Host and Participate in a Zoom Meeting with D2L

CMU has a Pro Zoom account. Zoom offers voice and video conferencing. It is often used for meetings and webinars. It may be used for virtual office hours, tutoring, and group projects. When appropriate, it may also be used for live class sessions. Features include document and desktop sharing. Recordings of meetings are available as cloud recordings or downloadable MP4 files.

This guide will walk you through the steps to host a meeting and participate in a meeting through D2L. Guidance is also provided for captioning and teaching resources.

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Host a D2L Zoom Meeting

You will need to create an account if you plan to host a meeting. Check out our Zoom Account Set Up guide. If you only need to participate in a meeting, you do not need to create an account. If you just need to participate, you may skip to the steps outlined in the Participate in a Zoom Meeting in D2L section of this guide.

Notes:

• Check out Zoom System Requirements.
• If you need to use keyboard shortcuts, they are available.
• If you can’t use the desktop version or just prefer the app experience, there is a Zoom mobile app available. You will need to go through the account set up first and then install the mobile app using your CMU email address.
• If you are using a Chromebook, please refer to Getting Started on Chrome OS. Cloud recording may not be available on a device using the Chrome OS. While you can still host a Zoom session on this device, you may have to set another user as a co-host or allow others to record.
• If you are unable to install Zoom on any device, you may join a meeting via a web browser. The Zoom web client offers limited functionality. Use the Chrome web browser for the best functionality.

Use this part of the guide to schedule and host a Zoom meeting in D2L.

Add Zoom to Your D2L Course Shell

1. Go to your course shell in D2L and click on Content.
2. Scroll to the bottom of **Content, Add a (new) module** and title it **Zoom**.

3. In your module, click **Existing Activities**.

4. Select **External Learning Tools** from the **Existing Activities** dropdown menu.
5. In the **Add Activity** dialog, scroll to the bottom of the list and select **Zoom**.

6. This adds **Zoom** to your module in D2L. Click on the **Zoom link** to finish integrating Zoom with your course.
7. You now have access to Zoom in your course.

You are able to access your Zoom Meetings and Recordings from this interface, as well as Schedule a New Meeting. If you want to just focus on meetings with this course, check the Show my course meetings only checkbox. If you click on the Get Training link, you’ll be directed to Zoom’s Help Center.

Note: Double check that your Time Zone is correct. Click the pencil icon to adjust if needed.

Zoom Settings

1. If you need to adjust your settings in Zoom, you’ll need to access your Zoom account via:
   a. The Zoom app in MAVzone.
b. The Zoom desktop application. The **Settings** (gear icon) menu is on the top right of the launch window.

c. Or, if you have the Zoom mobile app installed, you may also adjust **Settings** on your device.
Scheduling a Zoom Meeting in D2L

If you plan to use Zoom for hosting your virtual office hours, check out our Virtual Office Hours Using Zoom tutorial video.

To schedule other meetings:

1. From the main menu, click the **Schedule a New Meeting** button.

2. In the **Course Meetings > Schedule a new meeting** dialog:
   
   - **Topic**: Add the name of your meeting. (Add a succinct yet descriptive name so it will stand out in the D2L Calendar.)
   - **Description**: This is optional, but you can add details here.
   - **When**: Select the date and time. (You are able to start your meeting at any time before the scheduled time.)
   - **Duration**: Choose the approximate duration of the meeting. (The default is 1 hour. The meeting will not automatically end after this length of time; it is for scheduling purposes.)
e. **Time Zone**: The default is your device’s time zone.

f. **Recurring Meeting**: Check the box if you would like to set up a recurring meeting. (The meeting ID will remain the same for each session.) If checked, you will have additional options to set for **Recurrence** (Daily, Weekly, Monthly, noFixed Time), **Repeat every** (Days/Weeks/Months), and **End date** (Specific date or 1-20 occurrences).

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Default Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring meeting</td>
<td>Check the box if you would like to set up a recurring meeting.</td>
</tr>
<tr>
<td>Recurrence</td>
<td>Set the meeting recurrence options (Daily, Weekly, Monthly, noFixed Time).</td>
</tr>
<tr>
<td>Repeat every</td>
<td>Set the repeat frequency (Days/Weeks/Months).</td>
</tr>
<tr>
<td>End date</td>
<td>Set the end date (specific date or 1-20 occurrences).</td>
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</tbody>
</table>

![Recurring Meeting Configuration](image)

