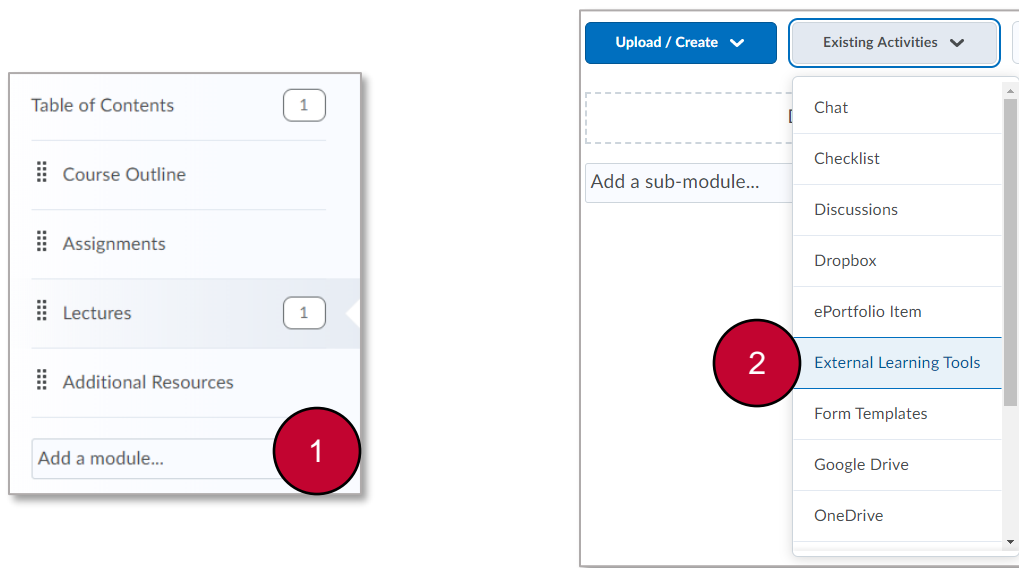## Integrate Zoom with your CourseLink Site

By integrating Zoom into your CourseLink site, this 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".
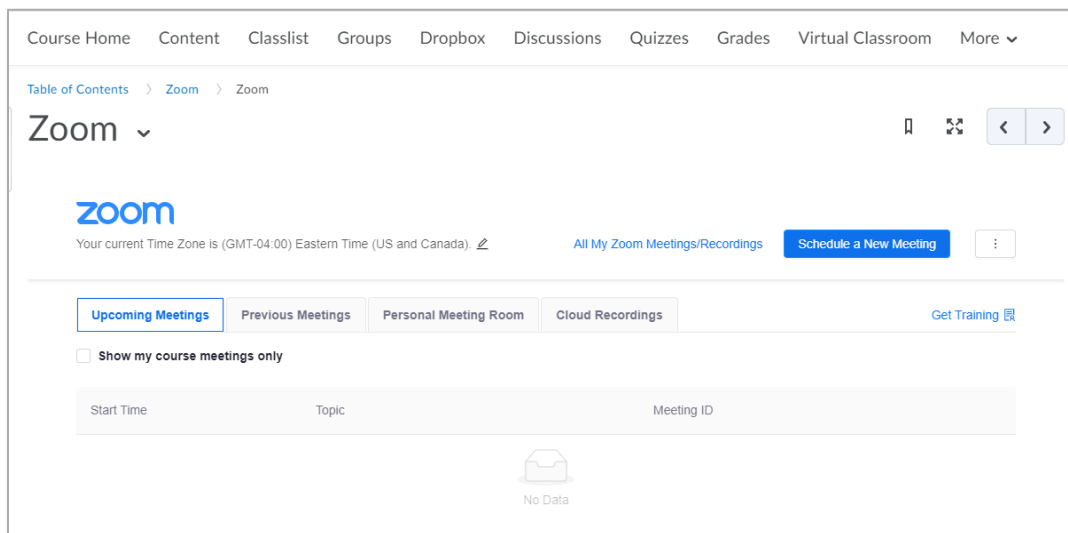
Note: The ability to integrate with CourseLink is limited to those who have a PRO account linked with their University of Guelph email set up in conjunction with CourseLink Support.

