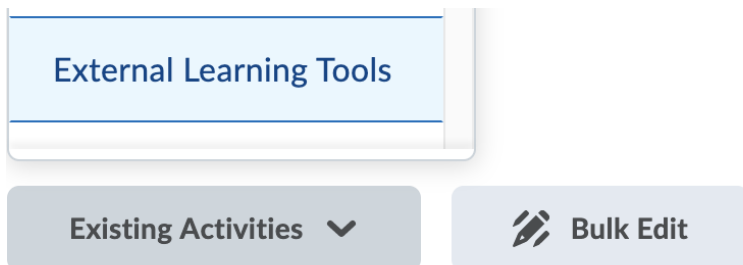


Integrating Zoom into D2L

IMPORTANT: This tutorial is for instructors and/or Zoom meeting hosts and covers integration of Zoom into a D2L module, creating and scheduling a (recurring) Zoom meeting, and adjusting settings of the meeting. To learn about the Zoom interface from the host's point of view, visit our [Using the Zoom Interface as a Host](#) tutorial.

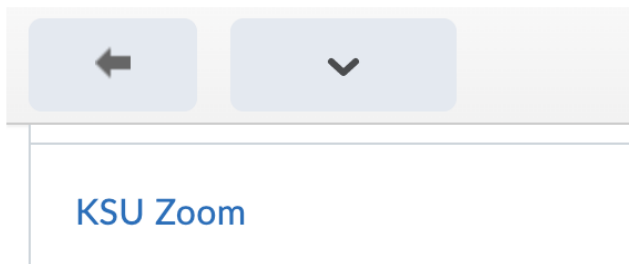
Inserting Zoom into a D2L Module

1. First, navigate to your D2L course, and click on the **Content** tab. Open a Module from the left panel. Once you have a Module open, click on **Existing Activities**. From that drop-down menu, select **External Learning Tools**.



2. From the list of External Learning Tools, scroll down until you find **KSU Zoom**, and click on it.

Add Activity



3. An External Learning Tool link named KSU Zoom will be automatically added to the end of the Module. Click the blue **KSU Zoom** link.



KSU Zoom integration.

4. A new page will open that may ask if you would like Zoom to operate using your Zoom account. Click **Accept**.

Would you like the following app to operate using your account?

Application Name

KSU Zoom

Description

KSU Zoom



Scheduling a Zoom Meeting

1. You will be redirected to the main Zoom menu. From this menu, you can view your list of course meetings that you have created. Click on **Schedule a New Meeting**.



Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [🔗](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Get Training](#)

Show my course meetings only

Start Time

Topic

Meeting ID

2. This will open up the meeting settings page. For **Topic**, name the Zoom meeting whatever you like. For **Description**, add a description if you like, as it is optional. For **When**, set the time and date of the meeting. If you are planning on making this into a recurring meeting, this date and time should be the start date and time for the first meeting.

Topic

Lecture

Description (Optional)

Zoom session for our synchronous class meetings.

When

09/01/2020



2:00



PM



Duration

1



hr

15



min

Time Zone

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



Recurring meeting

3. For the purposes of this tutorial, we will make a recurring Zoom meeting for a class that occurs every Tuesday and Thursday from 2:00 PM to 3:00 PM, starting on September 1st and ending on December 3rd.

4. To make this meeting into a recurring meeting, check the **Recurring meeting** box.

Recurring meeting **Every week on Tue,Thu, until Dec 03,2020, 27 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After occurrences

- a. The drop-down box next to **Recurrence**, by default, is set to **Daily**. If you would like to create a meeting that occurs every day, then keep it set to **Daily**. However, for a meeting that happens on one or more days throughout the week, click on the drop-down box and select **Weekly**. For our class that meets on Tuesdays and Thursdays, we will check the **Tue** and **Thu** options. Since the last class meeting will be on December 3rd, we will set that as the **End date**.

Configuring More Meeting Settings

1. Through the Zoom integration into D2L, your meeting must have a **Passcode** and **Waiting Room**. However, you can change the Passcode to something that is easier to remember by erasing the default Passcode and writing something else. The Waiting Room is where the Participants will be directed if they attempt to enter the meeting too early.

Passcode **Waiting Room**

2. Next, you can choose if you want the Host(s) and Participants to have their Video (webcams) automatically turned on when they join the session. If you keep this set to **off**, they will all still be able to turn their Video on using the Video toggle button within the Zoom session.

Host on off

Participant on off

Telephone Computer Audio Both

3. You can now configure more advanced settings, like allowing participants to join before you (the host), only allowing authenticated users (who have authenticated accounts), and automatically recording the meeting.

Enable join before host

Mute participants upon entry

Only authenticated users can join

Record the meeting automatically

4. Lastly, you can add the emails of other people that you may want to co-host the meetings with you. This would be helpful for giving host privileges to a (U)TA, a colleague, or a guest speaker.

Example: john@company.com, peter@school.edu

5. To save your meeting and its settings, click **Save**.

 Save

Joining the Meeting

1. You will now be brought to a page where you can see all of the settings for your meeting. If you scroll up to the **Time** section, click on **Show all occurrences** to see a list of meeting times/dates.

Time

Sep 1, 2020 2:00 PM Eastern Time (US and Canada)

Every week on Tue,Thu, until Dec 3, 2020, 28 occurrence(s) [Hide all occurrences](#)

Date	Time	Duration	
Sep 1, 2020	2:00 PM	01:15	<input type="button" value="Delete"/>
Sep 3, 2020	2:00 PM	01:15	<input type="button" value="Delete"/>

2. Within this list, you can delete meetings by clicking the **Delete** button if you need to cancel a class session or if a meeting falls on a holiday.
3. As long as you are within the time frame of the meeting, you can start the meeting in one of two ways:
 - a. The first way is to scroll to the bottom of the meeting page and click **Start this Meeting**.

- b. The second way is to scroll back up to the top of the page and click **Course Meetings**.

[Course Meetings](#) > Manage "Lecture"

- i. Then, click the **Start** button next to the meeting.

Start Time	Topic	Meeting ID	
Today (Recurring) 2:00 PM	Lecture	934 1759 9218	<input type="button" value="Start"/> <input type="button" value="Delete"/>

4. If you have Zoom installed on your computer, you may be prompted to open the program. The appearance of this message may change depending on your Internet browser. You can check the **Always allow** box to prevent this pop-up from appearing in the future.

Open zoom.us?

https://kennesaw-edu.zoom.us wants to open this application.

Always allow kennesaw-edu.zoom.us to open links of this type in the associated app

Cancel

Open zoom.us

5. You will now be redirected into the Zoom app to start your meeting. To learn about the Zoom interface from the host's point of view, visit our [Using the Zoom Interface as a Host](#) tutorial.