EXPLORING COURSELINK’S UPDATED ZOOM INTEGRATION
LAND ACKNOWLEDGEMENT

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph and its campuses are situated on the treaty lands of the Mississaugas of the Credit. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples and our responsibility to the land on which we live, learn, and play.
AGENDA

New Zoom Integration:
• Why a new integration?
• New features and benefits
• When will the old version be removed? (and how that impacts your existing Zoom meetings)
• How to set up the new version of the integration [DEMO]

Bonus Zoom Content!
• How to request a Zoom Pro account
• Zoom cloud recording retention at UofG/UGH
• Using OpenEd’s Zoom Transfer Tool

Wrap Up
• Where to find support
• Question & Answer Period
WHY IS THERE A NEW INTEGRATION?

New Zoom Integration
WHY IS THERE A NEW ZOOM INTEGRATION?

Security
- The old Zoom integration used LTI 1.1 which is deprecated and needs to be removed.
- The new Zoom integration for CourseLink runs on the latest LTI 1.3 platform.

What is LTI?
- Acronym for Learning Tools Interoperability
- A standard to integrate with campus systems (e.g., LMS)
- Passes data to and pulls data from an external tool
WHY IS THERE A NEW ZOOM INTEGRATION?

LTI 1.3 Provides More Options

• Allows integrations to “deep link” with the LMS (e.g., do more than simply gatekeep access)
• There are many tools that use LTI 1.3 in CourseLink:
  – Gradescope
  – Turnitin
  – Video Assignments (Bongo)
  – Google Drive / OneDrive
  – Perusall
NEW FEATURES AND BENEFITS

New Zoom Integration
NEW FEATURES AND BENEFITS

As mentioned, the new version of the Zoom integration that operates using LTI 1.3, allows for more connections to be created between the external tool (Zoom) and the LMS (CourseLink).

When moving to the new version of the Zoom Integration (LTI 1.3), two major features are added:

• Bookable Schedules (Office Hours)
• Preassigning Breakout Rooms
NEW FEATURES AND BENEFITS:

BOOKABLE SCHEDULES (OFFICE HOURS)

You can use the **Appointments** feature in the Zoom integration to quickly create bookable timeslots for one-on-one meetings with your students.
NEW FEATURES AND BENEFITS:

BOOKABLE SCHEDULES (OFFICE HOURS)

- Schedules repeat on a specific day(s) of the week
- Allows you to set 1 or more windows of availability
  - E.g., Tuesdays 9-11am & Thursdays 1-3pm
- Select a date for the booking appointment availability to end
- Let’s you decide the interval for each bookable slot
  - E.g., 15, 30, 45, 60 minutes
NEW FEATURES AND BENEFITS:  
**BOOKABLE SCHEDULES (OFFICE HOURS)**

- Students use the **Appointments** tab to book a time slot

- Once booked, meetings appear under **Appointments > Upcoming Events** for instructors (email sent as well)
NEW FEATURES AND BENEFITS:

PREASSIGNING BREAKOUT ROOMS

• The option to “pre-assign” students to Breakout Rooms was always a Zoom feature but required creating and uploading csv files.

• The new version of the Zoom integration now allows you to build pre-assigned rooms with students that appear on your CourseLink Classlist directly from within the integration!
**NEW FEATURES AND BENEFITS:**

**PREASSIGNING BREAKOUT ROOMS**

How to preassign students to Breakout Rooms:

1. Be sure to enable the **Breakout Room pre-assign** option when creating or editing your meeting
2. Then use the **+ Create Rooms** option
NEW FEATURES AND BENEFITS:
HOW TO PREASSIGN STUDENTS TO BREAKOUT ROOMS

3. Use the **Add Room [+]** option to create rooms
4. Select a room and then click in the **Add Participant** box
5. Select a student and repeat, then move to the next room
   • Only students who have not yet been assigned to a room will appear on the list!
PREASSIGNING BREAKOUT ROOMS

RECOMMENDATIONS AND CHALLENGES

• Works best with smaller classes
  – Assigning individual students for a class of 500+ is not ideal
• Students removed from the Classlist tool (e.g., students who withdraw) will NOT be removed from breakout rooms
• Does NOT work with CourseLink’s Groups tool
  – That can be achieved using the OpenEd Toolbox’s Group List Tool and Zoom’s CSV upload for Breakout Rooms
• Zoom Breakout rooms are limited to 100 rooms with a maximum of 1000 users (plan accordingly)
POTENTIAL FOR MORE FEATURES

Because of the increased functionality that LTI 1.3 offers, Zoom is exploring more features that could be added to their LMS integrations moving forward such as:

• Linking Zoom meeting attendance to grade items
• Linking Zoom poll results to grade items
WILL THE OLD INTEGRATION BE REMOVED?