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. Please note, with the options, meeting links could become public. To increase security, strongly consider pairing this with the "Waiting Room" option discussed later in this document.

1. Login to 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.
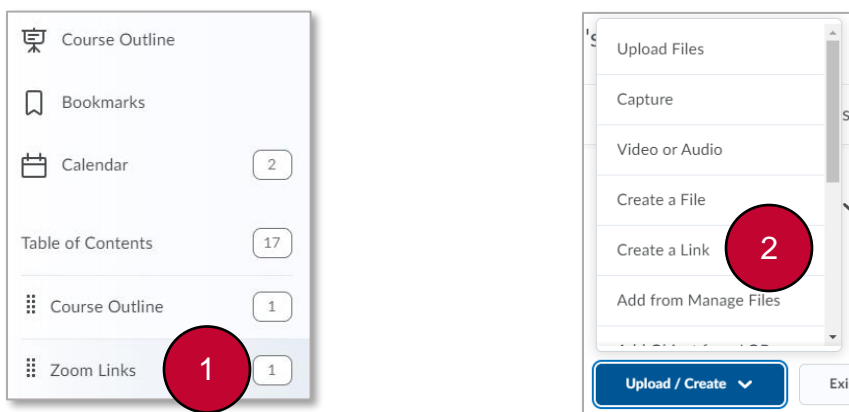
3. Enter a title for the link (*i.e.,* CODE*1000 Lectures).
4. Paste the Zoom Meeting link within the URL box. *Make the link the Zoom provides includes the encrypted password value: https://zoom.us/j/123456789?**pwd= O381I9MYl3ua7P9K5fcvK6***
5. Select 'Open as External Resource'.
6. Click 'Create' to save your information and move to the content page.
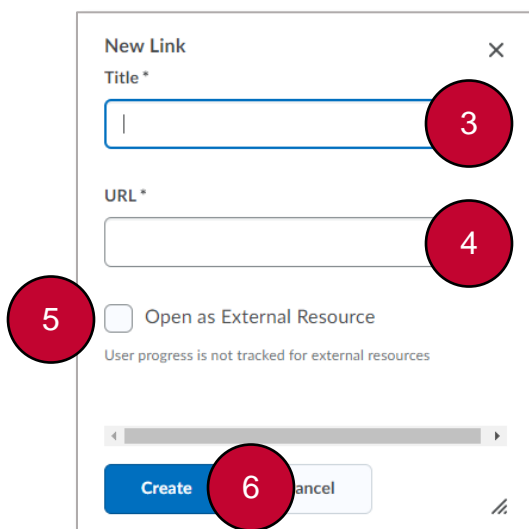
Settings to Adjust in your Zoom Account

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. Below are a few settings that you may choose to adjust depending upon how you are using Zoom within your course.
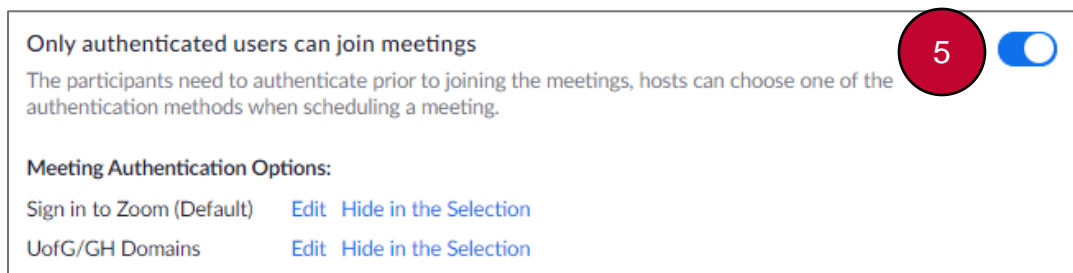
Schedule Meeting Settings

