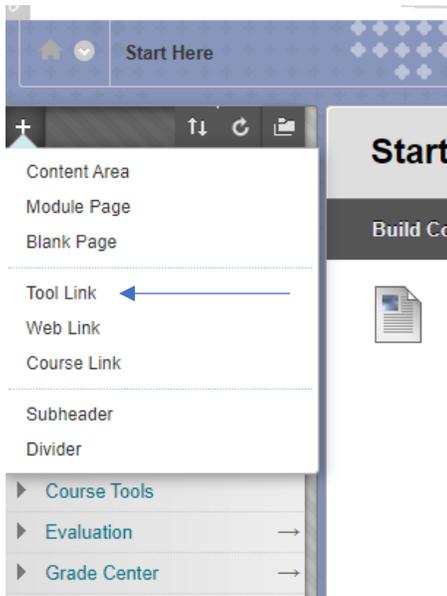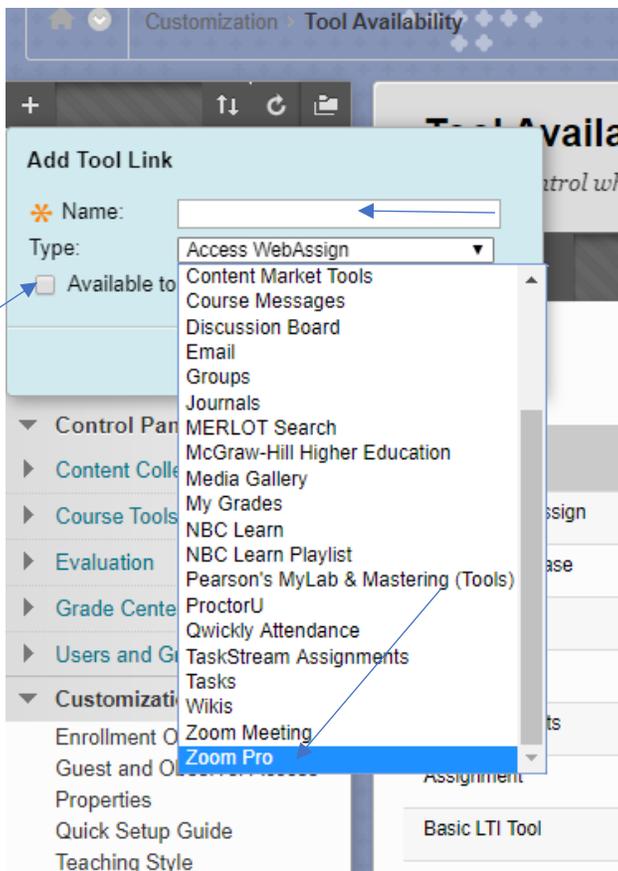# How to integrate Zoom into myCourses

Step 2: Add Zoom to menu

Click on the + sign and Select Tool Link

Fill in the Name of the Tool and under type select Zoom Pro and check of Available to Users

Step 3: Configuring Zoom

Click on the Zoom link just created in the menu

If you did not have a Umass Dartmouth Zoom Account yet:

If you did not have a Zoom account at Umass Dartmouth, clicking on this link will create a Pro Account for you in Zoom and will also send a notification email to your email account at UmassD.

You must click on the activation link in the email to create the account.

Once enabled, clicking on the Zoom link will open up the Zoom dashboard

If you already have a UMass Dartmouth Zoom Account:

If you already have a Zoom account, clicking on the link should automatically open the Zoom dashboard. If you have a Basic account, it will also upgrade the account to a Pro account.

What do students see?

Student will be able to click on the link and will have access to the Zoom Dashboard to access meetings and join them automatically.

The Zoom dashboard:

Upcoming meetings: Meetings scheduled for the current class

Previous Meetings: Previous meetings scheduled for the class

Personal Meeting Room: Always open meeting room

Cloud Recordings: Any recording that were recorded will be here.

All My Zoom Meetings/Recordings: If you are using the Zoom outside of the myCourses to schedule meetings they will show up here.

To get a basic report of user activity in a Zoom meeting, click on Report next to the meeting.

Start Time	Topic	Meeting ID	
Today 12:00 PM	Zoom LTI PRO Testing Course - MEETING 1	563-824-834	Report
Today 10:00 AM	Alt host testing	650-618-930	Report
Thu, Dec 5 3:00 PM	Zoom LTI PRO Testing Course	917-759-366	Report

Alternate host:

If there are other instructors or TA's in the course, they will be assigned as alternative host to events. They can join the meeting as host and their account will be provisioned with a Pro Account, but they cannot delete the meeting (unless it's one they have created).

Alternate hosts also receive meeting cancelation emails.