When you use ODU's Course Collaboration Tool to set up Zoom meetings for your course, meetings are automatically scheduled at your scheduled class times with recommended recording, attendance and security settings. Once the meetings are scheduled, your students can access them from the collaboration tool in MyODU (my.odu.edu) or within Blackboard.

Access Course Collaboration Tool

1. In Blackboard select Tools in the course menu on the left, then select Course Collaboration Tool. (Alternately, you can find the ODU Collaboration Tool in the MyODU Portal (my.odu.edu). Log in with your MIDAS ID and password, click on My Courses and select the course name.)
Add Course Collaboration Tool to Course Menu
1. From inside your course, hover over the icon and click Tool Link.

2. Enter the Name (displayed in the course menu), Type (Course Collaboration Tool), and check the box next to Available to Users (so students can see the link as well). Click Submit.

Schedule a course meeting
1. In the Collaboration Tool, you will see options for Zoom, Teams, and Google Shared Drive. Make sure you’re in the Zoom tab.
2. Click **Schedule my class meetings**. This will schedule meetings based on the course name and the days/times that the class meets.

3. As you can see below, your course information is pre-populated. Click **Schedule Meeting**. You will receive a message that your meeting has been successfully created.

   **Note:** If you wish to use Zoom registration to add an additional restriction on who can access class meetings, click **Advanced Options** and select **Restrict access to enrolled students.**
4. The Zoom page in the Collaboration Tool will now show a list of meetings scheduled for your course.

<table>
<thead>
<tr>
<th>Meeting Topic</th>
<th>Start Date and Time</th>
<th>Meeting ID</th>
<th>Password</th>
<th>Action</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>201930_PHL_110P_INTRODUCTION TO PHILOSOPHY</td>
<td>6/2/2020 8:00 A.M.(210mins)</td>
<td>94118791903</td>
<td>7014855488</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>201930_PHL_110P_INTRODUCTION TO PHILOSOPHY</td>
<td>6/4/2020 8:00 A.M.(210mins)</td>
<td>98664695386</td>
<td>8041812491</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>201930_PHL_110P_INTRODUCTION TO PHILOSOPHY</td>
<td>6/9/2020 8:00 A.M.(210mins)</td>
<td>94509508248</td>
<td>2150519333</td>
<td>Start</td>
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</tr>
<tr>
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<td>6/11/2020 8:00 A.M.(210mins)</td>
<td>98216380559</td>
<td>2807929777</td>
<td>Start</td>
<td></td>
</tr>
<tr>
<td>201930_PHL_110P_INTRODUCTION TO PHILOSOPHY</td>
<td>6/16/2020 8:00 A.M.(210mins)</td>
<td>9361532753</td>
<td>6990129980</td>
<td>Start</td>
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<tr>
<td>201930_PHL_110P_INTRODUCTION TO PHILOSOPHY</td>
<td>6/18/2020 8:00 A.M.(210mins)</td>
<td>92695515812</td>
<td>8090051232</td>
<td>Start</td>
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</tr>
<tr>
<td>201930_PHL_110P_INTRODUCTION TO PHILOSOPHY</td>
<td>6/23/2020 8:00 A.M.(210mins)</td>
<td>93618193931</td>
<td>6044945779</td>
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</tr>
<tr>
<td>201930_PHL_110P_INTRODUCTION TO PHILOSOPHY</td>
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<td>9619802340</td>
<td>3578889045</td>
<td>Start</td>
<td></td>
</tr>
</tbody>
</table>

Note: You can delete individual class meetings by clicking the red Delete button next to that class, or delete all meetings at once by clicking the Delete All Meetings button.

5. To start class meetings, click the Start button next to that class session in the Collaboration Tool (the link is available 30 min prior to the scheduled start of class) or from the Zoom app directly.

Schedule ad-hoc meetings

1. You can also use the Course Collaboration Tool to schedule ad hoc meetings. These can be used for office hours or any other time you may want to meet with your students outside of your regular class time.
Meeting configuration

Meetings created through the Collaboration Tool include predefined settings:

- **Meeting ID** – Each meeting has its own specific meeting ID, in keeping with ODU’s security practices. Zoom Meeting IDs are generated randomly to make Zoom-bombing less possible.

- **Password** – Each meeting has its own password for enhanced security. Passwords are required, automatically generated and specific to each meeting.

- **Cloud Recording** – Course meetings are automatically recorded to the cloud.

- **Audio** – Attendees are muted upon entry to meetings.

- **Joining meeting** – Attendees are not able to attend the meeting until the host starts the meeting.

All ODU Zoom meetings have the following security options applied by default:

- **Authenticated Users** – Only authenticated users (those with an ODU account, free account, or any other Zoom account) are able to join meetings. Unauthenticated attendees will be redirected to sign in before entering a meeting. Attendees who do not have an ODU account will have a guest indicator next to their name in the participant list.

- **Waiting Room** – Attendees who do not sign in with an ODU account will enter a waiting room and will need to be admitted by the host. Authenticated ODU users can enter meetings without waiting in the waiting room.

- **Meeting Passwords** – All meetings require a password.

Find more information about Zoom @ ODU at odu.edu/zoom.

Find more information about Zoom security at odu.edu/zoom/security

If you need more help securing your Zoom meetings, contact the ITS Help Desk at itshelp@odu.edu.