1. Participants video: Off
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. Use Personal Meeting ID (PMI) when scheduling a meeting: Off
   o Using your PMI instead of a randomly generated Meeting ID can make it easier for uninvited users to enter your meeting
4. Use PMI when starting an instant meeting: Off
   o Using your PMI instead of a randomly generated Meeting ID can make it easier for uninvited users to enter your meeting
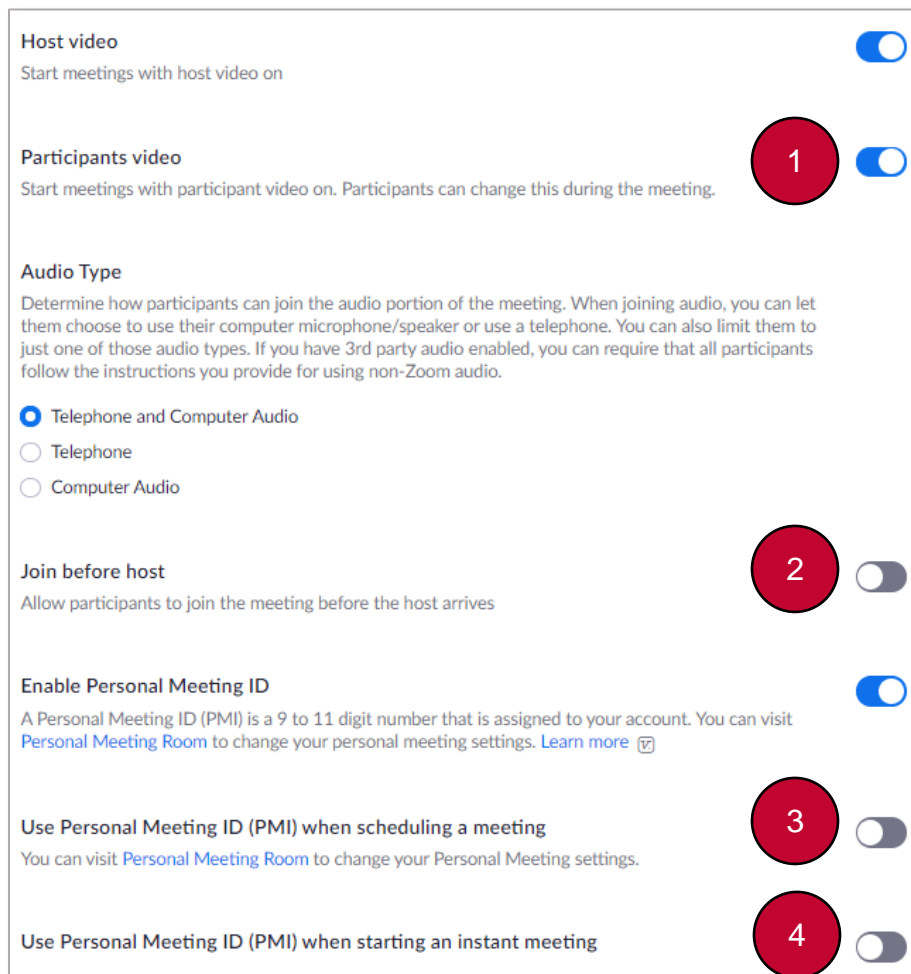
5. Only authenticated users can join: On
    o   Turning this option on requires students to sign in using a uoguelph.ca or guelphhumber.ca email account. Please note, Open Learning Program (OLP) students will not be able to participate if this option is activated.


6. Require a password when scheduling new meetings: On
    o   This setting should remain enabled. Students entering the meeting through the Zoom integration will not be required to enter the password. This helps to prevent unwanted participants from entering with the Zoom link alone.

