# Course Collaboration Tool: Creating Zoom Meetings for a Course

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

from Blackboard

1. Select **Course Collaboration Tool (CCT)** in the course menu on the left.

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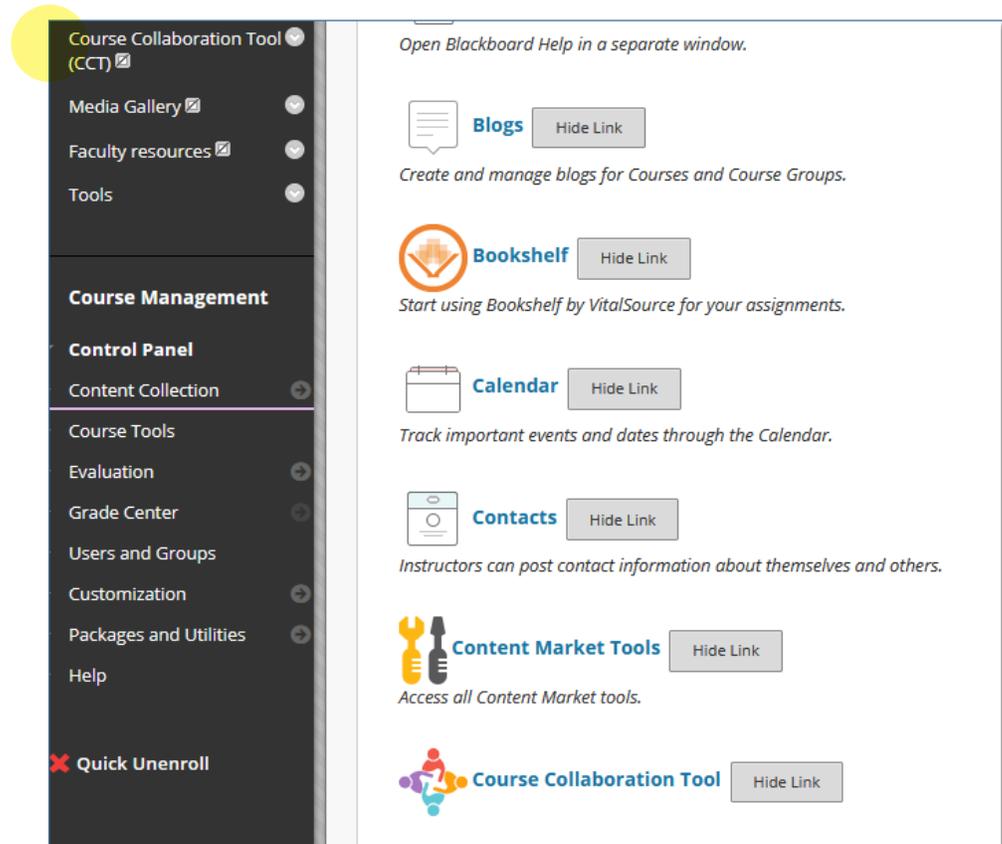
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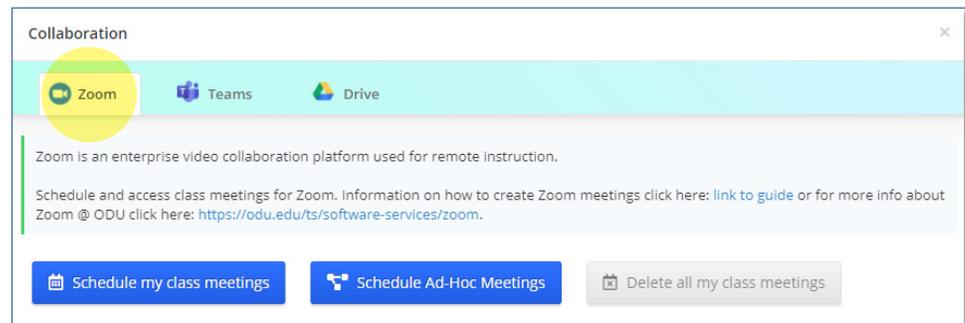☏ (757) 683-3192

