

The Scheduling Privilege Role in Zoom Meetings

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

Learning and Teaching Support Team

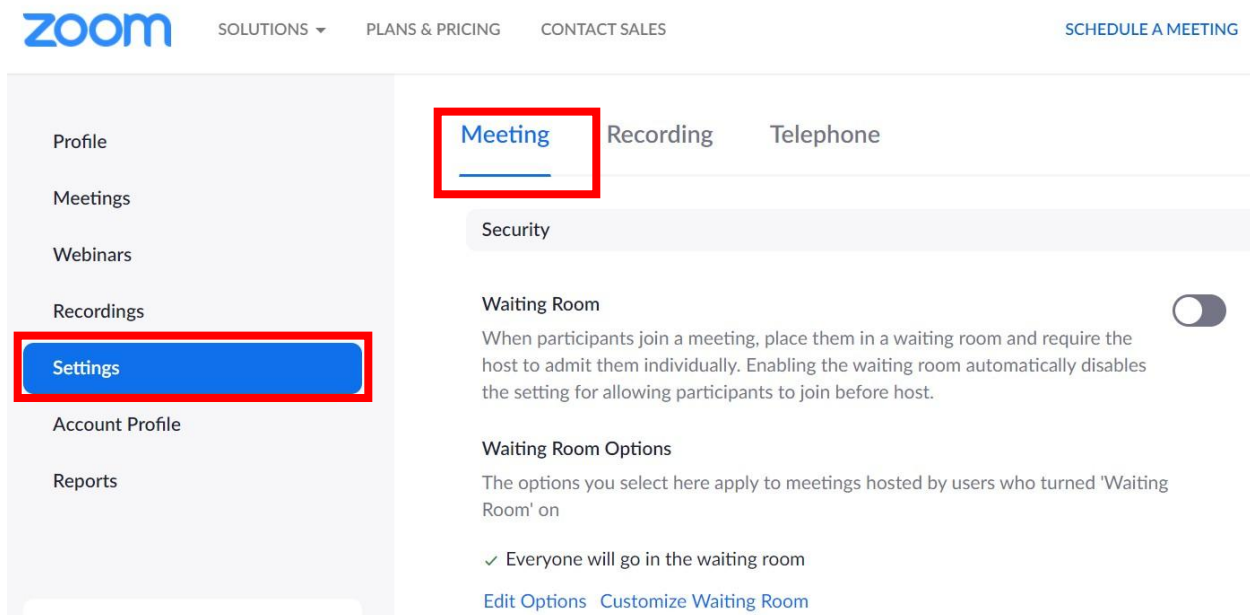
Faculty of Forestry & Environmental Stewardship, UBC

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

The screenshot shows the Zoom web portal interface. On the left sidebar, the 'Meetings' tab is highlighted with a red box. The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. The 'Upcoming' tab is active. Below the tabs, there is a search bar with a calendar icon and the text 'Start Time to End Time'. To the right of the search bar is a dropdown menu with the text 'Search' and an upward arrow. This dropdown menu is open, showing options 'All' and 'Myself'. Below these options is a search input field with a red box around it, containing the text '@ubc.ca'. To the right of the search input field is a button labeled 'Schedule a Meeting' and a three-dot menu icon. Below the search bar, there is a section titled 'Today' with a meeting listed: '11:00 PM - 01:00 AM TLS Sample Meeting'. Below the meeting title, the meeting ID '667 7607 3021' and the host 'Host: Skyler(Yizheng) Wang' are displayed.


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

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- 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

Skyler(Yizheng) ...
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	
<div> Poll 1:Question 1 </div>	1 question	Yes	<div> Edit Delete </div>