



# Setting Up Zoom in i2 (Teacher Cheat Sheet)

Zoom is a cloud-based video conferencing tool, which can be used by staff and students at CSU to interact online. This guide builds upon the 'Getting Started with Zoom Meetings' guide, focusing specifically on teacher and student use of the Zoom Blackboard integration tool (LTI).

*Note. Staff and students will still need to be familiar with the CSU Zoom portal for their own use.*

## 1. Adding the Online Meeting (Zoom) Tool to your Subject

Ensure your edit mode is on, then:

- click on the '+' icon above the subject Nav bar
- select 'tool link'
- in the Name field, type 'Online Meeting (Zoom)'
- under Type, select 'Online Meeting (Zoom)'
- check the 'Available to Users' box

*The item will appear at the bottom of your Nav bar → drag it up to where you need it (e.g. Learning Community).*

## 2. The Blackboard-Zoom Tool (LTI) Interface

The Zoom LTI organises meeting information in a relatively straight forward manner, all via a single screen (albeit with some sub panels / tabs). The tool allows for instructors to schedule (create) and access their subject level zoom meetings, for students to be able to access those same meetings and then retrieve recordings (video / audio) after each event.

*Note. When the tool opens, your i2 nav bar will disappear – the only way to get back will be via the subject code 'bread crumb' at the top left of the screen (or just click the back arrow in your browser).*

Instructors will be able to see 4 tabs (incl. the personal meeting room option), students will only see 3 – the tool will determine this based on your role in the i2 subject site (instructor, full staff, student etc.). Any meetings you create in a subject site will also be accessible to you via the CSU Zoom Portal.

### 3. Scheduling (creating) your Zoom Meetings

- Select the blue ‘Schedule a New Meeting’ button
- Provide all relevant meeting details
- Scheduling privileges are available under ‘Advanced Options’
- Creating a recurring weekly meeting at the same will generate a list, with links for students next to each, under ‘upcoming meetings’

zoom

Course Meetings > Schedule a Meeting

Topic  Enter your meeting topic  
Topic is required

Description (Optional)  Enter your meeting description

When  08/28/2020  3:00  PM

Duration  1  hr  0  min

Time Zone  GMT+10:00 Canberra, Melbourne, Sydney

Recurring meeting

*Hint. Make your meeting ‘topics’ specific → your recording titles will mirror this.*

- You are able to modify and delete meetings from the list (e.g. removing mid-session breaks)
- Auto record is OFF by default

Click **Save** when done.

*Note. Alternative hosts CANNOT be added via the LTI tool. The tool will automatically give other staff roles in the same subject site alt-host access to the meeting. You can add additional hosts via the CSU Zoom portal (<https://charlessturt.zoom.us>).*

### 4. Auto-Record OR Join before Host?

You can’t do both. If you leave auto record on and people access your meeting room before you, every time anyone enters the room, the recorder will be turned on, you’ll get notification emails, the recordings list will fill up with unwanted recordings, etc. If you want to use auto record, your students will need to wait for the host to arrive. If you want to manually turn recordings on – feel free to let others access the room before you.

### 5. The Student Experience

Students will be able to see all scheduled meetings for the subject, but not create any themselves (they still can in the CSU Zoom Portal). They can join any of the rooms (assuming settings permit) and access all invitation details (i.e. Dial-in info etc.).

zoom

Your current Time Zone is (GMT+10:00) Canberra, Melbourne, Sydney. [📍](#)

Upcoming Meetings Previous Meetings Cloud Recordings [Zoom Training](#)

Start Time	Topic	Meeting ID		
Tue, Sep 1 (Recurring) 7:00 PM	ABC123 Weekly Online Meeting *sample*	634 7061 4845	Join	Invitation
Tue, Sep 8 (Recurring) 7:00 PM	ABC123 Weekly Online Meeting *sample*	634 7061 4845	Join	Invitation
Tue, Sep 15 (Recurring) 7:00 PM	ABC123 Weekly Online Meeting *sample*	634 7061 4845	Join	Invitation

## 6. Recordings

Recordings are automatically made available under the 'Cloud Recordings' tab (assuming you have selected 'record to the cloud'). These can be searched by topic or ID and are date ordered.

Topic	ID	Start Time
ABC123 Weekly Online Meeting *sample*	634 7061 4845	Aug 28, 2020 15:11

- Users will be able to playback & download both the video (.mp4) and audio (.m4a) versions of recordings.

*Note. Transcripts are not currently available via LTI – they will need to be retrieved from the portal and provided separately.*

- The meeting room creator / host is still able to 'top n tail' (edit start / finish points) by playing back the recording – it will still show the trimming scissors.

Course Recordings > Recording Details

ABC123 Weekly Online Meeting \*sample\*  
Aug 28, 2020 3:11 PM Canberra, Melbourne, Sydney ID: 634 7061 4845

Recording Name	File Size	From	To
Recording-1	198 KB	2020-08-28 15:11:56	2020-08-28 15:12:18
Audio Only-1	146 KB	2020-08-28 15:11:56	2020-08-28 15:12:18

## 7. Suggested Setup

Considering the benefit of having a full meeting schedule available for students; with links & recordings all available automatically in the one place, we suggest you do the following at the start of session:

- Select your start date & time
- Schedule a recurring, weekly meeting
- Select 12 occurrences
- Uncheck 'Enable join before host'
- Choose Auto Record (to cloud)

When: 09/01/2020 7:00 PM

Duration: 1 hr 0 min

Time Zone: GMT+10:00 Canberra, Melbourne, Sydney

Recurring meeting Every week on Tue, 12 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date:  By 10/09/2020  After 12 occurrences

Remember to go back to your published meeting list and delete your session break weeks, then sit back and let the tool take care of the rest. Happy Zooming!