Zoom Scheduling Privileges
Cheat Sheet

Assigning Scheduling Privileges

- With scheduling privileges, you can assign multiple other user to schedule meetings on your behalf.
- Users with Scheduling Privilege can schedule, edit, and will automatically be added as alternative host for all meetings they schedule.
- You may assign and revoke scheduling privileges at any time. Zoom does not notify the user if you have added them to scheduling privileges or removed them.
- To assign scheduling privileges to a user such as your TA or Faculty Assistant, navigate to http://suffolk.zoom.us and select **Settings** from the menu on the left.
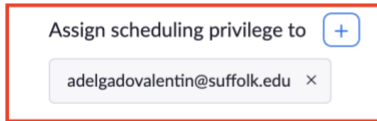- Scroll to the bottom of the page, where you will find **Schedule Privilege**. Click the +:

- Enter the email address of the person you wish to assign, then press **Assign** (**note:** you can assign multiple people):

- You can see who you have added to schedule for you at the same place in your settings:

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 [+]

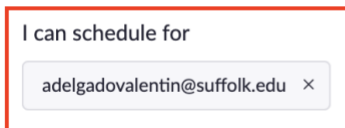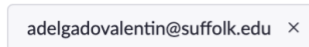adelgadovalentin@suffolk.edu ×

I can schedule for

No one

Scheduling for Another User

- You may schedule meetings on behalf of the user(s) for whom you have Scheduling Privilege. Even though you have scheduled the meeting, the person for whom you have scheduled it will be the **host**.
- You can see who you have scheduling privileges for by navigating to http://suffolk.zoom.us and selecting **Settings** from the menu on the left.
- Scroll to the bottom of the page, where you will find **Schedule Privilege**. Here you can see if you have been assigned privileges from another user:
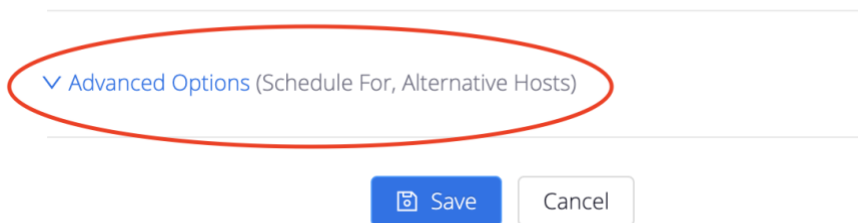
Schedule Privilege

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 +

adelgadovalentin@suffolk.edu ×

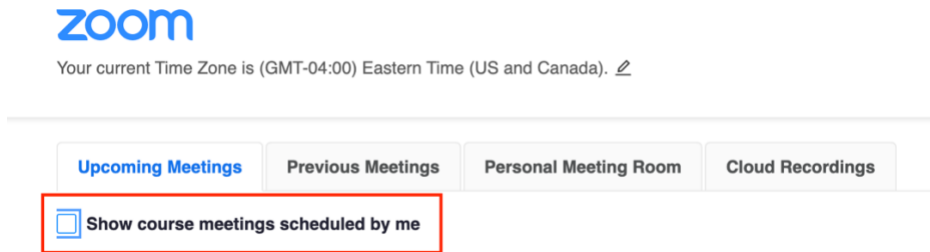I can schedule for

adelgadovalentin@suffolk.edu ×

- If you are scheduling for a professor's class meeting(s), navigate to Blackboard and select the appropriate course.
- Click **Online Synchronous Learning (Zoom)** from the course menu on the left.
- Select **Schedule a New Meeting** at the top right of the Zoom window. Enter the appropriate data for the meeting(s).
- Scroll to **Advanced Options** at the bottom of the scheduling window:

