Create a Zoom ILT Class

The Zoom webinar integration links to the instructor's Zoom account and automatically creates the Zoom url. Below is a list of considerations when creating this type of activity, followed by the instructions.

- [Considerations When Using a Zoom ILT Class]
- [Create a Zoom ILT Class from Existing ILT Course]

Section 1: Considerations When Using a Zoom ILT Class

Below is a list of considerations divided by Training Administrator, Learner, and Instructor.

Training Administrator

Topic	Pro	Con
Activity Creation	Can edit most settings of the activity after validating and sending to production.	Can **not** change the Instructor once activity is validated and moved to production.
Activity Creation		Can only list **one** instructor.
Activity Creation		Unable to edit the class to launch as Zoom with automated Zoom link if did **not** make the setting change **prior to** validating for production.
Activity Creation		Can **not** copy a Zoom ILT Class to create another.
Roster	Can alter roster if learner self-selected attended but you know they did not spend the full time in the session.	Meeting report created by Zoom does **not** include time spent in session.
Zoom Access		Need to provide Learner instructions for how to access Zoom link via a User Note, custom notification, or separate Outlook email message.

Learner

Topic	Pro	Con
Zoom Link	Click **Join** button from myTraining Timeline or Training Schedule (*available 15 minutes prior to class start*).	Neither training Outlook Calendar appointment nor training reminder notice include the Zoom link.
Zoom Link		When Instructor **starts** the Zoom session, an email is sent to all registered learners with the Zoom login details.
Roster Management	Message appears to mark self as attended when leave the Zoom session.	Can mark self as attended even if in session for 2 minutes (*each department has their own policies for how credit is given for an in-person class*).

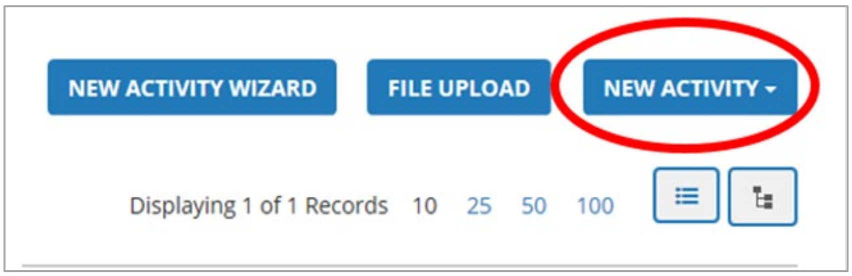
Instructor

Topic	Pro	Con
Zoom Link & Meeting	Once Zoom class is created, the meeting appears on both Zoom Desktop app and Zoom web page.	
Zoom Link & Meeting	Zoom meeting session parameters are inherited based on what the Instructor has set-up via their Zoom web page.	
Zoom Link & Meeting	Can start the session either from myTraining Instructor Schedule page, Zoom Desktop app, or Zoom web page.	If Instructor joins the Zoom session and leaves, the Zoom session ends and cannot be restarted. ***Best practice is to only join 15 minutes prior to the start of class.***
Zoom Templates & Polls		Zoom templates instructor has created for a class with polls can **not** be used. Polls can only be added after meeting is created via Zoom web page.
Recording & Video	Able to record class and access video recording.	
Attendance Report	Meeting report created with learner name and email address.	Report does **not** include time spent in session. A usage report not created.
Multiple Instructors		Can only list **one** instructor within myTraining. This instructor needs to go into their Zoom web page to add co-instructors as cohosts.
Multiple Instructors		Co-instructors can only launch meeting via Zoom link shared with them when Lead instructor made them co-host.

Section 2: Create a Zoom ILT Class from an Existing ILT Course

NOTE: The ILT course must be moved to Production before creating an associated ILT class. Refer to the **myTraining Partner Program Instruction Guide**, *Adding ILT Class Offerings to an ILT Course* section.

1. Log into myTraining via mytraining.hr.ufl.edu.
2. Navigate through **Administration > Learning Management > Activity Management > Learning Activities**.
3. Search for the ILT Course previously created. Click the radio button next to the course **Name**.
4. Select the dropdown menu beside **New Activity**.



5. Select **Offering of Selected Activity** (the Offering Wizard launches).
6. Do not configure any options within the Offering Wizard, select **Build Offering**.
7. From the Properties area, delete "Offering of" from the activity name.
8. Enter the ILT Course code into the Code field.
9. Select **Save**.
10. Select **Optional** to display all properties.

Complete the following steps to set the required properties for the class.

