

# Zoom in itslearning

This guide explains how you set up Zoom Meetings, how to link to them in itslearning, and how you can share recordings afterwards.

This guide is relevant for:

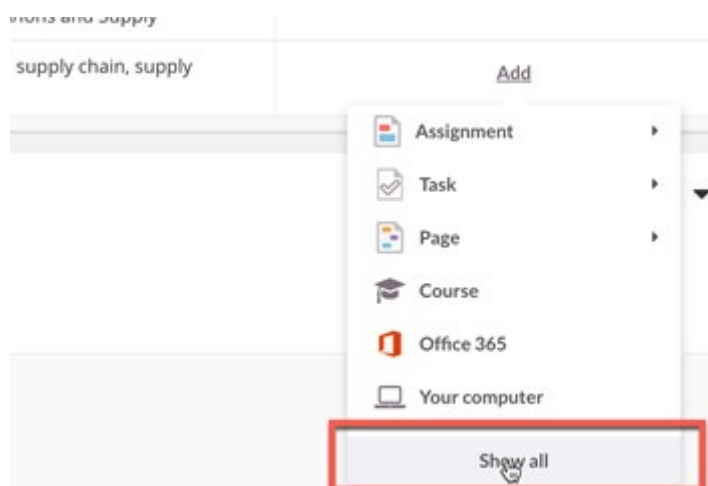
- Teachers
- Administrative staff

The guide will go over:

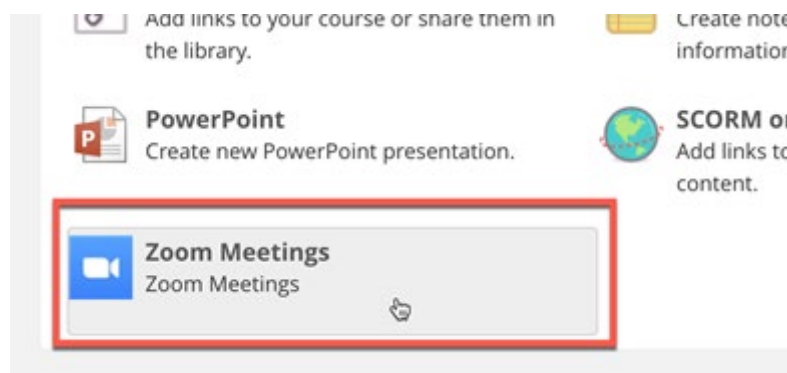
- Setting up Zoom meetings in itslearning
- Use of already-existing Zoom meetings
- Upload and sharing of recordings

## Setting up Zoom meetings in itslearning

From your plan-element, click on *Add* and *Show all*:

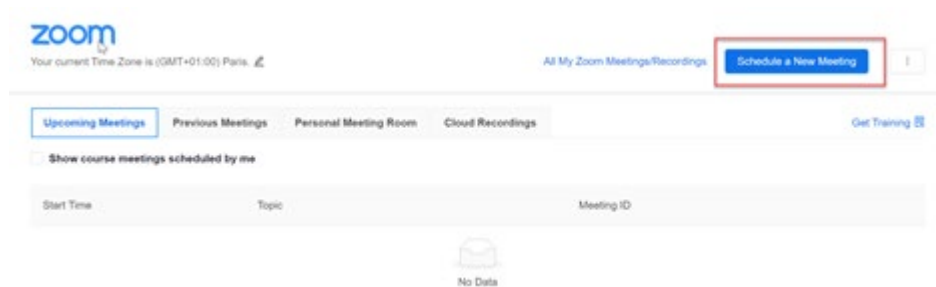


Now, the resource menu opens. From here, you can choose *Zoom Meetings*:



Note: every Zoom link set up via the *Zoom Meetings* resource links to an overview of Zoom meetings connected to the specific course – not to specifically planned meetings. If needed, find more information under the headline *'from students' perspective'*.

When the Zoom window opens, choose *Schedule a New Meeting*:



## Schedule a New Meeting

You can choose to set up your meeting

1. On a *specific date*: recommended if you only teach one course one day.
2. As a *recurring meeting without any specific time*: recommended if you teach a course multiple times but not the same time every week
3. As a *recurring meeting at the same time multiple times*: recommended if you teach a course multiple times the same time every week.

### 1. Specific date

Fill out the *Topic* so it clearly states which teacher uses this meeting ID or to what topic this meeting ID is used.