7. Mute participants upon entry: On
    o   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).
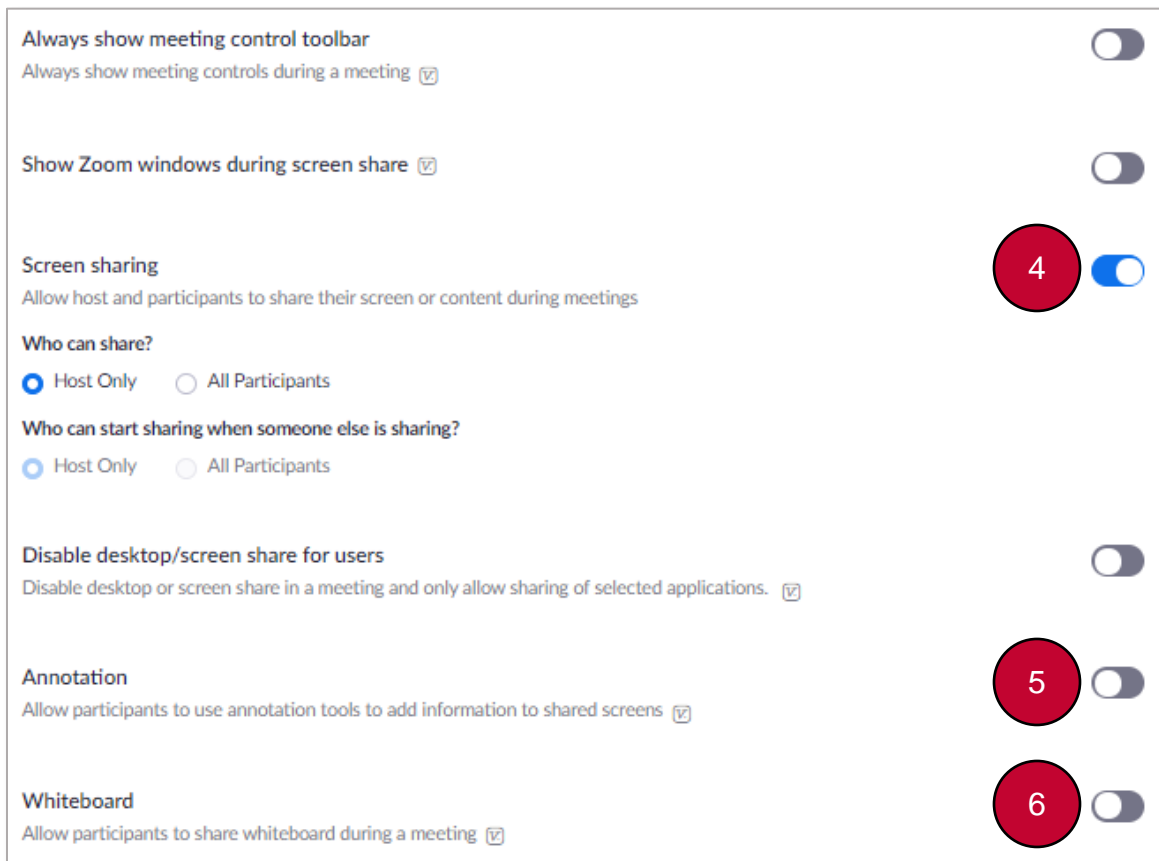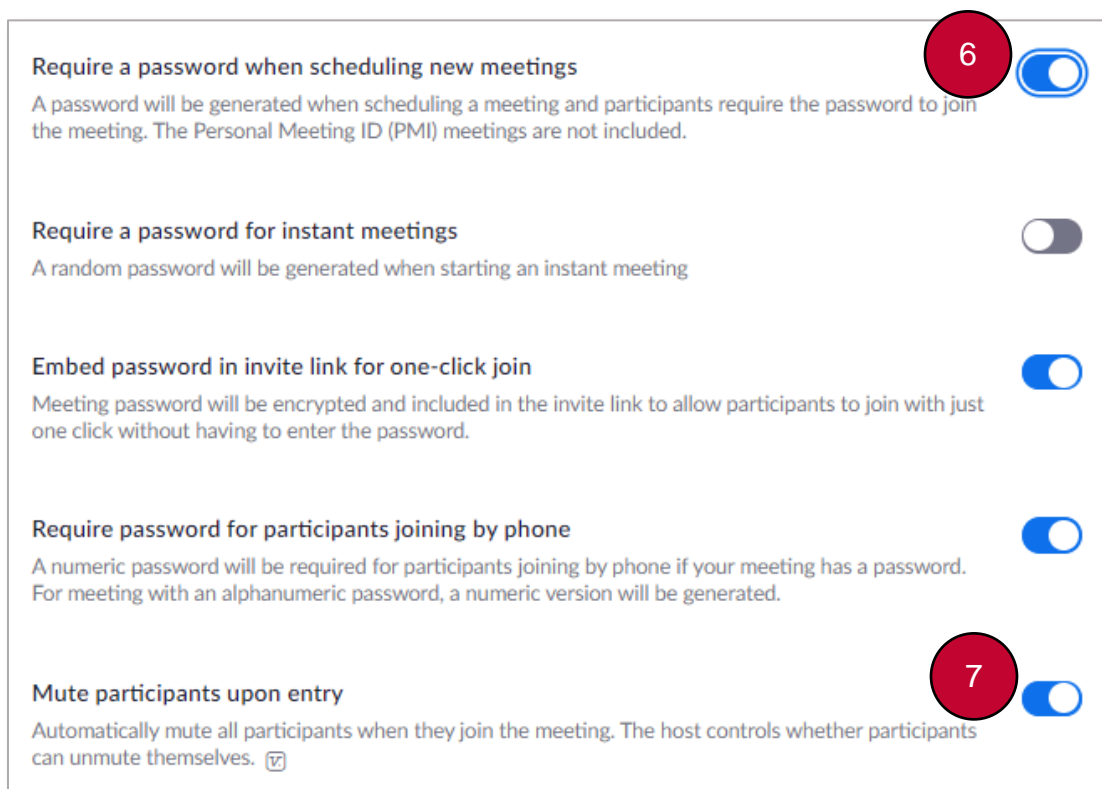
In Meeting (Basic & Advanced) Settings

