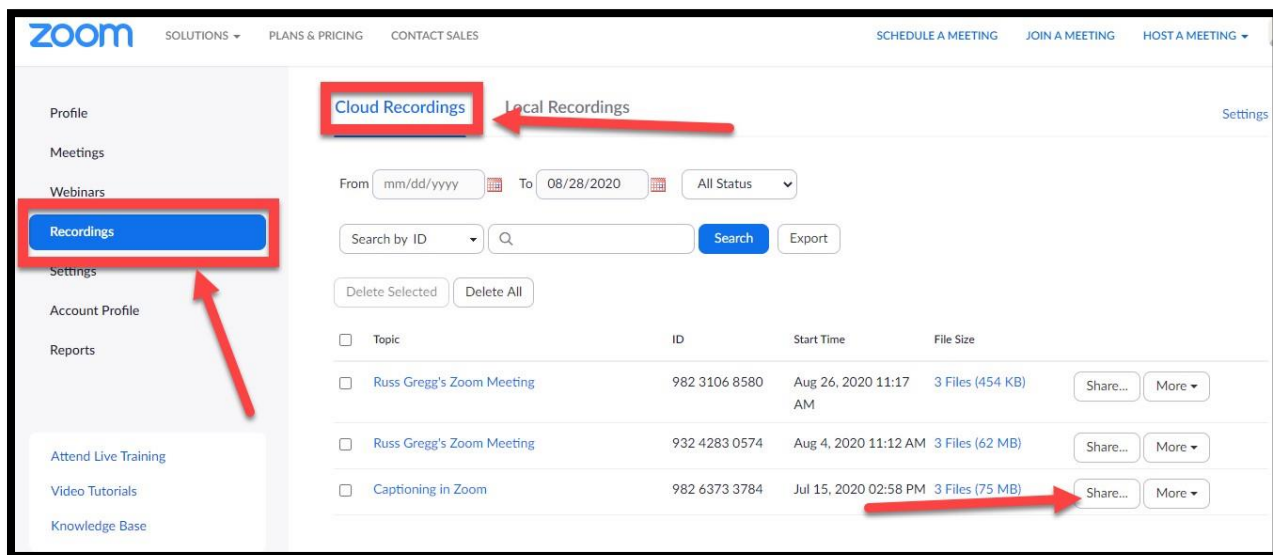


Adding Zoom Meetings to D2L

When adding a recorded meeting from the Zoom Cloud to your Modules, please follow this 2 part procedure:

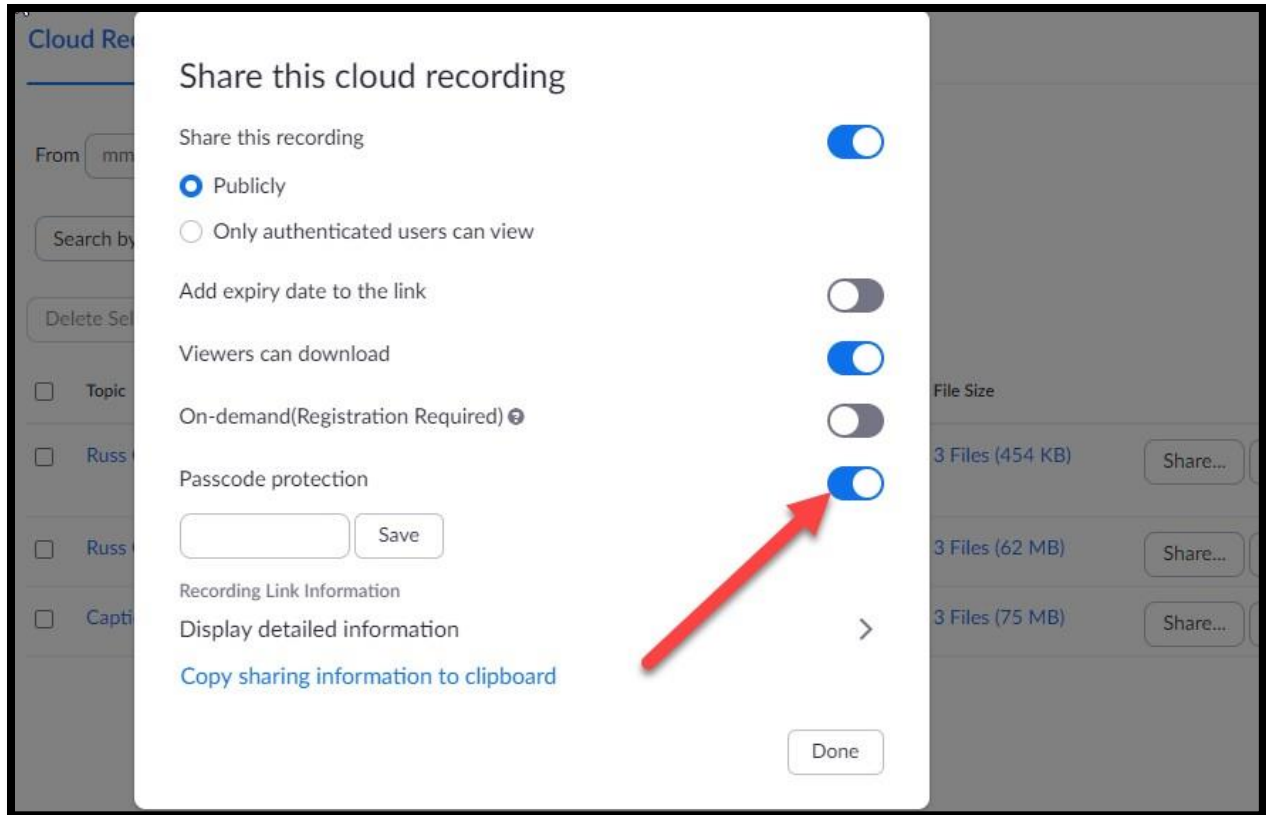
Zoom Instructions:

In your Zoom account, Navigate to your Cloud Recordings to find the meeting that you wish to paste into D2L:



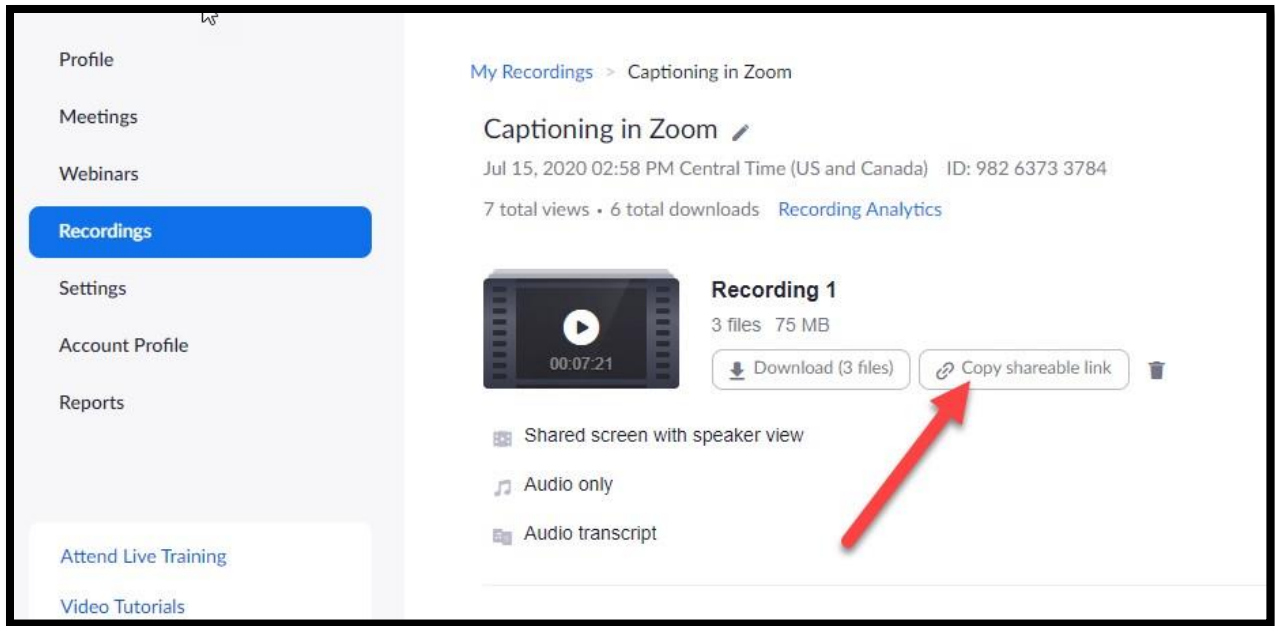
*Note: Zoom has changed their terminology as of their latest update. "Passwords" now refer to the password you use to access your Zoom account. "Passcodes" are the security measures you deploy for each individual meeting, usually assigned by Zoom. The Office of Academic Technology is recommending turning off Passcode protection **after** you have recorded your meeting. Passcode protection is essential when you schedule meetings and while you are recording your Zoom meetings. After the fact, Passcode protection is no longer necessary, because the content is protected within D2L.*

To turn off Passcode protection, click on the "Share" button next to the meeting you wish to share, as highlighted above. Clicking "Share" will bring you to this window:



Click the “Passcode protection” radio button, so that it is “Off,” as indicated by the gray color. When Passcode protection is turned “Off,” click back into the main window.

