

## How to Schedule a Zoom class in D2L

### Introduction

At MTSU, D2L, Zoom, and Panopto are integrated so a teacher could schedule a Zoom class meeting within D2L. The meeting recording will automatically appear in the Panopto class folder for students to view. Below are the steps to do this.

### Scheduling a Zoom class meeting

- 1) Login in D2L, click on your course
- 2) Make sure the navigation bar shows the “**Zoom**” and “**Videos**” links
- 3) Click on **Videos** – the Panopto class folder opens in a new browser tab.
- 4) Go back to the D2L tab and click on **Zoom**
- 5) Click on **[Schedule a New Meeting]**
- 6) Enter the information about your class meeting.
- 7) Click on **Recurring** meeting if this is a regular class meeting and set the recurring schedule
- 8) Under **Meeting Options**, select “Record the meeting automatically” and then select **In the cloud**.
- 9) Click on **[Save]**
- 10) Click on the **Zoom** link in the course navigation bar again. The class meeting will(s) appear listed under the Zoom link.

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Course Home Content Assessments Communication Exami Zoom Videos ePortfolio Help Edit Course

zoom  
Your current Time Zone is (GMT-05:00) Central Time (US and Canada) All My Zoom Meetings/Recordings **Schedule a New Meeting**

Course Meetings > Schedule a Meeting

Topic Introduction to Microcomputing - INFS-2200-D01

Description (Optional) Enter your meeting description

When 09/28/2020 4:00 PM

Duration 1 hr 0 min

Time Zone GMT-05:00 Central Time (US and Canada)

Recurring meeting

Registration  Required

Security  Passcode 0s535y  Waiting Room

Video Host  on  off  
Participant  on  off

Meeting Options

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 2247085489

Only authenticated users can join

Record the meeting automatically  On the local computer  In the cloud

### IMPORTANT

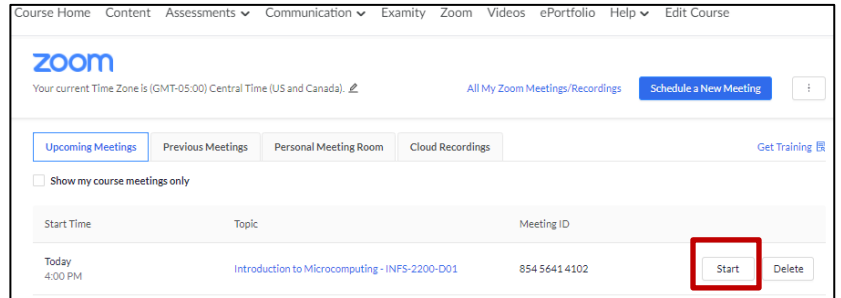
*The teacher must create the Panopto class folder before the semester starts.* To create the Panopto class folder, the teacher must go to the D2L class shell and click on the **Videos** link. This action creates the Panopto class folder for the respective class and synchronizes the user list.

## How to Schedule a Zoom class in D2L

### Starting a Zoom class meeting

The day of the class meeting:

- 1) Go to your D2L class
- 2) Click on **Zoom**
- 3) On the scheduled class meeting, click on **[Start]**
- 4) Zoom will start the meeting and automatically record the session to the cloud.
- 5) Students can join a meeting using the same steps, just click on **[Join]** on the listed Zoom meeting.
- 6) At the end of the meeting, the teacher would end the Zoom session as he/she would typically do.
- 7) After the meeting ends, Zoom will process the meeting recording to generate the video.
- 8) Then, the Zoom meeting recording will automatically appear in the Panopto class folder for the respective class.
- 9) *This process could take a few hours.*
- 10) Usually, the Zoom meeting will upload to the Panopto class folder first. Then, the Zoom transcriptions will transfer to Panopto as captions for the recording.
- 11) To enable Audio transcription in Zoom recordings, see the next page.



The screenshot shows the Zoom web interface. At the top, there is a navigation bar with links for Course Home, Content, Assessments, Communication, Exams, Zoom, Videos, ePortfolio, Help, and Edit Course. Below this, the Zoom logo is displayed along with the current time zone: "Your current Time Zone is (GMT-05:00) Central Time (US and Canada)". A "Schedule a New Meeting" button is visible in the top right corner. The main content area has tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A checkbox labeled "Show my course meetings only" is present. Below this is a table with columns for "Start Time", "Topic", and "Meeting ID". The table contains one entry: "Today 4:00 PM", "Introduction to Microcomputing - INFS-2200-D01", and "854 5641 4102". A red box highlights the "Start" button next to this entry, with a "Delete" button also visible.

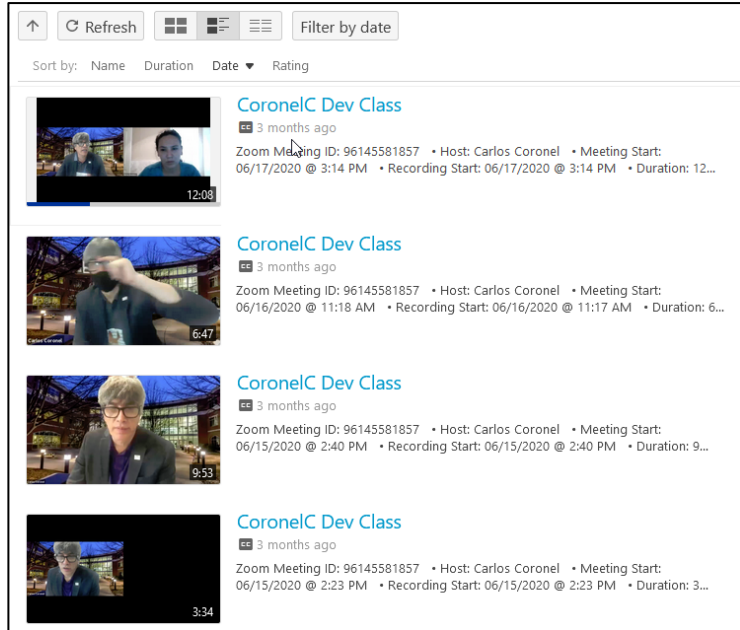
Start Time	Topic	Meeting ID	
Today 4:00 PM	Introduction to Microcomputing - INFS-2200-D01	854 5641 4102	<b>Start</b> Delete

