



## Linking Zoom to a D2L Shell

If you have previously scheduled meetings in Zoom, you can still add them to D2L. Use this guide.

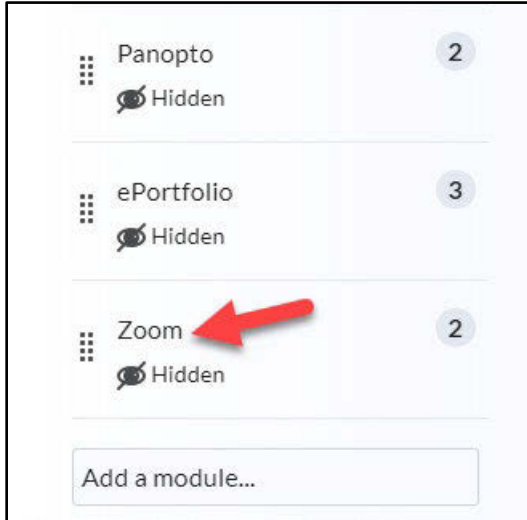
For more information on using Zoom with D2L, check out our [Host and Participate in a Zoom Meeting with D2L](#) guide.

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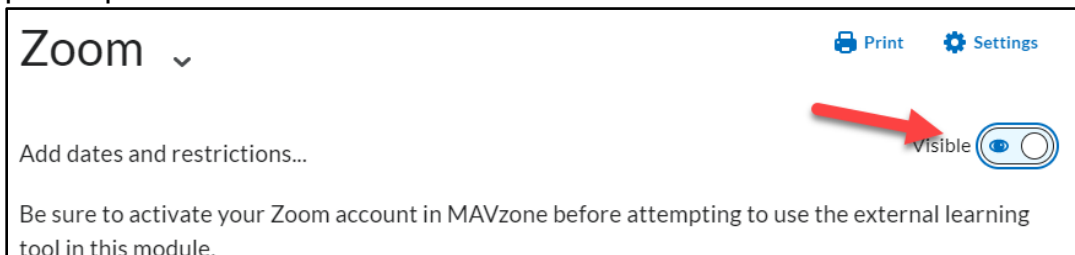
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## Link Your Account

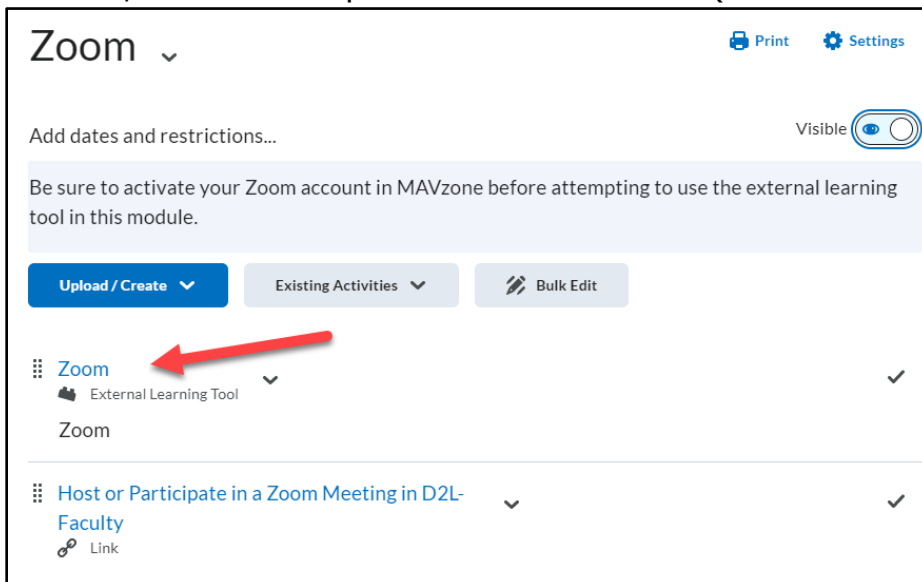
1. Locate the Zoom folder in your Brightspace D2L course shell.