<table>
<thead>
<tr>
<th>Event Details</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Every day, until Mar 31, 2020, 5 occurrence(s)</strong></td>
<td></td>
</tr>
<tr>
<td>Recurrence</td>
<td>Daily</td>
</tr>
<tr>
<td>Repeat every</td>
<td>1 day</td>
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<tr>
<td>End date</td>
<td>By 03/31/2020, After 7 occurrences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audio Options</th>
<th>Default Options</th>
</tr>
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<tbody>
<tr>
<td>Telephone, Computer Audio, or Telephone and Computer Audio</td>
<td>Select the audio options.</td>
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</table>

h. **Video: Host Video**: Choose if you would like your video on or off when joining the meeting. Even if you choose off, you will have the option to start your video after joining the meeting. **Participant Video**: Choose if you would like the participant’s video on or off when joining the meeting. Even if you choose off, participants will have the option to start their videos after joining the meeting.

i. **Audio**: Select **Telephone, Computer Audio, or Telephone and Computer Audio**
j. **Meeting Options:**

- **Require Meeting Password:** Due to security updates, this setting is checked by default. It auto-creates a random password. You may uncheck this option or create your own password. Participants joining the meeting via typing in your meeting ID will be required to input this password before joining your scheduled meeting. Those joining via the **Join meeting URL** will not be required to enter the password as it is included in the link. (Requiring a password is **not** recommended for class sessions.)
- **Enable Join Before Host:** Allow participants to join the meeting without you (host) or before you (host) join.
- **Mute Participants Upon Entry:** If join before host is not enabled, this will mute all participants as they join the meeting.
- **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Enable waiting room:** Allows the host to control when participants join the meeting by placing them in a waiting room.
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded when you join the meeting as the host. You will have the option to record the meeting locally on your computer or in the cloud.
- **Alternative Hosts:** Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence.

3. Be sure to click the **Save** button once you have finished scheduling your meeting.
4. You will then see the meeting information page. This page will show you what settings you have applied to the meeting. It will also provide you ways you can invite attendees to your meeting by giving you the **Join URL** or you can **Copy the invitation** of the meeting to email to participants. From this screen is where you can also **delete**, **edit**, or **start** the meeting. **NOTE:** D2L will automatically generate a calendar event for your Zoom meeting and put it in your D2L Course Calendar. (You may add the meeting to your Outlook Calendar as well with the **Microsoft Outlook desktop plugin**.)
5. To get back to the main D2L Zoom page, click the Course Meetings link at the top of the screen.

![Course Meetings](image1)

6. You will then see your meeting listed under the Upcoming Meetings tab. This is also where you can Start or Delete the meeting. To go back to the meeting information page just click on the title or Topic of the meeting.

![Upcoming Meetings](image2)
Starting and Recording a Zoom Meeting in D2L

While you will not typically record any personal meetings or virtual office hours, we highly recommend recording any course content so that students unable to participate in the live meeting may still access content. This may also discourage inappropriate behavior during meetings. Recording is key for captioning to be provided later as needed, as well. Please note that any class meetings scheduled and hosted from the Zoom integration in D2L which are recorded to the cloud will be available to your Classlist automatically.

Host Tutorial Videos from Zoom
Note: Since these tutorials are from Zoom, they do not begin in D2L. However, the other steps will be similar.

- Recording a Zoom Meeting
- Meeting Controls
- Sharing Your Screen

On the scheduled day and time, you (the host) will start the Zoom meeting.

1. Click the Start button beside the applicable meeting.

2. If you have never joined a Zoom meeting before, you might need to download and run the Zoom client application. Select download & run Zoom. Once downloaded, run the Zoom_launcher.exe (application) file.
3. If you have previously downloaded and run Zoom, your web browser will request your permission to open zoom meetings. Click the **Open Zoom Meetings** (or **Open Zoom**) button.

![Open Zoom Meetings](image)

4. Click the **Join with Computer Audio** button.

![Join with Computer Audio](image)

Note: If you’ve not previously tested your set up, please click the **Test speaker and microphone** link first.

5. If your video is not on yet, click the **Start Video** button in the meeting toolbar.

![Start Video](image)

6. Before starting to record, be sure your participants know recording will be taking place.
7. If you wish to record in Gallery View:
   a. Once all participants join and you’re ready to begin the meeting/presentation, switch to Gallery View.

   ![Gallery View Image]

   ![Liz Prickett]

   b. In Gallery View, you should all have your cameras on and you will see participants equally on the screen. 3-4 participants will be shown in a quadrant view.

