

**How to create Zoom Meeting on slate?**

## **STEP#1**

Click on “**Google Icon**” to login the slate.

### **Hi, Welcome to SLATE**

Enter your details to log in your account

Username

Password



[Forgot your password?](#)

**Log in**

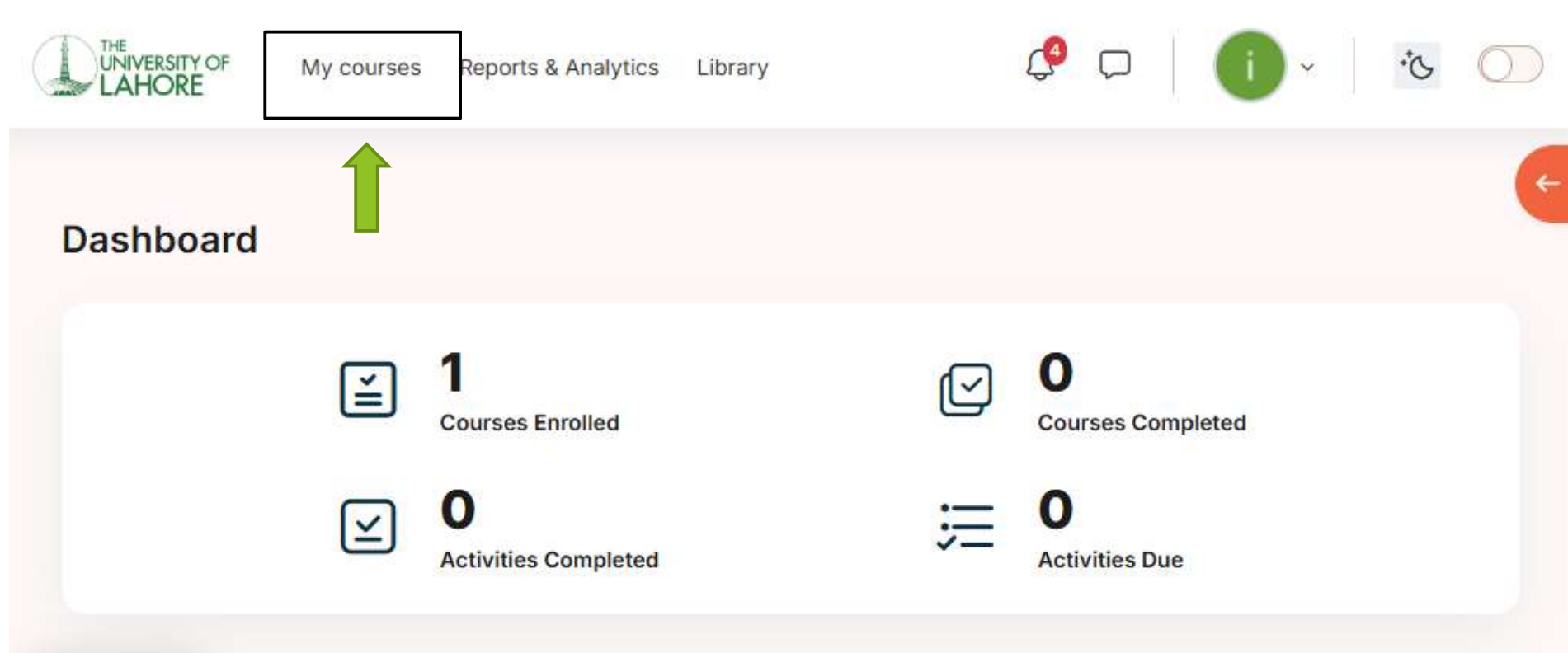
Or login using your account



[Cookies notice](#)

## STEP#2

Click on “My Courses”.



The screenshot shows the top navigation bar of The University of Lahore's LMS. The 'My courses' link is highlighted with a black box, and a green arrow points to it from the dashboard area below. The dashboard area is titled 'Dashboard' and contains four statistics: 1 Courses Enrolled, 0 Courses Completed, 0 Activities Completed, and 0 Activities Due. The navigation bar also includes links for 'Reports & Analytics' and 'Library', as well as notification, chat, profile, and settings icons.