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1. Log in to the portal (my.odu.edu) with your MIDAS ID and password. Click on **My Courses** and select the course name.
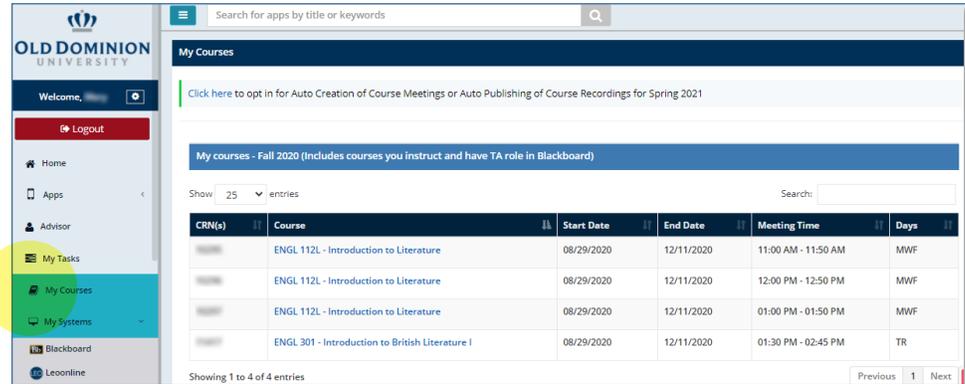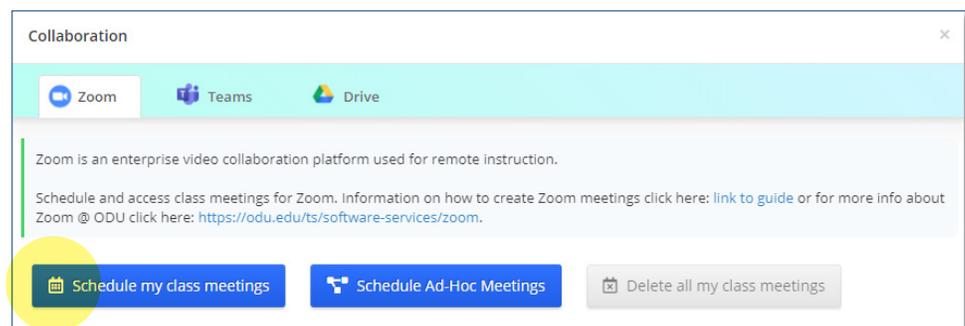

Schedule a course meeting

1. In the Collaboration Tool, you will see options for Zoom, Teams, and Google Shared Drive. Make sure you're in the **Zoom** tab.
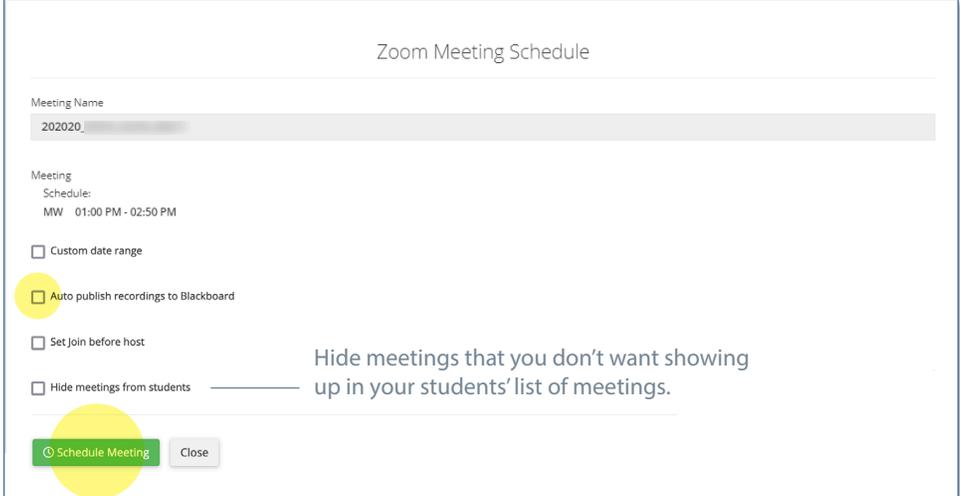

2. Click **Schedule my class meetings**. This will schedule meetings for the duration of your course based on the days/times that the class meets.

