

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.

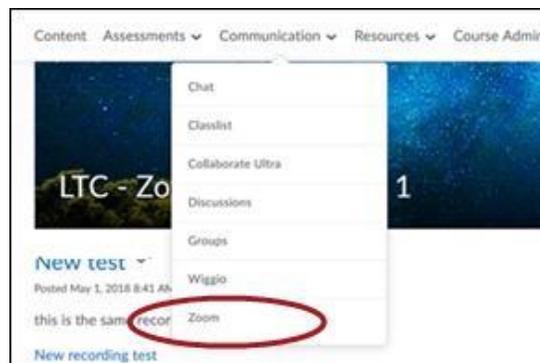
To help keep Zoom meetings for courses organized, best practice is to create one Zoom meeting per course and use that room for all online meetings in that course. For example, instead of “Dr. So-and-So Virtual Office Hours”, name the meeting “LTC101_C01_virtual_office_hours”.

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

NOTE: The link **Zoom (faculty)** is located in the Communication menu of a course for single-sign-on convenience only. Zoom is NOT integrated with D2L.

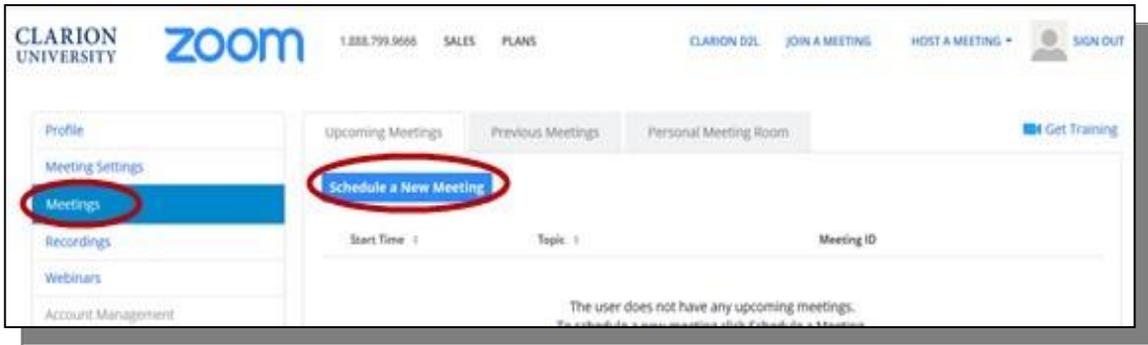
Create a Zoom Meeting (D2L)

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

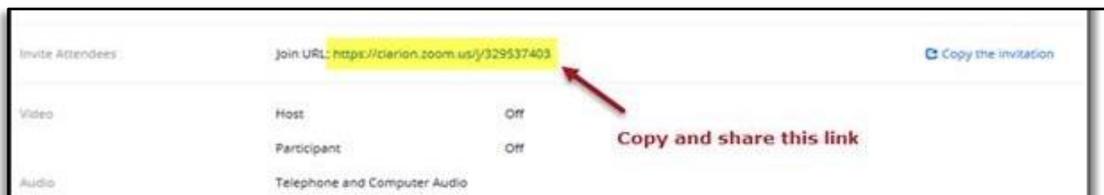


1. click on the **Meetings** link under the Profile column.
2. Click **Schedule a New Meeting**
3. Provide the meeting topic (title) and set the meeting date and time and duration (meetings can last between 1 and 24 hours). If the meeting is a “recurring meeting,” specify the recurrence options.
4. Allow the Meeting ID to generate automatically
5. **Security:** Enable Passcode or Waiting Room

Please view **Zoom Security** section at www.clarion.edu/zoom for specific details.

