

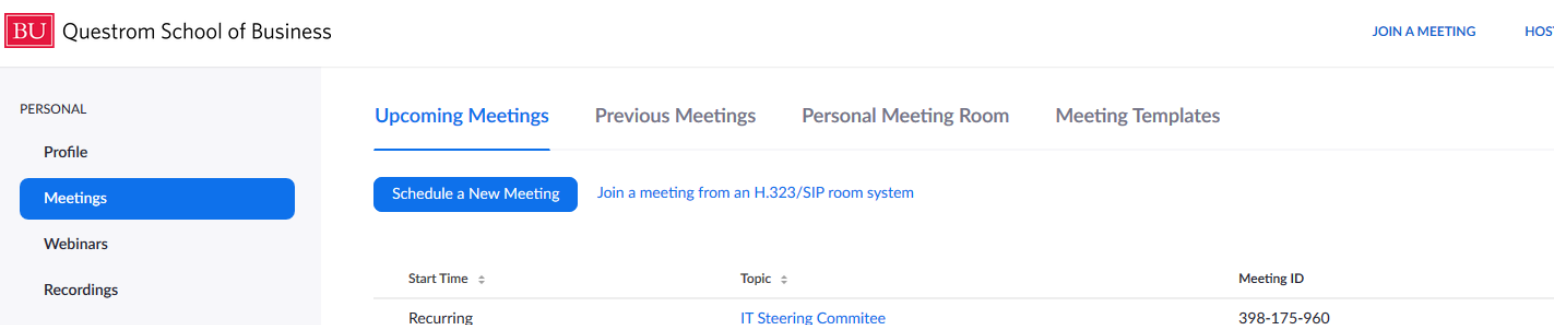
SCHEDULING ZOOM MEETING LINK

We recommend that you create one Zoom meeting link for all sections of your course to permit students perhaps to join a later session based on time differences. Please keep the meeting link the same through the rest of the semester. When you create the Zoom meeting, make sure it is a recurring meeting. Post your **Meeting link, Meeting ID, and Meeting Password** to QuestromTools or email the information to your students.

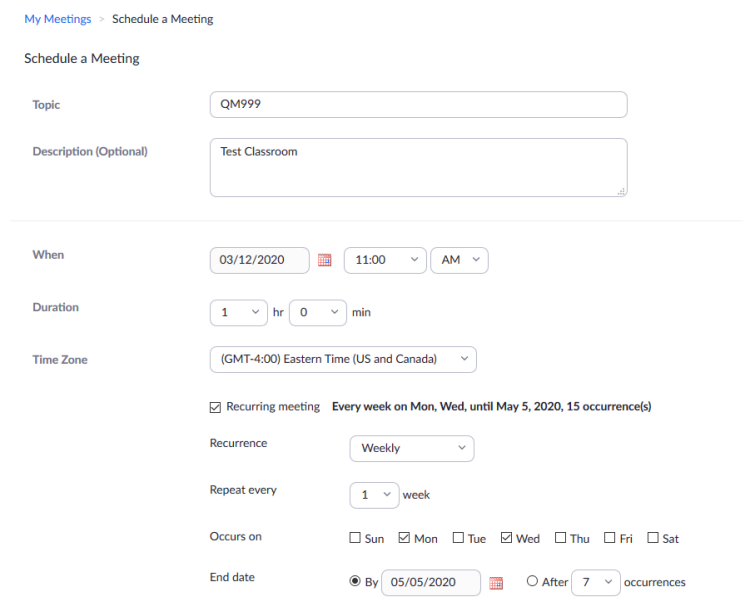
For Office Hours, you should setup a different Zoom meeting link, again recurring. If 1:1 privacy is needed between you and the student versus a general open meeting, then we recommend enabling a waiting room feature.

Please note we are directing students to the BU Zoom account for TA office hours and for class team meetings to reduce risk of bandwidth issues. The TA office hours link should be communicated via QuestromTools to reduce students confusion. If your TA monitors the class the real-time for you they can simply be a participant since attendance is taken automatically, see Attendance in Zoom Guide.

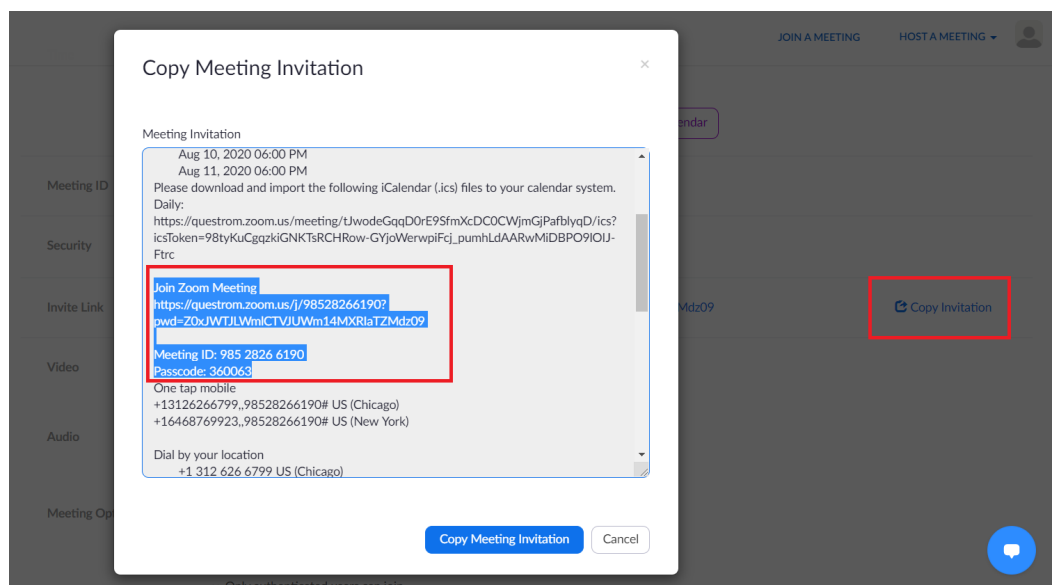
in Zoom -> Meetings -> Schedule a new meeting to create a meeting for your course



Make sure to check **"Recurring Meeting"** and schedule your meeting based on your class schedule



Once you have created your meeting, share the link, Meeting ID, and Meeting Password with your class either on QuestromTools or Email



Enabling Waiting Room

To Enable the Waiting Room, please check off the box upon scheduling the link for your Virtual Office Hours

