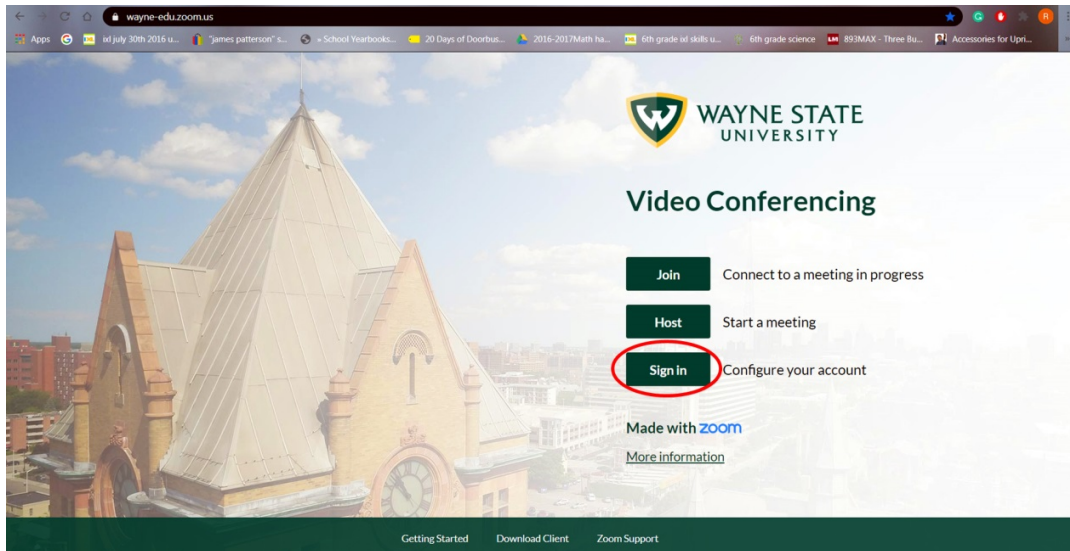
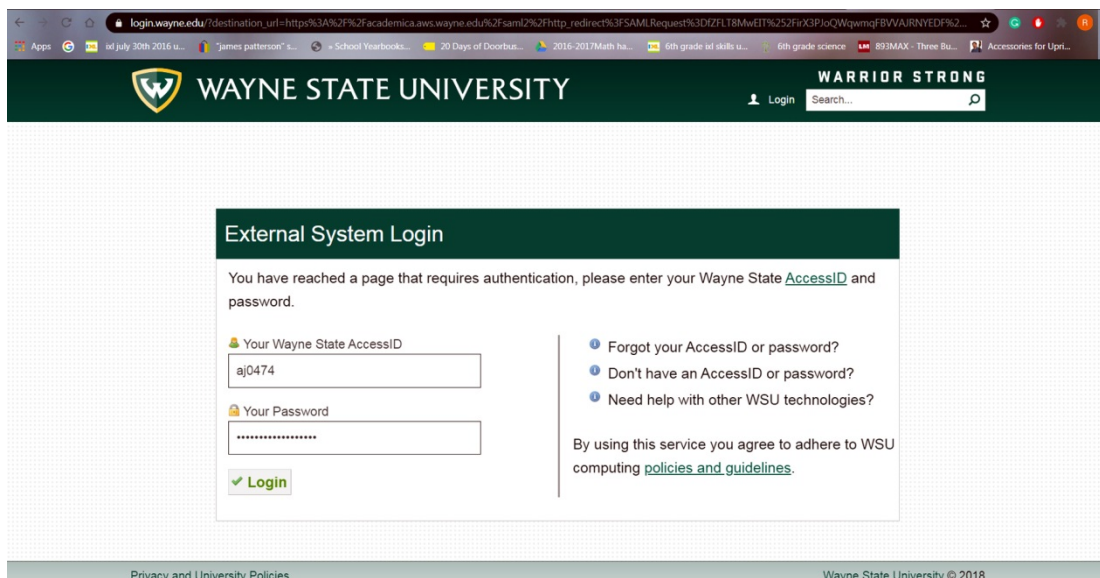


Scheduling *Recurrent* Zoom Sessions & Breakout Room Pre-Assignment (Small Group Activities / CBLs)

