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Zoom/Brightspace/Panopto Integration

This integration offers

1. Scheduling of Zoom course sessions through Brightspace. When scheduled, a Zoom link will be sent to the Brightspace course calendar, for students to access the Zoom course session.
2. *Dramatic decrease in latency* versus the Panopto livestream.
3. Automated transfer of Zoom recordings to the course Panopto folder.
4. Zoom Breakout rooms are available for class session use.

Details to be aware of

- ☺ *This process is not compatible with HIPAA Compliant Zoom accounts*
- ☺ The person who schedules the meeting via Brightspace is the meeting host.
- ☺ The meeting host is the only person who can schedule breakout rooms.
- ☺ The host is the person who “owns” the Zoom video recording – that recording will be copied to the Panopto course folder.
- ☺ **Remember to contact mediaservices@mcw.edu**, ask them to cancel the scheduled recording for the course you will be teaching in Zoom.
- ☺ When the course session is over, first the Zoom recording will process and transfer to Panopto, then the Panopto recording will process. This may result in a longer time before the recording is ready for students.

How to Configure Zoom for Class sessions

Ensure that you have an active Zoom account.

To request your Zoom account, use any of the following methods:

- Visit servicedesk.mcw.edu (available from on-network, Citrix, or VPN). Click **Submit Ticket**, then **Request Zoom Access** and complete the required fields. After submitting you will be provided information on how to install Zoom on your computer.
- You can also use the AI Bot (BluMan) at the above site. Ask “how do I get Zoom access” and BluMan will walk you through the steps.
- Contact us at help@mcw.edu or (414) 955-4357, option 8.

Create your Zoom Meeting in Brightspace

Login in Brightspace

- Begin at <https://mcw.onelogin.com>
- Enter your MCW Username > click **Next**
- Enter your MCW Password > click **Next**
- Click on the Brightspace Icon
- If off campus, respond to the Duo challenge
- You will be passed to Brightspace

Create the link from the Brightspace course to Zoom (one-time process)

- Click on the Content link, then Create a Module for your Zoom link

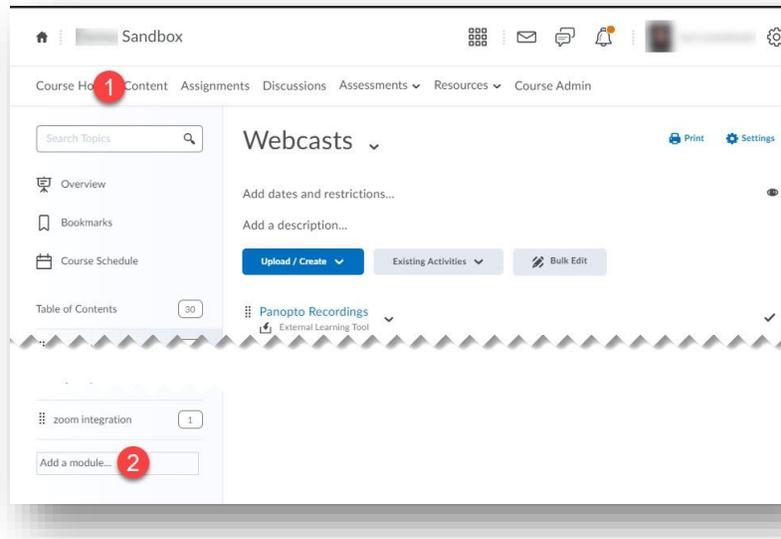


Figure 1

- In your Zoom module, click on Existing Activities > External Learning Tools > Zoom