A screenshot of the Zoom 'Schedule a Meeting' form. The form has a header with the Zoom logo and a breadcrumb trail 'Course Meetings > Schedule a Meeting'. The 'Topic' field is circled in orange. An orange callout box with a speech bubble tail pointing to the 'Topic' field contains the text: 'Rename the Topic so that it indicates precisely who will be using this meeting-ID'. The 'Topic' field contains the text 'COURSE TITLE + YOUR NAME'. Below the 'Topic' field is a 'Description (Optional)' field with the placeholder text 'Enter your meeting description'.

Next, fill out *When* and how much time is needed (*Duration*), see the picture below:

When

Duration  hr  min

Note: You can test the link to the meeting and use it as soon as the meeting is set up – also before the chosen time. The link to the meeting is erased 30 days after the chosen date.

## 2. Recurring meetings without any specific time

If you choose *recurring meetings*, a meeting ID is set up which can be used any time within 365 days. Your students cannot see the time for when this specific meeting ID should be used, therefore it is important to rename *Topic*, so it is clear which teacher is using the meeting ID – or to what topic this meeting ID is used.

The screenshot shows the Zoom 'Schedule a Meeting' form. The 'Topic' field is circled in orange. A blue box contains the text 'COURSE TITLE + YOUR NAME'. An orange speech bubble points to this box with the text: 'Rename the Topic so that it indicates precisely who will be using this meeting-ID'. The 'Description (Optional)' field is labeled 'Enter your meeting description'.

Check the box of *Recurring Meetings* and follow step 1-3 as shown in the picture below:

The screenshot shows the 'Recurring Meetings' settings. An orange arrow labeled '1' points to the 'Recurring meeting' checkbox, which is checked. An orange arrow labeled '2' points to the 'Recurrence' dropdown menu, which is set to 'Daily'. An orange arrow labeled '3' points to the 'NoFixed Time' option in the dropdown menu. The 'End date' is set to 'Every day, until Apr 14, 2021, 7 occurrence(s)'. The 'Repeat every' field is set to '7' occurrences.

### 3. Recurring meetings with the same time multiple times

If you choose *recurring meetings*, a series of meetings are set up (with identical meeting ID for every meeting through the semester). The number of recurring meetings is decided after end date or number of events, see the picture below:

The screenshot shows the 'Time Zone' dropdown set to 'GMT+01:00 Paris'. Below it, the 'Recurring meeting' checkbox is checked, with the text 'Every week on Thu, until Mar 11,2021, 7 occurrence(s)'. The 'Recurrence' dropdown is set to 'Weekly'. The 'Repeat every' dropdown is set to '1' with the unit 'week'. The 'Occurs on' section shows checkboxes for days of the week, with 'Thu' checked. The 'End date' section has two options: 'By' (selected) with a date of '03/11/2021' and 'After' with a value of '3' and the unit 'occurrences'.

#### Security

**Passcode.** Because of safety issues, it is recommended that you set up your meetings using a password (write the password for your students in the *description* field in the plan element in itslearning).

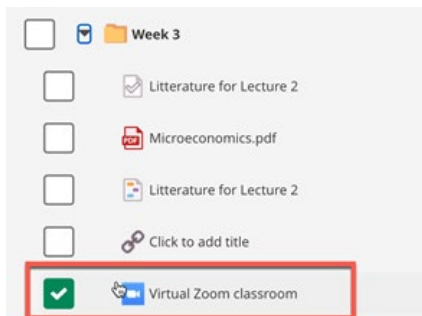
**Waiting room.** If you add a waiting room, you will have to let the students in. This can be annoying if students are late to class. Under *Meeting Options* you can choose “Enable join before host” so your students will be able to enter the meeting room before you do.

**Require authentication to join.** If you check this box, students will have to log in using their SDU login (Single Sign On) which increases security. Should the students experience problems logging in, please inform this number: 6550 2999 (Service desk’s emergency phone). Be aware, that students or teachers who do not have a SDU login will not be able to attend the meeting.

The screenshot shows the 'Security' section with three options: 'Passcode' (checked) with a value of '769778', 'Waiting Room' (unchecked), and 'Require authentication to join' (unchecked). Below the 'Passcode' option, it says 'Only users who have the invite link or passcode can join the meeting'. Below the 'Waiting Room' option, it says 'Only users admitted by the host can join the meeting'.

#### Reuse of the link to the Zoom meeting

If you wish to add the link to the Zoom meeting to another plan element, choose *Add, Course* and then your Zoom meeting element. You may need to open the folder that matches the Topic you set up under the Zoom element (here *Week 3*):



### From students' perspective

When students follow a Zoom link from itslearning they will see an overview of *Upcoming Meetings* where they will be able to *Join* the relevant Zoom meeting.

If the Zoom meeting is arranged on a *Specific date*, this will be shown under *Start Time*.

Upcoming Meetings Previous Meetings Cloud Recordings			
Start Time	Topic	Meeting ID	
Today 11:00 AM	Sandbox amnielsen - Anne Mølgaard Nielsen	631 9910 9232	Join

If the Zoom meeting is arranged as a *Recurring meeting without any specific time*, the students will find the relevant Zoom meeting under *Topic* – and *Recurring* will be shown under *Start Time*:

Upcoming Meetings Previous Meetings Cloud Recordings <a href="#">Get Training</a>			
Start Time	Topic	Meeting ID	
Recurring	COURSE TITLE + YOUR NAME (RECURRING NoFixed Time)	658 8279 1433	Join

If the Zoom meeting is arranged as *Recurring meetings with the same time multiple times*, the students will see an overview of Zoom meetings set up with identical meeting ID's. The next meeting will always be at the top and it can be accessed by clicking *Start*:

Start Time	Topic	Meeting ID	
Today (Recurring) 11:00 AM	Recurring Meeting	679 0866 0809	Start Delete
Thu, Feb 4 (Recurring) 11:00 AM	Recurring Meeting	679 0866 0809	Delete
Thu, Feb 11 (Recurring) 11:00 AM	Recurring Meeting	679 0866 0809	Delete

Note: because Zoom meetings can be set up differently for a single course, students can of course also experience a mix as seen above.

The screenshot shows the Zoom 'Upcoming Meetings' page. The page title is 'Zoom' and the subtitle is 'Your current Time Zone is (GMT+02:00) Copenhagen. ⌵'. The page has three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. A 'Get Training' link is in the top right corner. The main content is a table of upcoming meetings.

Start Time	Topic	Meeting ID	Join
Recurring	COURSE TITLE + YOUR NAME (RECURRING NoFixed Time)	658 8279 1433	Join
Mon, Apr 12 8:00 AM	COURSE TITLE + YOUR NAME (SPECIFIC DATE)	610 4410 3683	Join
Wed, Apr 14 (Recurring) 12:00 PM	CO-LECTURERS MEETING-ID	695 9068 8222	Join
Thu, Apr 15 (Recurring) 10:00 AM	COURSE TITLE + YOUR NAME (WEEKLY RECURRING MEETING)	673 1019 4556	
Wed, Apr 21 (Recurring) 12:00 PM	CO-LECTURERS MEETING-ID	695 9068 8222	
Thu, Apr 22 (Recurring) 10:00 AM	COURSE TITLE + YOUR NAME (WEEKLY RECURRING MEETING)	673 1019 4556	
Wed, Apr 28 (Recurring) 12:00 PM	CO-LECTURERS MEETING-ID	695 9068 8222	

Annotations on the screenshot:

- Recurring meeting, NoFixed Time**: Points to the first row of the table.
- Meeting at specific time**: Points to the second row of the table.
- Recurring meeting co-lecturer**: Points to the 'CO-LECTURERS MEETING-ID' rows (rows 3, 5, and 7).
- "Your" recurring meetings**: Points to the 'COURSE TITLE + YOUR NAME (WEEKLY RECURRING MEETING)' rows (rows 4 and 6).

## Fault reporting

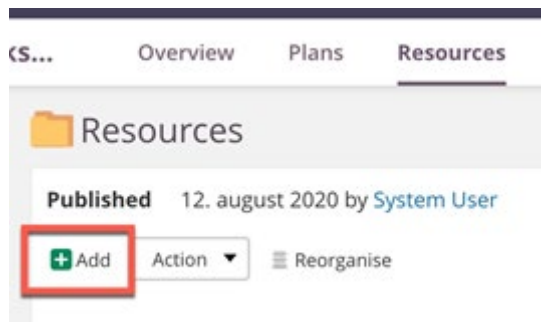
Note: should students see the picture below when wanting to join a Zoom meeting, they should choose *click here*.

The screenshot shows the 'New Zoom Meetings' page. The page title is 'New Zoom Meetings'. The Zoom logo is in the top left corner. A yellow warning banner at the top states: 'For improved security the Approved Domains section of the LTI Pro configuration page needs to be configured. ✕'. Below the banner, there is a large orange button labeled 'Redirect to Zoom...'. Below the button, there is a link: 'If you can not launch LTI Pro. Please [click here](#).' An orange arrow points to the 'click here' link.

