speak as soon as they enter the meeting, check this box.

Note: If your attendees have been unmuted during the 15 minute pre-class start gathering, the Host should 'Mute All' when the class begins, unless it is a very small workshop class that the Presenters wants everyone to be unmuted in.

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Language

English 

Mute participants upon entry to prevent surprising or embarrassing audio from unaware attendees.



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Your Personal Meeting ID is disabled [Change Settings](#) ×

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry ⓘ

☐ Only authenticated users can join

☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

DO NOT check the 'Only authenticated users can join' checkbox. This is very important !

- Checking this box will require the attendees to have their own personal Zoom account, which will not be the case for all of our members.

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English ▾



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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Your Personal Meeting ID is disabled [Change Settings](#) ✕

Audio

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry ⓘ

☐ Only authenticated users can join

☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel

DO NOT check the 'Record the meeting automatically' checkbox.
This is very important !
Legal issues and our agreement to honor Bard College policies when
conducting LLI classes must addressed before we will permit this.

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Your Personal Meeting ID is disabled [Change Settings](#) ✕

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

Meeting Options

- ☐ Enable join before host
- ☐ Mute participants upon entry ⓘ
- ☐ Only authenticated users can join
- ☐ Record the meeting automatically

Alternative Hosts

Click the 'Save' button to complete the process. →

Always identify your Alternate Session Manager here by entering their xxx@lli.bard.edu e-mail address. - This will allow your Alternate Session Manager to open and control the meeting if you are unable to.

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Schedule a Meeting

Thu, Sep 24

09:00 AM - 10:00 AM

Occurrence 1 of 7

Bard LLI - Jon Bowermaster and the Hudson V...

Meeting ID: 882 2944 0262

Thu, Oct 1

09:00 AM - 10:00 AM

Occurrence 2 of 7

Bard LLI - Jon Bowermaster and the Hudson V...

Meeting ID: 882 2944 0262

Thu, Oct 8

09:00 AM - 10:00 AM

Occurrence 3 of 7

Bard LLI - Jon Bowermaster and the Hudson V...

Meeting ID: 882 2944 0262

Thu, Oct 15

09:00 AM - 10:00 AM

Occurrence 4 of 7

Bard LLI - Jon Bowermaster and the Hudson V...

Meeting ID: 882 2944 0262

Thu, Oct 22

Note that our Recurring meeting scheduling example resulted in the creation of seven meetings, for the dates specified.

Note that the Meeting ID will be the same for all seven of the recurring meetings.

Attendees can now be invited to the meetings.

- A meeting invitation email should be sent out well in advance to all of the registered class attendees and to the Presenter(s) and hosts identified for the class, so that they can reserve their calendars.

- Reminder emails should also be sent on the day of each class at least an hour in advance of class time.

Editing a Recurring Zoom Meeting – page 16

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Upcoming Previous Meeting Templates

Start Time to End Time

Schedule a Meeting

Thu, Sep 24

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V... Occurrence 1 of 7 Meeting ID: 882 2944 0262

Start Edit

Thu, Oct 1

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V... Occurrence 2 of 7 Meeting ID: 882 2944 0262

Thu, Oct 8

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V... Occurrence 3 of 7 Meeting ID: 882 2944 0262

Thu, Oct 15

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V... Occurrence 4 of 7 Meeting ID: 882 2944 0262

Thu, Oct 22

The Session Manager can edit and modify the attributes of all recurring meetings at once, or of each meeting individually if needed.

To edit upcoming meetings:

- Roll your mouse pointer over a meeting in your Upcoming Meetings list. This will cause a 'Start' and an 'Edit' action button to appear to the right of the meeting.
- Click on the 'Edit' button to go into edit mode.

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Thu, Oct 15

09:00 AM - 10:00 AM Bard LLI - Jon Bowermaster and the Hudson V...
Occurrence 4 of 7 Meeting ID: 882 2944 0262

Thu, Oct 22

Edit Recurring Meeting


You are editing a recurring meeting

[Edit This Occurrence](#) [Edit All Occurrences](#) [Cancel](#)


Clicking on the 'Edit' button will cause a pop-up to appear, allowing you to specify whether the changes you are about to make should apply only to the selected meeting occurrence or to all occurrences of the recurring meeting in your Meeting schedule.

- Click on the option that applies to the changes you want to make.

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My Meetings > Edit "Bard LLI - Jon Bowermaster and the Hudson Valley - Hopes and Risks"

Topic

Bard LLI - Jon Bowermaster and the Hudson Valley - Hopes and Risks

Description (Optional)

National Geographic writer/filmmaker takes us through a career that winds around the globe, beginning in Antarctica, traveling by sea kayak to each of the seven continents and touring the Hudson River Valley.

When

09/24/2020

9:00

AM

Duration

1

hr

15

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

☒ Recurring meeting

Every week on Thu, 7 occurrence(s)

Recurrence

Weekly

Repeat every

1

week

Occurs on

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date

☐ By 11/04/2020

☒ After 7 occurrences

Registration

☐ Required

Having gone into Edit mode, you will be placed in the meeting detail screen, which contains all the same fields as the Schedule a New Meeting screen, already populated with your earlier selections.

- Make any changes that you wish.
- Remember to click on the 'Save' button at the bottom of the screen to save your changes.



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Thu, Oct 22

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