8. Once you’re in Gallery View and ready to record, click the Record option.

9. You’ll be prompted to select Record on this Computer (Alt + R) or Record to the Cloud (Alt + C).
   Note: If you’re recording to the cloud, you’ll receive a brief message indicating you are connecting to the cloud server.
10. Once you’ve started recording, you’ll notice a **Recording** notice at the top left of your screen.

![Recording notice](image)

Note: If you need help, refer to Zoom’s YouTube tutorial video **Recording a Zoom Meeting**. You may **Pause Recording** during the meeting if needed.

11. Once your meeting/presentation is complete, click **Stop Recording**.

![Stop Recording](image)

Note: If you selected the option to record to your computer, Zoom will probably provide a prompt: **The recorded file will be converted to mp4 when the meeting ends.**

![Conversion prompt](image)

If you selected the cloud recording option, you’ll receive a prompt asking **Do you want to stop cloud recording?** If Yes, you will receive an email notification when the cloud recording is ready. Click the **Yes** button if you’re ready to end the recording.

12. After you stop the recording, also click **End Meeting** (followed by **End Meeting for All**).

![End Meeting](image)

13. Your recording will process and be saved in your preferred recording location. (Refer to Step 4 of **Zoom Settings**.)
14. You can access your Zoom recordings from the Meetings area of the Zoom application by going to the Recorded section, selecting the applicable meeting, and clicking the Open button.

15. This takes you to your Zoom Recordings. You may Download the recording or Copy shareable link.

Notes:

- If you recorded to your computer, by default, your recording will be saved as an MP4 file titled “zoom_0”. (There will also be an “audio_only” file and a “playback” file, but you won’t use these.)

- If you recorded to the cloud, you will receive an email from Zoom <no-reply@zoom.us> indicating that your cloud recording is now available. The email will include 2 links, 1 for the host only, and 1 to share the recording with viewers.
- Be sure to abide by any applicable privacy (such as FERPA) expectations before sharing videos.
Using the Zoom Meeting Toolbar

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<td>H</td>
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</tbody>
</table>

A. **Mute/Unmute**: Mute or unmute your mic. Clicking the **menu** options will also allow you to **Select a Microphone**, **Select a Speaker, Test Speaker & Microphone**, **Switch to Phone Audio**, **Leave Computer Audio**, and **Audio Settings**.

B. **Start/Stop Video**: Start or stop your webcam/camera. Clicking the **menu** options will also allow you to **Select a Camera**, **Video Settings**, and **Choose Virtual Background**.

C. **Security**: (Only available to the meeting **host**) Click the **icon** to select **Lock a Meeting**, **Enable Waiting Room**, **Allow Participants to**: **Share Screen**, **Chat**, and/or **Rename Themselves**.

D. **Manage Participants**: (Only available to the meeting **host**) Click the **icon** to see your **participant list**, **mute/unmute participants**, **start/stop video of participants**, and/or **invite other participants**. Clicking on the 3-dot menu at the bottom right corner of the **Participants** pane will allow you to access additional options, such as **Mute Participants on Entry**, **Allow Participants to Unmute Themselves**, **Allow Participants to Rename Themselves**, **Play Enter/Exit Tone**, **Enable Waiting Room**, and **Lock Meeting**.

E. **Chat**: Click on the **icon** to access the **Chat** pane. Chats may be directed to **Everyone**, **host** or an **individual participant**.

F. **Share Screen**: (Available to meeting host and participants, **if the host allows**) Click on the **icon** to select your window or application you wish to share from the **Basic** options, including a **Whiteboard** option. This screen also allows you to check the option to **Share computer sound** and **Optimize Screen Sharing for Video Clip**. The **Advanced** options allow you to share **Portion of Screen**, **Music or Computer Sound Only**, or **Content from 2nd Camera**. Clicking on the **menu** options (instead of the icon) will allow you to select: **One participant can share at a time**, **Multiple participants can share simultaneously**, and **Advanced Sharing Options** (How many participants can share at the same time, Who can share, and Who can start sharing when someone else is sharing).

G. **Record**: Click on the **icon** to choose where you wish to record: your **device** or the **cloud**.

H. **End Meeting/Leave Meeting**: Click to End or Leave meeting if you are the **host** (you may also assign another host if you leave). Click to Leave meeting if you are a participant.
Sharing a Video During a Zoom Meeting

If you want to share the audio as well as the screen during a meeting, follow these steps:

1. Click on the green **Share Screen** icon at the bottom of your screen.
2. You will see a pop-up window where you select a window of an application you want to share.
3. Click the check box in the lower left that says **Share computer sound**.
4. After you select the window/application you wish to share, click the **Share** button.
5. Now when you are in screenshare mode it will play all computer sounds to the participants.