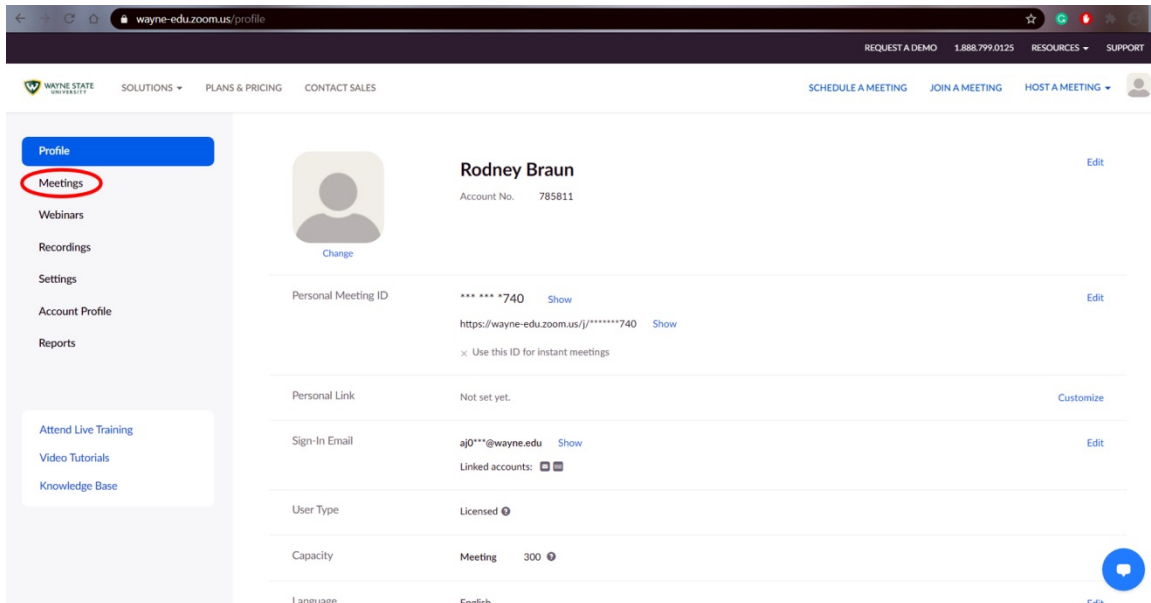
1. Sign into your WSU Zoom account:
 - a. Go to <https://wayne-edu.zoom.us>.
 - b. Click the “Sign In” button (see figure below).
 - c. If you are already authenticated through WSU, you will be directed to the Zoom “Profile” page (Go to Step 3).



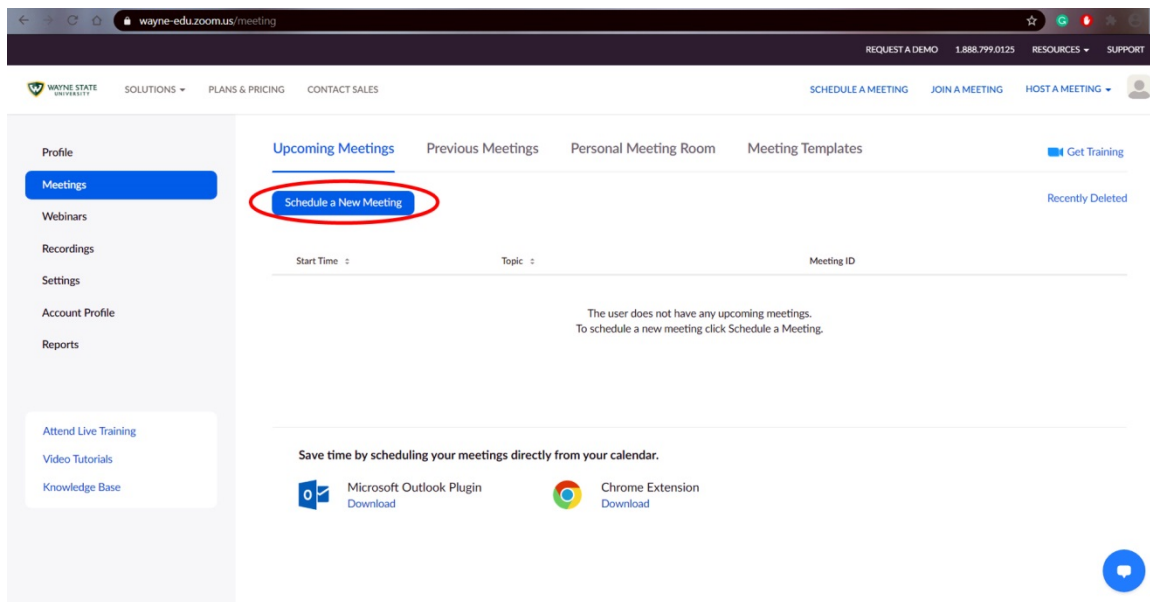
2. If you are not already authenticated through WSU, you will be directed to the WSU “External System Login” page, and you will need to login:
 - a. In the “Your Wayne State AccessID” box, type in your WSU AccessID, e.g., ab1234.
 - b. In the “Your Password” box, type in the password corresponding to your WSU AccessID.
 - c. Click the “Login” button.
 - d. You should be directed to the Zoom “Profile” page.



3. This should put you on the Zoom “Profile” page:
 - a. Click on “Meetings” in the column at the left.
 - b. “Meetings” is circled in the figure below.



4. This should put you on the Zoom “Meetings” page:
 - a. In the second column on the left, under “Upcoming Meetings”, click on the blue button with “Schedule a New Meeting” inside.
 - b. “Schedule a New Meeting” is circled in the figure below.



