To schedule a class in Brightspace for the semester, see the following settings.
Note: These settings are a starting point and can vary by user and proficiency level.

Schedule a Meeting

Topic

The Title will be set for you. Leave this alone.

Description (Optional)

Enter your meeting description

You can put a description here (optional)

When

09/04/2020   2:00   PM   Select the start date and time.

Duration

1 hr 0 min   How long the class will run. (Can be longer than needed)

Time Zone

(GMT-4:00) Eastern Time (US and Canada)   Leave this set on "Eastern Time."

☑ Recurring meeting   Every week on Fri, until Oct 16, 2020, 7 occurrence(s)   Select "Recurring meeting" and select "Weekly". Then choose the days and select the day AFTER your last class.

Recurrence   Weekly

Repeat every   1 week

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

End date   ● By 10/16/2020   ○ After 7 occurrences

Registration   ☐ Required   Set if you want students to register for every class (optional)
(Not recommended unless you're comfortable with zoom reporting)

Meeting ID   ● Generate Automatically   ○ Personal Meeting ID 718 780 4308   Leave this.

Security   ☑ Passcode 🔒   896814   ☑ Waiting Room   If you are a first time user, uncheck this.

Video   Host   ○ on ● off

Participant   ○ on ● off   Leave these.

Audio   ○ Telephone   ○ Computer Audio   ● Both   Leave these.

Dial from United States of America Edit

Meeting Options   ☐ Enable join before host   (Optional)

☑ Mute participants upon entry 🔽   Leave this.

☐ Only authenticated users can join   (Highly Recommended)

☑ Automatically record meeting   (Optional)

☐ Enable additional data center regions for this meeting   Leave this.

Alternative Hosts   Leave this.

Save   Cancel