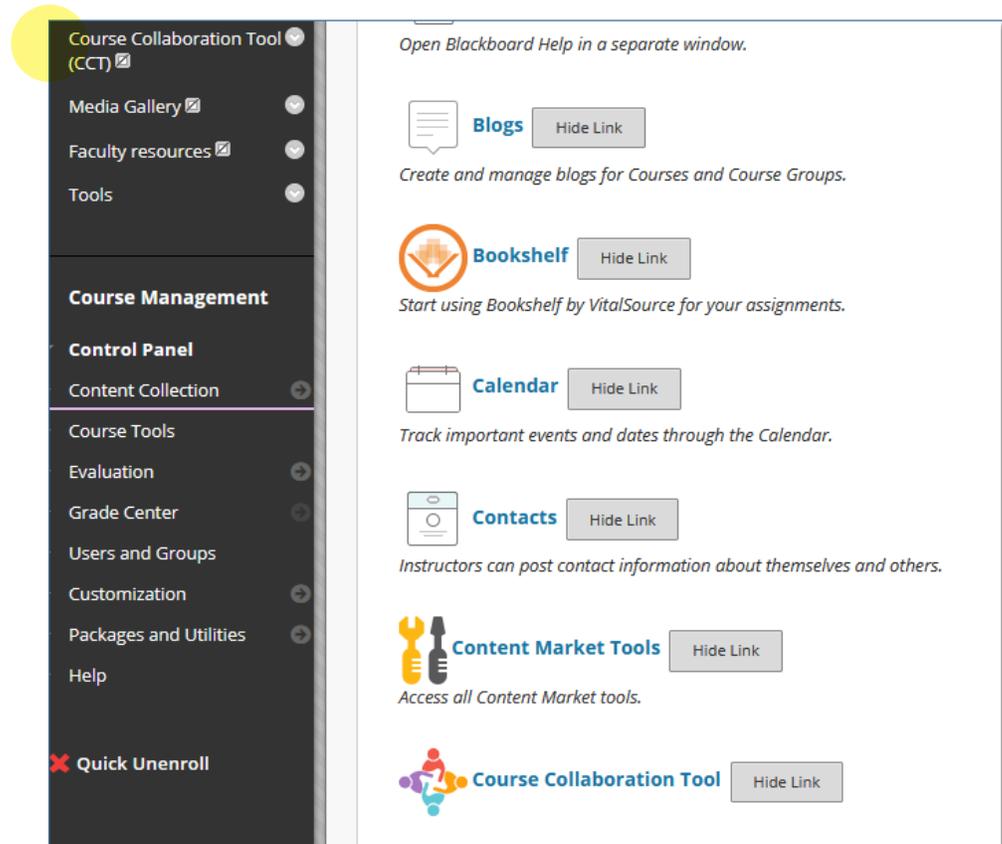


Course Collaboration Tool: Creating Zoom Meetings for a Course

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.



