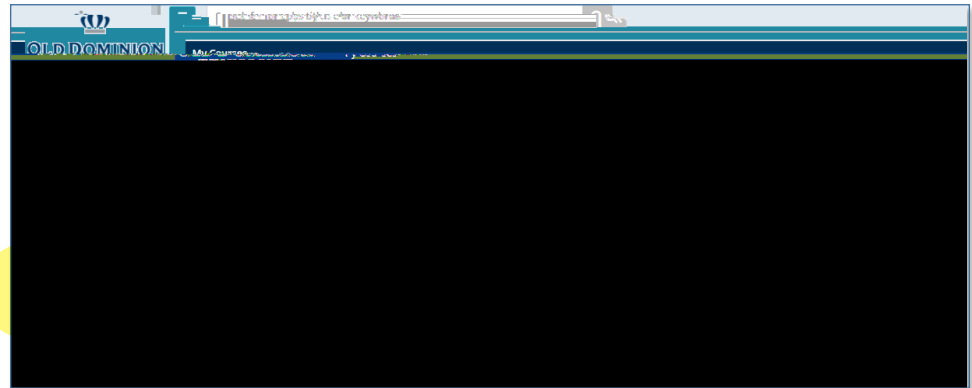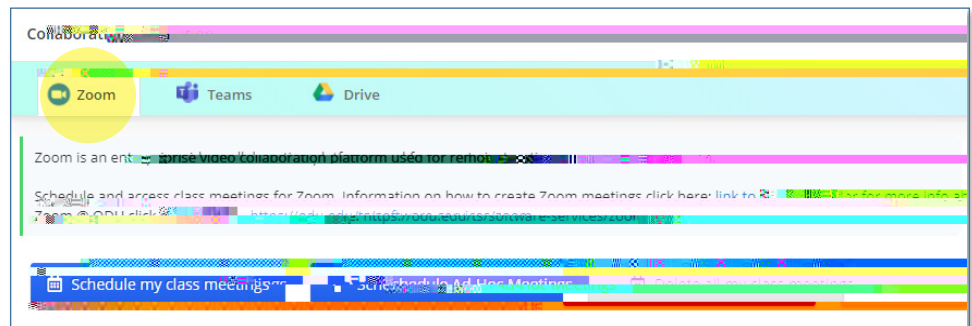**Information
Technology
Services**

1. Log in to the portal ([my.odu.edu](my.odu.edu)) with your MIDAS ID and password. Click on **My Courses** and select the course name.
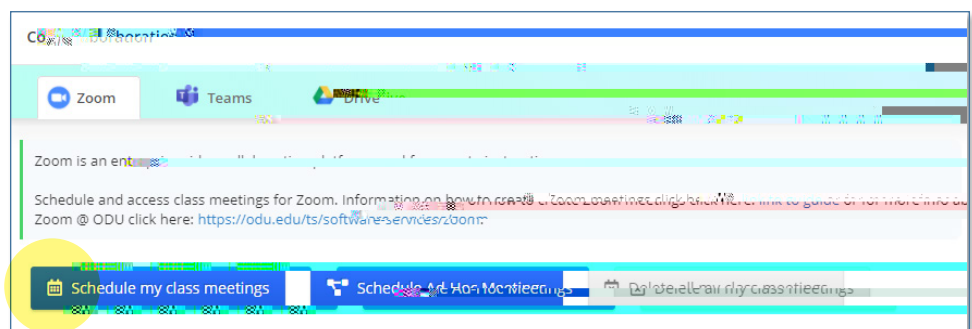

Schedule a course meeting

1. In the Collaboration Tool, you will see options for Zoom, Teams, and Google Shared Drive. Make sure you're in the **Zoom** tab.


2. Click **Schedule my class meetings**. This will schedule meetings for the duration of your course based on the days/times that the class meets.

This is only available for online (WC) or hybrid (WC + in-room) courses. Otherwise, this option will be grayed out.