New Zoom Integration
Will the Original Integration be Removed?

Yes! The original integration will no longer be available to select in CourseLink after **August 29th, 2023**.

- At that time, only the new Zoom integration option (LTI 1.3) will appear via **Content > Add Existing Activity > External Learning Tools**
- Until then, both options will appear when adding the Zoom integration to CourseLink
WHAT HAPPENS TO PREVIOUS ZOOM INTEGRATIONS IN COURSELINK?

Once the original Zoom integration is disabled in CourseLink, the link should simply disappear from the Content module.
WHAT ABOUT ALL MY MEETINGS!

• **Don’t worry.** When you add the Zoom 1.3 integration to the course site, it will still link to all the meetings you created in the previous version – **they are not deleted!**

• You will also now be able to use the new features we discussed earlier on any previously created meetings in your course site.
DEMO: SETTING UP THE NEW ZOOM INTEGRATION

- Removing the original integration (with meetings created)
- How to add the new integration
- How to use the Scheduled Bookings option
- How to populate breakout rooms from the integration
BONUS ZOOM CONTENT!

(AKA Reminders...)
**Zoom Pro Accounts**

- There are a limited number of Zoom Pro licenses available for instructors at UofG/UGH
- Zoom Pro licenses get reclaimed by CourseLink Support each semester
- This process allows UofG’s Zoom Pro licenses to be distributed to active instructors who require them
- There is no cost to the instructor to activate a standard Zoom Pro license via UofG

**What does this mean for you?**
- Even if you have had a Zoom Pro account in the past, you may not have one active currently
ZOOM PRO ACCOUNTS

CONFIRMING YOU HAVE A ZOOM PRO ACCOUNT?

If you are unsure whether you have a Zoom Pro Account, simply log into zoom.us with your @uoguelph.ca or @guelphhumber.ca account and click on your profile picture.

- If it says LICENSED, you have an active Zoom Pro account.
ZOOM PRO ACCOUNTS:

OBTAINING A ZOOM PRO LICENSE

If you need a license, simply:

• Contact CourseLink Support via email (courselink@uoguelph.ca) from your university email
• Inform them you are teaching a course using Zoom in F23
• CourseLink Support will add your Zoom account to UofG’s Zoom Pro license (typically within 24 hours)

Once your Zoom Pro account is active you will be able to:

• Host meetings with up to 300 participants
• Run meetings with any length restrictions
• Record to UofG’s Zoom Cloud storage
**Zoom Cloud Recording Retention**

- Much like we have a limited number of Zoom Pro licenses, we also have a limited amount of cloud storage space.

- To ensure instructors who are currently teaching have space to record to UofG’s Zoom Cloud storage, recordings are retained for only 1-year, then deleted before each semester.

**Example**

<table>
<thead>
<tr>
<th>Deletion Date</th>
<th>Delete Up To</th>
<th>Semesters Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2023</td>
<td>August 31, 2022</td>
<td>F22, W23, S23</td>
</tr>
</tbody>
</table>
ZOOM TRANSFER TOOL

You might be thinking: “But I want to keep my recordings!”

• OpenEd designed a tool called the Zoom Transfer Tool (https://zoomtransfer.opened.uoguelph.ca/)
  – Allows instructors to copy their Zoom Cloud recordings directly to their OneDrive account (OneDrive essentially has unlimited storage)

• As a bonus, we also added a feature to automate this process and copy any new Zoom Cloud recordings from your Zoom account to your OneDrive account!
DEMO: USING THE ZOOM TRANSFER TOOL

• Access the tool
• Link the tool with your OneDrive account
• Copy Existing Recordings to OneDrive
• Enable the Automate Transfers feature
ZOOM SUPPORT & RELATED RESOURCES

Online Resources from OpenEd
- Zoom Resources for Instructors
- Zoom Cloud Retention
- Zoom Transfer Tool
- OpenEd Toolbox

CourseLink Support
- Email: courselink@uoguelph.ca
- Phone: x.56939

Instructional Technology Specialist (ITS) Team
- Email: insttech@uoguelph.ca