Information Technology Services

www.odu.edu/its

(757) 683-3192

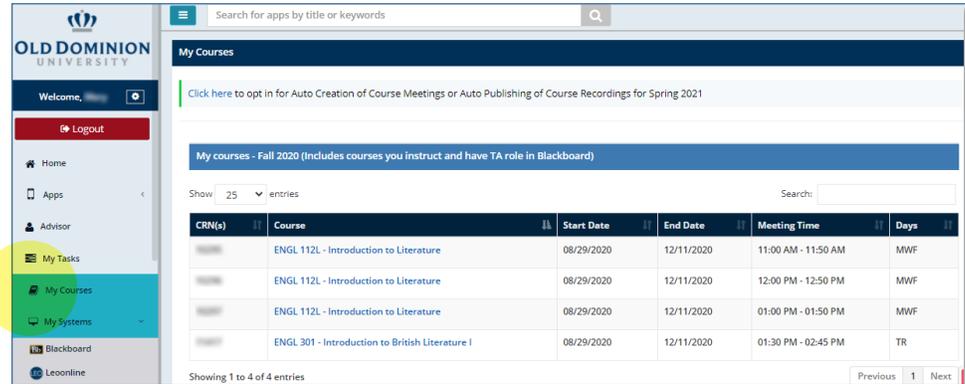
itshelp@odu.edu

1100 Monarch Hall

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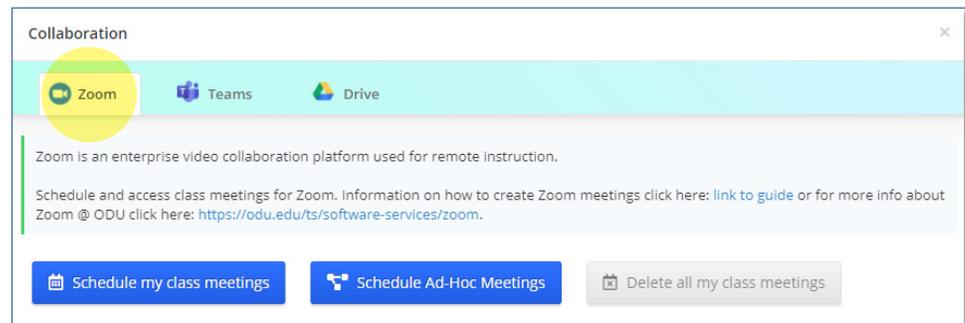
from the myODU portal

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

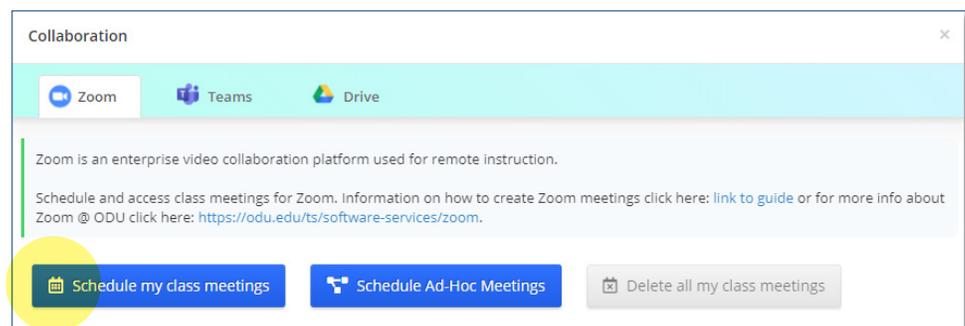


Schedule a course meeting

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

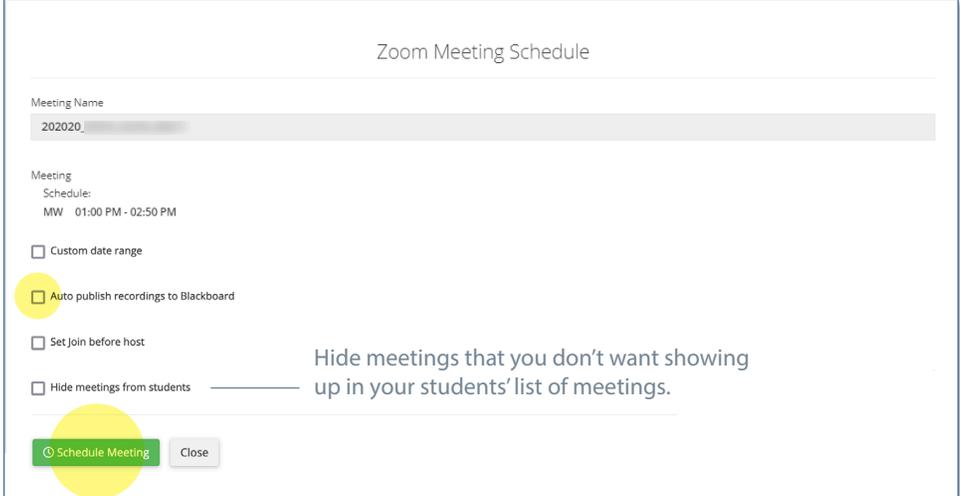


2. Click **Schedule my class meetings**. This will schedule meetings for the duration of your course based on the days/times that the class meets.



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

- 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.



Zoom Meeting Schedule

Meeting Name
202020

Meeting
Schedule:
MW 01:00 PM - 02:50 PM

Custom date range

Auto publish recordings to Blackboard

Set join before host

Hide meetings from students

Hide meetings that you don't want showing up in your students' list of meetings.