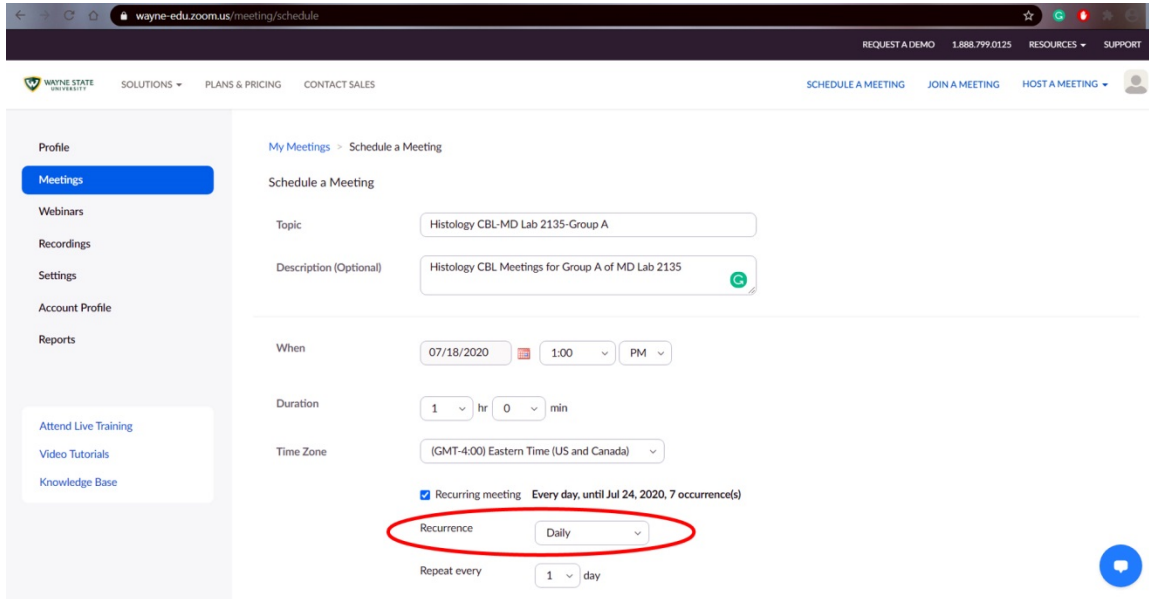
5. This should put you in the Zoom “Schedule a Meeting” section of the “My Meetings” page:
 - a. Fill in the “Topic” and “Description” sections with information regarding the planned Session. For example: “Histology CBL-MD Lab 2135-Group A”.
 - b. These fields are enclosed by the red rectangle in the figure below.
 - c. You will need one Meeting for Group A and a separate meeting for Group B.
 - d. **DO NOT** complete the date and time (“When”) or “Duration”.

The screenshot shows the Zoom 'Schedule a Meeting' interface. The 'Topic' field contains 'Histology CBL-MD Lab 2135-Group A' and the 'Description (Optional)' field contains 'Histology CBL Meetings for Group A of MD Lab 2135'. The 'When' field is set to 07/18/2020 at 1:00 PM. The 'Duration' is set to 1 hour and 0 minutes. The 'Time Zone' is set to (GMT-4:00) Eastern Time (US and Canada). The 'Recurring meeting' checkbox is unchecked.

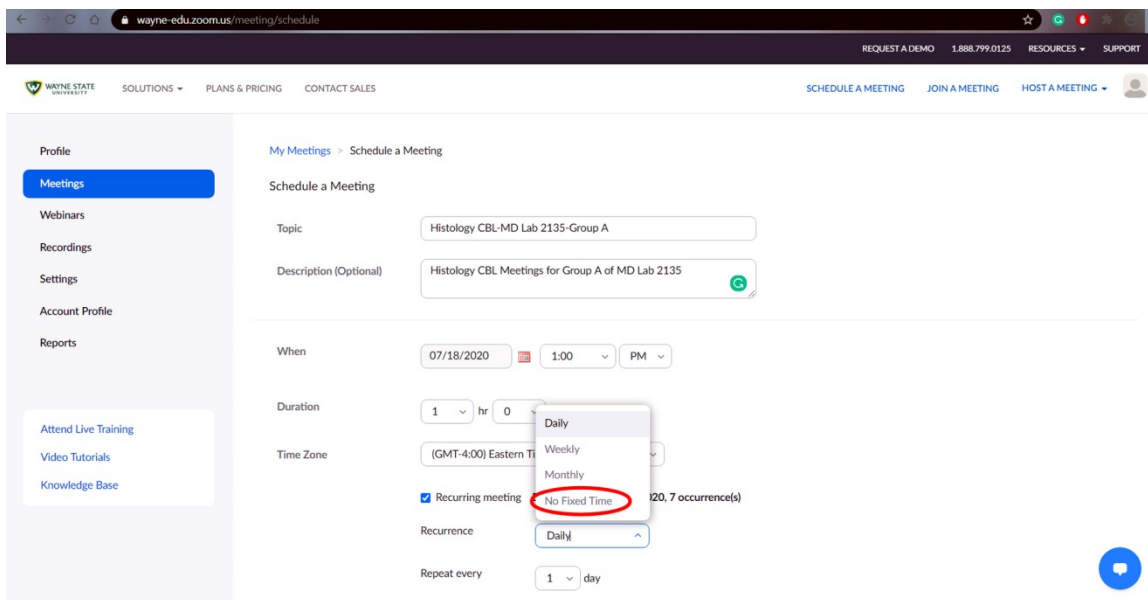
6. Just below the “When” and “Duration” options, you should see the option “Time Zone”. Directly under the selection box for “Time Zone”, you should see the option “Recurring meeting”, which is circled in the figure below.
 - a. Click on the box next to the “Recurring meeting” option to trigger the setting.
 - b. A white check mark surrounded in blue should appear in the box when triggered.

