

Guide to Using Zoom with D2L

This article describes how to use Zoom within a D2L course.

Overview

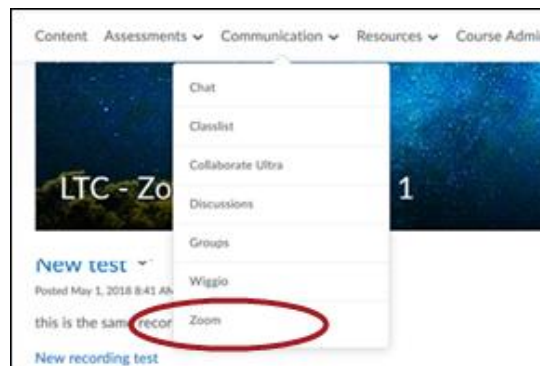
Zoom is account based and not course specific. Users will see **all** Zoom meetings for **all** courses within the user's Zoom account settings/portal.

To help keep Zoom meetings for courses organized, best practice is to create one Zoom meeting per course and use that room for all online meetings in that course. For example, instead of “Dr. So-and-So Virtual Office Hours”, name the meeting “LTC101_C01_virtual_office_hours”.

The terms Zoom “Session” and “Meeting” are used interchangeably and refer to the web-based, video conference session/meeting.

Create a Zoom Meeting (D2L)

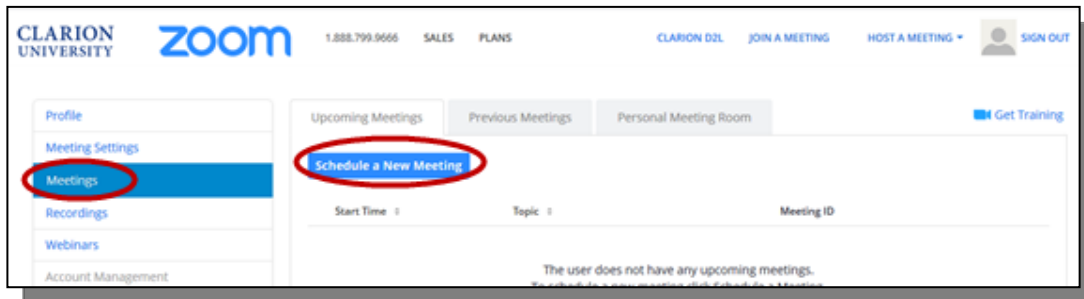
1. In a D2L course, click on Zoom in the Communications menu in the course navigation bar.



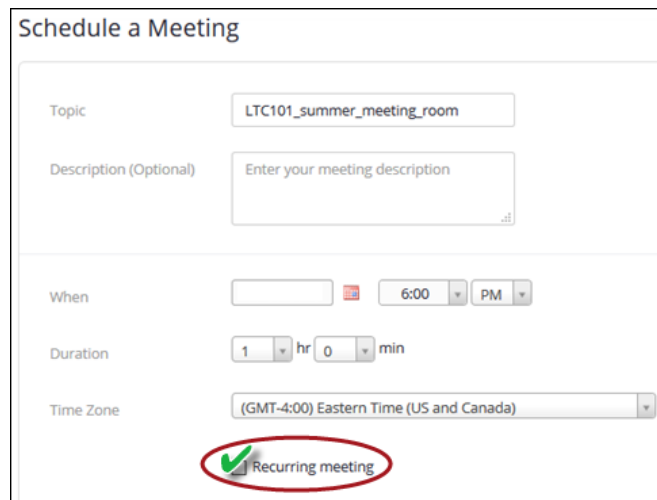
NOTE: *Students cannot see this Zoom link. Students will access Zoom meetings via link provided by the host/instructor and added to the course or emailed.*

2. On the Clarion Zoom Portal page (clarion.zoom.us), click the **Account Sign-in** button and the Zoom web portal will open to your profile page. If you are prompted to login, enter your CU username and password.

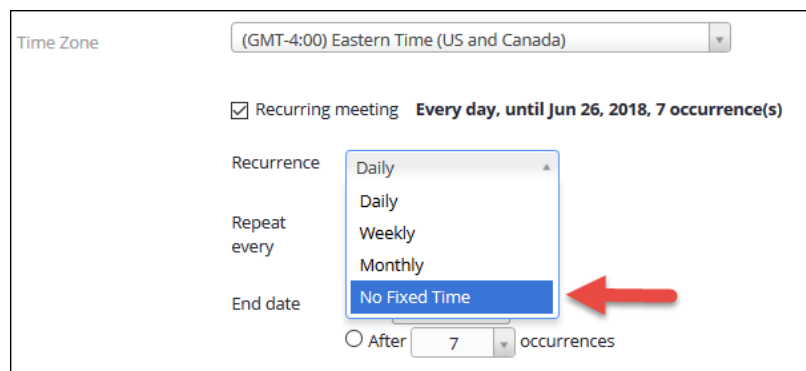
3. Click **Meetings** and then **Schedule a New Meeting**.



