

Creating Zoom Meetings in D2L

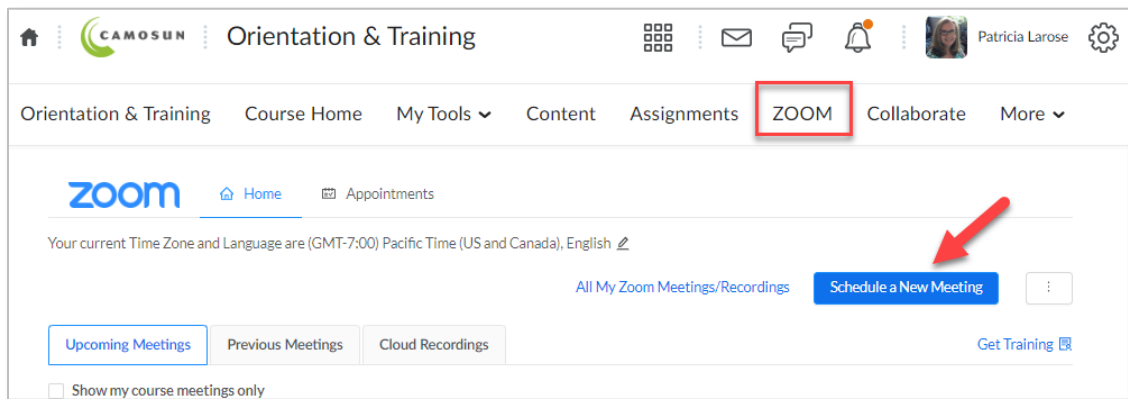
This tutorial describes how to create a Zoom meeting in D2L for your class meetings. You can create a [individual Zoom meeting](#) or [recurring Zoom meeting](#) in your D2L course.

Note: When you create new Zoom meetings, the settings will default to your global settings specified in the Zoom Web Portal. Therefore, we recommend updating your Global Setting before creating Zoom meetings (see the tutorial **Global Settings – Zoom Web Portal**).

For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

Steps for creating an “Individual” Zoom meeting

1. Access your course in D2L.
2. Navigate to **Zoom** within D2L, select the **Home** tab, and then select the **Schedule a New Meeting** button.



3. In the setup window, enter the following information using the text fields and drop-down menus:

Topic: Enter a title for the Zoom meeting. For example, "Module 1 Meeting, Sept 6, 2023"

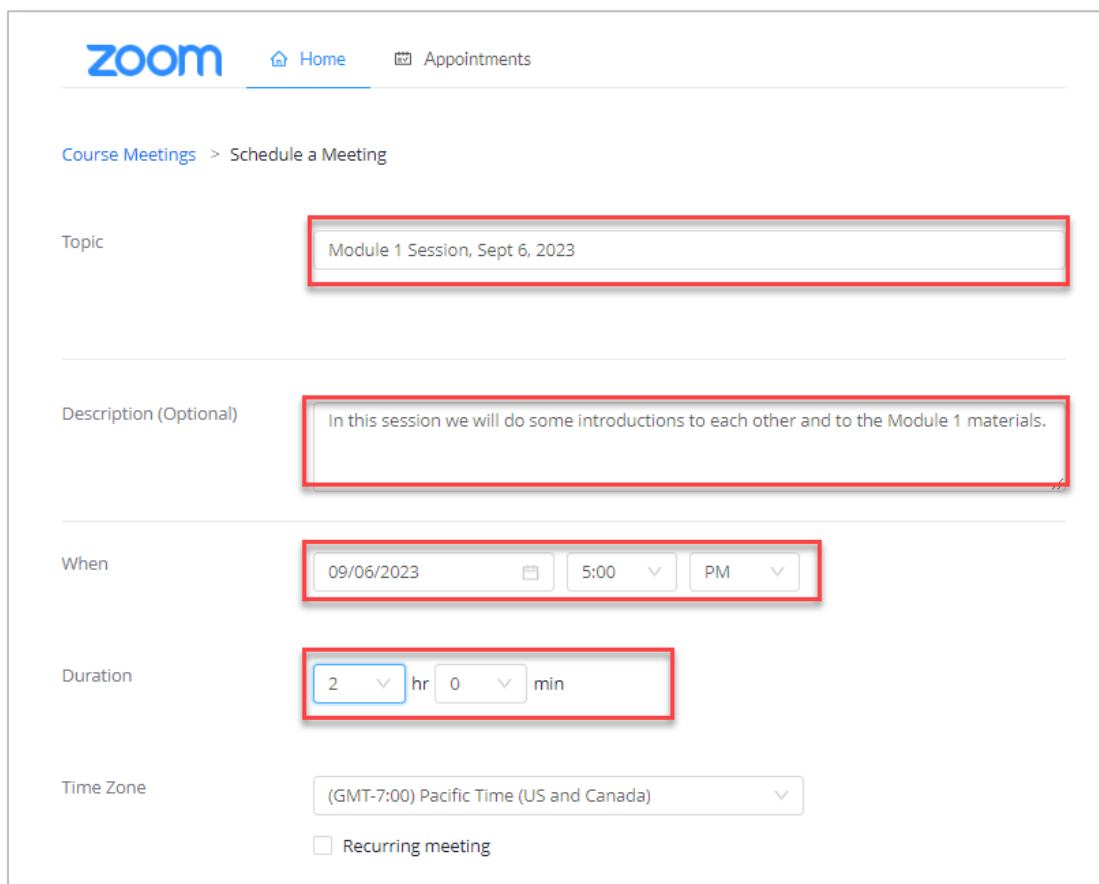
Description: Optional – Include any relevant information for the meeting, such as readings or participation instructions.

