

OAKS Zoom Integration

Zoom is the leader in video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars. It can allow faculty to conduct online office hours, realtime tutoring sessions, meetings, and synchronous lectures. It allows desktop sharing, audio and video communication and chat features. *CofC owns a university-wide license available to all faculty, staff, and students.*

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Accessing CofC Zoom for the First Time

The first time you access your NEW CofC Zoom account you have to go through a setup.

Note: be aware that if you already have a free Zoom account under your CofC address, converting will change your link addresses.

1. Click the **Zoom** link from the upper navigation of your OAKS Course.
2. You will see a message that reads “**We have sent an email to XXXXX@cofc.edu. Please check your inbox for more information and next steps.**”
3. Locate the Zoom email in your College email and click on the blue **Activate Your Zoom Account** button.
4. On the **Activate your Zoom Account** page, click on **Sign In With SSO**.
5. Use your **CofC email address** and your **CofC password** to log into Zoom.
6. Once you have completed the setup, **close the Zoom windows** and go back into OAKS.

RECOMMENDED METHOD

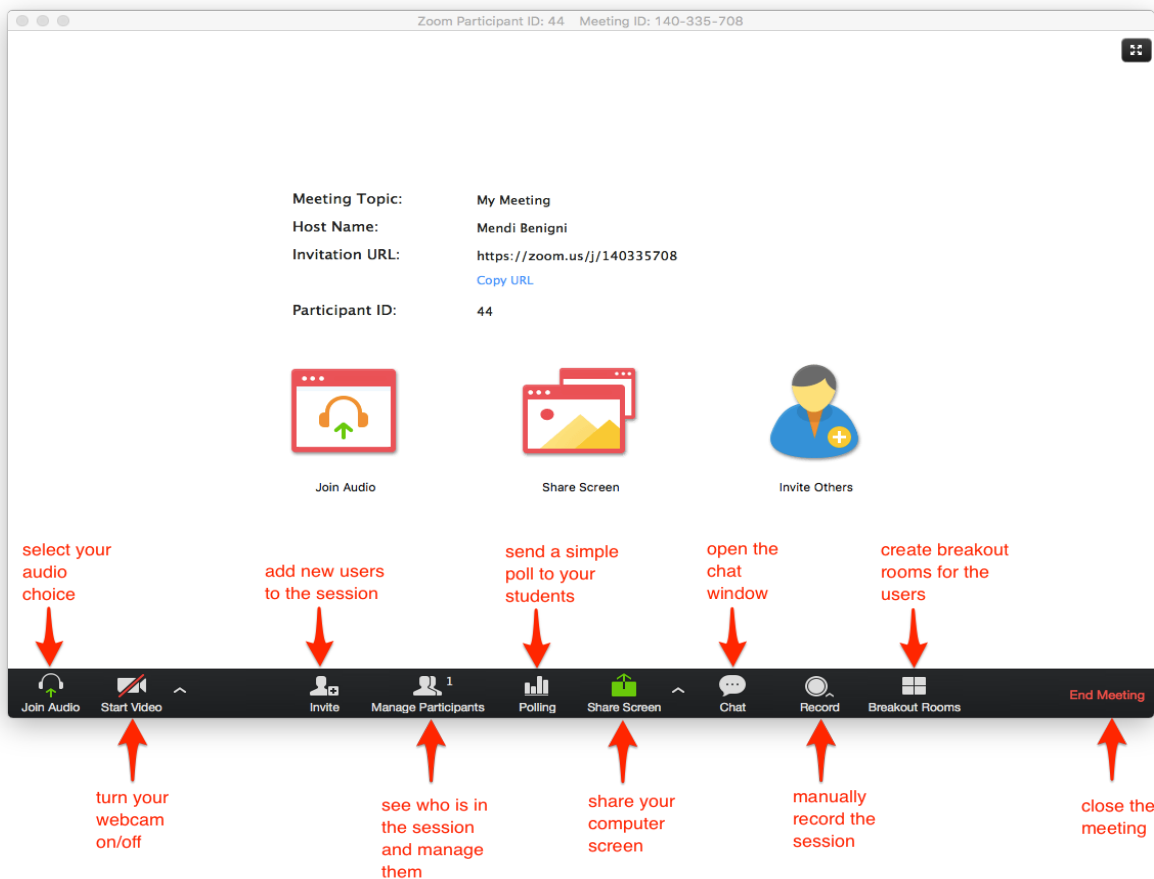
Schedule a Zoom session

1. Click the **Zoom** link from the upper navigation of your OAKS Course.
2. Click on the blue button, **Schedule a New Meeting**.
3. Type in a title for your online session in the **Topic** area.
4. Next to **When** select the date and time for the meeting. Be sure your timezone says Eastern.
5. Below are the recommended settings for your meetings:
 - a. **Registration**: UNCHECKED
 - b. **Video**: Both Host and Participant should be OFF
 - c. **Audio**: Select BOTH
 - d. **Meeting Options**:
 - i. **Require meeting password**: UNCHECKED
 - ii. **Enable join before host**: PERSONAL PREFERENCE. Checking it allows your participants to join the meeting room before you actually “start” it.
 - iii. **Mute participants upon entry**: CHECK (users can unmute themselves as needed.)
 - iv. **User Personal Meeting ID**: UNCHECK
 - v. **Enable waiting room**: allows the students to remain in a lobby and you let them in as needed. Great for online office hours.