1. Chat: On or Off
   o The Chat function can be a powerful tool for collecting student question. However, it can also be misused. Depending upon your class, you may choose to disable the chat function.

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

3. File Transfer: Off
   o This will prevent participants from sharing pictures, GIFs, memes or other content through the in-meeting chat.
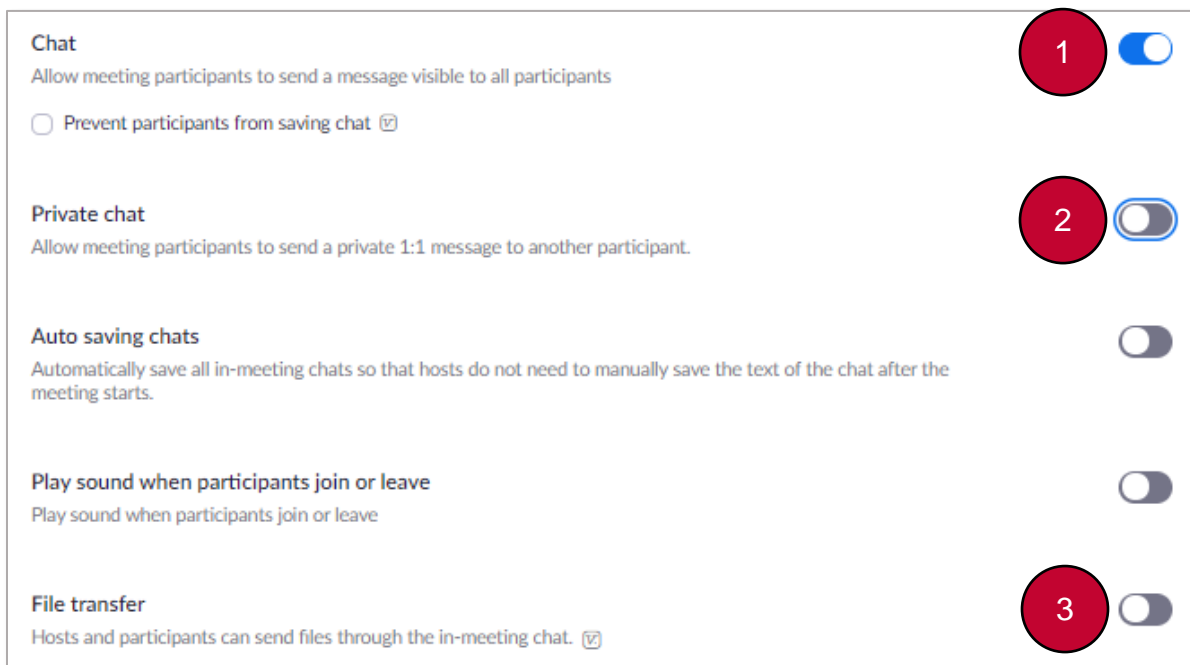
4. Screen sharing -Who can share? Host Only
   o This setting can be adjusted within the meeting if you need to allow a student to share their screen (*i.e.,* presentation, office hours, etc.) (see Adjust Settings In-Meeting)