When: Specify the **date** and **time** the meeting will start.

Duration: Indicate the meeting length.

Time Zone: Confirm the time zone is correct.

Note: Since we are creating a single meeting, leave the recurring meeting checkbox unselected.



The screenshot shows the Zoom 'Schedule a Meeting' interface. The form fields are as follows:

- Topic:** Module 1 Session, Sept 6, 2023
- Description (Optional):** In this session we will do some introductions to each other and to the Module 1 materials.
- When:** 09/06/2023, 5:00 PM
- Duration:** 2 hr, 0 min
- Time Zone:** (GMT-7:00) Pacific Time (US and Canada)
- Recurring meeting



4. Review the Security, Video, Audio and Meeting Options settings. These settings will match the ones you've configured in your global settings. You can customize any of these settings. We recommended the following settings:

Registration: Leave checkbox unselected

Security: Select the Passcode and Only authenticated users can join meeting checkboxes.

Video: Select Off for both host and participant.

Audio: Select the Telephone and Computer Audio radio button.

Meeting Options: Select the **Mute Participants upon entry** and **Allow screen sharing** checkboxes.

Alternative Hosts: Leave this text field blank.

The screenshot shows a settings interface for a meeting. The sections and their configurations are as follows:

- Registration:** Required
- Security:**
 - Passcode: 324828 (Only users who have the invite link or passcode can join the meeting)
 - Waiting room (Only users admitted by the host can join the meeting)
 - Only authenticated users can join meetings (Sign in to Camosun)
- Video:**
 - Host: on off
 - Participant: on off
- Audio:** Telephone Computer Audio Telephone and Computer Audio
- Meeting Options:**
 - Enable join before host
 - Mute participants upon entry (with a lock icon)
 - Allow screen sharing
 - One participant can share at a time
 - Who can share?: All Participants
 - Who can start sharing when someone else is sharing?: All Participants
 - [Edit](#)
 - Breakout Room pre-assign
 - Record the meeting automatically
- Alternative Hosts:** Example: mary@company.com, peter@school.edu



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5. Select the **Save** button.
6. Review the settings. Select the **Edit this Meeting** button at the bottom of the page if you need to make changes to the settings. To add this Zoom meeting to your Outlook Calendar, select the Outlook Calendar (.ics) link.

NOTE: The calendar meeting includes a guest link for the Zoom meeting. Therefore, we recommend using this calendar meeting as a reminder but starting the meeting either from Zoom within D2L or through your Zoom Desktop App.