The screenshot shows the Zoom 'Schedule a Meeting' interface. The 'Recurring meeting' checkbox is now checked, and a white checkmark is visible inside the box. The 'When' field is set to 07/18/2020 at 1:00 PM. The 'Duration' is set to 1 hour and 0 minutes. The 'Time Zone' is set to (GMT-4:00) Eastern Time (US and Canada).

7. After “Recurring meeting” has been triggered a “Recurrence” selection box will appear just under the “Recurring meeting” option.
 - a. The “Recurrence” selection box containing “Daily” is circled in the figure below.
 - b. Click on the carat symbol (∨) at the right edge of the selection box.
 - c. A selection dropdown menu should appear.



8. After clicking on the carat symbol (∨), a “Recurrence” dropdown menu appears.
 - a. In the dropdown menu, left click the “No Fixed Time” option, circled in the figure below.
 - b. “No Fixed Time” should now appear in the selection box next to the “Recurring meeting” option.



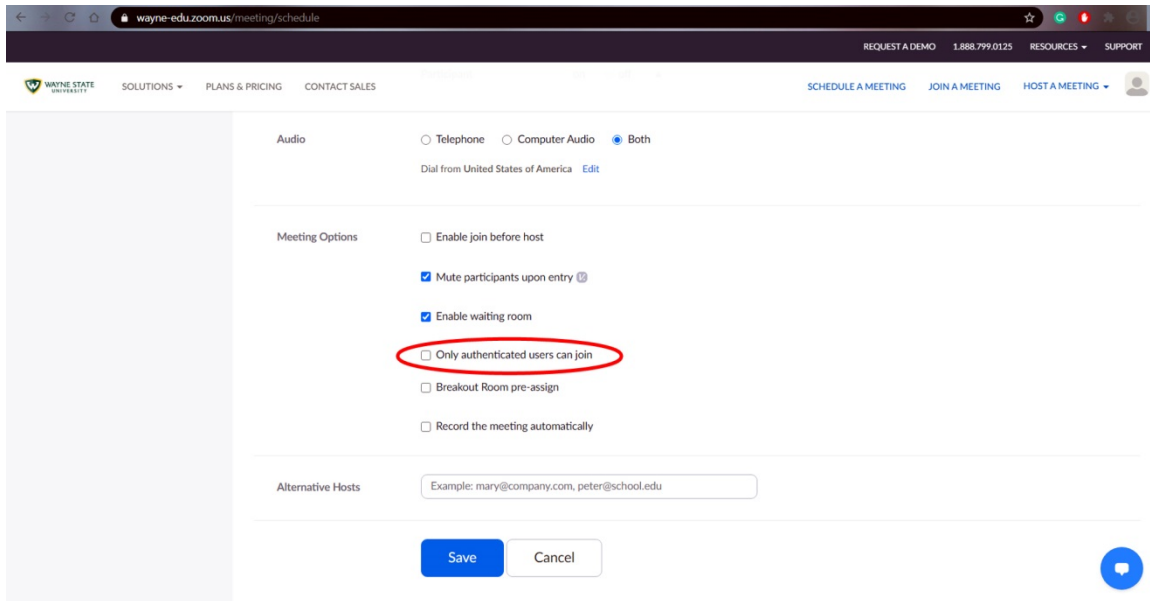
9. Farther down on the page, you should see the “Meeting Password” option.
 - a. To the right of the “Meeting Password” option, you should see the default numeric meeting password entered in a white box, which is circled in the figure below. Here the numeric password is “462020”.
 - b. Left click on the numbers in the box and highlight them.
 - c. Choose a password “e.g., Histology” to replace the default numeric password.

The screenshot shows the Zoom meeting scheduling page for 'wayne-edu.zoom.us/meeting/schedule'. The 'Meeting Password' section is highlighted with a red circle, showing the checkbox 'Require meeting password' checked and the default password '462020' in the adjacent text box.