5. Annotation: Off or On
   o 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)

6. Whiteboard: Off or On
   o 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)

Always show meeting control toolbar
Always show meeting controls during a meeting ⓥ

Show Zoom windows during screen share ⓥ

Screen sharing   **(4)**
Allow host and participants to share their screen or content during meetings

Who can share?
● Host Only   ○ All Participants

Who can start sharing when someone else is sharing?
● Host Only   ○ All Participants

Disable desktop/screen share for users
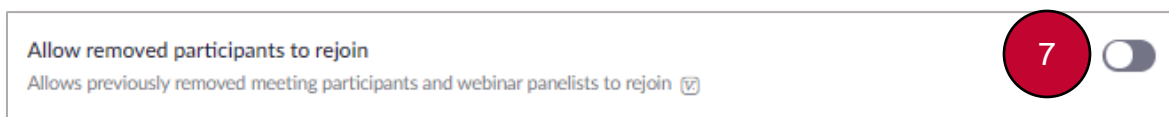Disable desktop or screen share in a meeting and only allow sharing of selected applications. ⓥ

Annotation   **(5)**
Allow participants to use annotation tools to add information to shared screens ⓥ

Whiteboard   **(6)**
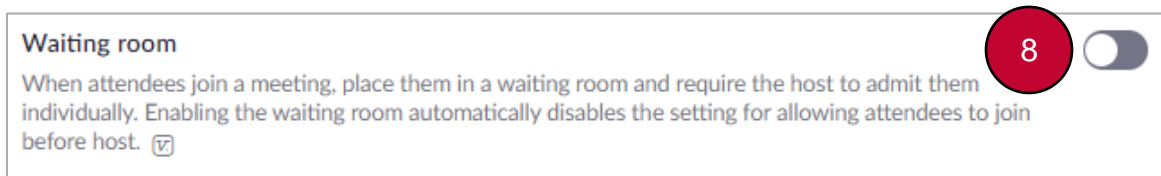Allow participants to share whiteboard during a meeting ⓥ

7. Allow removed participants to rejoin: Off

Allow removed participants to rejoin   **(7)**
Allows previously removed meeting participants and webinar panelists to rejoin ⓥ

8. Waiting room: On or Off

Waiting room   **(8)**
When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host. ⓥ

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Using Zoom: Security, Privacy and Best Practices for
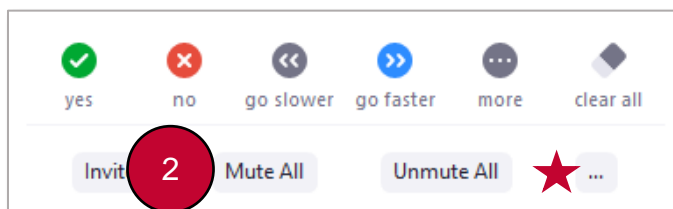Classroom Management

Adjust Settings In-Meeting
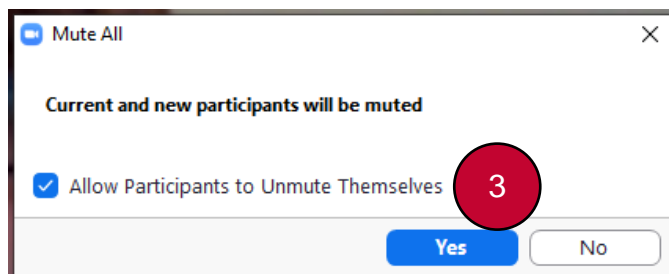
Mute All Participants

