

# Zoom LTI – Teachers guide

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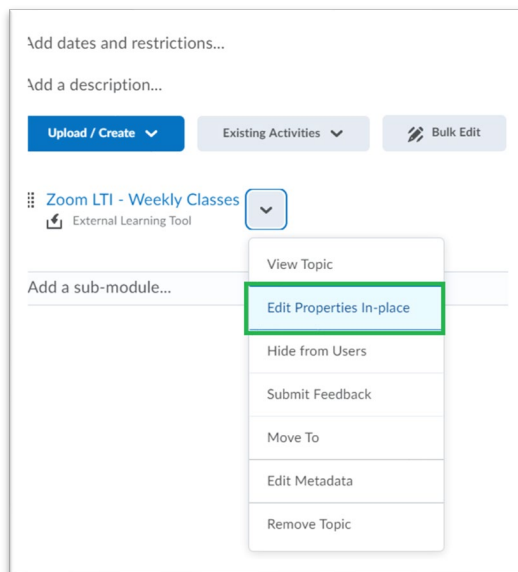
## Creating the Zoom LTI

Note: Zoom LTI might already have been created under **Cloud Classroom** module in the unit site.

1. Login into your CloudDeakin Unite site > Content > Module where you need to setup the Zoom session
2. Click on Existing Activities > External Learning Tools > Zoom

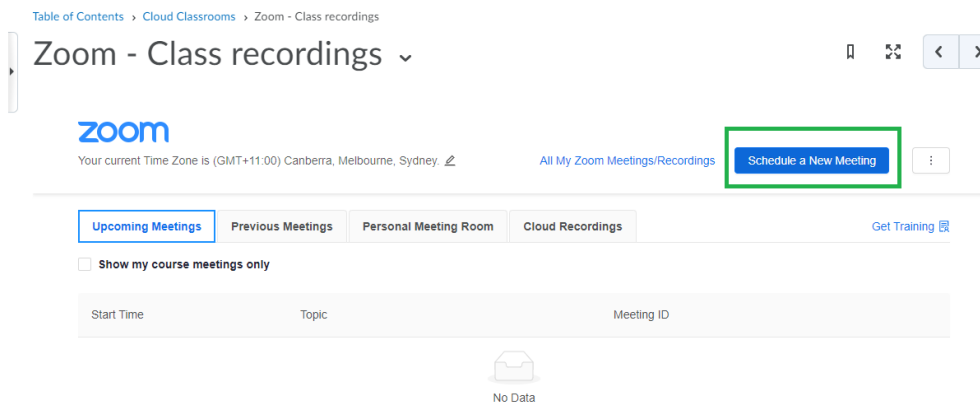


3. Rename the session by editing the title if required.



## Scheduling a Zoom session

1. Click on the new Zoom link created and click 'Schedule a New Meeting' button.



2. Fill in all the fields as required

- Topic name and description  
(**Note:** T3 2022 Start date: Nov 8, 2022  
T3 2022 End date: Feb 4, 2023)
- Enable waiting Room if required
- Setup video option for host and participants.
- Setup Meeting option
- Add [bl-learninginnovations@deakin.edu.au](mailto:bl-learninginnovations@deakin.edu.au) (for technical support) in addition to a unit team member as the alternate host

**Recurring meeting:** You must schedule Recurring sessions at fixed times if you are linking your Zoom session to an on-campus Teaching Space. If you record the session, the session name, date and time will be included in the recording file information. When scheduling these sessions, make sure you check the recurrence is set for the correct day.

**No Fixed Time Sessions** can be used when you have lots of different activities such as seminars or drop in sessions each week and don't want to overwhelm students with a listing for each session each week. We recommend that you include the session day and time in the meeting topic/name for ease of navigation e.g. MAA101 Seminar – Tuesday 9am; MAA101 Seminar – Tuesday 4pm. Note that if you are recording these sessions in Zoom, you may need to rename each recording to reflect the date or week in which it was recorded.

**Registration:** This option will require students to register each time they try to join the meeting. This option will enable you to receive detailed information of the participants like their name and email id which you would not receive from normal settings. Please leave this option unselected unless required.


A screenshot of a checkbox labeled 'Registration'. The checkbox is currently unselected, indicated by a blue square outline. The text 'Required' is positioned to the right of the checkbox.

**Only authenticated users can join:** This option will allow students who have logged into Zoom with their Deakin student email id to join the meeting and will prevent other email accounts from joining.

If you select **Record the meeting automatically**, ensure 'Enable join before host' is unticked. Recording the meeting automatically means recording will start as soon as someone enters the meeting

Otherwise untick, record the meeting automatically.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Use Personal Meeting ID 2326606227
- Record the meeting automatically  On the local computer  In the cloud
- Enable additional data center regions for this meeting

3. Click save.

**Note:** At this point you will have an option to import polls prior to the session via a csv. Download the csv template and import the csv once completed.