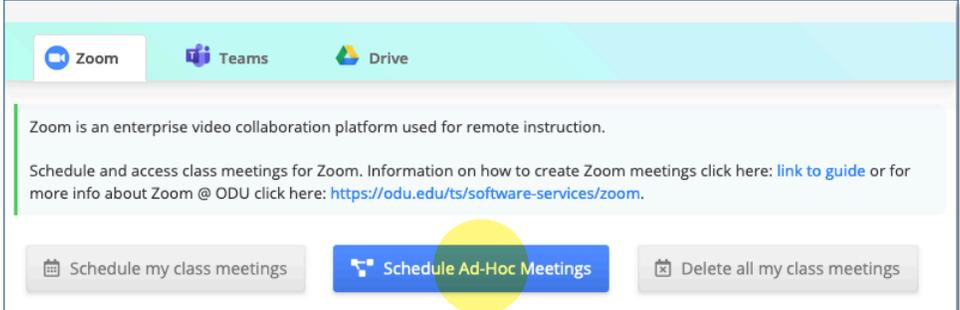
**If you do not click this box now, you'll have to add the recordings to your course in Blackboard in order for your students to be able to view them. Recordings are stored in Blackboard under My Media. Learn more about adding media to a course [here](#).*

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

Meeting Topic	Start Date and Time(EST)	Meeting ID	Password	Action	Delete
202020_PHYS_231N_23011_030121_1300	3/1/2021 1:00 P.M. (110mins)	93838527542	2577236005	Start Stop Copy	
202020_PHYS_231N_23011_030321_1300	3/3/2021 1:00 P.M. (110mins)	98635318577	1931545008	Start Move Add All Host Enable Client Speaker Set Join before Host	
202020_PHYS_231N_23011_030821_1300	3/8/2021 1:00 P.M. (110mins)	93070492710	0220843409	Start More	

Schedule ad hoc meetings

- 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.)

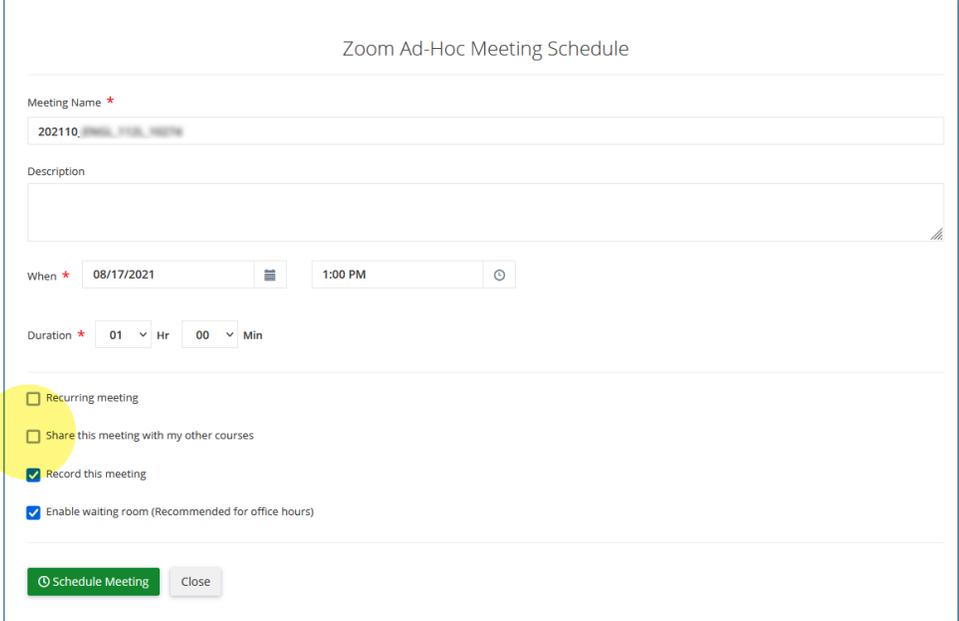


Zoom Teams Drive

Zoom is an enterprise video collaboration platform used for remote instruction.

Schedule and access class meetings for Zoom. Information on how to create Zoom meetings click here: [link to guide](#) or for more info about Zoom @ ODU click here: <https://odu.edu/ts/software-services/zoom>.

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**.



Zoom Ad-Hoc Meeting Schedule

Meeting Name *
202110...