Sharing a Recorded Meeting

Please note once again: Be sure to abide by any applicable privacy (such as FERPA) expectations before sharing videos.

Students in your course will automatically have access to the Cloud Recordings of class meetings. Due to security updates, a password is added by default. If you, or your students, wish to disable the password for all cloud recordings, follow these steps:

1. Go to the Zoom app in MAVzone
2. Click Recordings then Settings
3. In the settings you will see that **Require password to access shared cloud recordings** is turned on by default, click it to be off.
You will be able to share a link to the recorded meeting elsewhere in D2L.

1. In D2L, you may go to your **Cloud Recordings** in the Zoom integration and click on the **Files** link with your meeting.

2. In **Recording Details**, you may click **Download** or **Share**. (Use the **Recording** option unless you only want the audio version.)
3. Click the **Copy** button. This will copy the text to your clipboard and you may paste it into a file or announcement in D2L or email to your students.

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**Panopto Meeting Recordings**

Since Zoom and Panopto have an integration, Zoom **cloud recordings** will also be added to a **Meeting Recordings** folder in your **My Folder** in Panopto.

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You have the option to share the Panopto version by adjusting the **Share** settings and then adding the Panopto video link within D2L. You may add **captions** by using the import auto captions option in the **Edit > Captions** area. These auto-captions are editable for accuracy. Check out our [Panopto captioning guide](#) for detailed directions.
Participate in a Zoom Meeting in D2L

Use these steps to **join** and **participate** in a Zoom meeting in D2L.

**Notes:**

- Check out [Zoom System Requirements](#).
- If you need to use **keyboard shortcuts**, they are available.
- If you can't use the desktop version or just prefer the app experience, there is a [Zoom mobile app](#) available. You will need to go through the account set up first and then install the mobile app using your CMU email address.
- If you are using a Chromebook, please refer to [Getting Started on Chrome OS](#). Cloud recording may not be available on a device using the Chrome OS. While you can still host a Zoom session on this device, you may have to [set another user as a co-host](#) or [allow others to record](#).
- If you are unable to install Zoom on any device, you may join a meeting via a web browser. The [Zoom web client](#) offers limited functionality. Use the Chrome web browser for the best functionality.

**Participant Tutorial Videos from Zoom**

Note: Since these tutorials are from Zoom, they do not begin in D2L. However, the other steps will be similar.

- [Join a Meeting](#)
- [Meeting Controls](#)
- [Sharing Your Screen](#)

**Joining a Zoom Meeting**

1. Go to your course shell in D2L and click on **Content**.

![Content Tab](image)

2. Navigate to the **Zoom module** or **Zoom link** posted by your instructor, or follow the link shared by your instructor (host) on the day and time of your Zoom meeting.
Note: The link will also be available in your D2L course **Calendar**.

3. Once in the Zoom interface in D2L, go to **Upcoming Meetings**, find the applicable meeting, and click the **Join** button.

Note: If you join the meeting before your instructor has started the meeting, you may need to wait or enter the “waiting room” if your instructor enabled it. Zoom will let you know if the meeting has not yet begun.

4. If you have never joined a Zoom meeting before, you might need to download and run the Zoom client application. Select **download & run Zoom**. Once downloaded, run the **Zoom_launcher.exe** (application) file.
5. If you have previously downloaded and run Zoom, your web browser will request your permission to open zoom meetings. Click the **Open Zoom Meetings** (or **Open Zoom** button).

6. Once you connect to the meeting, click the **Join Audio Conference by Computer button** to be able to speak and hear others. You can also select to remember your audio joining preference by selecting the box **Automatically join audio by computer when joining a meeting**.

   ![Open Zoom Meetings](image)

   ![Join Audio Conference](image)

   ![Start Video](image)

   **Note:** If you do not have a microphone, you can choose to join via **Phone Call**.

7. Once you have joined the audio conference, you may **Start Video** if you wish to share your webcam.

   ![Start Video](image)

   **Note:** Your instructor (host) may decide to **Record** the meeting. Check with your instructor about the location of recorded class sessions. They may be available as cloud recording links in **Zoom** or a **Panopto** folder, or your instructor may provide **links** to Zoom or Panopto files elsewhere in your D2L course shell.
Using the Zoom Meeting Toolbar

A. **Mute/Unmute**: Mute or unmute your mic. Clicking the *menu* options will also allow you to **Select a Microphone**, **Select a Speaker**, **Test Speaker & Microphone**, **Switch to Phone Audio**, **Leave Computer Audio**, and **Audio Settings**.