**Poll**

You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)

You have not created any poll yet.

[⬇ Import CSV](#)

# Zoom



Course Meetings > Schedule a Meeting

Topic

Description (Optional)

Time Zone   
 Recurring meeting  
Recurrence

Registration  Required

Security  Passcode   
Only users who have the invite link or passcode can join the meeting  
 Waiting room  
Only users admitted by the host can join the meeting  
 Only authenticated users can join meetings

Video Host  on  off  
Participant  on  off

Audio  Telephone  Computer Audio  Telephone and Computer Audio

Meeting Options  Enable join before host  
 Mute participants upon entry   
 Use Personal Meeting ID 2326606227  
 Record the meeting automatically  
 Enable additional data center regions for this meeting

Alternative Hosts

Please use the naming convention to the Zoom topic:  
**Tx 2020x Unitcode Seminars Wednesdays at 3pm .**  
This will make it easier to identify the recordings for each session.

Select **Recurring meeting** if you want meeting to re-occur each week, day, etc.

Unselect **Waiting Room** unless you require it.

This **Video** option is applicable only upon entry i.e. participants can turn their video at any point in the meeting.

Note: **Recording the meeting automatically in the cloud** means recording will start as soon as someone enters the meeting unless **waiting room** is enabled.  
**Mute participants upon entry** must be selected.

Add [bl-learninginnovations@deakin.edu.au](mailto:bl-learninginnovations@deakin.edu.au) in addition to atleast one member of your unit team as the **alternate hosts** in case of emergency.

## Import Zoom Meetings

1. Click on the Zoom LTI link within the module.
2. Click on the three dots on the right-hand side of the portal.

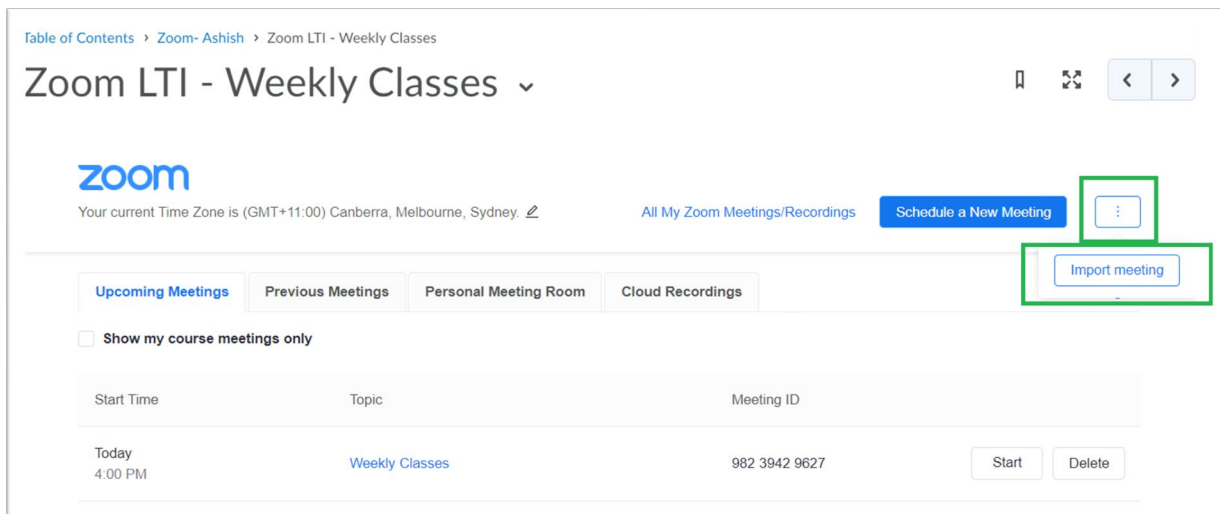


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### Zoom LTI - Weekly Classes

zoom

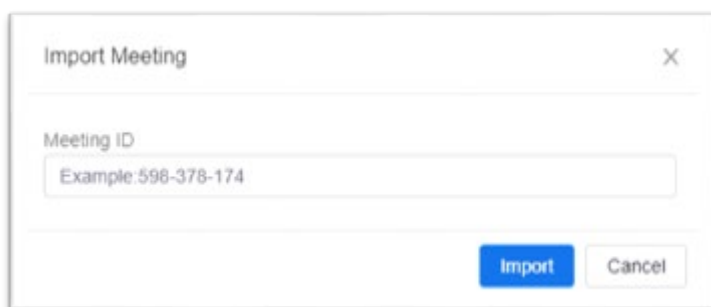
Your current Time Zone is (GMT+11:00) Canberra, Melbourne, Sydney. [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) [Import meeting](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Today 4:00 PM	<a href="#">Weekly Classes</a>	982 3942 9627	<a href="#">Start</a> <a href="#">Delete</a>

3. Enter the Meeting Id of the meeting that needs to be imported and click Import.



Import Meeting

Meeting ID

Example: 598-378-174

[Import](#) [Cancel](#)

## Start or Join Zoom Meetings from the unit

1. Click on the Zoom LTI link within the module.
2. Click on the start button next to the scheduled session.

**Note:** IF you are not the host or an alternate host for the session, you will see a join button instead of the start button.

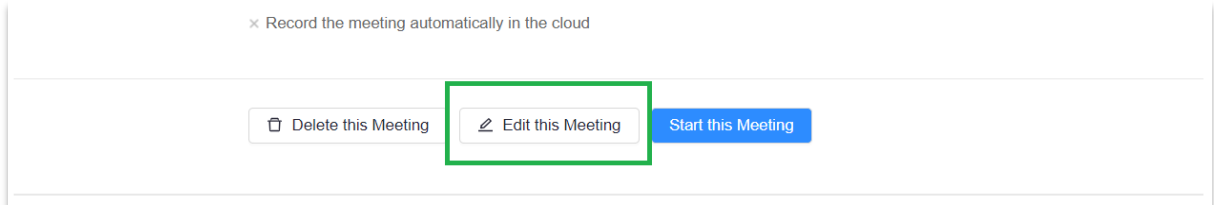
Start Time	Topic	Meeting ID	
Recurring	<a href="#">MXX T2 2021 - Wednesdays - 3 - 4pm</a>	834 7865 3350	<a href="#">Start</a> <a href="#">Delete</a>

## Edit or Delete Zoom Meetings from the unit

1. Click on the Zoom LTI link within the module.
2. Click on the delete button next to the scheduled session.

Start Time	Topic	Meeting ID		
Recurring	<a href="#">MXX T2 2021 - Wednesdays - 3 - 4pm</a>	834 7865 3350	Start	Delete

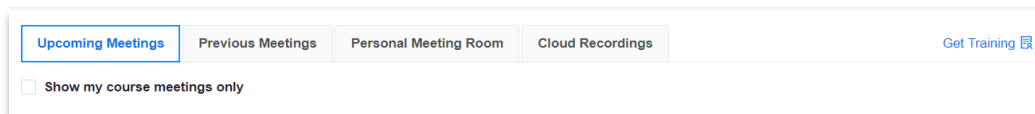
- To edit the session, click on the Topic Name and scroll to the bottom on the screen.
- Click on Edit this Meeting option.



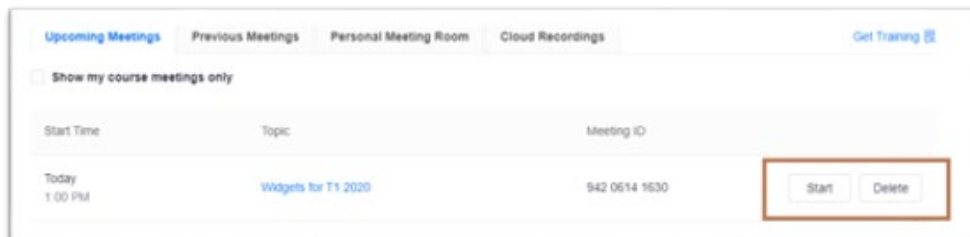
- You can choose to start or delete the meeting from the same screen.
- Note:** Only the host (creator of the session) can edit or delete the session.

## View and manage previous meetings and recordings

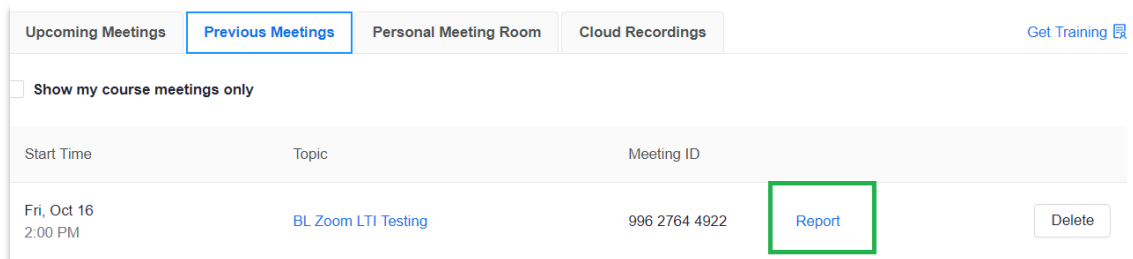
- Click on the Zoom LTI link within the module.
- Choose the tab depending on the activity that you want to complete from portal - upcoming meeting, previous meetings, personal meetings room and cloud recording tabs are available.



- To view all upcoming meetings, click on the upcoming meetings tab. Staff can start/join or delete the session from this section of the portal.



- To view all previous sessions, click on the Previous Meetings tab. Staff and view all previous meetings and view attendance report for all previous meetings from this section of the portal.



5. Click on the cloud recording to find all zoom recordings available for the unit. By default, all the recordings are published and will contain all files types such as an mp3, mp4 and chat file (if available). You can also search via date or Meeting ID.

The screenshot shows the Zoom Cloud Recordings interface. At the top, the Zoom logo is on the left, and the current time zone is (GMT+11:00) Canberra, Melbourne, Sydney. There are links for 'All My Zoom Meetings/Recordings' and a 'Schedule a New Meeting' button. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings' (which is selected). A 'Get Training' link is also present. A search bar is highlighted with a green box, containing 'From' and 'To' date pickers, a 'Search By' dropdown menu set to 'ID', and a search input field. To the right of the search bar are 'Search' and 'Export' buttons, and a checkbox labeled 'Show my course recordings only'. Below the search bar is a 'Delete All' button. The main content area is a table with the following data:

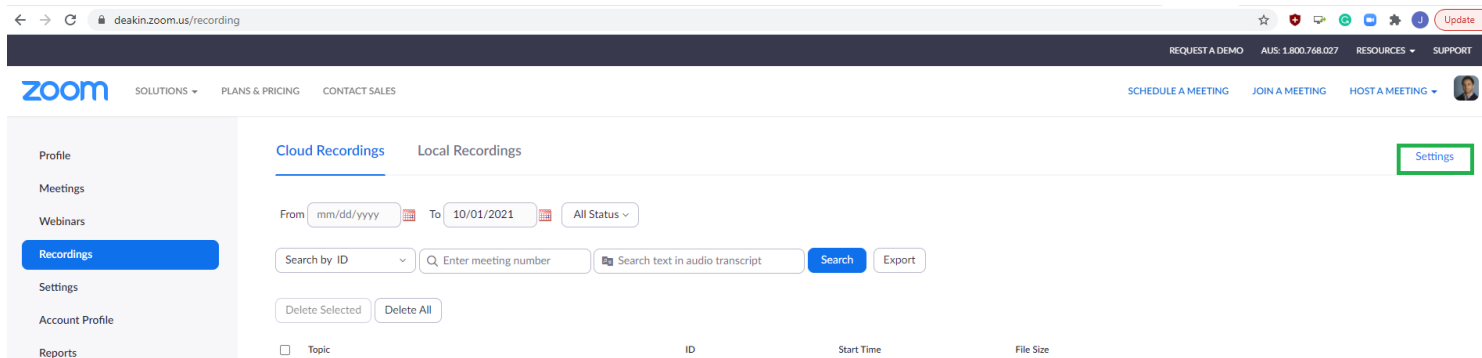
<input type="checkbox"/>	Topic	ID	Start Time	File Size
<input type="checkbox"/>	<a href="#">Seminars</a> Host BL Learning Innovations Support	954 4426 5493	Oct 21,2020 15:16	<a href="#">2 Files (2 MB)</a>
<input type="checkbox"/>	<a href="#">BL Zoom LTI Testing - Tes - 21 October</a> Host Tesfaalem Gdey	988 1752 6267	Oct 21,2020 10:40	<a href="#">2 Files (257 KB)</a>

At the bottom right of the table, there are navigation buttons: '<', '1', and '>'.

**Note:** "Show my course option" is particularly useful to differentiate between your sessions/recording if there are more than one staff in a unit who has scheduling authority.



## Disabling recording passcode settings



The screenshot shows the Zoom Cloud Recordings interface. The 'Settings' button in the top right corner is highlighted with a green box. The interface includes a navigation menu on the left, a search bar, and a table with columns for Topic, ID, Start Time, and File Size.

To ensure that your students are able to watch the recordings without requiring a passcode follow these steps. Go to [deakin.zoom.us/recording](https://deakin.zoom.us/recording) and select the settings in the top right hand corner

### Require passcode to access shared cloud recordings

Passcode protection will be enforced for shared cloud recordings. A random passcode will be generated which can be modified by the users. This setting is applicable for newly generated recordings only.



Modified Reset

From here, please turn off 'Require passcode access to shared cloud recordings'

## Additional Support

Email: [bl-learninginnovations@deakin.edu.au](mailto:bl-learninginnovations@deakin.edu.au)

Telephone: 03 5227 3303

Mon to Fri: 9 am – 5 pm

Locations:

Burwood Campus - Building LB, Level 5, Room 225 (LB5.225)

Geelong Waterfront Campus – Building AD, Level 3, Room 107-01, (AD3.107-01)

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