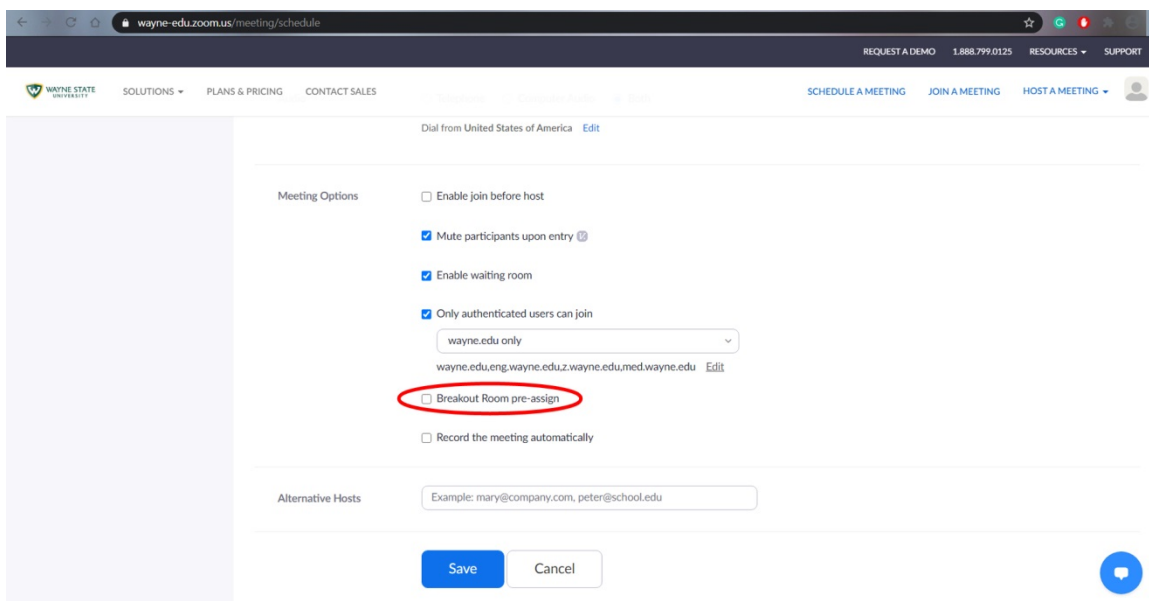
10. The new password should now be set to “Histology”, as indicated within the red circle in the figure below.

The screenshot shows the same Zoom meeting scheduling page, but the 'Meeting Password' field now contains the word 'Histology' instead of the default numeric password. This field is circled in red.

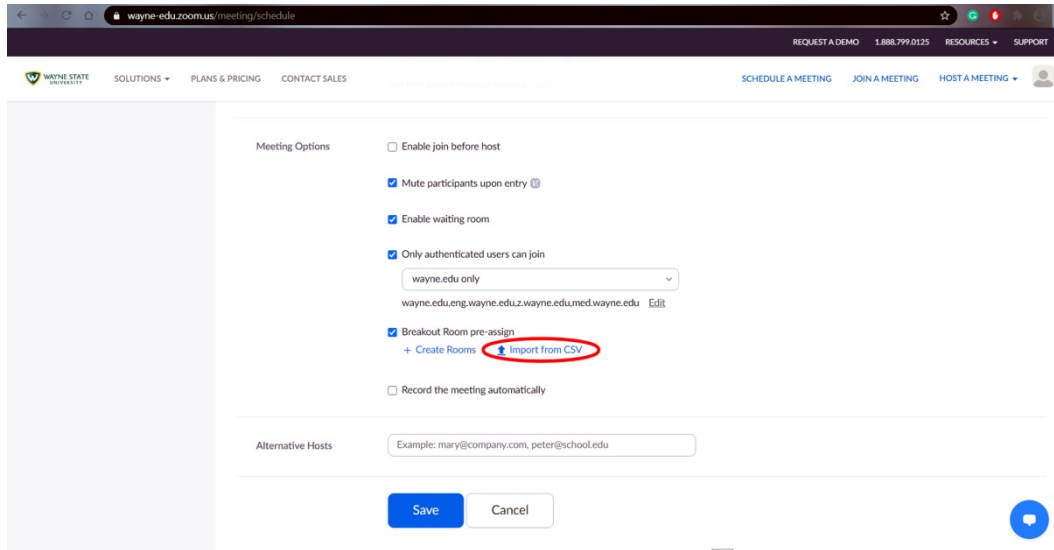
11. Scroll down on the page, so that the rest of the “My Meetings” page is visible.
 - a. Locate the “Meeting Options” section on the page.
 - b. Under the “Meeting Options” section, you should see the option “Only authenticated users can join”, which is circled in the figure below.
 - c. Left click on the box next to the “Only authenticated users can join” option to activate it.
 - d. A white check mark surrounded in blue should appear in the box when activated.



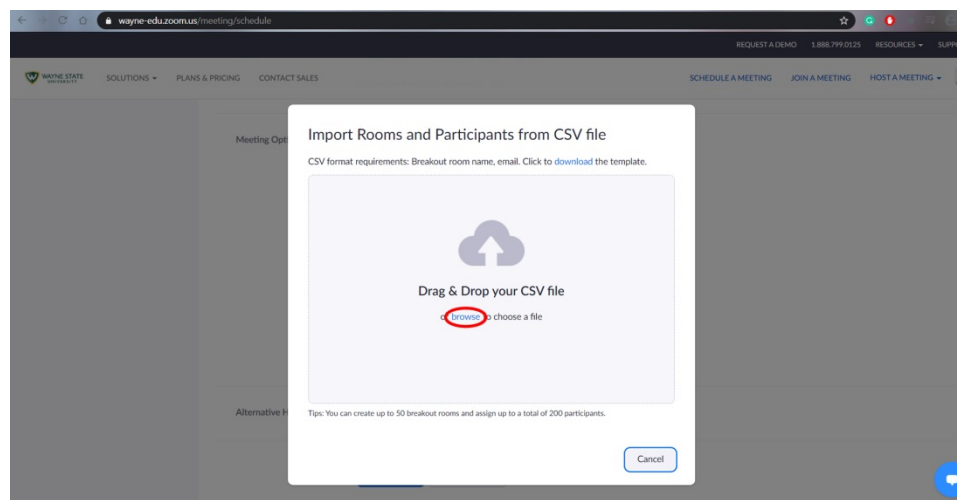
12. Locate the “Breakout Room pre-assign” option, which is the next option in the list.
 - a. The option “Breakout Room pre-assign” is circled in the figure below.
 - b. Left click on the box next to the “Breakout Room pre-assign” option to activate it.
 - c. A white check mark surrounded in blue should appear in the box when activated, and new options should appear beneath it.