THE UNIVERSITY OF LAHORE

My courses Reports & Analytics Library

Dashboard

1 Courses Enrolled

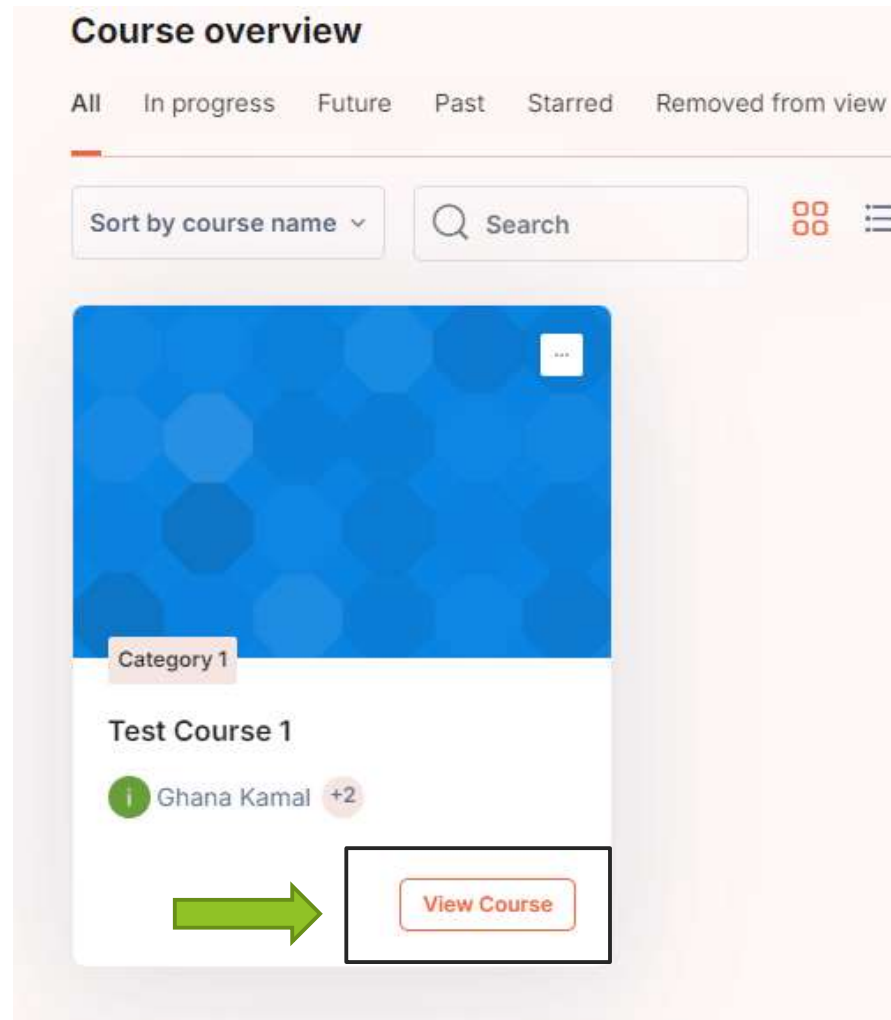
0 Courses Completed

0 Activities Completed

0 Activities Due

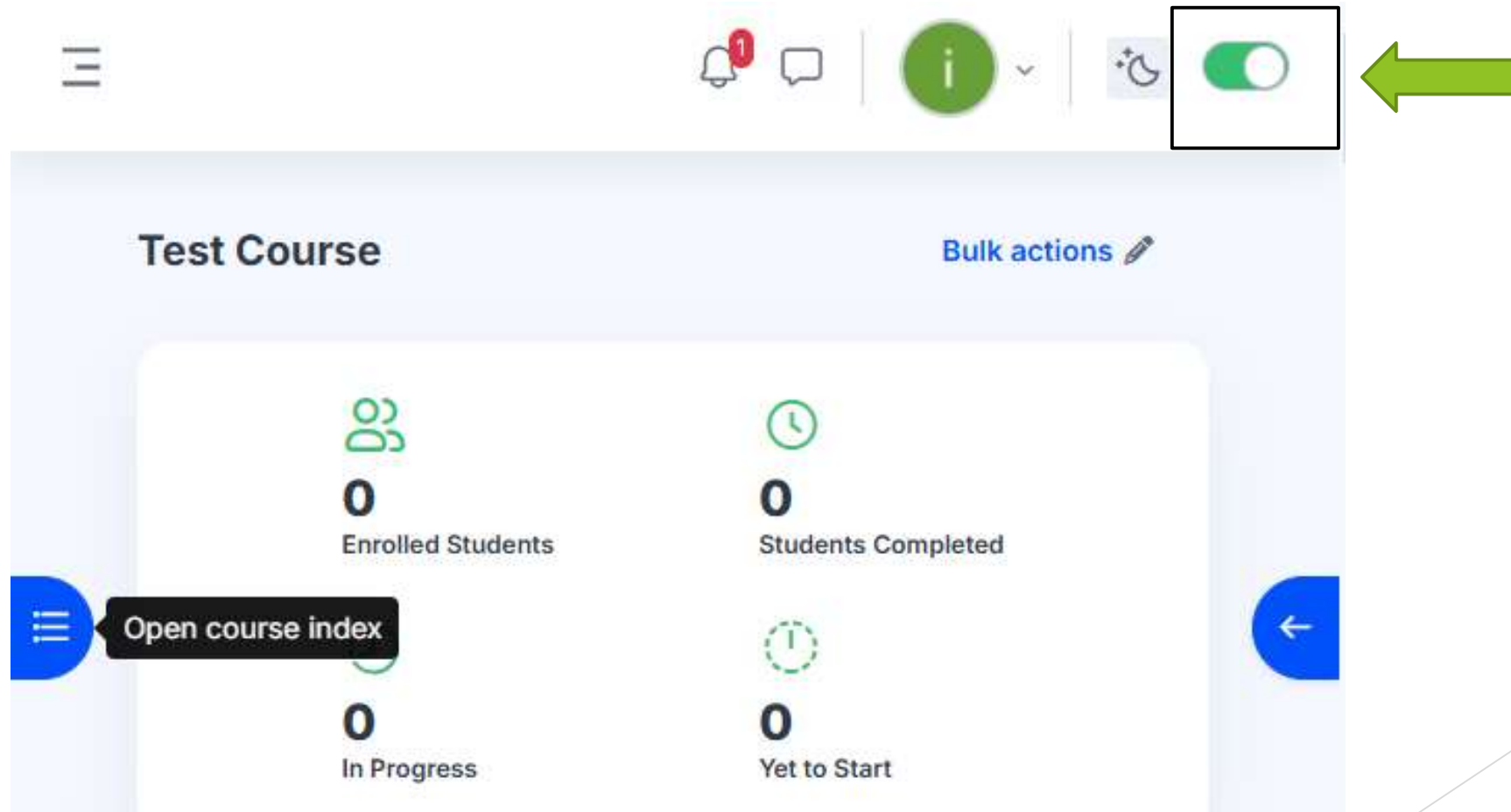
### **STEP#3**

Click on “**View Course**”.



## STEP#4

Now turn on the “Edit mode switch”.



## **STEP#5**

Click on “Add an activity and resource”.

30 October - 5 November

+ Add an activity or resource

Test 1

+ Add an activity or resource

6 November - 12 November

+ Add an activity or resource

Current week





















## **STEP#6**

Click on “**Zoom LTI PRO**”.

Add an activity or resource ×

Search

All Activities Resources

 Assignment ★ ⓘ	 Book ★ ⓘ	 Choice ★ ⓘ	 Database ★ ⓘ	 Feedback ★ ⓘ	 File ★ ⓘ
 Folder ★ ⓘ	 Forum ★ ⓘ	 Glossary ★ ⓘ	 H5P ★ ⓘ	 IMS content package ★ ⓘ	 Lesson ★ ⓘ
 Page ★ ⓘ	 Quiz ★ ⓘ	 SCORM package ★ ⓘ	 Text and media area ★ ⓘ	 URL ★ ⓘ	 Wiki ★ ⓘ
 Workshop ★ ⓘ	 ZOOM LTI PRO ★ ⓘ				

## **STEP#7**

Write the “**activity name**” and then click on “**save and display**”.