- vi. **Record the meeting automatically:** PERSONAL PREFERENCE. This will record the meeting. You can choose between storing the recorded video on your computer or in the Zoom Cloud. If you choose the cloud, a link to the recording will be available to you that you can share with your students.
6. Click **Save**.
7. You will be placed on an invite page but you won't need any of this information. Just go back to the OAKS Course Homepage by clicking on **Course Home** from the upper navigation.
8. You will now notice that the meeting you just created is displayed in the **Calendar** area of the home page.

Starting the Zoom session

1. As the professor click on the **Zoom** link in the Course Navigation
2. Next to the proper session click **Start**
3. From the pop-up window, click **Open zoom.us** to open the desktop app
4. Choose **Join Audio Conference by Computer**

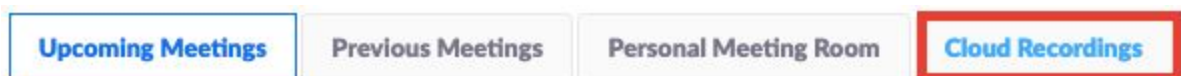


Student access the Zoom session

1. Log into OAKS and go to the appropriate course
2. On the **Course Homepage**, click on the Zoom session in the **Calendar > Upcoming events**
3. Click on **Click here to join Zoom Meeting**
4. From the pop-up window, click **Open zoom.us** to open the desktop app
5. Choose **Join Audio Conference by Computer**

Accessing Recordings

1. Click the **Zoom** link from the upper navigation of your OAKS Course.
2. Click on the **Cloud Recordings** tab



3. From the **File Size** column, click on the **link** (ex. 2 Files (5 MB))

4. Depending on your Zoom Settings ([see below](#)) you may see a video file or a video and an audio file. From under the appropriate file, choose **Share**.
5. Copy the **web link** (URL) from the box then close the small window.
6. Now you can use that link in **Content, News**, etc. within OAKS. For help on how to add a link to other OAKS tools, see the [Alternative Methods](#) area below.

Zoom Settings

You can log into Zoom's website and change your default settings. There are many many settings but only a few that you need to worry about. NOTE: You cannot change these settings from within the OAKS Zoom Integration.

1. In a web browser go to <http://cofc.zoom.us>
2. Click **Sign In**
3. From the left navigation, click on **Settings**
4. In the area on the right, click on **Meeting** from the top navigation.
5. Everything should be OFF except for those in the list below.
 - **Chat** - ON
 - **Private chat** - PERSONAL PREFERENCE Turning it on allows you to send a private chat to a student without the rest of the class seeing it. However, it also allows students to send private messages to each other.
 - **Auto saving chats** - ON
 - **Play sound when participants join or leave** - PERSONAL PREFERENCE. If you turn it on, be sure to only choose "Heard by host only." Having it on allows you to know when a student has come into the class session late.
 - **File transfer** - ON Allows you to share files with your students from the Chat area.
 - **Co-host** - ON You may never need it but it's on if you do.
 - **Polling** - ON You may never need it but it's on if you do.
 - **Allow host to put attendee on hold** - ON
 - **Screen sharing** -- Who can share? *All Participants*; Who can start sharing when someone else is sharing? *Host Only*
 - **Annotation** - ON
 - **Whiteboard** - ON
 - **Nonverbal feedback** - PERSONAL PREFERENCE
 - **Breakout room** - ON

- **Waiting room** - ON

- 6. In the area on the right, click on **Recording** from the top navigation.
 - **Local recording** - ON
 - **Cloud recording** - ON
 - **Record active speaker with shared screen** - ON
 - **Record an audio only file** - ON
 - **Save chat messages from the meeting / webinar** - ON
 - **Advanced cloud recording settings**
 - **Add a timestamp to the recording** - PERSONAL PREFERENCE
 - **Display participants' names in the recording** - PERSONAL PREFERENCE
 - **Record thumbnails when sharing** - ON
 - **Audio transcript** - ON
 - **Recording consent** - ON

ALTERNATIVE METHODS

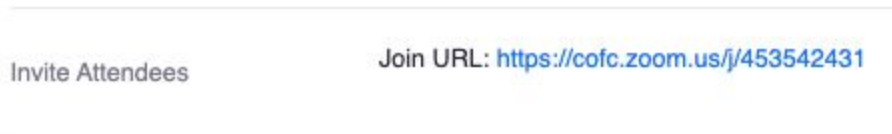
Adding a Zoom Link to a D2L Course

After creating a Zoom session using one of the above options, a link to that session can be added to any rich text area in OAKS. The most common areas to add a link are in News announcements, the Activity Feed, or the Content Area.

