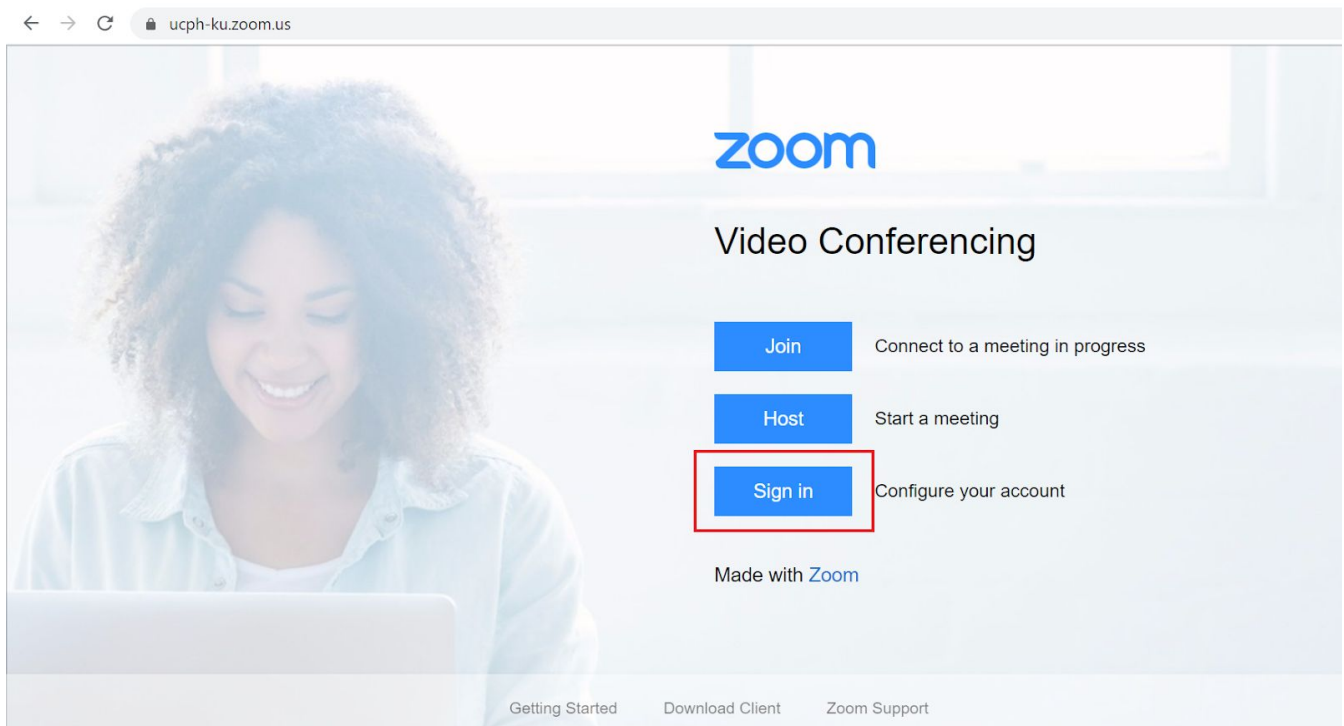


# How to schedule Zoom meetings for online oral exams

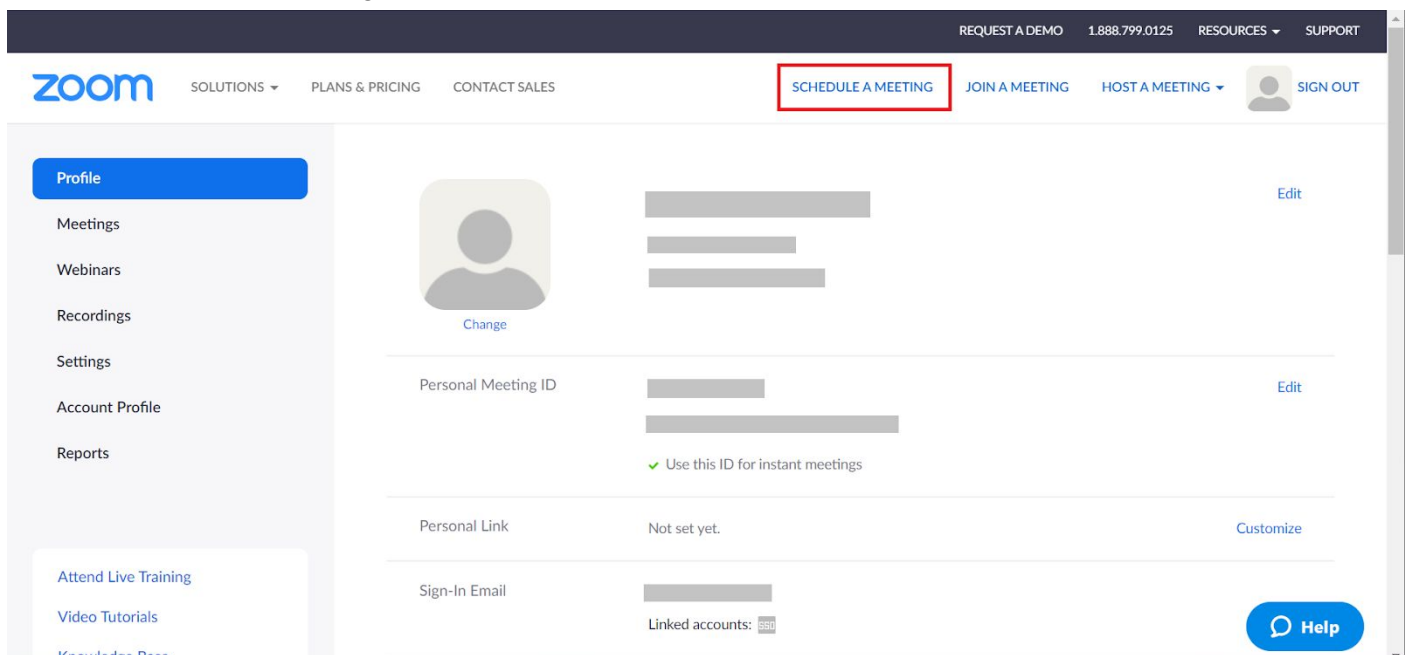
## + invite examiners

1. Sign in at Zoom website
2. Click “Schedule a meeting”
3. Enter details and select settings (add internal examiner(s))
4. Share the link for the meeting with external examiner(s)
5. Overview of meetings
6. Edit a meeting (change settings)



1. Go to: <https://ucph-ku.zoom.us> and sign in with your KU-login



2. Click “Schedule a meeting”



### 3. Enter details and select settings

<p><a href="#">My Meetings</a> &gt; Schedule a Meeting</p> <p>Schedule a Meeting</p> <p>Topic <input type="text" value="Name of the exam"/></p> <p>Description (Optional) <input type="text" value="Enter your meeting description"/></p> <hr/> <p>When <input type="text" value="04/14/2020"/>  <input type="text" value="8:30"/> <input type="text" value="AM"/></p> <p>Duration <input type="text" value="6"/> hr <input type="text" value="0"/> min</p> <p>Time Zone <input type="text" value="(GMT+2:00) Copenhagen"/></p>	<h4>SETTINGS TO ATTEND TO</h4> <p><b>Topic:</b> Name of the exam</p> <p><b>When:</b> Enter date and duration. The same meeting room can be used for the entire exam, even over several days by reusing the same link.</p>
<p><input type="checkbox"/> Recurring meeting</p> <hr/> <p>Registration <input type="checkbox"/> Required</p> <hr/> <p>Meeting ID <input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 406-002-3941</p> <hr/> <p>Meeting Password <input type="checkbox"/> Require meeting password</p> <hr/> <p>Video</p> <p>Host <input checked="" type="radio"/> on <input type="radio"/> off</p> <p>Participant <input checked="" type="radio"/> on <input type="radio"/> off</p>	<p><b>Meeting ID:</b> Select “Generate Automatically” (Expires after 30 days from the scheduled date or the last time the meeting has been used)</p> <p><b>Meeting Password:</b> Uncheck (no password)</p> <p><b>Video:</b> On for both host and participants</p>
<p>Audio <input type="radio"/> Telephone <input checked="" type="radio"/> Computer Audio <input type="radio"/> Telephone and Computer Audio</p> <hr/> <p>Meeting Options</p> <p><input type="checkbox"/> Enable join before host</p> <p><input type="checkbox"/> Mute participants upon entry </p> <p><input checked="" type="checkbox"/> Enable waiting room</p> <p><input type="checkbox"/> Only authenticated users can join</p> <p><input type="checkbox"/> Record the meeting automatically on the local computer</p>	<p><b>Audio:</b> - Computer Audio</p> <p><b>Meeting options:</b> - Uncheck ‘Enable join before host’ The students can join the waiting room and test video/audio and will get a notification saying the meeting will start when the host arrives. - Check ‘Enable waiting room’ Students will wait there, until they are admitted to the meeting.</p>