This is only available for online (WC) or hybrid (WC + in-room) courses. Otherwise, this option will be grayed out.

3. Your course information is auto-populated. If you'd like to automatically publish meeting recordings to your Blackboard course, make sure the box **Auto publish recordings to Blackboard** is selected*. Then click **Schedule Meeting**, you will receive a message that your meetings have been successfully created.


*If you do not click this box now, you'll have to add the recordings to your course in Blackboard in order for your students to be able to view them. Recordings are stored in Blackboard under My Media. Learn more about adding media to a course here.

4. The Zoom page in the Collaboration Tool will now show a list of meetings scheduled for your course, along with a Preferences tab.

Schedule ad hoc meetings

1. You can schedule ad hoc meetings for office hours or any other time you want to meet with students outside of your regular class time. (Attendance is not recorded.)
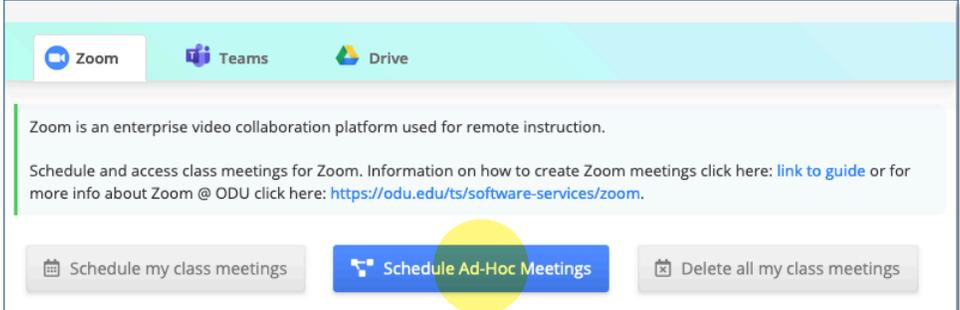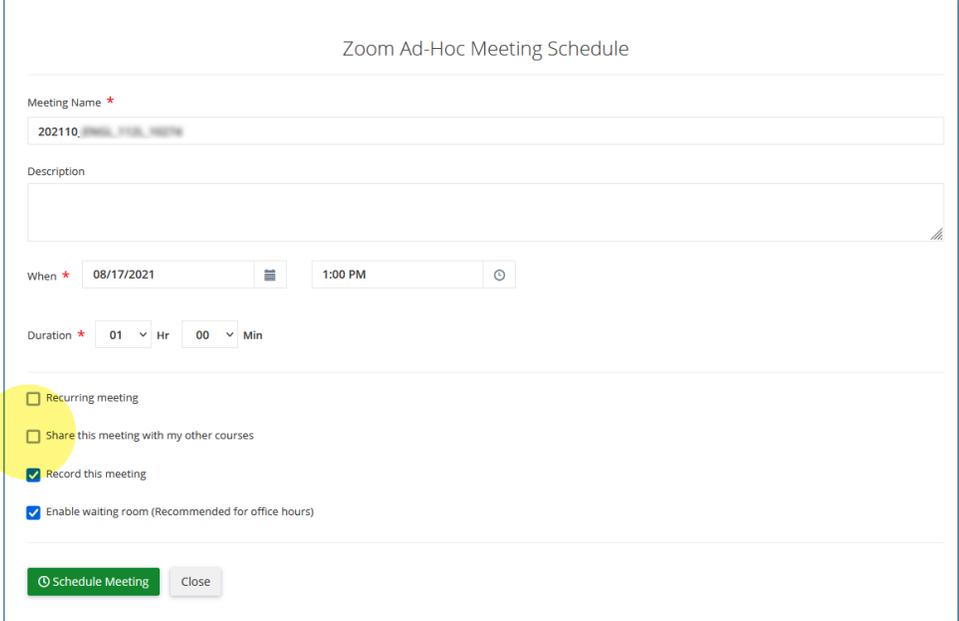
2. Name your meeting and select the date and time. (If you're setting up office hours, we recommend naming the meeting in a way that distinguishes it from regularly scheduled course meetings. *Example: Office Hours PHYS 231*.

