



ZOOM in eCampus Overview

ZOOM integrates into eCampus and allows for real-time engagement between students and content; students and professors; and among students. We encourage you to use ZOOM in eCampus to improve the student experience in your online course. You and your students can easily access ZOOM from within any course in eCampus from the course navigation on the left-hand side of your screen.

1 Accessibility Matters!

Before you set up ZOOM in your course, make sure you have enabled the option for your recordings to generate an Audio Transcript that can be used for closed captioning your video. This process is automatic once enabled and will be generated after the recording.

Note: You will only have to enable this setting once and from then on all future recordings will generate an audio transcript. You may consider reviewing the audio transcript for accuracy once it is generated.

- Navigate to tamu.zoom.us and login with your TAMU NetID and password
- Click **Settings** on the left-hand menu
- Click the **Recording** tab
- Select the **Audio Transcript** option under the Advanced area
- Click **Save**

2 Login to Zoom

Once you have downloaded and installed Zoom, you will need to login.

- Open the Zoom Desktop Client
- On the right-hand side, click on Sign in with SSO
- Type "TAMU" in the box before .zoom.us
- Click Continue and login with your TAMU NetID and password

3 Accessing ZOOM in eCampus

- Log into eCampus at eCampus.tamu.edu with your TAMU NetID and password
- From the course navigation menu on the left-hand side, click **ZOOM Meetings**

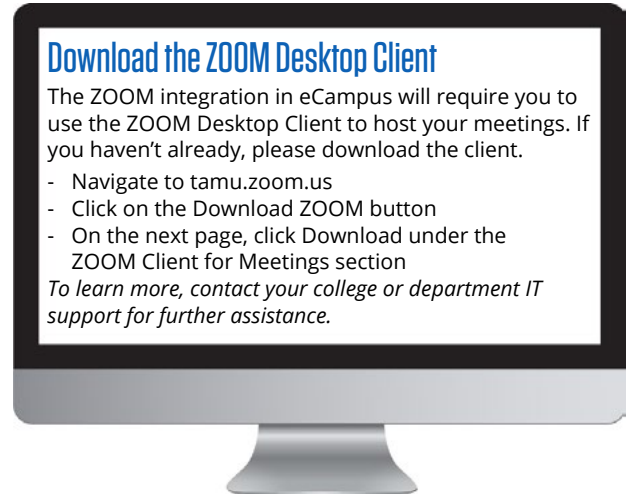
4 Add ZOOM Link to Course Navigation Menu

Note: You will only have to do this once!

- From within your eCampus course, click on the + Icon located on the left-hand course navigation menu
- Select **Tool Link**
- Name the Tool Link **ZOOM Meetings**
- Select **ZOOM Meeting** from the dropdown
- Check the **Available to Users** box
- Click **Submit**
- This will add the **Tool Link** to the bottom of the course navigation. Click and drag the **ZOOM Meetings** link to the desired location on the menu

Meetings You Can Schedule in Zoom

There are three types of meetings you can schedule in eCampus to be held via ZOOM. Whenever you create a ZOOM meeting, you will need to notify your students of the ZOOM meeting information. This can be achieved through copy and pasting the link information and sending an announcement or email to your students.



1

Schedule Class Meetings Held Weekly in ZOOM

- Click **ZOOM Meetings** from the Course Navigation menu located on the left-hand side
- Click **Schedule a New Meeting** button on the top right
- Set the following:
 - Topic: **Course Number** (This will be auto-filled for you)
 - When (date and time of the first class meeting)
 - Duration
 - Select Recurring Meeting
 - Recurrence: Weekly
 - Repeat every 1 week
 - Occurs on: Select class meeting days
 - End date: Select last day of class
 - Meeting Options
 - Require Meeting Password*
 - Enable Join Before Host
 - Mute Participants Upon Entry
 - Only authenticated users can join – TAMU NetID
 - Advanced Options (optional)
 - Alternative Hosts: Enter the email of TAs, alternate instructors, etc.
- When done, click **Save**