<p>Alternative Hosts <input type="text" value="Example: mary@company.com, peter@school.edu"/></p> <hr/> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	<p><b>Alternative Hosts:</b> - Teachers and examiners with KU emails can be invited to have a host role, which means they can move students to and from the waiting room. - They will get their own invitation, but you can invite them with a link as well to make sure they get it.</p>

#### 4. Share the link for the meeting with the external examiner(s)

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

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My Meetings > Manage "Name of the exam"

Start this Meeting

Topic Name of the exam

Time Apr 14, 2020 08:30 AM Copenhagen

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 134-482-619

Meeting Password × Require meeting password

Invite Attendees Join URL: <https://ucph-ku.zoom.us/j/134482619> [Copy the invitation](#)

Video Host On [Help](#)

#### 5. Overview of upcoming meetings. Click on the blue name, if you need to edit it (e.g. change settings)

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Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

[Schedule a New Meeting](#) Join a meeting from an H.323/SIP room system


Start Time ▾	Topic ▾	Meeting ID	
Today 02:00 PM 02:00 PM Paris	<a href="#">Planlægning af webinar i Absalon/Didaktik</a>	783-921-326	<a href="#">Start</a> <a href="#">Delete</a>
Tomorrow 12:30 PM 12:30 PM Paris	<a href="#">ITLC Statusmøde</a>	954-953-447	<a href="#">Start</a> <a href="#">Delete</a>
Thu, Apr 2 08:30 AM 08:30 AM Paris	<a href="#">Name of the course exam</a>	842-667-523	<a href="#">Start</a> <a href="#">Delete</a>
Thu, Apr 2	<a href="#">Virtuelt Frokostmøde med ITLC</a>	364-979-532	<a href="#">Start</a> <a href="#">Delete</a>


[Help](#)

## 6. Edit meetings: Scroll to the bottom of it and click “edit”

zoom

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SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING ▾SIGN OUT

Video	Host	On
	Participant	On
Audio	Computer Audio	
Meeting Options	<div><div>×</div>Enable join before host</div> <div><div>×</div>Mute participants upon entry </div> <div><div>✓</div>Enable waiting room</div> <div><div>×</div>Only authenticated users can join</div> <div><div>×</div>Record the meeting automatically on the local computer</div>	

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting