

Top 10 Things for Faculty to Know about Zoom

What is Zoom?

Zoom is a web-based conferencing tool with audio, video, chat, and whiteboard/desktop sharing capabilities that faculty can use to support their teaching in real-time. Zoom integrates with D2L, which means students can access your Zoom room and meetings from inside your D2L course. You can also share Guest Access links with external participants (for example, waitlisted students or guest speakers) so they can enter the meetings without having to access D2L.

Talk to eLearning before Starting!

Because Zoom is a complex tool, we recommend you either attend a Zoom workshop or make an appointment with an eLearning instructional designer prior to setting up and using Zoom in your D2L course. [Zoom eLearning tutorials](#) were designed as reminders rather than as first-step learning tools.

Top 10 questions about Zoom

1. What do my students and I need to use Zoom?

Faculty:

Must activate their Camosun Zoom account and download and install the Zoom desktop application in order to use Zoom in D2L.

- [Camosun - How to activate your Camosun Zoom Account](#)
- [Camosun - Download and Install Zoom Desktop Application](#)

Students:

- Access to D2L

Everyone:

- Computer or mobile device with an internet connection and a browser (we recommend Chrome).
- Speakers and a microphone (preferably a headset if you are using your own personal device)
- Camera/webcam, although a camera is not mandatory.

Zoom has an audio/video setup wizard you can run when you enter a meeting, and you should advise your students to come into the meeting early to check their audio (and video if they are using it) to ensure they are ready when the meeting begins.

2. Where do I find Zoom in D2L?

Zoom is an **External Learning Tool** in D2L, meaning that you can add a link to it in the Content tool (using **Add Existing Activity**) or in any tool which has access to the HTML editor (using the **Quicklink** option). Most instructors, however, add a link to Zoom on their course Navbars for easy access.

3. Can my students use Zoom in D2L?

When you create a Zoom room with active meetings, your students can join these meetings while they are open. You do not need to be present in the meeting with your students. You can adjust the settings to allow students to join without requiring approval from an instructor. We have developed tutorials to support you with adjusting the settings.

4. Can I use Zoom without having to use D2L?

Yes. You can share Guest Access links with people by email to invite them to a meeting.

5. What if someone doesn't have a camera or a microphone?

Participants can also utilize the text chat in a Zoom meeting, which means you or a co-facilitator should be moderating the chat to ensure you don't miss any questions.

6. How many people can be in a Zoom meeting at once?

In theory, up to 300, but we would advise considering how much engagement you will be requiring, and if you have a co-host to support you with a large group of virtual students (although you can use breakout rooms to accommodate small group work). If you do not need your students to be visible, we recommend you consider asking them to disable their cameras (and to mute their microphones when not speaking). If your students access a meeting set up in D2L, you will be able to see their names within the meeting. If you are sending a Guest Access link to participants outside of D2L, those participants will have to add their names as they enter, so you may want to remind them use their "real" names so you can recognize everyone in the room.

7. Can I have multiple meetings in Zoom?

Yes, you can create multiple meetings.

8. Can students show presentations in Zoom?

Based on your global settings in the Zoom web portal, all participants (students) can share their screen content during meetings. If this setting is turned off, you can grant screen-sharing permission during the meeting.

9. Can I create a recording of my Zoom meetings?

Yes, you can create a video recording of your Zoom meetings. We recommend that you "Record to the Cloud." Your cloud recordings can be downloaded to a computer (and if you want uploaded to Kaltura for embedding in your D2L course site) or streamed in your browser. If you use the recommended Zoom recording settings, students will be able to download the cloud recordings from your Zoom room in D2L.

10. Where can my students and I get help with Zoom?

You and your students can get help with Zoom from eLearning. Please visit our [Team Dynamix Support portal](#) and select the appropriate category to submit a ticket for a consult with an instructional designer to get you started!