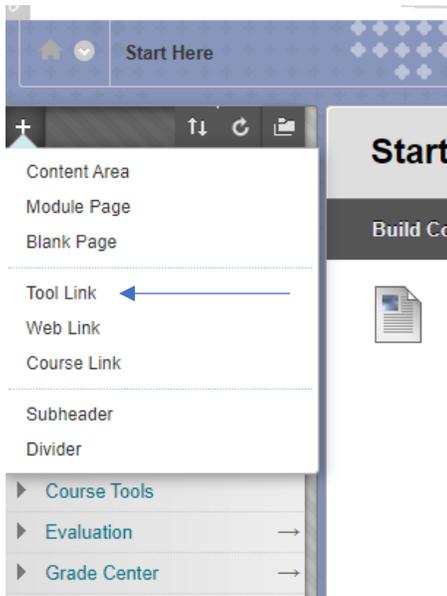


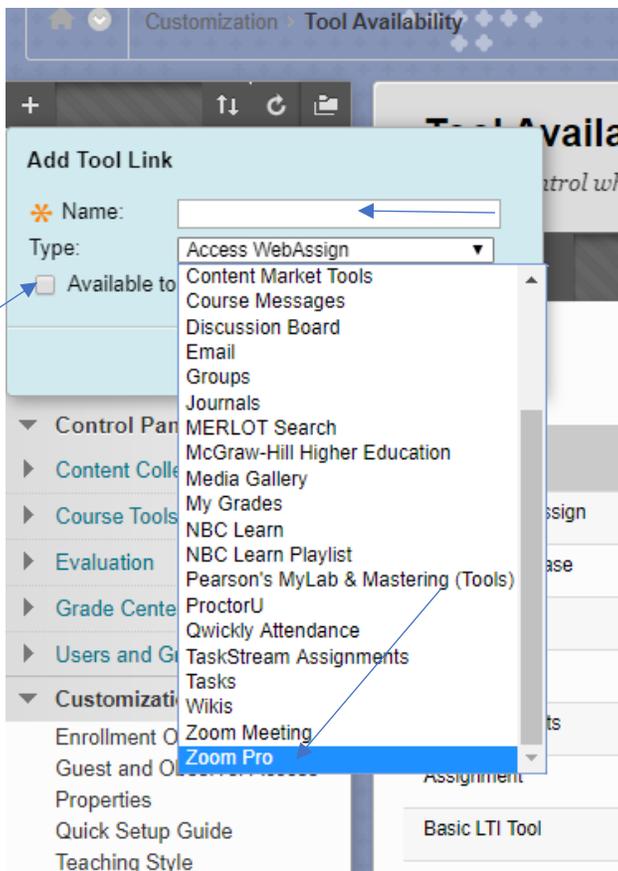
## How to integrate Zoom into myCourses

### Step 2: Add Zoom to menu

Click on the + sign and Select Tool Link



Fill in the Name of the Tool and under type select Zoom Pro and check of Available to Users



### Step 3: Configuring Zoom

Click on the Zoom link just created in the menu

#### If you did not have a UMass Dartmouth Zoom Account yet:

If you did not have a Zoom account at UMass Dartmouth, clicking on this link will create a Pro Account for you in Zoom and will also send a notification email to your email account at UMassD.

*You must click on the activation link in the email to create the account.*

Once enabled, clicking on the Zoom link will open up the Zoom dashboard

#### If you already have a UMass Dartmouth Zoom Account:

If you already have a Zoom account, clicking on the link should automatically open the Zoom dashboard. If you have a Basic account, it will also upgrade the account to a Pro account.

#### What do students see?

Student will be able to click on the link and will have access to the Zoom Dashboard to access meetings and join them automatically.

#### The Zoom dashboard:

Upcoming meetings: Meetings scheduled for the current class

Previous Meetings: Previous meetings scheduled for the class

Personal Meeting Room: Always open meeting room

Cloud Recordings: Any recording that were recorded will be here.

All My Zoom Meetings/Recordings: If you are using the Zoom outside of the myCourses to schedule meetings they will show up here.

The screenshot shows the Zoom dashboard interface. At the top, the Zoom logo is on the left, and the text "Your current Time Zone is (GMT-05:00) Eastern Time (US and Canada)." is in the center. On the right, there is a link "All My Zoom Meetings/Recordings" with a blue arrow pointing to it, and a "Schedule a New Meeting" button. Below the header, there are four tabs: "Upcoming Meetings" (selected), "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A "Get Training" link is on the far right. A checkbox labeled "Show my course meetings only" is checked. The main content area is a table with columns for "Start Time", "Topic", and "Meeting ID". The table lists several recurring meetings for "Zoom LTI PRO Testing Course - Test Review" on various dates in December. Each row has a "Start" button for the first meeting and "Delete" buttons for the others. At the bottom right, there are navigation arrows and a page number "1".

Start Time	Topic	Meeting ID	Actions
Today (Recurring) 4:00 PM	Zoom LTI PRO Testing Course - Test Review	727-643-913	Start Delete
Tomorrow (Recurring) 4:00 PM	Zoom LTI PRO Testing Course - Test Review	727-643-913	Delete
Fri, Dec 13 (Recurring) 4:00 PM	Zoom LTI PRO Testing Course - Test Review	727-643-913	Delete
Sat, Dec 14 (Recurring) 4:00 PM	Zoom LTI PRO Testing Course - Test Review	727-643-913	Delete
Sun, Dec 15 (Recurring) 4:00 PM	Zoom LTI PRO Testing Course - Test Review	727-643-913	Delete
Mon, Dec 16 (Recurring) 4:00 PM	Zoom LTI PRO Testing Course - Test Review	727-643-913	Delete

To get a basic report of user activity in a Zoom meeting, click on Report next to the meeting.

Start Time	Topic	Meeting ID	
Today 12:00 PM	<a href="#">Zoom LTI PRO Testing Course - MEETING 1</a>	563-824-834	<a href="#">Report</a>
Today 10:00 AM	<a href="#">Alt host testing</a>	650-618-930	<a href="#">Report</a>
Thu, Dec 5 3:00 PM	Zoom LTI PRO Testing Course	917-759-366	<a href="#">Report</a>

### Alternate host:

If there are other instructors or TA's in the course, they will be assigned as alternative host to events. They can join the meeting as host and their account will be provisioned with a Pro Account, but they cannot delete the meeting (unless it's one they have created).

Alternate hosts also receive meeting cancelation emails.