What is Zoom?

Zoom is a video conferencing tool that allows users (e.g., instructors) to speak with others (e.g., students) in different locations by streaming audio and video. The tool is accessible from a computer, a smartphone, or a tablet. With Zoom, you can use a microphone, share your screen, participate in breakout room and many other things that create an opportunity for active learning with real-time audio and/or video conversations.

If you will be teaching your course remotely, or if students will be learning remotely, you will want to consider using Zoom Meetings in your CourseLink course.

In the Zoom meeting environment, you'll have these tools available to you and more:

- Screen sharing (instructor and students)
- Co-annotating
- Video and audio options
- Text-based chat

You can learn more about Zoom’s features on their website and access their Zoom Video Tutorials.

How Do I Get A Zoom Pro License?

To obtain a licence for use in teaching, please contact CourseLink Technical Support at courselink@uoguelph.ca, or extension 56939.

You will receive an email to activate your Zoom account. Please follow the steps to create your account.

Enable Zoom in CourseLink

1. Navigate to the Content area of CourseLink. Create a module for Zoom by typing ‘Zoom’ in ‘Add a module’. Save by clicking Enter.
2. Enter the Zoom module. To add a direct link to Zoom, open the ‘Existing Activities’ dropdown and select ‘External Learning Tools’.

![External Learning Tools](image)

3. From the list of available LTI Links, select ‘Zoom’. This will allow you and your students to access Zoom meetings through your CourseLink site.

![Zoom](image)

**Note:** If you have a Zoom account linked with a personal email account, it will not upgrade to the PRO version or integrate with CourseLink.
How to Create a Zoom Meeting

Once you have created an account, you can return to your CourseLink course.

1. Enter the Zoom module and click on the Zoom tool. Click Schedule a New Meeting.

   **Note:** The first time you use Zoom, you may have to “allow” Zoom to integrate with your course.

2. Enter a meeting topic. This will be prepopulated with your course code and name. You may consider providing additional context (*i.e.*, section number, if applicable).

3. Select the starting date, time, and duration of your meeting.

4. Decide if you want to schedule a **Recurring meeting**. If you choose to schedule each meeting in your class individually then each will have their own unique Meeting ID. This will add an extra layer of security for your meeting. Otherwise the same meeting ID will be used for all meetings.
5. After you schedule the meeting, you will see more options for your meeting. They are explained here:

   a. **Registration**: This is not needed. This requires students to register for the class ahead of time. Leave this unchecked.

   b. **Video**: If you would like yourself and/or students to start the meeting with their camera on, you can indicate that here. During the live session, participants will have the ability to toggle cameras on/off.

   c. **Audio**: “Telephone” means microphone here. You will likely want your mic activated, and possibly your computer audio. Check “both”.

6. **Meeting options**:

   a. **Require meeting password**: Leave this option turned on. Students will not be required to enter the password when joining the meeting through CourseLink but prevents others from joining with the URL alone.

   b. **Join before host**: Leave disabled.

   c. **Mute participants upon entry**: Should be enabled. Students will be able to unmute themselves within the meeting depending on the settings.

   d. **Enable waiting room**: The waiting room requires the host to admit participants to the meeting. This feature works well for smaller classes.

   e. **Only authenticated users can join**: Select and toggle the menu to **UofG/GH Domains**. This will require students to enter the meeting through the CourseLink integration.

   f. **Record the meeting automatically**: If you are planning to record, this may be a good setting to enable.
7. Be sure to click **Save** when you are finished. Go back to the Zoom module, and you will see all your scheduled meetings displayed. In this example there are recurring Tuesday/Thursday classes.

![Zoom Schedule](image)

**CourseLink Technical Support**

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939  
Toll Free: 1-866-275-1478 (Canada and USA)  
Email: [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)

**Hours of Operation**
Monday - Friday: 8:30 a.m. - 8:30 p.m.  
Saturday: 10 a.m. - 4 p.m.  
Sunday: noon - 6 p.m.  
Holidays: 10 a.m. - 4 p.m.

All times listed above are Eastern Time.

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