∨ Advanced Options (Schedule For, Alternative Hosts)
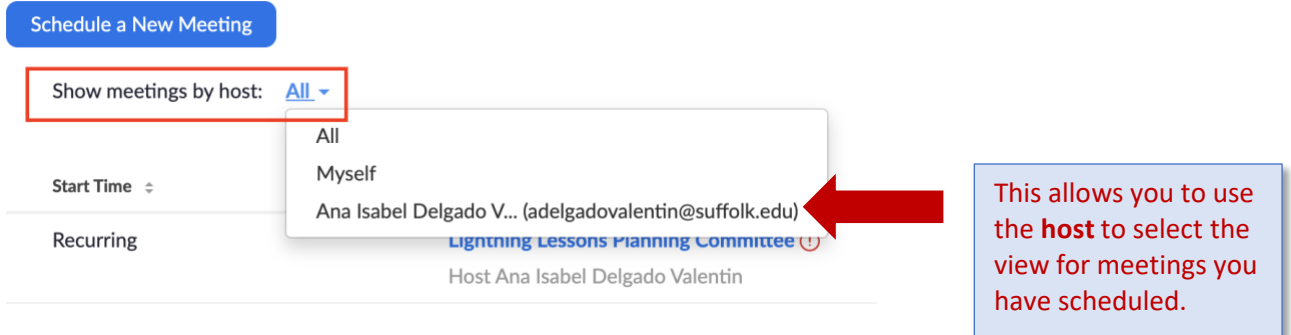
[🖫 Save]   [Cancel]

- Click **Advanced Options** to open the menu. Select the **Schedule For** box (**note:** the default is yourself. Anyone you have Schedule Privilege for will appear in the drop-down menu):

Click the name of the person you want to schedule the meeting for.
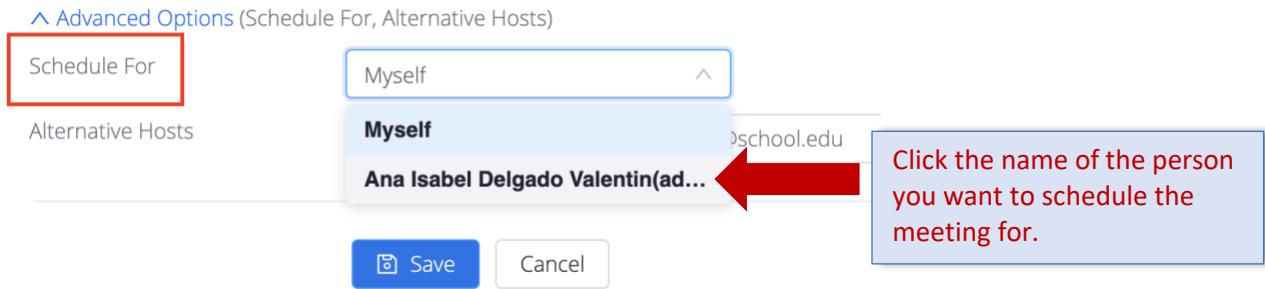
- You may also designate an alternative host (**note:** You will automatically be added as an alternative host).
- Click **Save**.

- To see meetings that you have scheduled for the course, click **Online Synchronous Learning (Zoom)** on the course menu in Blackboard. Select the box by **Show course meetings scheduled by me** (**note:** the default view will show all meetings scheduled for that course):

- If you are editing meetings on http://suffolk.zoom.us, the interface looks slightly different:

This allows you to use the **host** to select the view for meetings you have scheduled.

- If you are scheduling a meeting at http://suffolk.zoom.us, the drop down menu to select who you are scheduling for appears in the middle of the scheduling page:
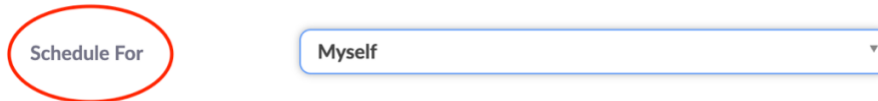
- Generally, only the host can get reports for a meeting, no matter who schedules it. However, there is a workaround through Blackboard.
  - Go to the **Online Synchronous Learning (Zoom)** (or similarly named) tab on Blackboard. Then click **Previous Meetings**. You will see a **Report** button by the meetings:

o Once you click the report, you will see a list of those who attended the Zoom meeting in one tab. You can also access poll results from the polls tab. Click **Download CSV** to download the report (**note:** you will need to manually remove duplicate entries from the CSV if students entered more than once):