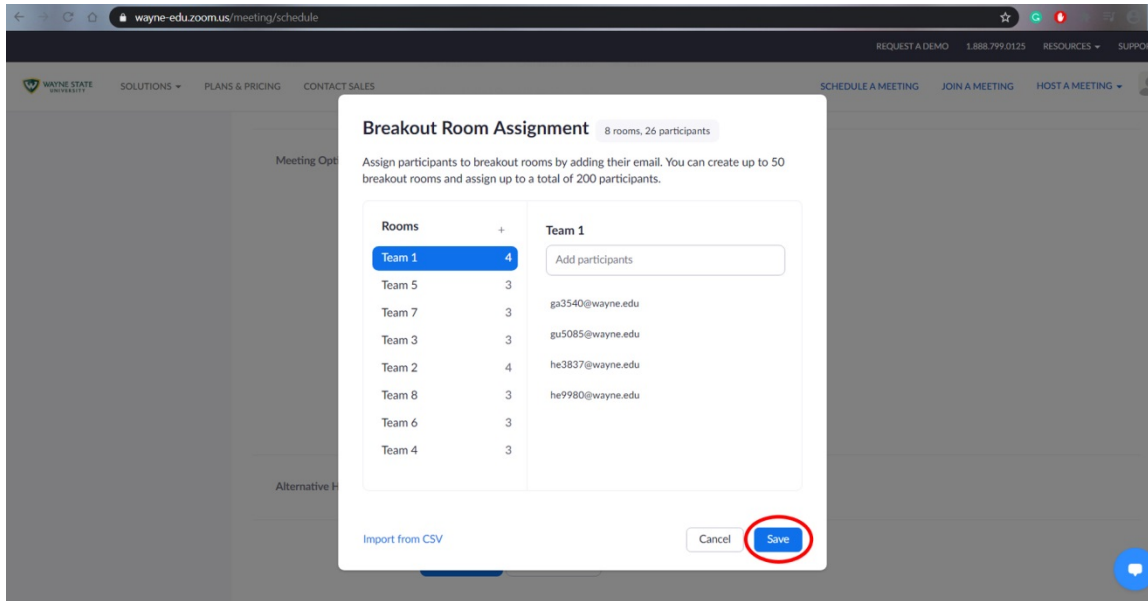
13. The option “Breakout Room pre-assign” should now be active, and new options should be visible beneath it.
 - a. Click the “Import from CSV” arrow below the activated option.
 - b. The blue “Import from CSV” arrow is circled in the figure below.



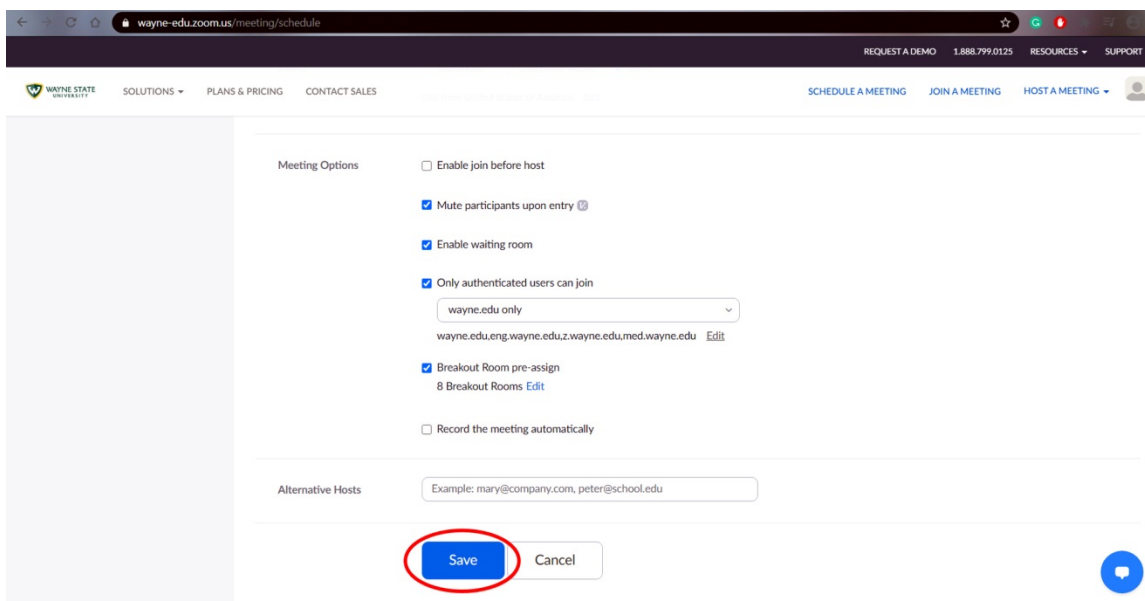
14. Clicking the blue “Import from CSV” arrow will result in the appearance of a new pop-up window, the “Import Rooms and Participants from CSV file” window.
 - a. At this point, you need to load the CSV file that was supplied to you containing the student roster, either Group A or Group B, “MD Lab-GroupA.csv” (e.g., 2135-GroupA.csv) or “MD Lab-GroupB.csv”, respectively. In this example, you would load the Group A file.
 - b. To load the CSV file, you can do one of the following:
 - i. Open the directory containing “MD Lab-GroupA.csv” and drag it into the gray box entitled “Drag & Drop your CSV file” within the pop-up window.
 - ii. Click on the word “browse” in blue text within the gray box entitled “Drag & Drop your CSV file” in the pop-up window (circled in figure below), find the appropriate directory, and select the file “MD Lab-GroupA.csv”.