B. **Start/Stop Video**: Start or stop your webcam/camera. Clicking the *menu* options will also allow you to **Select a Camera**, **Video Settings**, and **Choose Virtual Background**.

C. **Security**: (Only available to the meeting **host**) Click the *icon* to select **Lock a Meeting**, **Enable Waiting Room**, **Allow Participants to** **Share Screen**, **Chat**, and/or **Rename Themselves**.

D. **Manage Participants**: (Only available to the meeting **host**) Click the *icon* to see your **participant list**, **mute/unmute participants**, **start/stop video of participants**, and/or **invite other participants**. Clicking on the 3-dot menu at the bottom right corner of the **Participants** pane will allow you to access additional options, such as **Mute Participants on Entry**, **Allow Participants to Unmute Themselves**, **Allow Participants to Rename Themselves**, **Play Enter/Exit Tone**, **Enable Waiting Room**, and **Lock Meeting**.

E. **Chat**: Click on the *icon* to access the **Chat** pane. Chats may be directed to **Everyone**, **host** or an **individual participant**.

F. **Share Screen**: (Available to meeting host and participants, **if the host allows**) Click on the *icon* to select your window or application you wish to share from the **Basic** options, including a **Whiteboard** option. This screen also allows you to check the option to **Share computer sound** and **Optimize Screen Sharing for Video Clip**. The **Advanced** options allow you to share **Portion of Screen**, **Music or Computer Sound Only**, or **Content from 2nd Camera**. Clicking on the *menu* options (instead of the icon) will allow you to select: **One participant can share at a time**, **Multiple participants can share simultaneously**, and **Advanced Sharing Options** (How many participants can share at the same time, Who can share, and Who can start sharing when someone else is sharing).

G. **Record**: Click on the *icon* to choose where you wish to record: your **device** or the **cloud**.

H. **End Meeting/Leave Meeting**: Click to End or Leave meeting if you are the **host** (you may also assign another host if you leave). Click to Leave meeting if you are a participant.
Captioning a Zoom Meeting

While synchronized, automatic transcripts are available in business, education, and enterprise accounts, editable auto-captions are not yet available for Zoom recordings with the pro version. However, captions can be created with You may add **captions** by using the import auto captions option in the **Edit > Captions** area. These auto-captions are editable for accuracy. Check out our [Panopto captioning guide](#) for detailed directions.

While live closed captioning is an option in Zoom, it requires a 3rd party transcriptionist. Check out [Zoom’s Getting Started with Closed Captioning](#) guide, and contact **EAS** for accommodations questions.

Other Accessibility Considerations

While the user interface in Zoom is largely accessible, including keyboard and screen reader support, there are a few things to keep in mind.

- Participants with visual impairments may have difficulty with the whiteboard and screensharing features as they are visuals and not text-based. Remember to read/describe what’s happening on screen in this case. If you’re sharing documents or web pages, you may share them with the participants as files or URLs before or after the meeting via email or D2L.
- Share Zoom’s [keyboard shortcuts](#) with participants as needed.
Teaching Resources

**Virtual Meetings**: Use this guide for tips on improving video and audio, screen sharing, scheduling, managing, recording and captioning virtual meetings.

**How to Overcome Classroom Zoom Fatigue**: Check out this article from Inside Higher Ed for ideas for keeping everyone engaged.

The following are short video guides from Zoom.

- **Zoom 101: Breakout Rooms**
- **Zoom 101: Polling (In-meeting)**
- **Zoom 101: Manage Participants (In-depth)**
- **How to use Breakout Rooms**
- **Screen Share & Annotation for EDU**
- **How to use Waiting Rooms to Manage Office Hours & Drop-In Visitor Times**

The following are guides from Zoom.

- **Comprehensive Guide to Educating Through Zoom**
- **Testing Computer or Device Audio**
- **How Do I Test My Video?**
- **How Do I Invite Others to Join a Meeting?**
- **Roles in a meeting**
- **Waiting Room**
- **Host and Co-Host Controls in a Meeting**
- **Managing Participants in a Meeting**
- **Sharing Your Screen**
- **Sharing Multiple Screens Simultaneously**
- **Sharing a Whiteboard**
- **Using Annotation Tools on a Shared Screen or Whiteboard**
- **In-Meeting File Transfer**
- **Getting Started with Breakout Rooms**
- **Managing Breakout Rooms**
- **Participating in Breakout Rooms**
- **Polling for Meetings**
- **Controlling and Disabling In-Meeting Chat**
- **Saving In-Meeting Chat**
- **Local Recording**