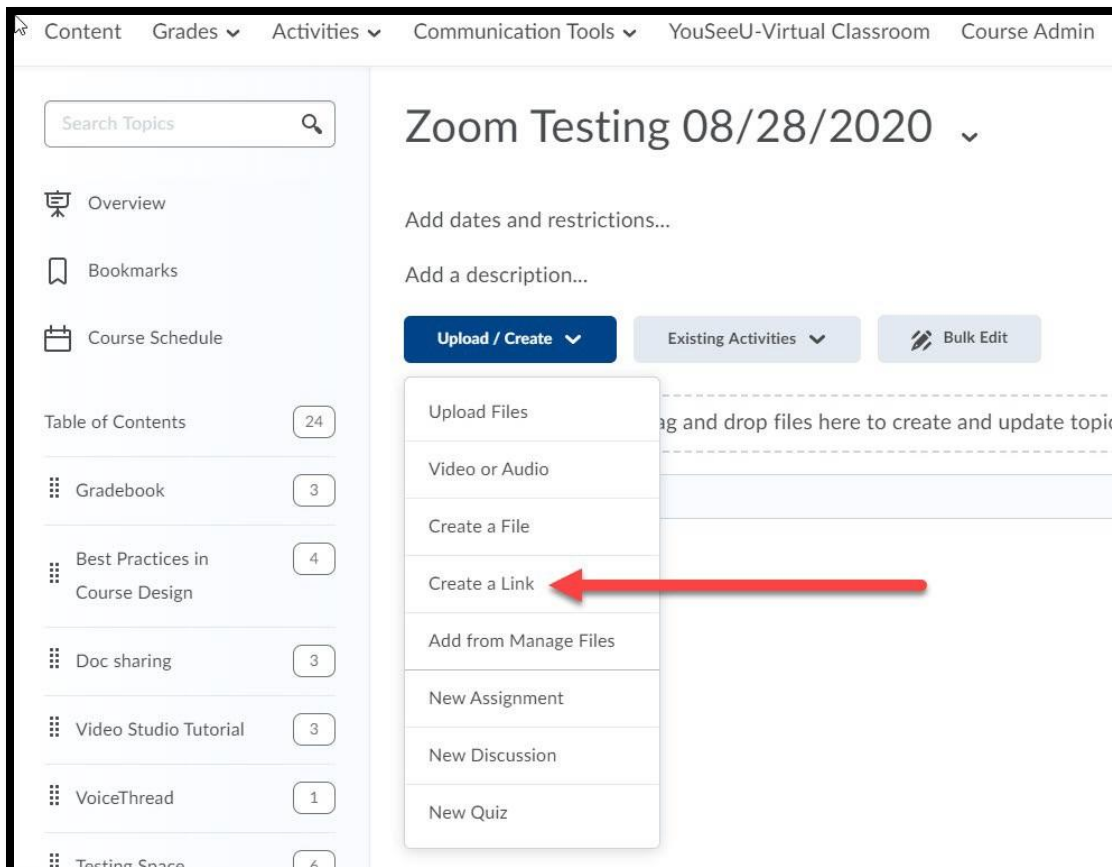
Next, copy the “Sharable link” to the meeting that you wish to share in D2L. In this particular case, we are sharing a recorded meeting called “Captioning in Zoom.” To get the Sharable link, Click on the name of the meeting, which will take you to a window that looks like this:



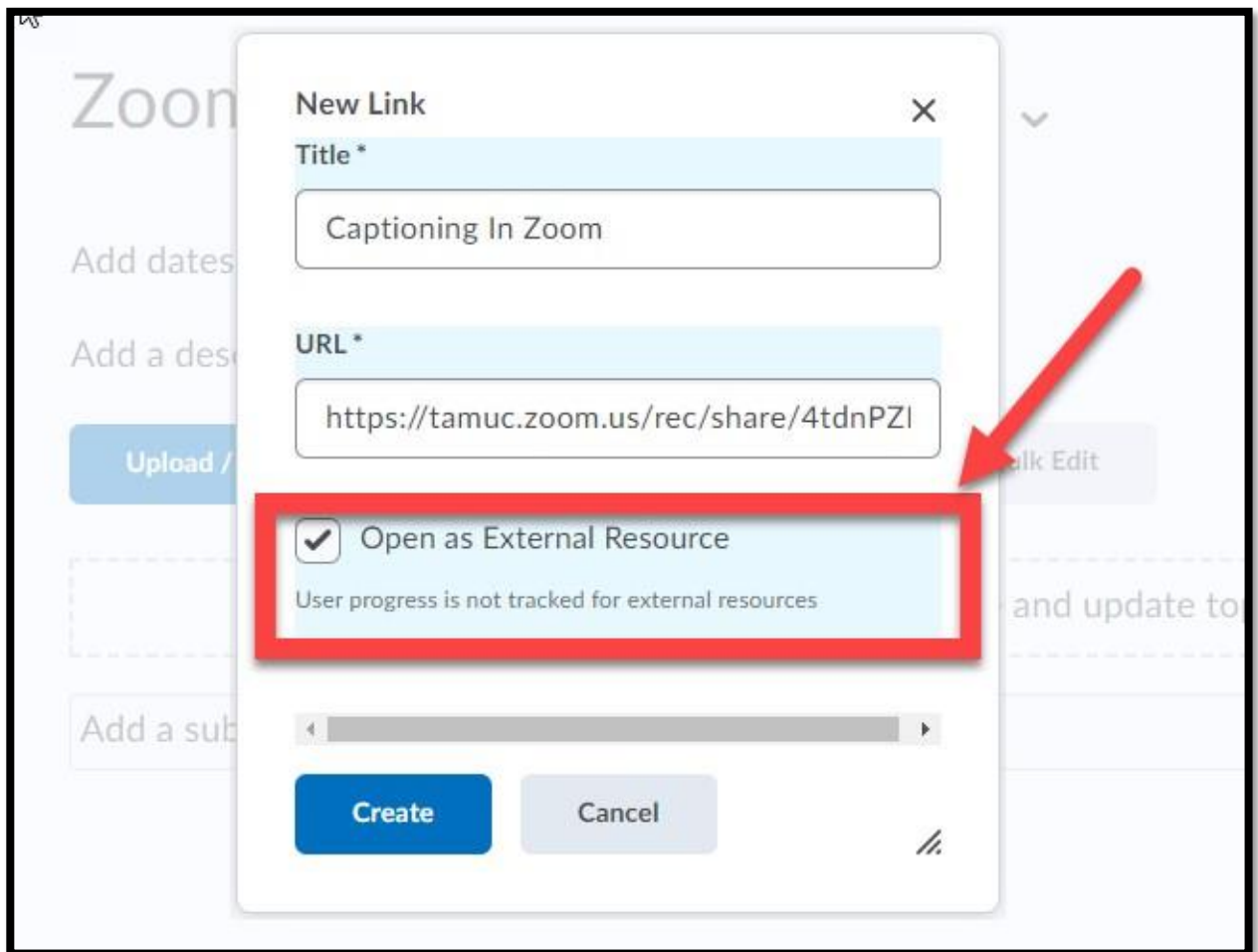
Now that you have copied the Sharable link, you may add that link to D2L

D2L Instructions

Navigate to the Module into which you wish to add the Zoom meeting. In the "Upload/Create" dropdown menu, choose the option "Create a Link:"



Clicking that option will navigate you to this dialogue box. Paste the link that you just copied from Zoom into the “URL” field, and enter your title into the “Title” field. Next, select the checkbox for “**Open as External Resource.**” This is a very important step. Selecting this option will open the Zoom video into a new browser tab. This means that the student will not be viewing the content within D2L, but within the Zoom interface in a new browser tab.



After you have clicked the “Create” button, you will see your content in D2L as an “External Resource.”

The screenshot shows a D2L course page with a navigation bar at the top containing 'Content', 'Grades', 'Activities', 'Communication Tools', and 'YouSeeU-Virtual Classroom'. Below the navigation bar is a breadcrumb trail: 'Table of Contents > Zoom Testing 08/28/2020 > Captioning In Zoom'. The main heading is 'Captioning In Zoom'. Below the heading is a card for an 'External Resource' titled 'Captioning In Zoom' with a link icon and an 'Open in New Window' button. Below the card are two buttons: 'Edit Link' and 'Reflect in ePortfolio'. A section titled 'Activity Details' is expanded, showing a 'Visibility' toggle (turned on), a 'Required: Automatic' status with a checkmark, and instructions to 'View this topic to complete the activity'. Below this are two text input fields: 'Add dates and restrictions...' and 'Add a description...'.

Please direct any questions or issues to the Office of Academic Technology at (903) 886-5511 or e-mail Online@tamuc.edu.