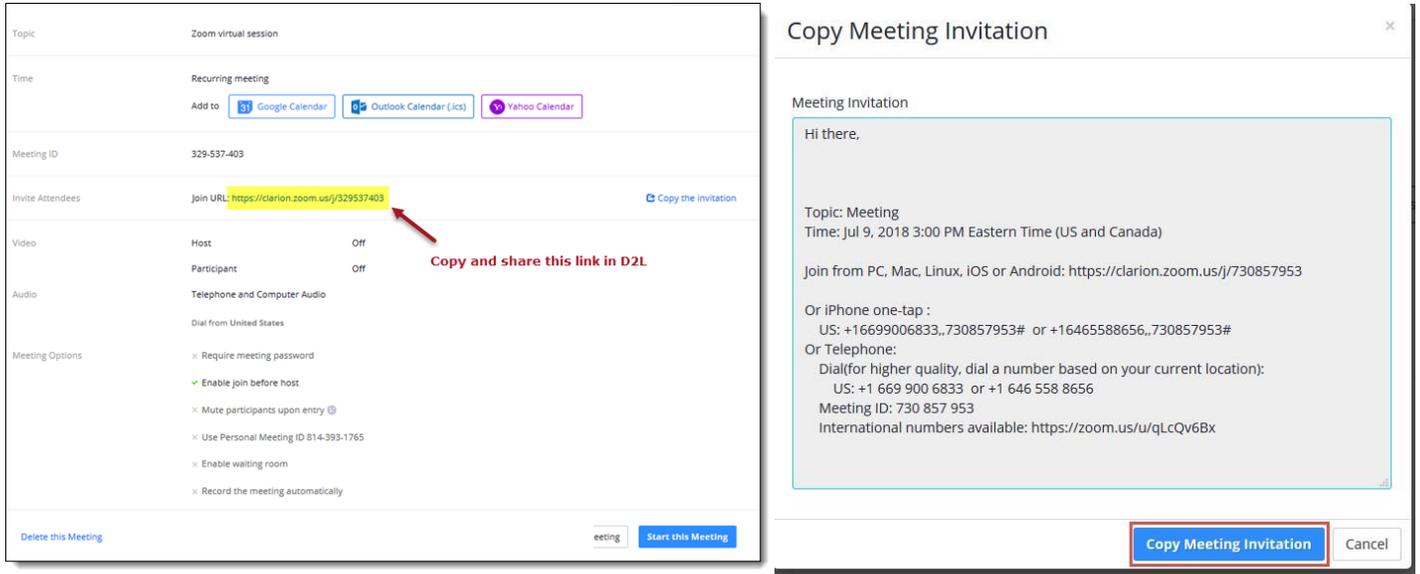
NOTE: Security Update: Starting Sept. 27th, 2020, all meetings must have either a Waiting Room or Passcode enabled. Any previously created Zoom meetings without either of these options enabled will automatically update with a Waiting Room.

6. Generally, you will leave the default settings for most meetings.
7. Meeting Options:
 - a Check Mute participants upon entry.
 - b Optional: Add another clarion.edu user as Alternative host; you cannot add a student as a alternative host.
8. Click **“SAVE”** to create the meeting.
9. A confirmation screen with meeting details will appear.
10. If you need to edit the meeting date or time, scroll to the bottom of the meeting summary screen and click **Edit this meeting**.
11. Copy the Join URL to share with meeting participants or select **Copy the Invitation** to include alternative audio options such as telephone.



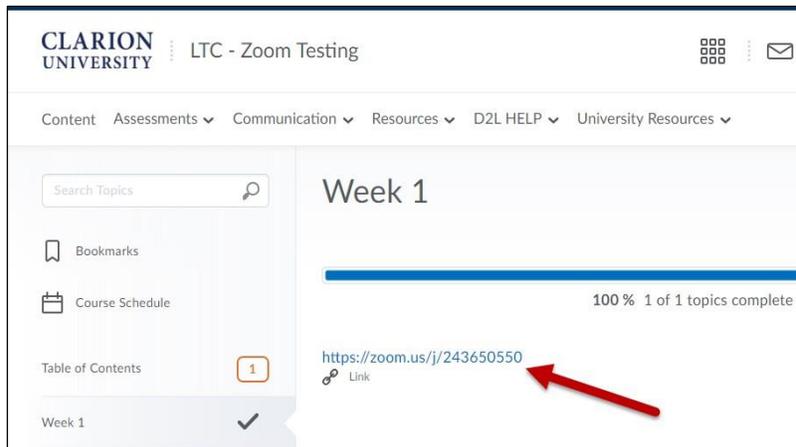
Sharing your Zoom session in D2L

9. From the summary page, either copy the “Join URL” to share the link with your students in a D2L course. TO obtain a telephone number, *copy the invitation* to provide details 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. Remove all of the extraneous SIP **information at the bottom of the copied invitation**.



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