Test Course


Course Settings Participants Grades Reports ...

### New External tool

Expand all




































General

Activity name   

☒ Display activity name when students access the tool 

Activity description

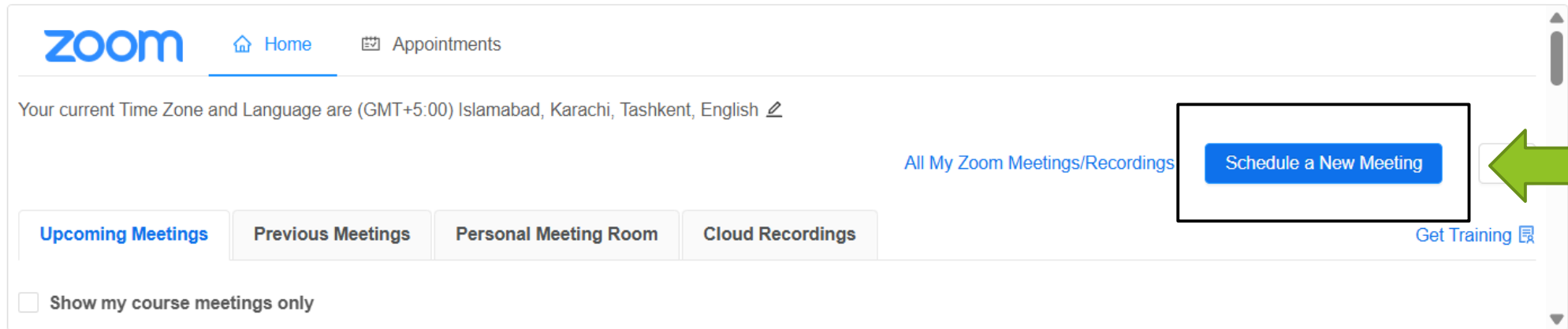
Edit View Insert Format Tools Table Help

  **B** *I*                                   



## **STEP#8**

Click on “**Schedule a New Meeting**”.



The screenshot displays the Zoom web application interface. At the top left is the Zoom logo. To its right are navigation links: 'Home' (with a house icon) and 'Appointments' (with a calendar icon). Below these, a status line reads: 'Your current Time Zone and Language are (GMT+5:00) Islamabad, Karachi, Tashkent, English' followed by an edit icon. The main content area features a horizontal menu with four tabs: 'Upcoming Meetings' (highlighted in blue), 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. To the right of these tabs is a link that says 'All My Zoom Meetings/Recordings' followed by a button labeled 'Schedule a New Meeting'. A large green arrow points directly to this button. Below the tabs, there is a checkbox labeled 'Show my course meetings only'. In the bottom right corner of the interface, there is a link that says 'Get Training' with a document icon.

## **STEP#9**

Mention the **Date & Time** of your class.

When

05/08/2025

2:00

▼

PM

▼

Duration

1

▼

hr

0

▼

min

Time Zone

(GMT+5:00) Islamabad, Karachi, Tashkent

▼

☐ Recurring meeting



## **STEP#10**

Select Recurring Meeting weekly & select the Days of classes as per your time table.

Time Zone

(GMT+5:00) Islamabad, Karachi, Tashkent ▼

☒ Recurring meeting **Every week on Thu, until Jun 19, 2025, 7 occurrence(s)**

Recurrence

Weekly ▼

Repeat every

1 ▼ week

Occurs on

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End Date

☒ By 06/19/2025 ☐ After 7 ▼ occurrences

## **STEP#11**


Click on **Save & Display**.

☐ Enable additional data center regions for this meeting

Alternative Hosts

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



 Save

Cancel

## **STEP#12**

Then click on **Start** button to Start Online Class.

☐ Show my course meetings only

Start Time	Topic	Meeting ID	
Today (Recurring) 2:00 PM	<a href="#">Test Course 1</a>	984 7506 4988	<div><div>Start</div><div>Delete</div></div>
Today (Recurring) 4:00 PM	Online Lecture 07.05.2025 Host Taymoor Ahmed	952 6784 8936 <a href="#">Passcode</a>	<div><div>Join</div></div>