3. To make an ad hoc meeting available to students in multiple classes (if you wanted to hold open office hours for all students, for example), click the box next to **Share this meeting with my other courses**.

4. You'll see a drop-down menu where you can select any or all of your classes to share your meeting with. After you've made your selection, click **Schedule Meeting**.
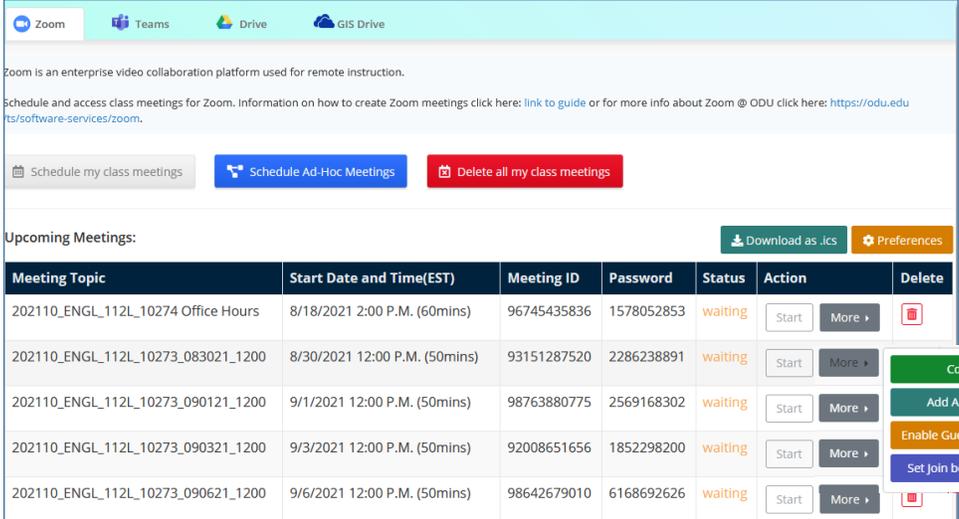
Start, edit and delete meetings

From the list of **Upcoming Meetings**, you can edit and modify individual meetings using the buttons found in the **Action** column.

- **Start:** Start class meetings from within the Collaboration Tool (the start button is available 30 minutes prior to the scheduled start of class) or from the Zoom app directly. If you are teaching in a Zoom integrated room, you won't be able to start a scheduled course meeting more than 10 minutes in advance.

- **Status:** The Status column displays "waiting" for all upcoming classes; 30 minutes prior to the class's scheduled start time, the status will change to "start."

- **Copy:** Click this button to copy a meeting link to your clipboard that you can paste into messages to invite additional guests.

- **Add Alt Host:** Click this button to add an alternate host to your meeting. (Add alternate hosts on a class-by-class basis. This can't be done in batches. Alternate host must have an @odu.edu email address.)

- **Enable Guest Speaker:** Guest speakers are able to share their screen with participants in your class. (Guest speakers do not need to have an ODU Zoom account.)

- **Set join before host:** Click this button to allow students to join the meeting before you start it.

- **Delete:** Delete individual class meetings by clicking the red button next to that class, or delete all meetings at once with the **Delete all my class meetings** button.

- **Download as .ics:** Import your scheduled meetings to a calendar.

Meeting configuration

Meetings created through the Collaboration Tool include predefined settings:

- **Meeting ID** – Each meeting has its own specific meeting ID. 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 and stored in Kaltura. Recordings are given a name based on course description, CRN, date and time.
  Example: 202020_MET370_11275_102020_1120

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

- **Joining meeting** – Since class meetings are restricted to authenticated users only, attendees are able to join the meeting before the host. No waiting room required (though you can turn the waiting room on for individual meetings if you like, and ad-hoc meetings still have the waiting room enabled by default).

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 – as long as they are logged in) 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 enter a waiting room and will need to be admitted by the host; once admitted, they will have a guest indicator next to their name in the participant list. 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.

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