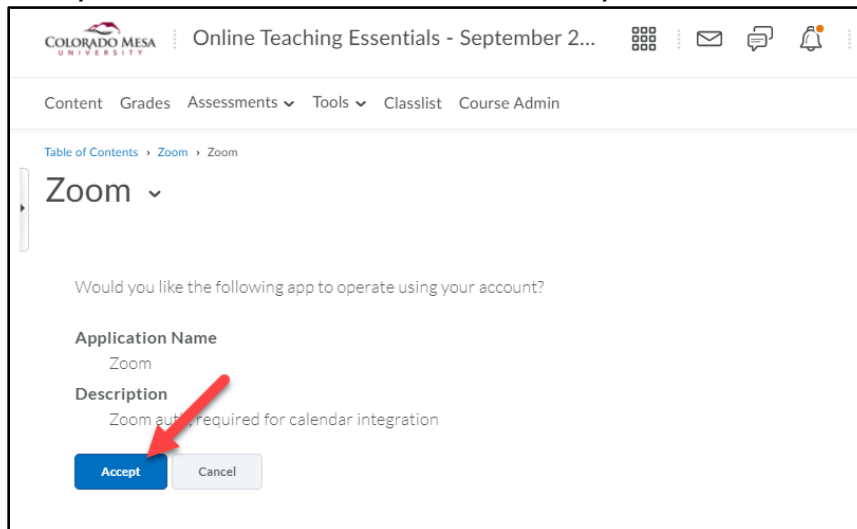
Note: By default, this module is set to “hidden” so you will need to adjust the visibility (eyeball toggle) when you are ready to show the module to the class participants so it is visible.



2. Once you click on Zoom in the course content sidebar (or course content area in the main window) you will see a Zoom page opens. There are two folders in this module, select the top folder named **Zoom** (External Learning Tool).



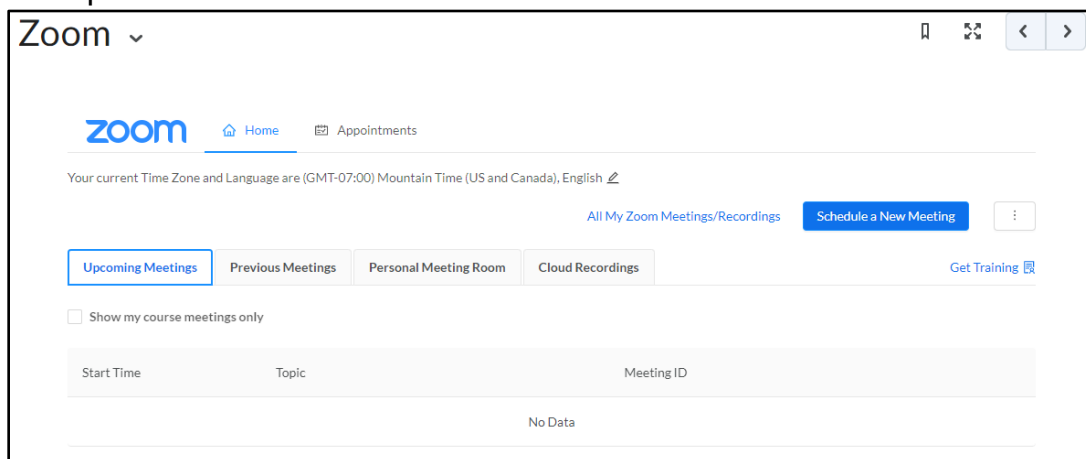
3. Opening this folder brings up the following screen If you have not previously interacted with the Zoom module in the course shell. You may choose **Accept** to link your MAVzone Zoom account to your D2L course shell.



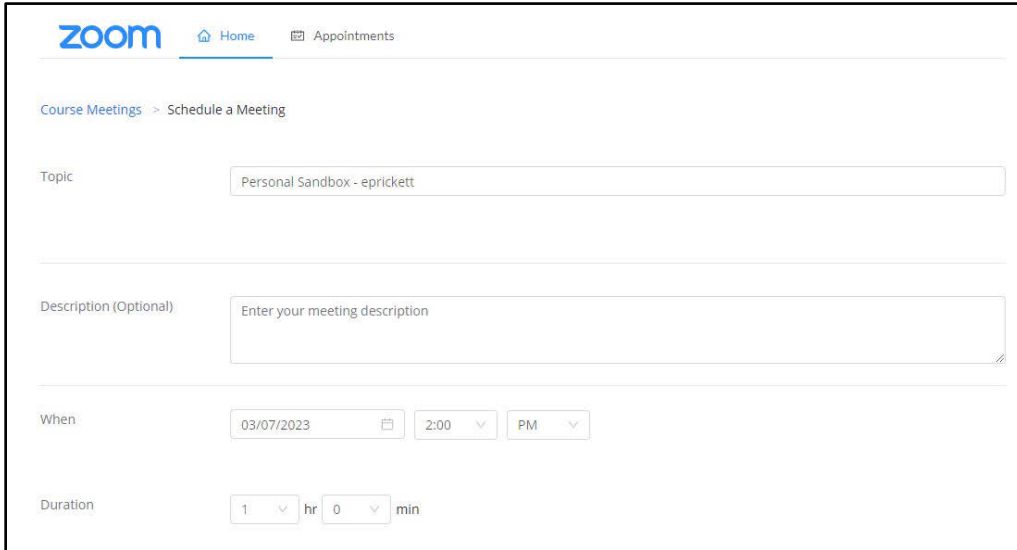
Note: this only permits one linked account per course shell by an instructor. If multiple instructors are assigned to a course, plan ahead which instructor account will manage the Zoom scheduling for the course and link that account. (Once linked, there is not an option to delete and link another account.)