## How to Schedule a Zoom class in D2L

### Viewing the meeting recording

To view the meeting recording:

- 1) Go to your D2L class
- 2) Click on **Videos** in the D2L course shell navigation bar
- 3) The Panopto class folder will open in a new tab.
- 4) Click on the video you would like to see.
- 5) Notice the videos with the **[cc]** icon on the top left of the description indicate the video has captions imported from Zoom.



↑ Refresh Filter by date

Sort by: Name Duration Date Rating

**CoronelC Dev Class**  
3 months ago  
Zoom Meeting ID: 96145581857 • Host: Carlos Coronel • Meeting Start: 06/17/2020 @ 3:14 PM • Recording Start: 06/17/2020 @ 3:14 PM • Duration: 12...

**CoronelC Dev Class**  
3 months ago  
Zoom Meeting ID: 96145581857 • Host: Carlos Coronel • Meeting Start: 06/16/2020 @ 11:18 AM • Recording Start: 06/16/2020 @ 11:17 AM • Duration: 6...

**CoronelC Dev Class**  
3 months ago  
Zoom Meeting ID: 96145581857 • Host: Carlos Coronel • Meeting Start: 06/15/2020 @ 2:40 PM • Recording Start: 06/15/2020 @ 2:40 PM • Duration: 9...

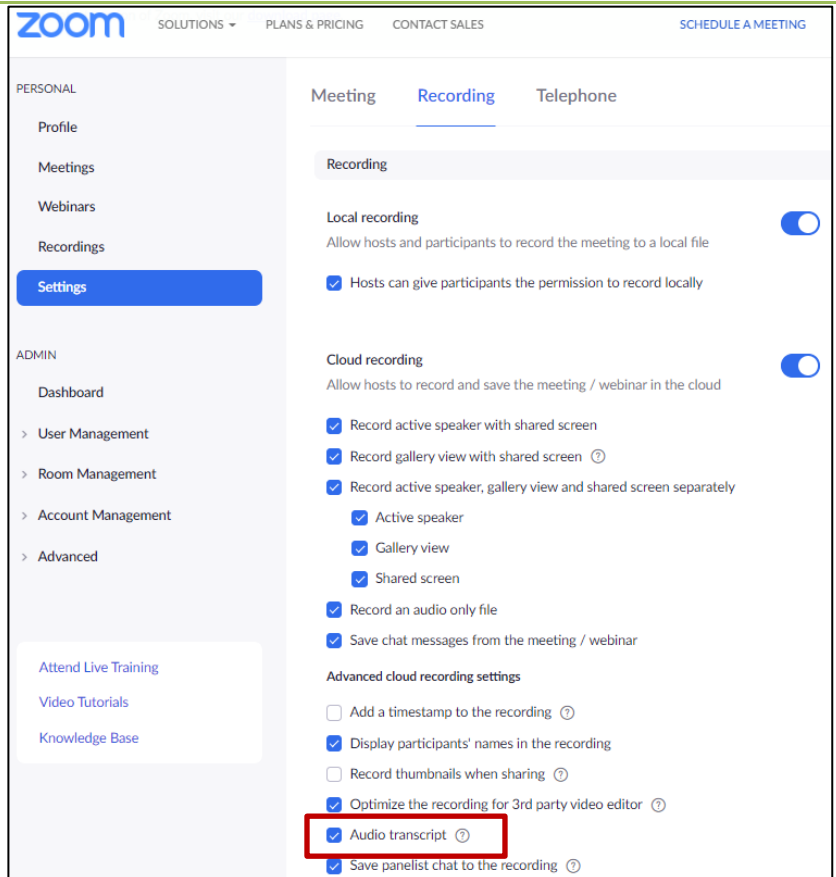
**CoronelC Dev Class**  
3 months ago  
Zoom Meeting ID: 96145581857 • Host: Carlos Coronel • Meeting Start: 06/15/2020 @ 2:23 PM • Recording Start: 06/15/2020 @ 2:23 PM • Duration: 3...

### Enabling Zoom Audio transcriptions

- 1) Go to [mtsu.zoom.us](https://mtsu.zoom.us)
- 2) Click on **[Sign In]**
- 3) Log in to Zoom using your MTSU credentials
- 4) Click on **Settings**
- 5) Click on **Recording**
- 6) Under **Cloud Recording**
- 7) Click on **Audio transcript**

This setting allows Zoom to create “closed-captions” for your Zoom meeting recordings. The transcriptions will appear in the Panopto videos as captions.

The audio transcription takes longer to generate. Please be patient.



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Recording

Local recording  Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

Cloud recording  Allow hosts to record and save the meeting / webinar in the cloud

Record active speaker with shared screen

Record gallery view with shared screen ⓘ

Record active speaker, gallery view and shared screen separately

- Active speaker
- Gallery view
- Shared screen

Record an audio only file

Save chat messages from the meeting / webinar

Advanced cloud recording settings

- Add a timestamp to the recording ⓘ
- Display participants' names in the recording
- Record thumbnails when sharing ⓘ
- Optimize the recording for 3rd party video editor ⓘ
- Audio transcript ⓘ
- Save panelist chat to the recording ⓘ