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 use 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 these features on the Zoom website.

Access Zoom Video Tutorials.

How Do I Get A Zoom Pro License?

To obtain a licence for use in teaching, please contact CourseLink Technical Support. 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**.

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.

**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. Leave Recurring meeting unselected. By individually scheduling each meeting in your class, each meeting will have an individual Meeting ID. This increases the security of the meeting.
5. After you schedule the meeting, you will see more options for your meeting. They are explained below:

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

   b. **Security**:
      
      i. **Passcode**: Select this option. Students will not be required to enter the password when joining the meeting through CourseLink; however, it prevents others from joining with the URL alone.
      
      ii. **Waiting room**: Select this option. This will allow the host to control who joins the meeting. By following the waiting room steps below, users with U of G/GH domains will bypass the waiting room and the host will be able to review all non-U of G/GH users, streamlining the admission process for larger classes.

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

   d. **Audio**: **Telephone** allows students to call into the meeting via telephone. Check both.

6. Meeting options:

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

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

   c. **Use Personal Meeting ID**: Leave disabled.

   d. **Record the meeting automatically**: If you are planning to record, this may be a good setting to enable. Record in the cloud if you would like the recording to become available to students after the meeting.
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.

![Upcoming Meetings](image.png)
Enable Waiting Room

The waiting room feature ensures that the host controls who joins a meeting. You may want to use this as an added security step. To streamline the waiting room, you do have the option to allow participants accessing the meeting through CourseLink to bypass the waiting room. This is particularly useful for large classes. The following steps outline how to configure this option:

1. Go to Zoom and login.
2. Select Settings, then Security.
3. Enable waiting room.

![](Zoom_settings_security.png)

4. Select Edit Options, then Users who are not in your account and not part of the allowed domains. Type uoguelph.ca and guelphhumber.ca into the text box. This will automatically let users with whitelisted domains into the meeting, while requiring the host to admit participants from other domains to the meeting.

5. Select Continue to save your settings.

![](Zoom_waiting_room_options.png)

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

Hours of Operation

Monday - Friday: 8:30 a.m. - 8:30 p.m.
Saturday: 10 a.m. - 4 p.m.