

Integrating Zoom in D2L Webinar Presentation Notes October 21, 2020

Agenda:

- Adding Zoom to your course in D2L
- Zoom interface in D2L
- Scheduling a new Zoom meeting in D2L
- Zoom meeting options
- Managing Zoom meetings in D2L
- How students join a Zoom meeting from D2L
- How to invite others to the meeting
- How to start a Zoom meeting from D2L as the host
- Default meeting settings in your Zoom account

Zoom License

Zoom Support page

- <http://www.eiu.edu/zoom>

Adding Zoom to your course in D2L

- Zoom must be added to the course in D2L by the instructor
- Two ways to add Zoom to a course – directions for both on [eiu.edu/zoom](http://www.eiu.edu/zoom)
 - Course navigation bar
 - Content module

Zoom interface in D2L

- Course Meetings
 - Upcoming Meetings
 - Previous Meetings
 - Personal Meeting Room
 - Cloud Recordings
- All My Zoom Meetings/Recordings (Instructor only)

Scheduling a new Zoom meeting in D2L

- Select Schedule a New Meeting (top right)

Zoom meeting options

- Topic
 - name or title of the meeting
- When
 - The host can start the meeting at any time before the scheduled time.
- Duration

- This is only for scheduling purposes. The meeting will NOT end after this length of time.
- Recurring meeting
- Registration
 - Allows you to have your participants register with their e-mail, name, other questions, and custom questions.
- Waiting Room
 - places participants in a waiting room. Host must admit participants from the waiting room after meeting begins.
- Video on or off for Host and Participants
 - even if set to off, can start video after meeting begins.
- Meeting Options
 - Enable join before host
 - Mute participants upon entry
 - Automatically record meeting
 - Check this if you want the meeting to be automatically recorded when you join the meeting as the host.
- Alternative Hosts - Enter the email address of another Zoom user with a license on your account to allow them to start the meeting in your absence.
- Save

Managing Zoom meetings in D2L

- Course Meetings > Upcoming meetings > Can Start or Delete the meeting to the right of the meeting title
- select the meeting title > Scroll to the bottom - Can Start, Edit, or Delete the meeting

How students join a Zoom meeting from D2L

- Join button from Upcoming Meetings list
- Join from Calendar Event: D2L will automatically generate a calendar event for your Zoom meeting and put it in your D2L Course Calendar.

How to invite others to the meeting

- Meetings > Upcoming meetings > select the meeting title
- Copy the invite link and send in an email or post within your course (news, etc.)
- Copy the Meeting Invitation and send in an email

How to start a Zoom meeting from D2L as the host

- Multiple ways to start the meeting
- Meetings > Upcoming meetings > Start (to the right of the meeting title)
- Or select meeting title > Start this meeting (at the bottom of the screen)
- Host should must “start” the meeting and not join the meeting using the guest link from the calendar event.

Default meeting settings in your Zoom account

- Log in to eu.zoom.us > Settings > Meeting settings
 - Waiting Room
 - Host Video
 - Participants Video
 - Audio Type
 - Allow participants to join before host
 - Mute all participants when they join a meeting
 - Upcoming meeting reminder
 - Chat options
 - Sound notification when someone joins or leaves the meeting
 - Polling
 - Screen sharing
 - Annotation and Whiteboard options
 - Email notifications