3. Your course information is auto-populated. If you'd like to automatically publish meeting recordings to your Blackboard course, make sure the box **Auto publish recordings to Blackboard** is selected*. Then click **Schedule Meeting**, you will receive a message that your meetings have been success-fully created.
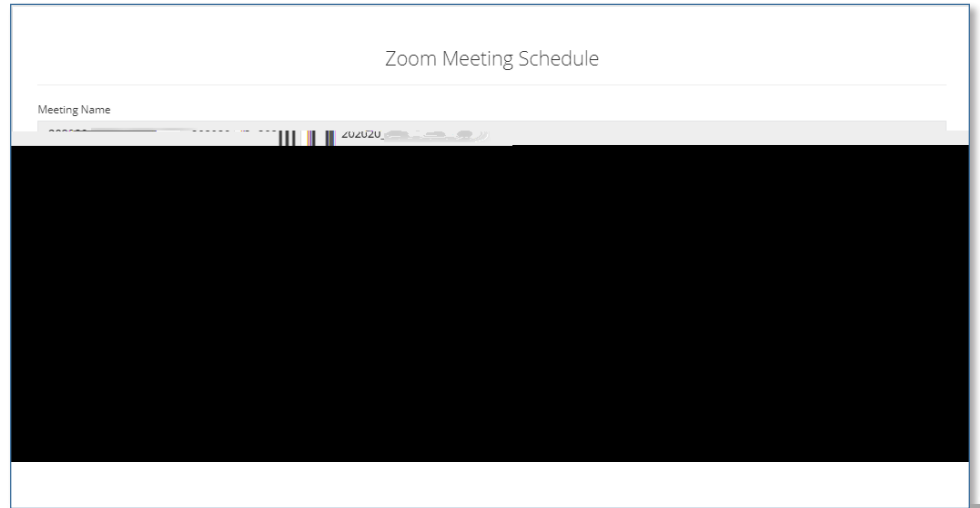
*If you do not click this box now, you'll have to add the recordings to your course in Blackboard in order for your students to be able to view them. Record-ings are stored in Blackboard under My Media. Learn more about adding media to a course here.

4. The Zoom page in the Collaboration Tool will now show a list of meetings scheduled for your course, along with a Preferences tab.


Schedule ad hoc meetings

1. You can schedule ad hoc meetings for office hours or any other time you want to meet with students outside of your regular class time. (Attendance is not recorded.)

2. Name your meeting and select the date and time. (If you're setting up office hours, we recommend naming the meeting in a way that distinguishes it from regularly scheduled course meetings. *Example: Office Hours PHYS 231*.

3. To make an ad hoc meeting available to students in multiple classes (if you wanted to hold open office hours for all students, for example), click the box next to **Share this meeting with my other courses**.
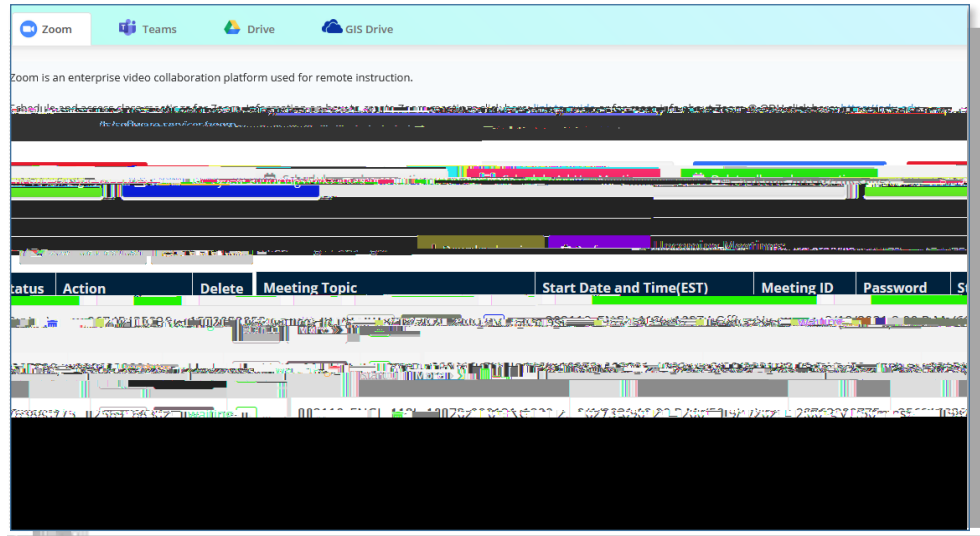

4. You'll see a drop-down menu where you can select any or all of your classes to share your meeting with. After you've made your selection, click **Schedule Meeting**.
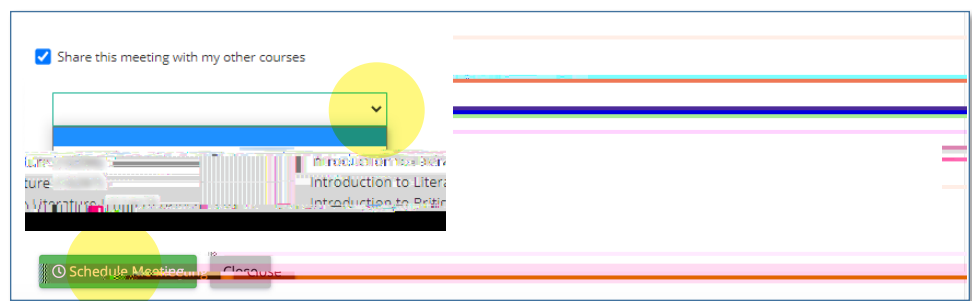
Start, edit and delete meetings

From the list of **Upcoming Meetings**, you can edit and modify individual meetings using the buttons found in the **Action** column.

- **Start:**