Configure general properties for your activity Section –
General –
11. **Contact:** Enter at least the name of your department/unit and phone number.
12. Click **Next**.

Status –
13. Make sure the following check boxes are **CHECKED**:
- Active
- Hide from search results for Learners and Managers
- Hidden from Transcript
- Can be copied
- Can be subscribed
- Can be fulfilled

14. Make sure the following check boxes are **UN-checked**:
    - Canceled
    - No registration required
    - Hide in Manager mode
    - User cannot register for individual activity

15. Change the **Status** dropdown field to **Active**.

16. Click **Next**.

Notes –
The Registration Instruction field is usually filled out for ILT Courses only. You are welcome to use this field if needed.

17. Click **Cancel**.

Schedule Section –

18. **Start date and time:** Click the calendar icon and choose the desired start date. Then click the Time textbox and choose (or type in) the desired start time for this class offering.

19. **End date and time:** Click the calendar icon and choose the desired end date. Then click the Time textbox and choose (or type in) the desired end time for this class offering.

20. **Registration deadline date:** This field is optional depending on if you want to cut off registrations by a certain time.

21. **Cancellation deadline date:** This field is optional depending on if you want to cut off when cancellations are accepted by a certain time.

22. Click **OK**.

Registration Section –
Availability –
23. Confirm the **Open for registration** checkbox is **checked**.

24. Check **Allow one click registration checkbox**.

25. **Availability:** Enter **minimum** and **maximum** capacity for the class.

26. Click **Next**.

Audiences –

27. Standard published audiences are:
    - UF Audience – all employees of UF
    - Combined UF & UFHS Audience – all employees of UF and UF Health Shands
    - Combined UF, UFHS, & UFEXT Audience – all employees of UF, UF Health Shands and any external learners not affiliated directly with UF or UF Health Shands (e.g., volunteers).

    IMPORTANT: As a myTraining Partner, you are not to add, edit or delete any audiences to or from your classes. T&OD strictly does all audience additions, editions, and deletions. Audience changes is the last step in these instructions.

28. Click **Next** twice.

Prerequisites –

29. If this course requires a pre-requisite, click **Add** and select the appropriate activity.

    NOTE: The desired activity must already be active in the system before selecting it as a prerequisite for this activity.

30. Click **Next**.

31. Find and select activities.

32. Select whether the prerequisite is a soft or hard prerequisite:
    a. **Soft Prerequisite** – the learner must have only registered for the prerequisite before registering for this activity.
    b. **Hard Prerequisite** – the learner must have successfully completed the prerequisite before registering for this activity.

33. Click **OK**.

34. Click **Next**.

Evaluations –

35. You are welcome to use the UF T&OD Workshop Evaluation 2.0 training evaluation for your trainings.

    NOTE: You may choose to send a custom evaluation to attendees after course completion, if desired. A report is available to view responses. If you wish to create a custom evaluation, contact T&OD to arrange a training. The custom evaluation must already be created in myTraining before you can add it here. Otherwise, leave this section blank.

    a. Click **Add** button.
    b. **Search** for and find the desired evaluation.
    c. Click **Next**.
    d. Change **Notification trigger** to **User complete**.
    e. Enter **15** into **Days to complete evaluations**.
    f. Click **OK**.

36. Click **Cancel**.

Resources Section –
Instructors –

37. Click **Add** icon.

38. Leave **Select Instructor** selected. Select **Next**.

39. **Search** for and **select** the instructor for this class session. If desired instructor is not listed, contact T&OD via training@ufl.edu to add user to the Instructor list.

40. Click **Next**.

41. Check **Qualified** and **Responsible** checkboxes.

42. Click **OK**.

43. **Confirm** there are no conflicts indicated.

    NOTE: A common conflict example is when a person is responsible for teaching a class but is already scheduled to attend or teach another class at the same time.

44. Click **Next**.

Locations –

45. Click **Add** icon.

46. Search for and select **Zoom**.

47. Click **OK**.

48. Click **Cancel**.

Web Based Training Section –
General –

49. In the drop-down menu under **Launch Method**, select **Zoom**.

Zoom –

50. Select **Meeting**, under Zoom Activity Type.

51. Click **OK**.

52. Click **Save**.

53. Select **Validate for Production**.

54. Select **Move to Production**.

55. Send an email request to training@ufl.edu with Class code, title and start date, and audience name (e.g., UF, Combined UF & UFHS, Combined UF, UFHS, & UFEXT) to flip the audience for learners to register.

   NOTE: If the associated ILT Course's audience was already flipped, then you are all set. Flipping of the audience is required when the ILT Course is also new.