

Add Zoom to Your Online Course

Get Started

Before you can use Zoom for your courses in Webcourses@UCF, you must add Zoom to the course navigation menu.

1. Click **Settings** in your course.
2. Click the **Navigation** tab.
3. Locate **Zoom** in the bottom list. Click the triple dots and select **Enable**.
4. Click **Save** at the bottom of the page.

First Time Zoom Users

If you have not previously accessed Zoom with your account, you will be instructed to check the email address associated with your Webcourses@UCF account. This email will contain a link to activate your account.

1. Click the activation link in the email to access Zoom.
2. Click **Sign In With SSO**.
3. Log in with your NID and NID password.
4. Return to Webcourses@UCF and refresh the Zoom page.
5. Click **Authorize** to allow Zoom access to your Webcourses@UCF account.

Returning Zoom Users

Some users who have used Zoom in the past are receiving 1001 and 2216 errors when attempting to access the integration in Webcourses@UCF for the first time.

1. Navigate to **ucf.zoom.us**.
2. Click **Sign In**.
3. Log in with your NID and NID password.
4. Follow any on-screen prompts to connect your accounts.
5. Return to Webcourses@UCF and refresh the Zoom page.
6. Click **Authorize** to allow Zoom access to your Webcourses@UCF account.

Schedule a Meeting

With Your Entire Course

1. Click **Zoom** in your course navigation menu.
2. Click **Schedule a New Meeting**.
3. Input meeting details. Under Video, select **ON** for the host and **OFF** for the participants.
4. Click **Save**.

Note: A maximum of 300 participants can be present in a Zoom meeting. If your course has more than 300 students, we recommend recording your course in Zoom and providing a link to the recorded session to your students.

With Specific Participants

1. Navigate to **ucf.zoom.us**.
2. Click **Sign In**.
3. Log in with your NID and NID password.
4. Click **Schedule a Meeting** in the top navigation bar.
5. Input meeting details and click **Save**.
6. Copy the **Join URL** or click **Copy the invitation** and send to attendees through email.

Meeting Controls



Audio

After joining or starting a meeting, you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the **Test Computer Audio** link.



Video

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.



Invite and Manage Participants

During a meeting, click **Invite** to send the meeting information to more participants by email. If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants.



Share Screen

1. After selecting **Share Screen** located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard.
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access **Annotate** in the upper meeting toolbar.



Chat

1. Click **Chat** to instant message with other participants while in the meeting.
2. In the **Chat** panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.



Record Meeting

1. If you're a host, you can record the meeting. Click **Record** in the meeting toolbar.
2. Click the arrow on the **Record** icon to choose to save the recording to the cloud or to your computer.
3. Access your cloud recordings from the web portal (ucf.zoom.us) under **Recordings**.

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