Integrate Zoom with your CourseLink Site

Integrating Zoom into your CourseLink site creates a secure place for you and your students to access class meetings and any cloud recordings produced.

1. Navigate to the Content area of CourseLink. Create a module for Zoom by typing Zoom in Add a module. Save your new module 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.

Note: The ability to integrate with CourseLink is limited to those who have a PRO account linked with their University of Guelph email setup in conjunction with CourseLink Technical Support.
Sharing Zoom Links within your CourseLink Site (non-integration)

If the Zoom integration option is not available to you (i.e., a personal Zoom account, rather than U of G/GH issued account), you can still share links to Zoom meetings securely in your CourseLink site.

1. Log into CourseLink and navigate to the Content area. At the bottom of the Table of Contents on the left-hand side, click Add a module. Name this module Zoom Links. This module will hold all your Zoom links (i.e., lectures, office hours, cloud recordings, etc.).

2. Enter the Zoom Links module. Click Upload/Create and select Create a Link from the list of options.

3. Enter a title for the link (i.e., CODE*1000 Lectures).

4. Paste the link within the URL box.

5. Select Open as External Resource.

6. Click Create to save your information and move to the content page.
**Settings to Adjust in your Zoom Account**

Several settings are available to adjust to control the environment for your Zoom class. To access these settings, sign into your Zoom account at https://zoom.us and navigate to the Settings tab found on the left side of the screen. There are a few settings below that you may choose to adjust depending upon how you are using Zoom within your course.

**Security Settings**

1. **Waiting Room: On**
2. **Waiting Room Options:** Users who are not in your account and not part of the allowed domains
   - To avoid shuffling hundreds of students through waiting rooms, this option allows students who have joined through CourseLink or any other allowed domains to join directly into the meeting.
3. **Require a Passcode when scheduling new meetings: On**
   - This setting should remain enabled. Students entering the meeting through the Zoom integration in CourseLink will not be required to enter the password. This option helps to prevent unwanted participants from entering with the Zoom link alone.
4. Require a passcode for Personal Meeting ID (PMI): On, all meetings using PMI
5. Embed passcode in invite link for one-click join: On
   o This allows students to join the meeting with one click.
6. Require passcode for participants joining by phone: On

Schedule Meeting Settings
1. 1. Participants video: Off
2. 2. Join before host: Off
   o To prevent students from coming in before the instructor and having unmonitored conversations, leave this setting turned off.
3. 3. Use Personal Meeting ID (PMI) when scheduling a meeting: On or Off
   o Using your PMI instead of a randomly generated link makes it easier for individuals to enter your meeting
4. Use PMI when starting an instant meeting: Off

5. Mute participants upon entry: On
   - To prevent disruptions as students enter the Zoom class, turn this setting on. Please note that by default, students will be able to unmute themselves. This setting can be updated within the meeting once it is running (see Adjust Settings In-Meeting).

6. Upcoming meeting reminder: On or Off
In Meeting (Basic) Settings

1. Chat: On or Off
   - The Chat function can be a powerful tool for collecting student questions; however, it can also be misused. Depending upon your class, you may wish to disable the chat function.

2. Private Chat: Off
   - Students are unable to send private messages to other users.

3. File Transfer: Off
   - This will prevent participants from sharing pictures, GIFs, memes or other content through the in-meeting chat.

4. Feedback to Zoom: On or Off

5. Co-host: On
   - Enabling this setting can be useful if you wish for teaching assistants to have meeting controls. Also, if you wish for students to engage or present during the meeting, this can be done using this function.

6. Polling: On
7. Screen sharing - Who can share? Host Only
   - This setting can be adjusted within the meeting if you need to allow a student to share their screen (i.e., presentation, office hours, etc.) (see Adjust Settings In-Meeting)

8. Annotation: Off or On
   - If you do not intend to use the annotation tool, turn this setting off. If you would like to be able to annotate while screen sharing, you can turn off participant annotations within the meeting (see Adjust Settings In-Meeting).
9. Whiteboard: On or Off
   - If you do not intend to use the whiteboard tool, turn this setting off. If you would like to be able to use the whiteboard tool, you can turn off participant annotations within the meeting (see Adjust Settings In-Meeting).

10. Remote Control: On

11. Nonverbal feedback: On or Off
   - This option allows quick and easy non-verbal feedback from students.

12. Meeting reactions: On or Off

13. Allow removed participants to rejoin: Off

14. Allow participants to rename themselves: Off or On
In Meeting (Advanced) Settings

1. Breakout rooms: On
   - Enabling this feature allows students to be sub-divided into smaller groups to facilitate discussion. This is a great way to enable students to actively learn and develop a sense of community.

2. Remote support: On or Off
   - If you wish to support students directly, this option can be enabled.

3. Closed Captioning: On
   - This allows you (or a designated person) to type closed captioning to aid students with accessibility issues.

4. Save Captions: On or Off

5. Far end camera control: Off

   - **Save Captions**
     - Allow participants to save fully closed captions or transcripts

   - **Far end camera control**
     - Allow another user to take control of your camera during a meeting. Both users (the one requesting control and the one giving control) must have this option turned on.

6. Virtual background: On
   - You and many of your students may be working in an environment with an undesirable background. This option allows for changing it to an image of your choice.
Adjust Settings In-Meeting

Mute All Participants

1. When you are ready to begin your class, make sure that all participants are muted. This can be done by opening the Manage Participants tab.

2. Select Mute all.

3. You will see the following window. If you do not want students to be able to unmute themselves, deselect Allow Participants to Unmute Themselves. Click Yes to close the panel.

4. Allowing participants to unmute themselves can be managed throughout the class through the More menu within the participants tab. (see table below for available options)
Screen Sharing Options

1. When preparing to share your screen or whiteboard (if available), the settings can be adjusted by opening the context menu beside Share Screen. Go to Advanced Sharing Options.

![Advanced Sharing Options](image1)

2. Within the advanced sharing options, you can determine how many people can share and who can share. Leave One participant can share at a time and Only Host as the default. If you require students to be able to share their screen, adjust the Who setting to All participants. These settings can be updated throughout the meeting to allow for flexibility.

![Advanced Sharing Options](image2)

3. While sharing your screen or whiteboard, a suite of annotations tools is available (if turned on). To limit the annotations to you, hover over the More option at the right side of the panel to display the available options. Select Disable attendee annotation.

![Annotation Options](image3)
The Waiting Room and Locking the Meeting

If you have the waiting room enabled, you will be prompted in the Participants tab to admit users to the class. This can be done by selecting Admit beside the name of the participant you want to allow to enter. Remember that if the above security settings are enabled, students who join from CourseLink are no longer required to enter a waiting room.

1. If you have multiple participants waiting to enter, you will have the option to Admit All at one time.

Note: If you have the waiting room enabled, you may wish to ask students to enter by a certain time so that you are not having to stop to admit students once your class has begun. Another option would be to have a TA or another instructor acting as a co-host to control this feature.

2. Once you are satisfied that all expected participants are in your meeting. You can lock the meeting to prevent new participants from entering. This can be done through Manage Participants or the Security options in the toolbar. This option is available whether or not you have enabled the waiting room.

Disabling Participant Video, and Removal

3. If a participant is being disruptive, you have a couple of options. You can stop their video or remove them from the class. To access these options, hover over the individual's name to reveal the More option. Click More to reveal a list of options.

4. Select Stop Video. This will disable the participant’s video connection. They will not be able to restart.
5. Select Remove from the list. By default, removed participants cannot rejoin the meeting.

6. These options are also available to you through the context menu (3 dots) on the participant’s video.

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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.