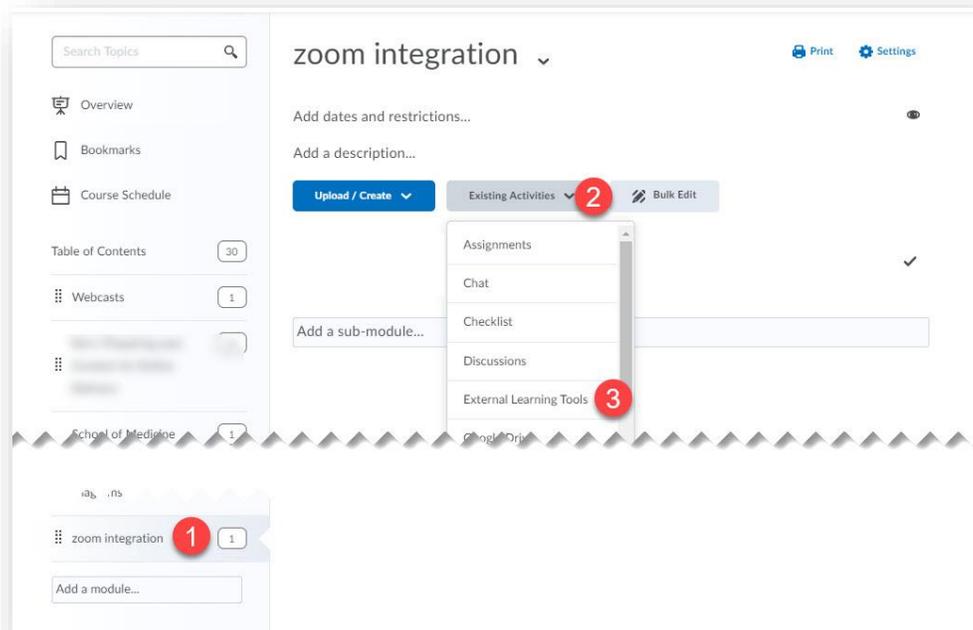


Figure 2

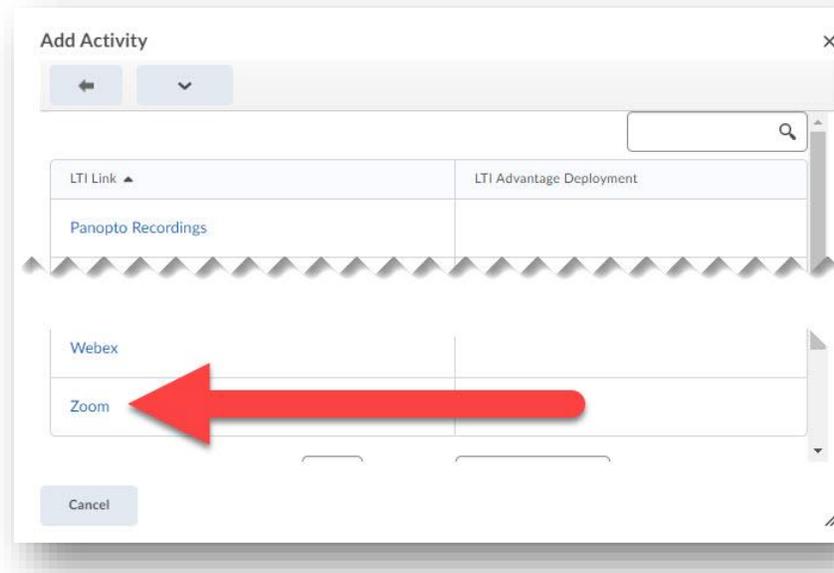


Figure 3

- You will see the *Zoom* title populate the module
- You may see the following prompt when doing this for the 1st time, but only one time. If you do, choose Accept:

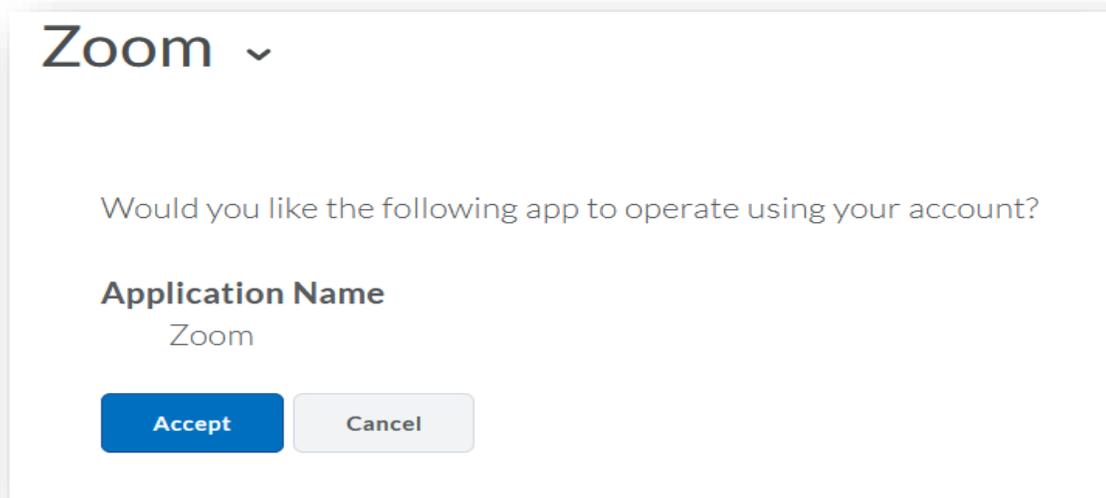


Figure 4

- Click on the title to access Zoom scheduling interface

Create Zoom Course session

- Click on the Zoom title, you will see the familiar Zoom interface with all the scheduling and break out room capabilities, where you will schedule your course meeting.
- Follow the fields to create the meeting