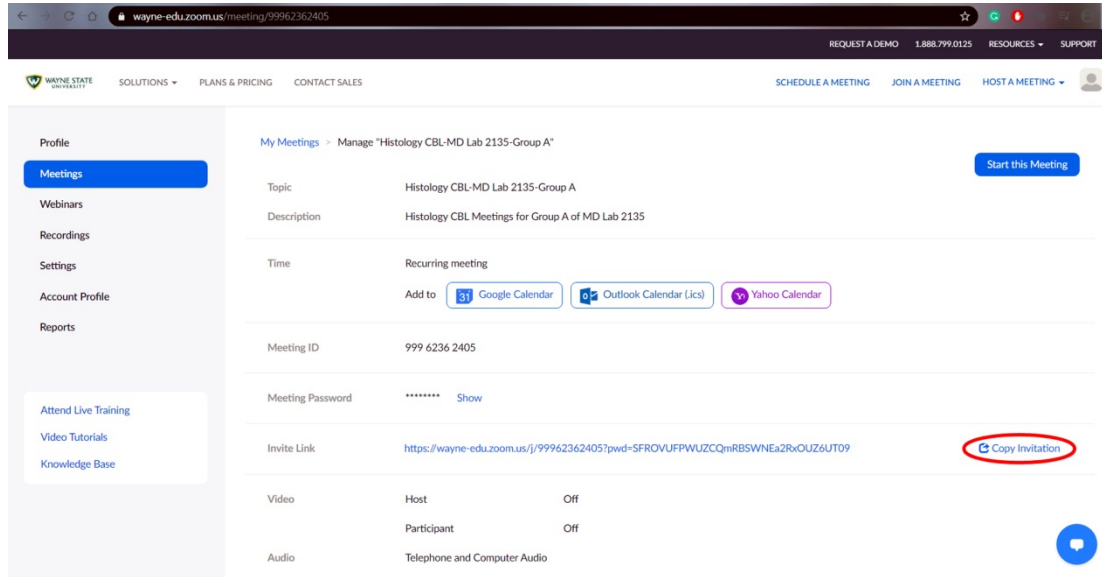
15. The CSV file should now be loaded, and the room assignments should be shown in a new pop-up window entitled “Breakout Room Assignment”.
 - a. The AccessIDs of the students in one of the assigned rooms (“Teams”) will be visible in the pop-up window. Here it is “Team 1”, but it could be a different team.
 - b. Left click the blue “Save” button in the lower right corner of the pop-up window.
 - c. The blue “Save” button is circled in the figure below.