## Zoom: Schedule, Host and Access Cloud Recordings in a D2L Course Shell

1. Once you hit **Accept**, you will see the following connection to Zoom. This page defaults to zoom meetings scheduled and managed through the D2L course shell. Here you can schedule, host and access cloud recordings of Zoom meetings that are specific to this class shell.



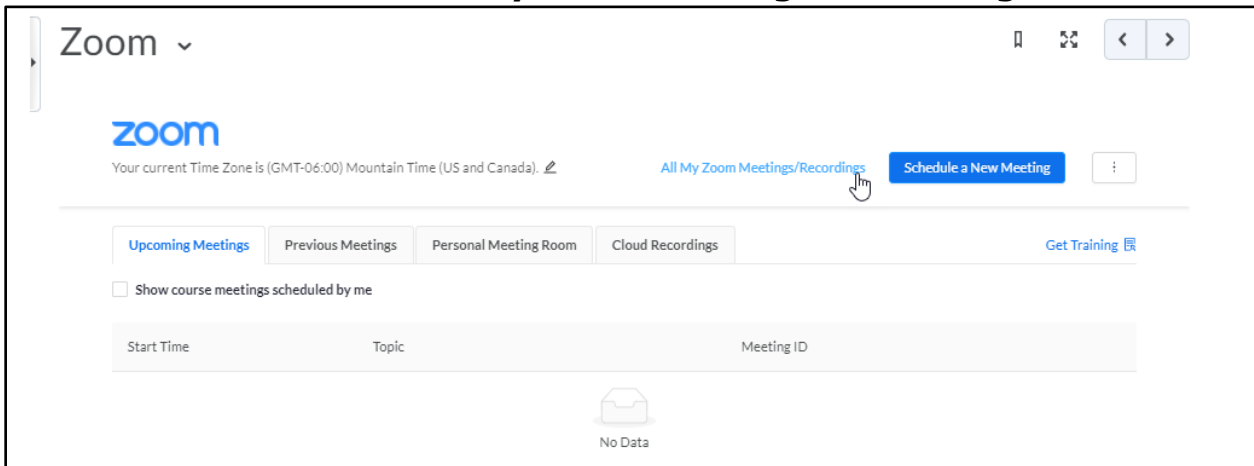
2. When you select **Schedule a New Meeting** it will give you the options to schedule a meeting similar to in MAVzone.



The screenshot shows the Zoom 'Schedule a Meeting' interface. At the top, there's a navigation bar with 'Home' and 'Appointments'. Below it, a breadcrumb trail reads 'Course Meetings > Schedule a Meeting'. The form includes a 'Topic' field with the text 'Personal Sandbox - eprickett', a 'Description (Optional)' field with the placeholder 'Enter your meeting description', a 'When' section with a date picker set to '03/07/2023', a time picker set to '2:00', and a PM/AM toggle set to 'PM'. The 'Duration' section shows '1 hr' and '0 min'.

## Accessing Zoom Assets from Your Main Zoom Account Through a D2L Course Shell

1. To access meetings and recordings from your main Zoom account in MAVzone, select the blue link called **All My Zoom Meetings/Recordings**.



The screenshot shows the Zoom 'All My Zoom Meetings/Recordings' page. At the top, there's a 'Zoom' dropdown menu and a 'Schedule a New Meeting' button. Below the Zoom logo, it says 'Your current Time Zone is (GMT-06:00) Mountain Time (US and Canada)'. A blue link 'All My Zoom Meetings/Recordings' is highlighted with a mouse cursor. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A checkbox 'Show course meetings scheduled by me' is present. At the bottom, there's a table with columns 'Start Time', 'Topic', and 'Meeting ID'. The table is currently empty, showing 'No Data'.

2. Once you select that link, it will make **ALL** your Zoom meetings accessible: **Upcoming Meetings, Previous Meetings, and Cloud Recording** in tabs across the top of the menu. **Upcoming Meetings** shows meetings scheduled for the future. If you have scheduled class meetings outside of D2L, you can access these meeting to start or delete from within the D2L course shell.

The screenshot shows the Zoom interface within a D2L course shell. At the top, there are links for 'Home' and 'Appointments'. Below this, the breadcrumb 'Course Meetings/Recordings > All My Zoom Meetings/Recordings' is visible. Three tabs are present: 'Upcoming Meetings' (selected), 'Previous Meetings', and 'Cloud Recordings'. The main content area displays a table of upcoming meetings with columns for 'Start Time', 'Topic', and 'Meeting ID'. Each row includes 'Start' and 'Delete' buttons.