- **Ensure that you check the Auto-record box**
- Ensure that you add the lecturers as Co-Hosts (only mcw.edu e-mail addresses allowed in this field)
- The link for the meeting will populate the Brightspace course calendar

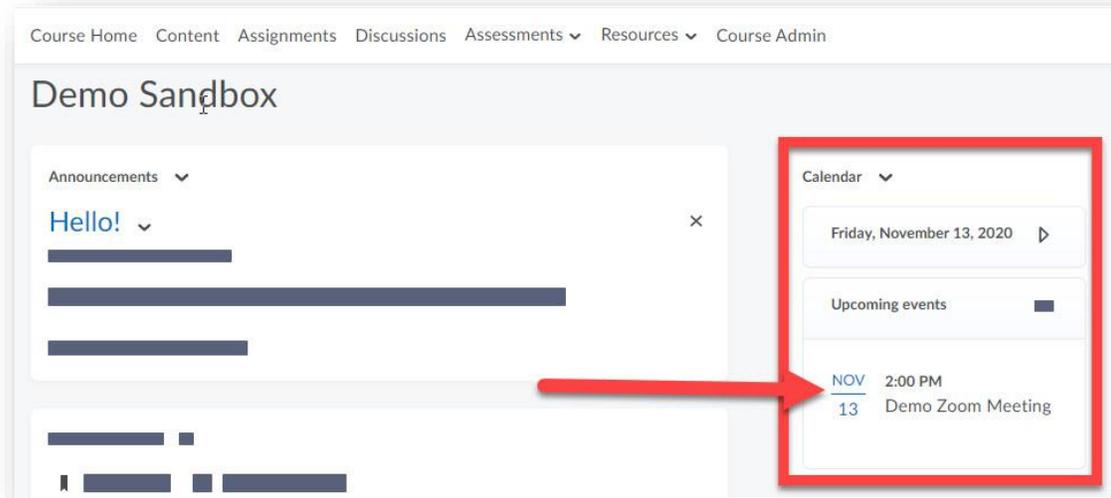


Figure 5

- Optional: send the link to any presenters, can be done from Brightspace or the Zoom Web interface

On the day of the course session

- Host can start the Zoom meeting from the link in the Brightspace course calendar.
- Co-host, Presenters and Students can access the meeting from the Course Calendar
- Upon completion of the session, the Zoom recording will process in Zoom, then will save shortly thereafter to the class Panopto webcasts folder

Students: How to Join a Zoom course from Brightspace

- Login to Brightspace
- From the desired course, open the course calendar
- Each date will have a Zoom link, click on this to enter the course session.

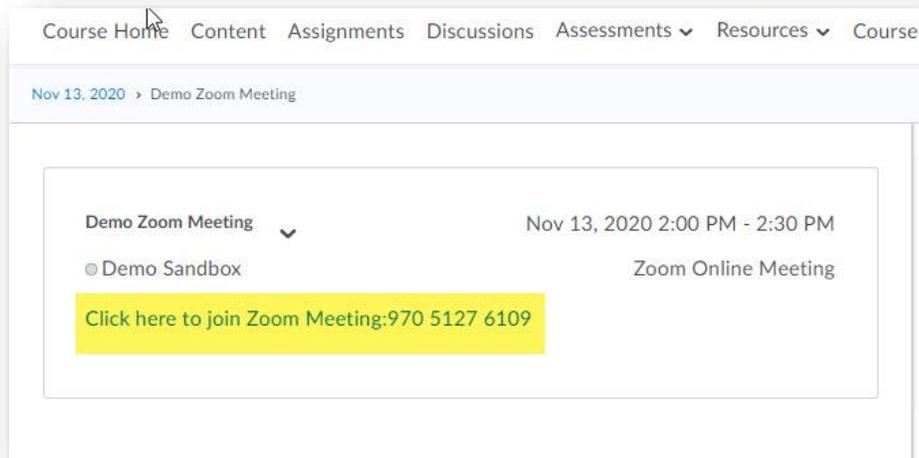


Figure 6

- If you have questions, be sure to use the Chat feature
- Your Faculty member may ask questions about pace, use the quick answer buttons in the lower right corner of the Zoom interface to answer
- You may also have Tophat questions to answers. Please be signed into Tophat on another tab, or on a mobile device. Zoom is meeting software, not a livestream, so you will not have the delay issues you experience in the Panopto Live stream.