



OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

Access Zoom & Schedule a Zoom Class

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 a 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 will have these tools available to you and more:

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

Visit the [Zoom website](#) to learn more about its features.

Access [Zoom Video Tutorials](#).

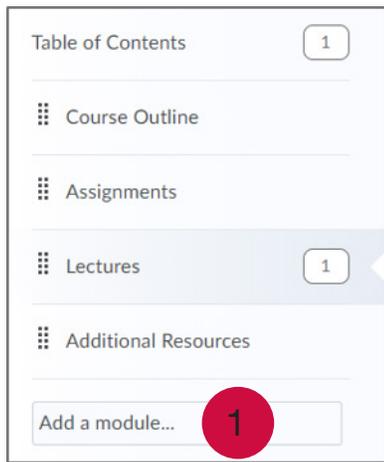
How Do I Get A Zoom Pro License?

To obtain a licence for use in teaching, please [contact CourseLink Technical Support](#).

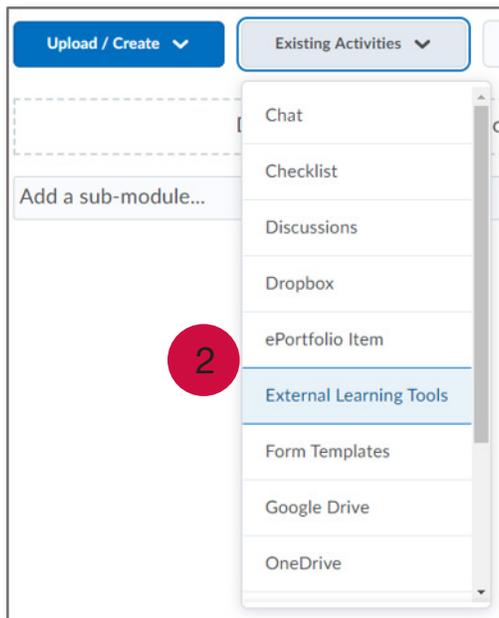
You will receive an email to activate your Zoom account. Please follow the steps to create your account.

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.

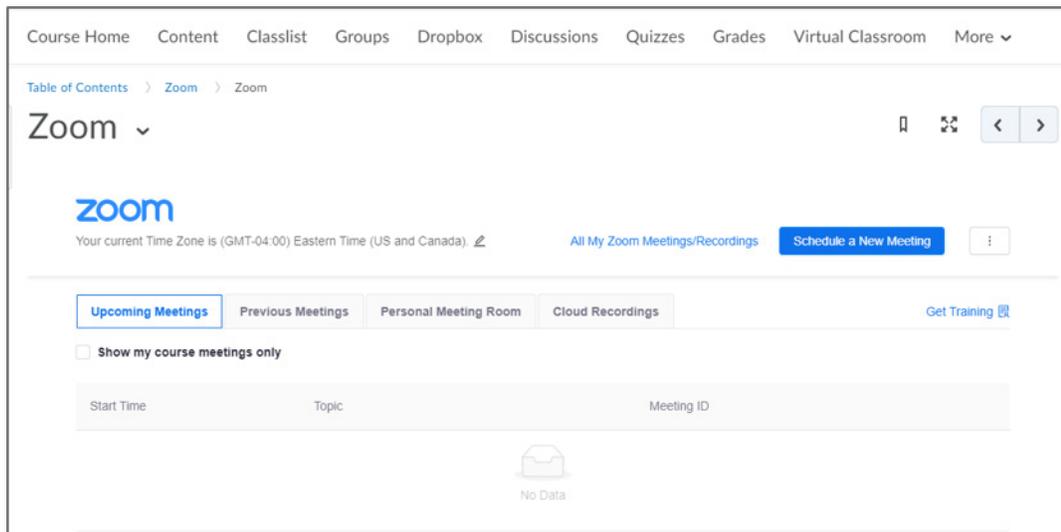


2. Enter the Zoom module. To add a direct link to Zoom, open the **Existing Activities** dropdown and select **External Learning Tools**.



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.