Copy the Zoom Meeting link

Regardless of the method you choose (below) you must first copy the link to your Zoom Meeting link

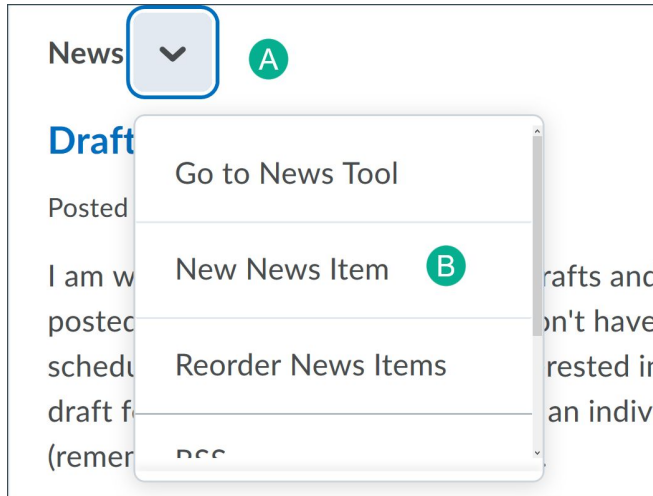
1. Click the **Zoom** link from the upper navigation of your OAKS Course.
2. Click on the Title of your meeting to open it for editing.
3. Next to Invite Attendees highlight and copy the URL for that meeting.



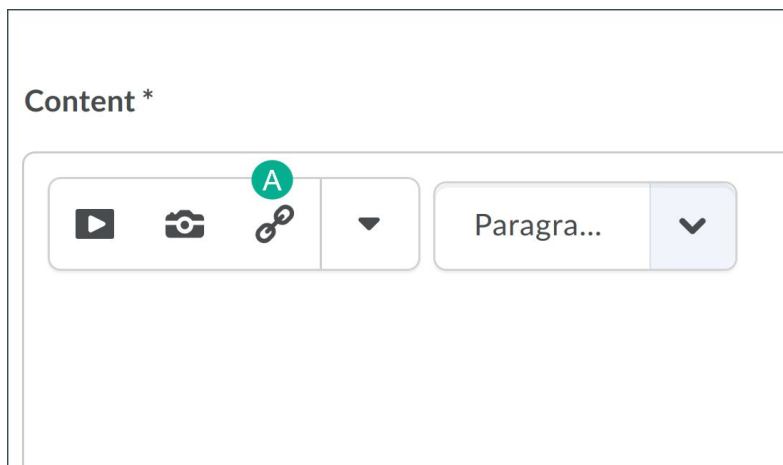
4. The URL is now on your computer's "clipboard" and can be pasted into the appropriate tool.

Adding a link to News

1. From the course homepage, select the dropdown Arrow next to **News** [A].
2. Select **New News Item** [B].



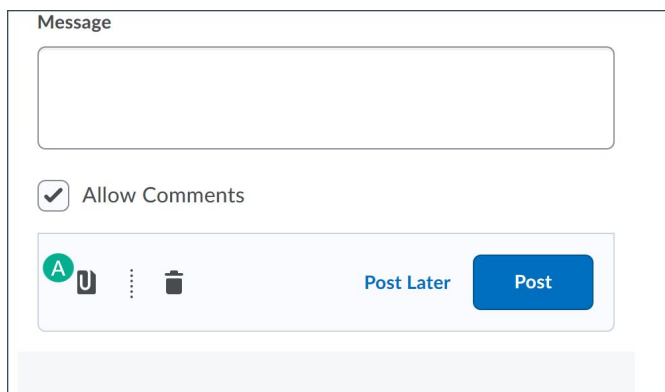
3. Enter a "Headline" (**title**) for the announcement and add any contextualizing information in the body (e.g., Don't forget our meeting scheduled for tomorrow...)
4. In the **Content** area paste the URL for the meeting. If the web link it's clickable then highlight it, click the link icon (A), choose URL from the list, then paste the link URL into the form provided.



4. Select **Publish**.

Adding a link to Activity Feed

1. Select **Create Post**
2. Add any contextualizing information you want in the body of the post (e.g., Don't forget our meeting scheduled for tomorrow...)
3. Select the "**Attach**" icon [A].



The image shows a 'Message' form with a text input field at the top. Below the input field is a checked checkbox labeled 'Allow Comments'. At the bottom of the form is a toolbar containing an 'Attach' icon (a green circle with a white 'A'), a trash icon, a 'Post Later' button, and a 'Post' button.

4. Choose **Weblink**. Paste the join URL in the "**URL**" box and specify a title for the link (e.g. Tuesday's Virtual Meeting) and select **Insert**.
4. Select **Post**.

Adding a link to Content

1. Select **Content**.
2. Select the module to which the link should be added.
3. From the **New** button choose **Add a Link**.
4. Give your meeting a **Title**.
5. Paste the meeting **URL** into the URL box.
6. Click **Create**.