2

Schedule Office Hours in ZOOM

- Click **ZOOM Meetings** from the Course Navigation menu located on the left-hand side
- Click **Schedule a New Meeting** button on the top left
- Set the following:
 - Topic: **Office Hours**
 - When (date and time of the first office hours)
 - Duration
 - Select Recurring Meeting
 - Recurrence: Weekly
 - Repeat every 1 week
 - Occurs on: Select office hours days
 - End date: Select last day of office hours
 - Meeting Options
 - Require Meeting Password*
 - Mute Participants Upon Entry
 - Enable Waiting Room*
 - Only authenticated users can join – TAMU NetID
 - Advanced Options (optional)
 - Alternative Hosts: Enter the email of TAs, alternate instructors, etc.
- When done, click **Save**



3

Schedule One-time Meetings in ZOOM

One-time Meetings in ZOOM can vary from course to course. Examples include exam review sessions, guest speakers, and groupwork feedback opportunities.

- Click **ZOOM Meetings** from the Course Navigation menu located on the left-hand side
- Click **Schedule a New Meeting** button on the top left
- Set the following:
 - Topic: **Specify Topic for Students**
 - When (date and time of meeting)
 - Duration
 - Meeting Options
 - Require Meeting Password*
 - Enable Join Before Host
 - Mute Participants Upon Entry
 - Only authenticated users can join – TAMU NetID
 - Advanced Options (optional)
 - Alternative Hosts: Enter the email of TAs, alternate instructors, etc.
- When done, click **Save**

**As of September 27th, 2020, all ZOOM meetings will be required to have either a Passcode or Waiting Room enabled.*

Start ZOOM Meetings in eCampus

Start ZOOM Meeting

- Click **ZOOM Meetings** from the Course Navigation menu located on the left-hand side
- Locate the meeting and click **Start** that appears on the right of the meeting
- ZOOM will now launch from the ZOOM Desktop Client

Join ZOOM Meeting - Instructions for Students

We recommend informing students that you will be using ZOOM to host synchronous sessions. You may send an email or announcement with the following instructions for how students join your ZOOM meetings.

- Click ZOOM Meetings from the Course Navigation menu located on the left-hand side
- Locate the meeting and click Join
- Zoom will now launch from the ZOOM Desktop Client or the ZOOM App

Share Screen in ZOOM

In your ZOOM meeting, share the screen so that students can view your lecture materials.

- Click the **Share Screen** button located within the Meeting controls
- Select the screen or application you would like to share
- Click on the Share button on the bottom right of the window to start sharing
- To exit the **Share Screen** mode, click on the **Stop Share** button from the floating meeting controls menu that appears on your screen



Record ZOOM Meeting

We recommend to record your synchronous sessions to post them for later viewing in eCampus. Inform students that the meeting will be recorded. You can choose to record the meeting automatically upon scheduling or in the session. The following instructions will go over how to record during the meeting to the cloud, which is the most commonly used approach for teaching.

- Click the **Record** button located on the Meeting controls
- When prompted, select **Record to the Cloud**
- Recording will begin automatically. When finished, click the Stop Recording button located on the Meeting controls. Select Yes when prompted if you would like to stop the recording.

End ZOOM Meetings

When you are done with your class meeting, you can end or leave a meeting. Ending a meeting will close the meeting for everyone, including students. Leaving the meeting means you can log out, but the meeting can continue. The following instructions will go over how to end a meeting, which is the most commonly used approach for teaching.

- Click the **End** button located on the Meeting Controls
- When prompted, select **End Meeting for All**

Access ZOOM Recordings

Everyone enrolled in the course can access ZOOM cloud recordings from the ZOOM link in eCampus. We recommend informing students with the following instructions for how to access cloud recordings of your ZOOM meetings. Links will include anything that was recorded, including any shared screen content, presenters and an audio transcript. The transcript is automatically embedded within the video and accessed by clicking on the Closed Captioning (CC) button on the video player.

- Click ZOOM Meetings from the Course Navigation menu located on the left-hand side
- Click on the Cloud Recordings tab
- Click on the name of the recording you would like to view
- Click play on the video

Access Our Videos

Watch our videos on how to use ZOOM in eCampus:

- [Adding ZOOM links to eCampus](#)
- [Schedule a ZOOM Meeting in eCampus](#)
- [Access ZOOM Meetings in eCampus - for Students](#)