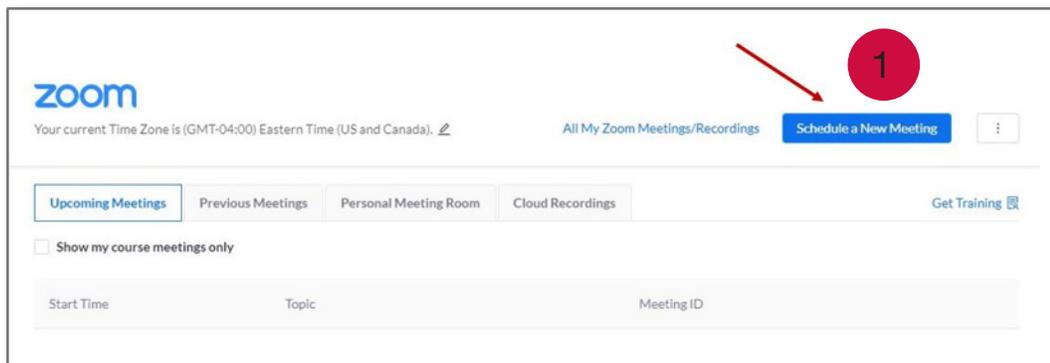


How to Create a Zoom Meeting

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.
3. Select the starting date, time, and duration of your meeting.
4. Select **Recurring meeting**. Select the dates on which you wish the meetings to happen as well as the ending date.

Note: If a meeting will be a weekly or daily recurring class, you can save yourself a lot of time by creating a **Recurring Meeting**.

Topic **2** CODE*1000 Lectures

Description (Optional)
Enter your meeting description

When **3** 03/23/2020 11:30 AM

Duration 1 hr 0 min

Time Zone GMT-04:00 Eastern Time (US and Canada)

Recurring meeting Every week on Wed, until May 03,2020, 6 occurrence(s)

Recurrence Weekly

Repeat every 1 week

Occurs on Sun Mon Tue Wed Thu Fri Sat

4

5. After you schedule the meeting, you will see more options for your meeting. They are explained here:
- Registration:** This is not needed. This requires students to register for the class ahead of time. Leave this unchecked.
 - Video:** If you would like yourself and/or students to be able to activate their camera, you can indicate that here. During the live session you will have the ability to toggle cameras on/off.
 - Audio:** "Telephone" means microphone here. You will likely want your mic activated, and possibly your computer audio. Check **both**.
 - Meeting options:** We suggest selecting **Mute participants upon entry** and **Record the meeting automatically**. You may also want to check more of these boxes.

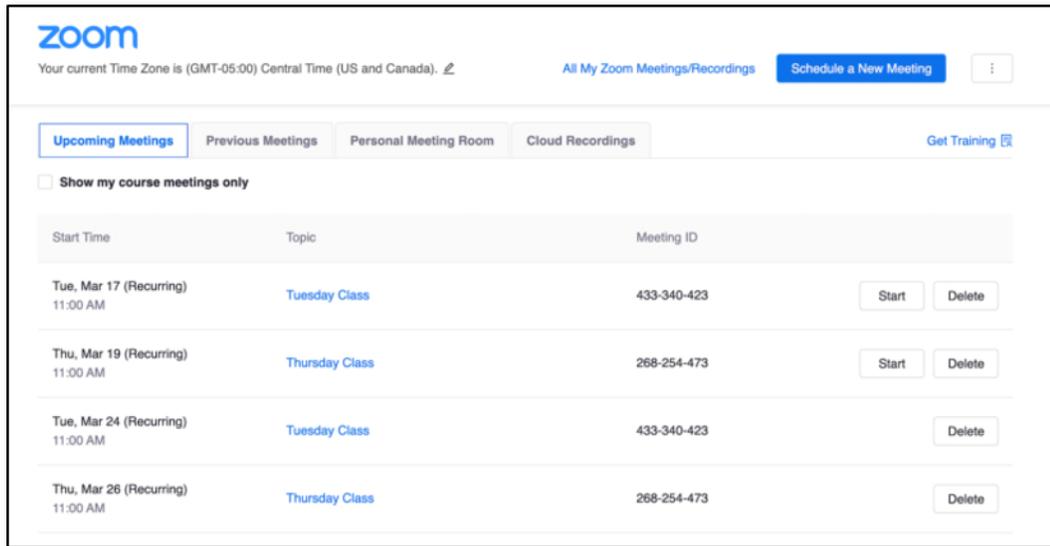
Registration Required

Video
Host on off
Participant on off **5**

Audio
 Telephone Computer Audio Both

Meeting Options
 Require meeting password 476543
 Enable join before host
 Mute participants upon entry
 Enable waiting room
 Record the meeting automatically on the local computer

6. Be sure to click **Save** when you are finished. Go back to the Zoom module, and you will see all of your scheduled meetings displayed. In this example, there are recurring Tuesday/Thursday classes.



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.

Sunday: noon - 6 p.m.

Holidays: 10 a.m. - 4 p.m.

All times listed above are Eastern Time.