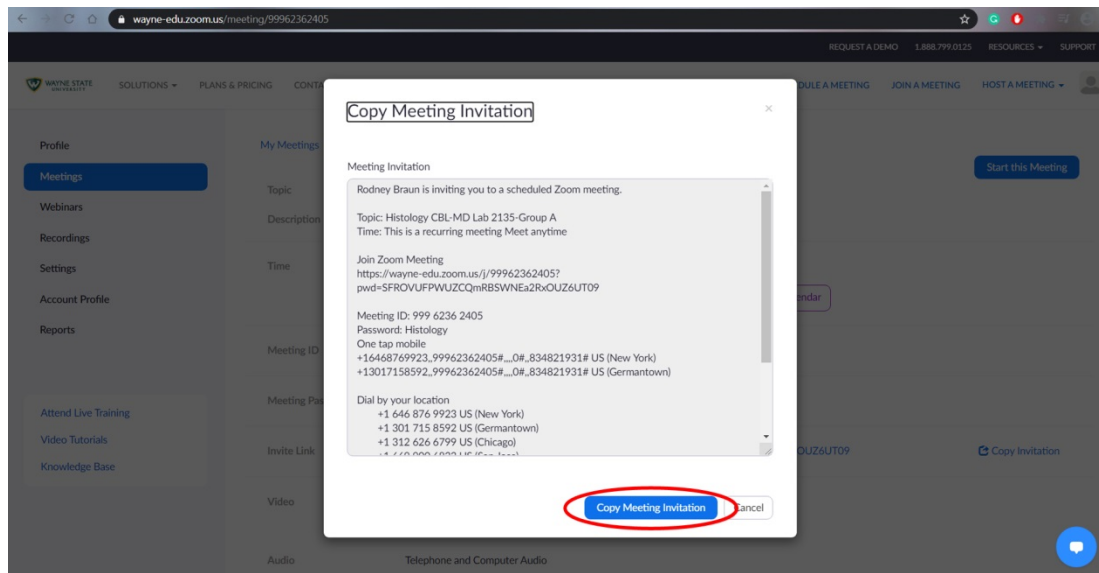
16. Clicking on the “Save” button on the “Breakout Room Assignment” pop-up window will take you back to the “My Meetings” page. You now want to save your meeting selections.
 - a. You should have 7 or 8 breakout rooms (check your assignment file).
 - b. Locate the blue “Save” button at the bottom of the page, which is circled in the figure below.
 - c. Left click on the “Save” button to save your meeting.



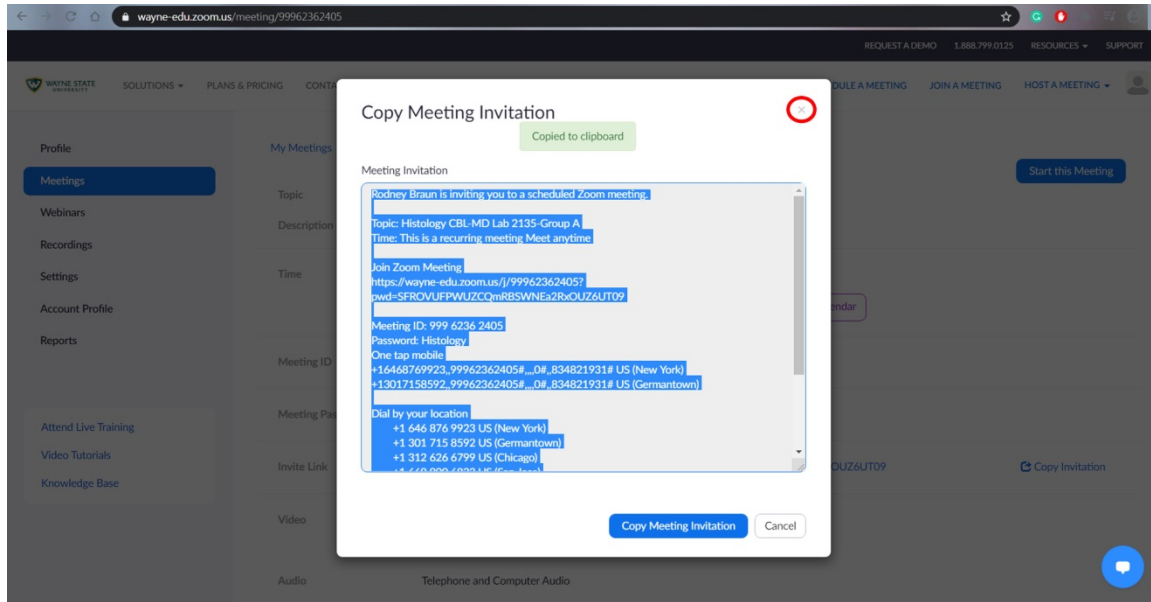
17. Clicking “Save” will take you back to the top of the “My Meetings” page.
 - a. The meeting will now have an invitation link, which is a link someone can use to access the meeting.
 - b. To copy an invitation to the meeting, including the Meeting ID, left click on “Copy invitation”, which is located to the right of the “Invite Link”.
 - c. The blue “Copy Invitation” indicator is circled in the figure below.



18. Clicking the blue “Copy Invitation” indicator will result in the appearance of a new pop-up window, the “Copy Meeting Invitation” window.
 - a. The window will contain the text to an invitation to the scheduled meeting.
 - b. Locate the blue “Copy Meeting Invitation” button at the bottom of the page, which is circled in the figure below.
 - c. Left click on the “Copy Meeting Invitation” button to copy the invitation or just make a note of the Meeting ID and password (“Histology”).



19. Clicking the blue “Copy Meeting Invitation” button will result in the appearance of a message in a light green box at the top of the pop-up window, informing you that the invitation has been copied to the clipboard.
 - a. Left click on the “X” in the top right corner of the pop-up window to close the window.
 - b. The “X” is circled in the figure below.



20. Closing the “Copy Meeting Invitation” pop-up window will take you to the top of the “My Meeting” page and display the meeting that you just set up.
 - a. The page is shown in the figure below.
 - b. Go to your e-mail account, and paste the invitation on your clipboard into an e-mail to Rod Braun (rbraun@med.wayne.edu) for posting on Canvas. Alternatively, send him the Meeting ID. Remember the password should be “Histology”.

