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.

Contents

Linking Zoom to a D2L Shell ................................................................. 1

Contents ................................................................................................. 1

Link Your Account .................................................................................. 2

Zoom: Schedule, Host and Access Cloud Recordings in a D2L Course Shell ........ 3

Accessing Zoom Assets from Your Main Zoom Account Through a D2L Course Shell ... 4
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 up. There are two folders in this module, select the top folder named **Zoom** (External Learning Tool).

3. Opening up 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.

2. Here you can schedule, host and access cloud recordings of Zoom meetings that are specific to this class shell.
3. When you select **Schedule a New Meeting** it will give you the options to schedule a meeting similar to in MAVzone.

### 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**.
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.

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

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 now appears in your list of upcoming, or previous meetings and/or cloud recordings.