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 ★ and table below for available options)
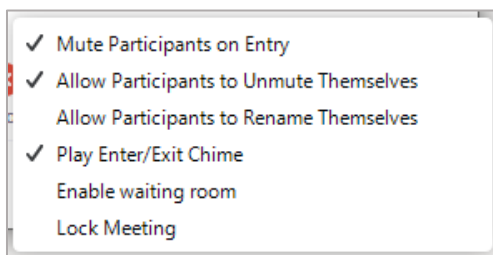
Screen Sharing Options

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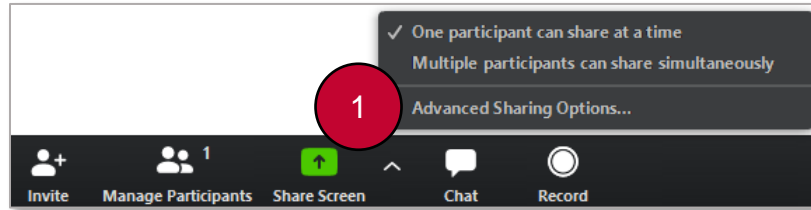
2. Within the advanced sharing options, you can determine how many people can share and who can share. Leave "One participant can share at a time" and "Only Host" as the default. If you require students to be able to share their screen, adjust the "Who can Share?" setting to "All participants". These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


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 participants annotation".
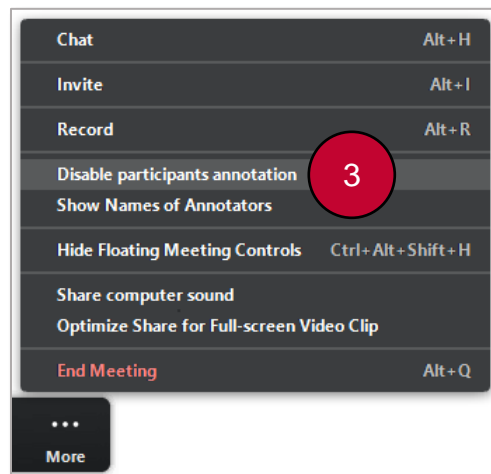
The Waiting Room and Locking the Meeting

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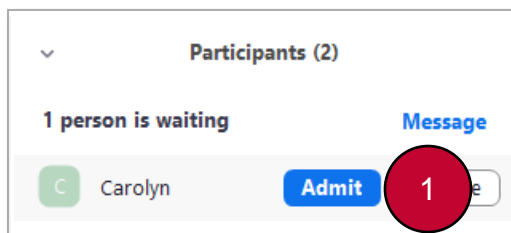
1. If you have multiple participants waiting to enter, you will have the option to "Admit All" at one time.

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

1. 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.
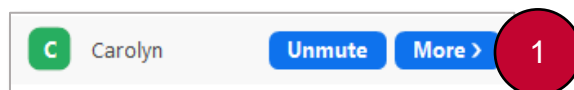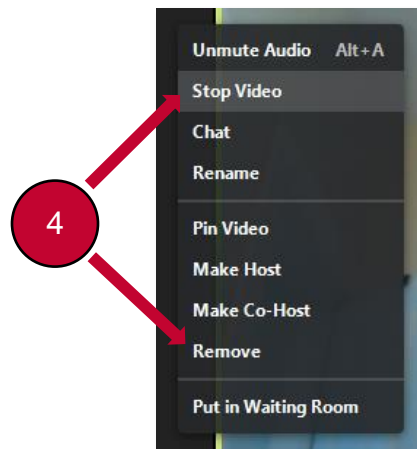
2. Select "Stop Video". This will disable the participant's video connection. They will not be able to restart

3. Select "Remove" from the list. By default, removed participants cannot rejoin the meeting.
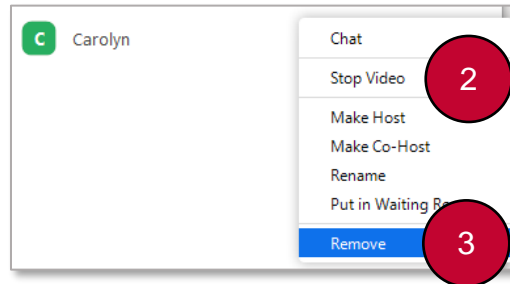
4. These options are also available to you through the context menu (3 dots) on the participant's video.

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.