

The Scheduling Privilege Role in Zoom Meetings

Enable TAs to pre-assign breakout rooms and create/edit polls

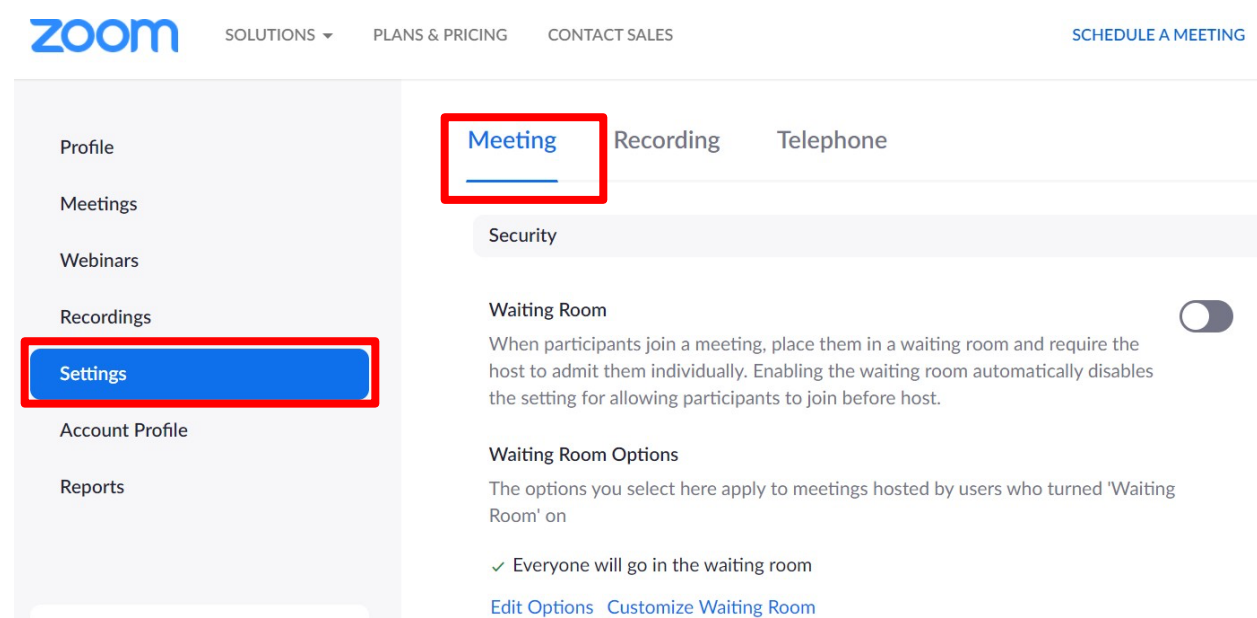
Learning and Teaching Support Team
Faculty of Forestry, UBC

The scheduling privilege role in Zoom allows the meeting host to let TAs:

- (1) pre-assign breakout rooms and
- (2) create or edit polling questions in a Zoom meeting

Here are the instructions to enable this option in Zoom:

- Log in UBC's Zoom web portal with your ubc.ca email
 - <https://ubc.zoom.us/>
- Go to **Settings** and choose the **Meeting** tab
- Scroll down to the bottom and find the **Other** section



Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.



Direct call a room system

Enable direct call to a room system from client



Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit

English



[Send me a preview email](#)

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to



No one

I can schedule for

No one

- Click + next to the **Assign scheduling privilege** to option
- Add the ubc.ca emails of your TAs to the pop-up window
- Click the **Assign** button

Assign scheduling privilege

firstname.lastname@ubc.ca

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

Assign

Cancel

With the scheduling privilege role, the TAs can pre-assign breakout rooms as follows:

- Log in UBC's Zoom web portal
- Choose the **Meetings** on the left panel
- Look for the corresponding meeting and TAs can click Edit to adjust the meeting settings

The screenshot shows the Zoom web portal interface. On the left, a navigation menu has 'Meetings' highlighted with a red box. The main content area is titled 'Meetings' and includes a 'Get Training' link. Below the title are tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A search bar with 'Start Time to End Time' and a 'Schedule a Meeting' button are visible. Under the 'Today' section, a meeting titled 'TLS Sample Meeting' is listed with its ID and host information. The 'Start', 'Edit', and 'Delete' buttons for this meeting are highlighted with a red box.

- After you click the **Edit** button, you can scroll down to find the **Options**
- Enable the option for **Breakout Room pre-assign**
 - Click **+ Create Rooms** to add breakout rooms for the meeting
- After finish creating breakout rooms for the meeting, don't forget to click the **Save** Button

The screenshot shows the 'Options' section of a Zoom meeting. The 'Hide' link is at the top. Below it are several checkboxes: 'Allow participants to join anytime', 'Q&A', 'Mute participants upon entry', 'Breakout Room pre-assign', 'Automatically record meeting', and 'Approve or block entry to users from specific regions/countries'. The 'Breakout Room pre-assign' checkbox is checked and highlighted with a red box. Below it is a '+ Create Rooms' button, also highlighted in red. At the bottom, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted in red.

- To find more information about managing breakout rooms, you can visit:
<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

With the scheduling privilege, the TAs can also add polling questions to the meeting as follows:

- Find the meetings schedules by the professor in the Zoom web portal
- Click the **Meeting Title** view the meeting information

Meetings Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time Schedule a Meeting ...

Today

TLS Sample Meeting Start Edit Delete

Meeting ID: 667 7607 3021
Host:

- Scroll down to add polling questions to the meeting

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

You have not created any poll yet. Add

You have created 1 poll for this meeting. Add

Title	Total Questions	Anonymous	
▼ Poll 1:Question 1	1 question	Yes	Edit Delete