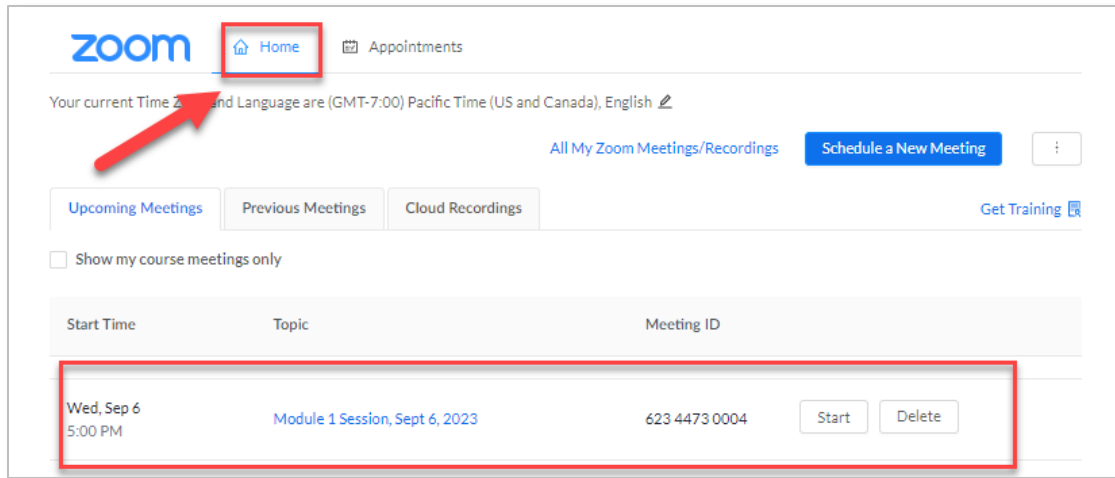
The screenshot shows the Zoom meeting settings interface. At the top, the topic is "Module 1 Session, Sept 6, 2023". The description is "In this session we will do some introductions to each other and to the Module 1 materials." The time is "Sep 6, 2023 5:00 PM Vancouver". Under the "Add to" section, there are three buttons: "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calendar". A red arrow points to the "Outlook Calendar (.ics)" button. Below this, the "Meeting ID" is displayed as a blurred string. The "Invite Attendees" section shows a "Join URL: https://camosun-ca.zoom.us/j/..." with a blurred ID. The "Security" section has "Passcode *****" (with a "Show" link) and "Waiting room" (with an "x" icon), and "Only authenticated users can join meetings: Sign in to Camosun". The "Video" section has "Host" and "Participant" both set to "off". The "Audio" section is set to "Telephone and Computer Audio". The "Meeting Options" section includes "Enable join before host" (with an "x" icon), "Mute participants upon entry" (checked), "Allow screen sharing" (checked), "One participant can share at a time", "Who can share?: All Participants", "Who can start sharing when someone else is sharing?: All Participants", "Breakout Room pre-assign" (with an "x" icon), and "Record the meeting automatically" (with an "x" icon). At the bottom, there are three buttons: "Delete this Meeting", "Edit this Meeting", and "Start this Meeting". A red arrow points to the "Edit this Meeting" button.



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7. Select the **Home** link to return to the Zoom home page and view upcoming meetings, including the Zoom meeting you just created.

Note: To edit a Zoom meeting from the Zoom home page, select the meeting title located in the topic column.



Steps for creating a “Recurring” Zoom meeting

1. Complete steps 1 through 4 above.
2. In the Time Zone section, select the **Recurring Meeting** checkbox.

Course Meetings > Edit "Class Session"

Topic: Class Session

Description (Optional): In this session we will review the material for this week's module.

When: 09/06/2023 5:00 PM

Duration: 2 hr 0 min

Time Zone: (GMT-7:00) Vancouver

Recurring meeting



- You will now be able to set when the meeting recurs, when it repeats, on which day(s) it occurs, and the end date. In the example below, the Zoom meeting is set to recur every week on Monday and Wednesday until December 20, 2023.

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting **Every week on Mon,Wed, until Dec 20, 2023, 31 occurrence(s)**

Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End Date: By 12/20/2023 After 7 occurrences

- Select the **Save** button.
- Select the **Home** link to return to the Zoom home page and view upcoming meetings, including the recurring Zoom meeting you just created.

Note: Select the delete button to delete either an individual meeting, or all meetings in the occurrence. To edit a Zoom meeting from this page, select the meeting title located in the topic column.

zoom [Home](#) [Appointments](#)

Your current Time Zone and Language are (GMT-7:00) Vancouver, English

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Show my course meetings only

Start Time	Topic	Meeting ID	
Wed, Sep 6 (Recurring) 5:00 PM	Class Session	687 9724 2886	Start Delete
Mon, Sep 11 (Recurring) 5:00 PM	Class Session	687 9724 2886	Delete
Wed, Sep 13 (Recurring) 5:00 PM	Class Session	687 9724 2886	Delete



Things to Remember

- Zoom meetings you create will be visible for you in the D2L Zoom home page, D2L Calendar, Zoom Web Portal and Zoom Desktop App. However, for students, they will only be visible in the D2L Zoom home page and D2L calendar.
- Once you create your meetings, you can add links to specific Zoom meetings within the D2L Content or News tools (see the tutorial **Adding Zoom Meeting Link to Content Tool in D2L**).



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