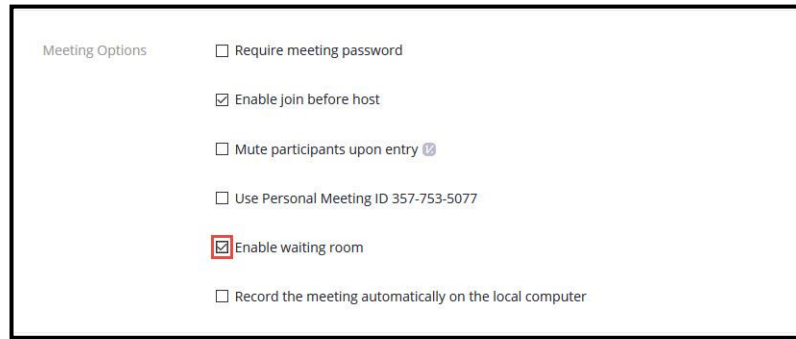
4. Enter the course prefix/code and meeting topic.
5. Enter date, time and duration settings for the meeting.
6. Alternatively, check **“Recurring Meeting”**, if you are setting up a regular occurring meeting.



7. Set the **Recurrence** to **“No fixed time”** if you want to have the session always open*. Click **SAVE** to create the meeting.

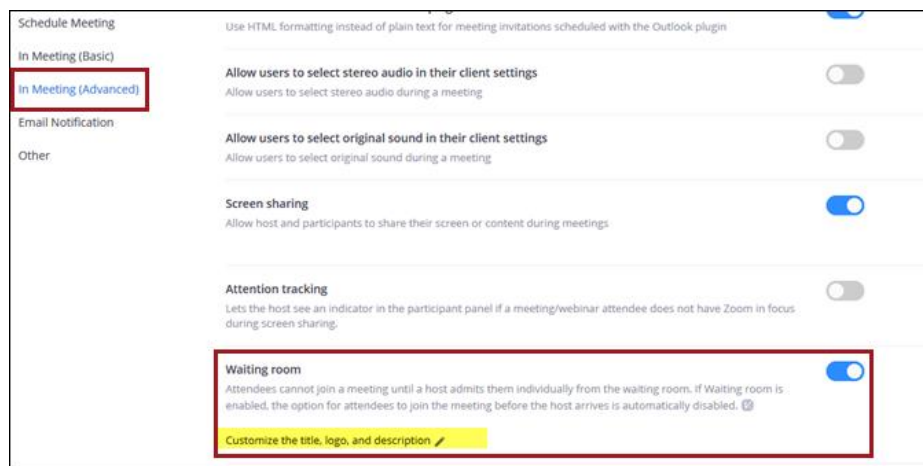


*** NOTE: The waiting room feature is enabled for all new meetings. Be sure to disable the waiting room feature if the meeting is for multiple users.**



To disable the waiting room for all new meetings (can enable just for specific meetings), please do the following:

1. Login to clarion.zoom.us and access your meeting settings then select In Meeting (Advanced)
2. Scroll to the “Waiting room” settings and toggle on (Blue is “on”)
3. *Optional:* Click the pencil icon to create a custom message for your “waiting room”.



These meeting options have been vetted and the defaults are the recommended settings for all Zoom sessions. If you change a setting, please be advised that it may change the functionality of the meeting.

8. Click “**SAVE**” to create the meeting. A summary of your meeting details will appear.

Sharing your Zoom session in D2L

9. From the summary page, copy the “Join URL” to share the link with your students in a D2L course. In addition, be sure to *copy the invitation* to provide a telephone number and PIN for students who may not have microphones to allow a telephone for audio. These meeting details are best copied into a file within a module (Create file) and shared via email.

Topic: Zoom virtual session

Time: Recurring meeting

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: 329-537-403

Invite Attendees: Join URL: <https://clarion.zoom.us/j/329537403> [Copy the invitation](#)

Video: Host Off, Participant Off

Audio: Telephone and Computer Audio

Dial from United States

Meeting Options:

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 814-393-1765
- Enable waiting room
- Record the meeting automatically

[Delete this Meeting](#) [meeting](#) [Start this Meeting](#)

Copy Meeting Invitation

Meeting Invitation

Hi there,

Topic: Meeting
Time: Jul 9, 2018 3:00 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, IOS or Android: <https://clarion.zoom.us/j/730857953>

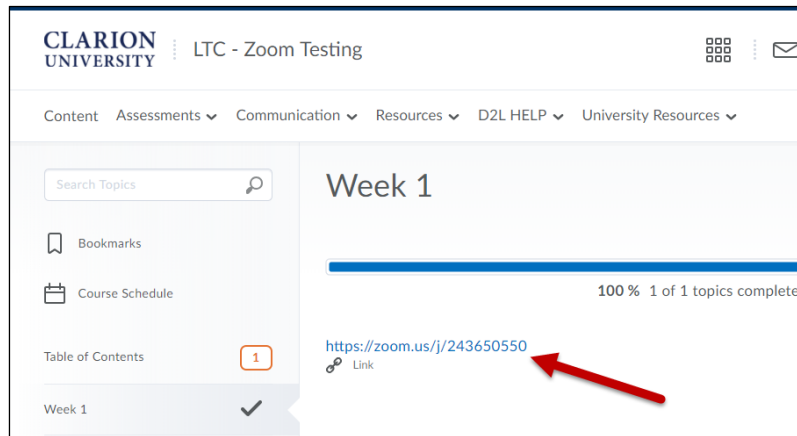
Or iPhone one-tap :
US: +16699006833,,730857953# or +16465588656,,730857953#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 646 558 8656
Meeting ID: 730 857 953
International numbers available: <https://zoom.us/u/qLcQv6Bx>

[Copy Meeting Invitation](#) [Cancel](#)

10. There are several ways to add your Zoom session link in D2L:

- a. In a D2L Module, click “Upload/Create” > “Create a link.”



- b. Add a Quicklink anywhere there is a D2L HTML editor, including:
 - i. Announcements
 - ii. Content Module > Create a file
 - iii. Custom widgets

