

Zoom Course Meeting

Schedule and Manage Zoom Course Meetings

Meetings

This document will step you through scheduling Zoom course meetings and managing your Zoom Course area.

Setting Up Your TU Account

Towson University holds an enterprise account for Zoom. Using TU's account allows us to provide the features of the Zoom video service while helping to protect you, and our data when teaching and conducting business.

1. You will only be able to integrate your Blackboard Course with your TU Zoom Account.
2. This document will step you through configuring your TU Account for Zoom
<https://www.towson.edu/technology/training/resources/documents/zoom/z01-zoom-getting-started.pdf>

More Information about Zoom at Towson University can be found at <http://towson.edu/zoom>

Zoom Meetings

Zoom Course Area

1. Navigate to blackboard.towson.edu
2. Log in with your TU **NetID and Password**
3. Click on your **Course**
4. Click on your **Zoom link** for your course (see [Blackboard Configure Document](#))
5. You are now in the **Zoom Course Room** for this course

All My Zoom Meetings/Recording – Click here to access all meetings and recordings associated with your Zoom account

Schedule a New Meeting – Schedule a meeting for this course

Upcoming Meetings – This is where all of your schedule meetings for this course will be listed

Previous Meetings – You will find all previous meetings for this course here

Personal Meeting Room – Access your personal meeting room here

Cloud Recording – If you have recorded a session for this course, you will find them here

Note: If you have a Panopto account All Cloud recordings are sent to your Panopto folder. See the Panopto Zoom Recording doc for more information.

Schedule a New Meeting

1. Complete steps 1-5 of **Zoom Course Area**
2. Click **Schedule a New Meeting**
3. Give the meeting a **Topic**
Note: We recommend you leave the course name in the topic, then add any additional information.
4. Add an optional **Description**
5. Select the **Time** of the meeting
6. Enter the **Duration** of the meeting

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7. Leave the **Time Zone** to the default selection
8. Check **Recurring Meeting** if you will have this meeting on a recurring basis and complete the necessary information
9. Leave **Registration** unchecked
10. Choose whether to start meeting with video on or off for both the **Host** and the **Participants**
11. Leave **Both** selected for Audio
Note: Some students may not have a Mic in their computer
12. Meeting Options:
 - a. **Mute participants upon entry** - users will be muted when they join the session
 - b. **User Personal Meeting ID** - leave unchecked as this will keep the session in your course room
 - c. **Enabled waiting room** - allows your students to come to the meeting, but not enter until you are ready
 - d. **Only Authenticated users can join** - checking this will allow only TU users to join the session
 - e. **Record the meeting automatically** – will turn on recording as soon as you start the meeting
13. Enter a **TU Email address** for Alternative Hosts
Note: If you have more than one instructor in the course or need another user to enter the meeting as an alternative host, you will need to ensure their email address is listed.

Access Previous Meeting Reports

1. Complete steps 1-5 of **Zoom Course Area**
2. Click on **Previous Meetings**
3. Click on **Report** for your meetings
 - a. **Meeting Report** – shows user attendance, click on Export as CSV file if you want to download to Excel
 - b. **Poll Report** – show results of meeting polls

Personal Meeting Room

This is your personal meeting room information and allows you to start a meeting from this screen.

Cloud Recordings

1. Complete steps 1-5 of **Zoom Course Area**
2. Click on **Cloud Recordings**
3. You will see a list of your course recordings.
Note: if you want this recording available for other classes you will want to share the recording that is stored in Panopto. See Zoom Panopto recording document for more information.
4. Click the **Publish** button to allow your students access to the recording
5. Click **Delete** to delete a recording

Passcode for Recording Settings

By default Zoom recordings require a passcode for viewing. To change this setting complete the following steps:

1. Login to <http://zoom.towson.edu>
2. Click on **Settings**

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3. Click on **Recording**
4. Toggle off **Require passcode to access shared cloud recordings**

Remove a Passcode from an Existing Recording

If an existing recording is asking for a passcode complete the following steps to remove the passcode:

1. Login to <http://zoom.towson.edu>
2. Click on **Recordings**
3. Find your recording and click on **Share**
4. Toggle off **Passcode protection**

Start a Scheduled Meeting

1. Complete steps 1-5 of **Zoom Course Area**
2. Click on the **Start** button for your meeting
3. Zoom will open, login to the **Desktop Zoom Application** if you are not already logged in

To learn more about Zoom visit towson.edu/zoom