Start Time	Topic	Meeting ID	Start	Delete
Mon, Mar 13 3:30 PM	Connecting Your Gradebook	996 9549 8490	Start	Delete
Thu, Mar 16 11:30 AM	Connecting Your Gradebook	991 8706 1966	Start	Delete
Mon, Mar 27 3:30 PM	Using Built-in Video and Audio Options: Introducing Media Library	941 4819 3384	Start	Delete
Thu, Mar 30 11:30 AM	Using Built-in Video and Audio Options: Introducing Media Library	955 6753 3235	Start	Delete

3. Previous Meetings lets you review or delete meetings that have already ended.

The screenshot shows the Zoom interface with the 'Previous Meetings' tab selected. The breadcrumb remains the same. The table now shows a single past meeting with columns for 'Start Time', 'Topic', 'Meeting ID', and a 'Report' button, along with a 'Delete' button.

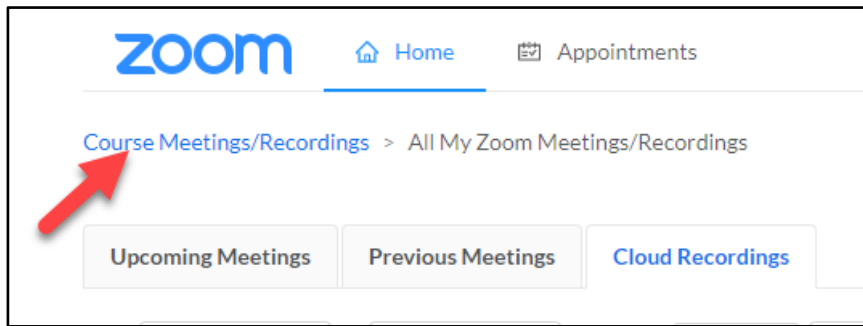
Start Time	Topic	Meeting ID	Report	Delete
Apr 1, 2020 2:00 PM	OTE-sandbox-eprickett	419 242 082	Report	Delete

4. **Cloud Recordings** allows you to view links to previously recorded meetings stored in the cloud. Note: your recorded meetings are also stored in your **Panopto** folder in a sub-folder called **Class Meetings**. You can access these recordings and link to them in your class, through the Panopto class folder.

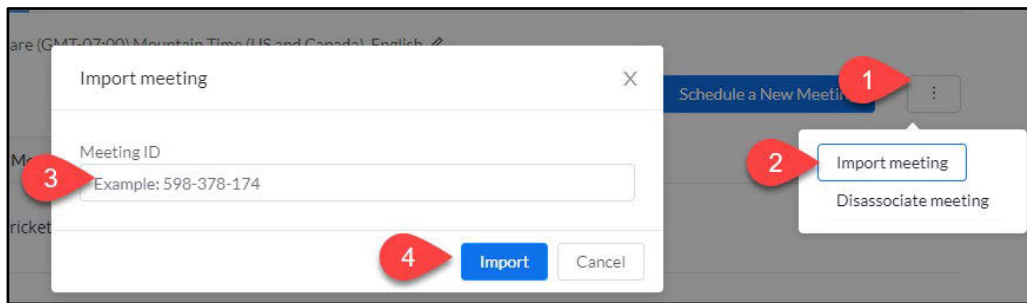
The screenshot shows the Zoom interface with the 'Cloud Recordings' tab selected. At the top, there are filters for 'from' (Select date), 'to' (2023-03-07), 'Search by' (ID), and a 'Search' button. Below the filters is a 'Delete All' button. The main content area displays a table of cloud recordings with columns for 'Topic', 'ID', 'Start Time', and 'File Size'. Each row includes a checkbox and a 'Delete' button.

Topic	ID	Start Time	File Size	Delete
<input type="checkbox"/> Using Microsoft Teams and OneDrive/Office 365 for Collaboration	918 5837 35 64	Nov 14, 2022 3:18 PM	4 Files(194 M B)	Delete

5. If you want to return to the main class view of the Zoom folder select the blue link called **Course Meetings/Recordings**. It will return you to the D2L course shell view of Zoom.



6. You can import a meeting into the D2L course shell view of Zoom from your MAVzone Zoom by going to the hidden menu with the **3 vertical dots** (see cursor). This will open up an **Import Meeting** pop-up window where you can enter the meeting ID and then import the desired meeting to the Course Shell Zoom folder view.



7. The imported meeting then appears in your list of upcoming, or previous meetings and/or cloud recordings.