

Setting Up Zoom Class Sessions for Non-2U Courses

For faculty that teach through 2U, this guide will walk you through the steps to setup your live class sessions through your 2U Zoom account and share the session links with your non-2U students.

The Problem

2U has a separate Zoom account from UD. Instructors that do not teach through 2U can use an Isidore-Zoom integration, but for those that teach with 2U, your email address being used in both the 2U and UD accounts creates the following conflict and will prevent you from using Zoom through Isidore.

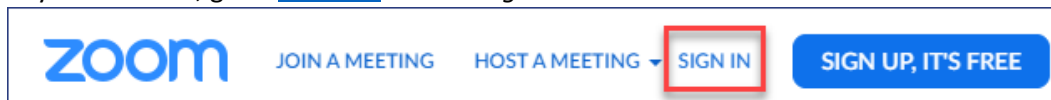


The Solution

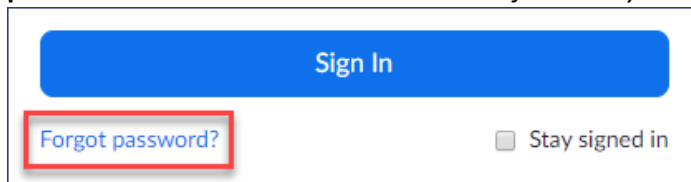
The following steps walk you through setting up Zoom sessions and sharing them with non-2U students.

Step 1: Log Into Zoom

- In your browser, go to zoom.us. Do not log into the 2U LMS.

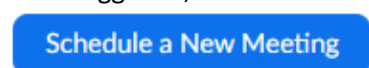


- Login using your **UD email address**. If you do not know your password for Zoom, click the **Forgot password** link to reset it. *This will not interfere with your 2U password.*



Step 2: Schedule Your Class Meetings or Office Hours

- Once logged in, click the **Schedule a Meeting** button



- Set up your meeting information, date, time, etc. You may choose to use a **Recurring meeting**.
- We recommend the option to **Record the meeting automatically**. It's easy to forget to record.
- Choose the option to **Enable Waiting Room** if you are using the meeting for office hours.
- **Save** your meeting.

Step 3: Share the Link to the Zoom Meeting with Your Students

- Copy the URL to your meeting. This is in the **Invite Attendees** section of your meeting info.



- Note: You can access your meeting info at any time by clicking the meeting name in your list of Meetings.
- Paste the meeting information in one or more of the following locations to share with your students, and be sure to remind them of the dates and times of your sessions.
 - Isidore Overview (Homepage)
 - Isidore Announcements

Our next live online class session is on March 23rd. Please use the following link to join the class.

<https://udayton.zoom.us/j/241603859>

- UD Gmail message to your Roster

Step 4: Start the Zoom Session

- Log back into your Zoom account shortly before the scheduled time of your session.
- Click the **Start** button next to your meeting to launch the session.

For additional assistance with Zoom, including best practices advice, please contact the Office of eLearning at elearning@udayton.edu or 937-229-5039.

You may also refer to [eLearning's Zoom documentation](#) or [Zoom's own help documentation](#).



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