

# The Scheduling Privilege Role in Zoom Meetings

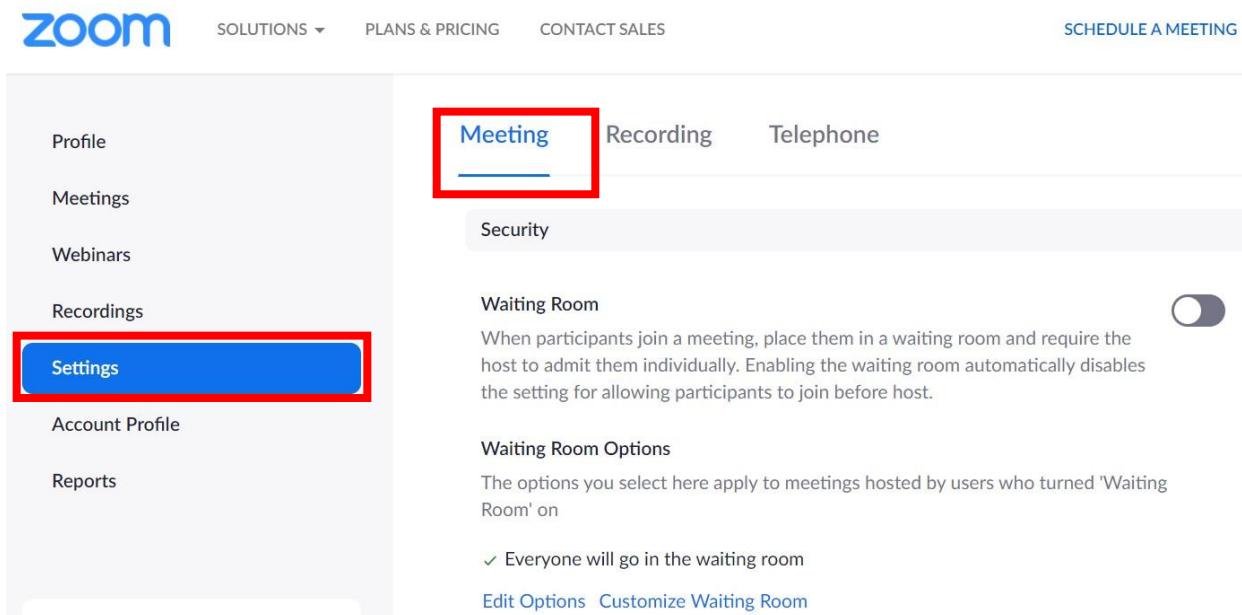
Enable TAs to pre-assign breakout rooms and create/edit polls

Learning and Teaching Support Team  
Faculty of Forestry & Environmental Stewardship, 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 [o <https://ubc.zoom.us/>](https://ubc.zoom.us/)
- Go to **Settings** and choose the **Meeting** tab
- Scroll down to the bottom and find the **Other** section



The screenshot shows the Zoom web portal interface. On the left, there is a sidebar with links: Profile, Meetings, Webinars, Recordings, **Settings** (which is highlighted with a red box), Account Profile, and Reports. On the right, there are several tabs: Profile, **Meeting** (which is highlighted with a red box), Recording, Telephone, Security, Waiting Room, and Waiting Room Options. The Waiting Room section contains text about placing participants in a waiting room and a toggle switch that is turned on (blue). Below it, the Waiting Room Options section has a note about applying settings to meetings hosted by users who turned 'Waiting Room' on, a checked checkbox for 'Everyone will go in the waiting room', and links to 'Edit Options' and 'Customize Waiting Room'.

**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
- Click the **Search box** to find the professor's email
- Click that email account to see the upcoming meetings

- The TA can click **Edit** to adjust the meeting settings

- After you click the **Edit** button, you can scroll down to find the **Meeting Options**
- Enable the option for **Breakout Room pre-assign** ○ Click + **Create Rooms** to add breakout rooms for the meeting

Meeting Options

Enable join before host

Mute participants upon entry 

Only authenticated users can join

Breakout Room pre-assign

[+ Create Rooms](#) [Import from CSV](#)

Automatically record meeting

Alternative Hosts

Example: mary@company.com, peter@school.edu

**Save** **Cancel**

- After finish creating breakout rooms for the meeting, don't forget to click the **Save** button
- 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

Profile

**Meetings**

Webinars

Recordings

Settings

Account Profile

Reports

**Meetings**

**Upcoming** Previous Personal Room Meeting Templates

Start Time to End Time

Schedule a Meeting ...

Today

11:00 PM - 01:00 AM **TLS Sample Meeting**

Meeting ID: 667 7607 3021  
Host: Skyler(Yizheng) Wang

Start Edit Delete

- 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](#)