



Faculty Zoom Session Set-up Checklist

- Faculty Zoom Pro Account activated?
- Zoom Tool added to left navigation panel
- Zoom sessions must be created in **Faculty Member's** Zoom Account for ownership of recordings. etc.
- Complete steps to schedule Zoom meetings
 - Name Session - Course Name, Day of Week & Time Session is held *Example: N918 Leadership in Science Wednesday 2:00-4:00*
 - Recurring meeting selected and set
 - Video- Host **On** - Participant **Off** - **Check with Faculty to make sure their computer Webcam works**
 - Audio - **Computer Audio** - Check with Faculty to ensure their computer **Mic works**
 - Meeting Options
 - Enable join before host
 - Mute participants upon entry
 - Record meeting automatically - to Cloud
 - Alternate Hosts - **Add the Staff Assistant and Tech person** assigned to this course for this process
- Link to Course Support Page on course homepage <https://nursing.duke.edu/node/33421> added to course
- Instructional Video for How Students Join Zoom Session added to course homepage
- Scheduled practice zoom session