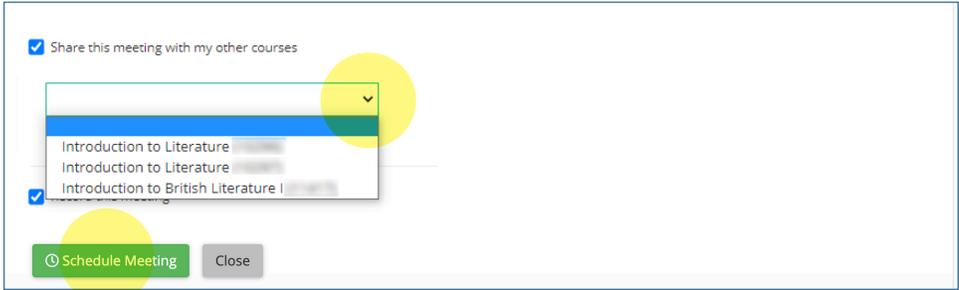
Description

When * 08/17/2021 1:00 PM

Duration * 01 Hr 00 Min

Recurring meeting
 Share this meeting with my other courses
 Record this meeting
 Enable waiting room (Recommended for office hours)

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**.

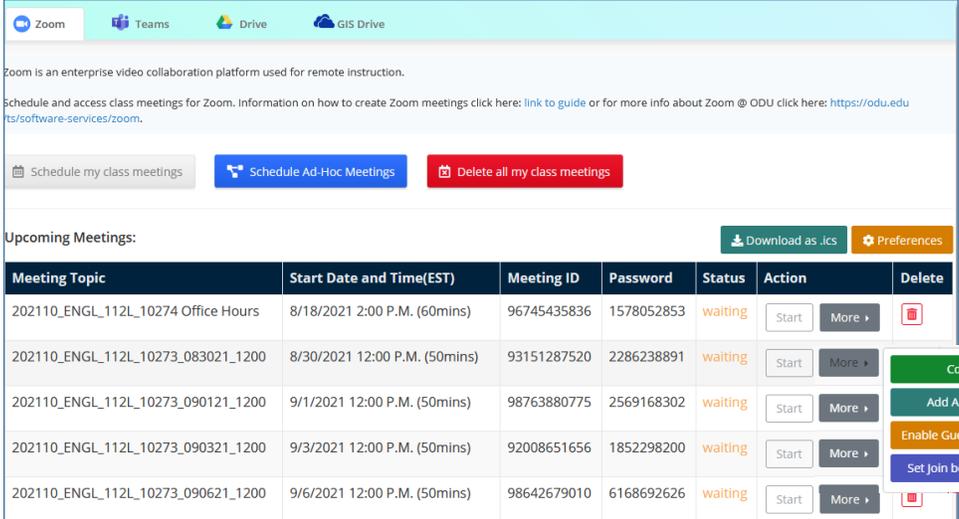


Share this meeting with my other courses

Introduction to Literature
Introduction to Literature
 Introduction to British Literature I

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.



Zoom is an enterprise video collaboration platform used for remote instruction.

Schedule and access class meetings for Zoom. Information on how to create Zoom meetings click here: [link to guide](#) or for more info about Zoom @ ODU click here: <https://odu.edu/its/software-services/zoom>.

Schedule my class meetings | Schedule Ad-Hoc Meetings | Delete all my class meetings

Upcoming Meetings: [Download as .ics](#) [Preferences](#)

Meeting Topic	Start Date and Time(EST)	Meeting ID	Password	Status	Action	Delete
202110_ENGL_112L_10274 Office Hours	8/18/2021 2:00 P.M. (60mins)	96745435836	1578052853	waiting	Start More >	
202110_ENGL_112L_10273_083021_1200	8/30/2021 12:00 P.M. (50mins)	93151287520	2286238891	waiting	Start More >	
202110_ENGL_112L_10273_090121_1200	9/1/2021 12:00 P.M. (50mins)	98763880775	2569168302	waiting	Start More >	
202110_ENGL_112L_10273_090321_1200	9/3/2021 12:00 P.M. (50mins)	92008651656	1852298200	waiting	Start More >	
202110_ENGL_112L_10273_090621_1200	9/6/2021 12:00 P.M. (50mins)	98642679010	6168692626	waiting	Start More >	

Dropdown menu options for the first meeting:

- Copy
- Add Alt Host
- Enable Guest Speaker
- Set Join before host

- **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.