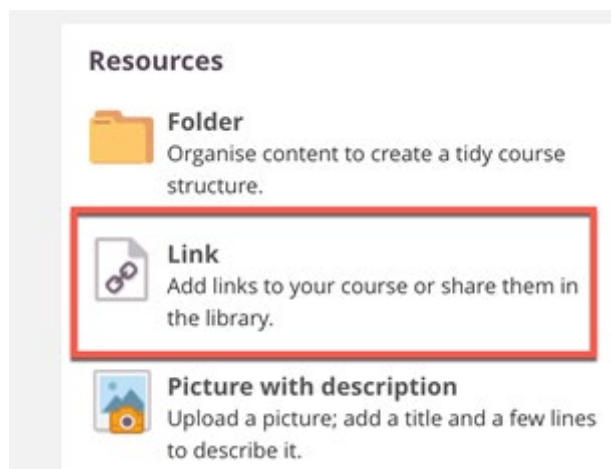
## Use of already existing Zoom meetings

If you wish to use an already existing Zoom meeting link in itslearning, it can easily be added to your plans.

Under *Resources*, click on *Add*:



In the resource menu, choose *Link*:

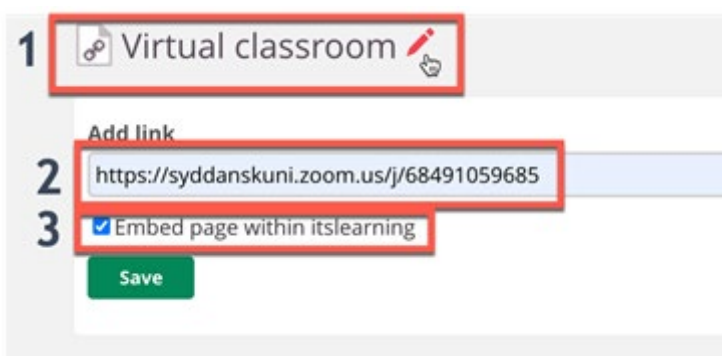


Afterwards, click on the red pen besides “Click to add title” (see 1 on the picture below) and give the link a title (for example, “Virtual classroom”).

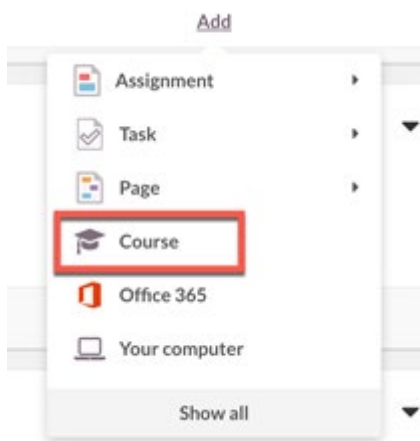
Insert the link to your existing Zoom meeting in *Add link* (see 2 on the picture below).

If you keep the box checked under “Embed page within itslearning” (see 3 on the picture below), Zoom will be shown embedded in itslearning. If you leave the box unchecked, a link you can click on will be shown instead and Zoom will open in a separate window.

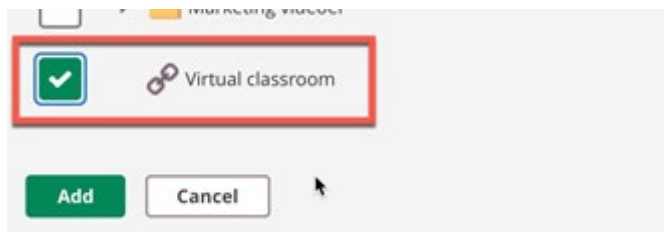
When you are satisfied with your choices, click *Save*.



You can now insert the link to the Zoom meeting in your plans via *Add* and *Course*:

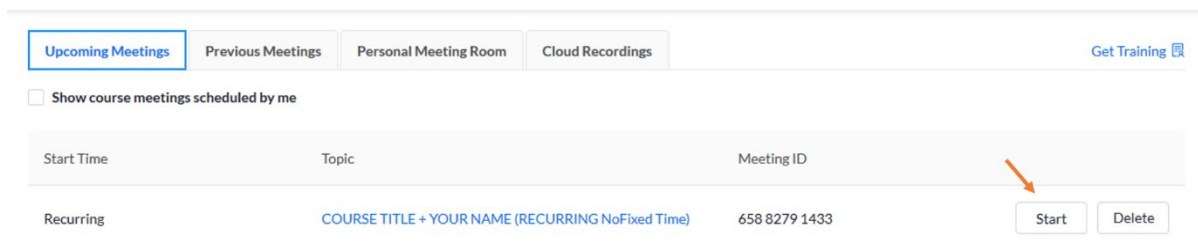


Find and choose your link-element and click *Add*:



Start the Zoom meeting

Follow the Zoom link in itslearning and press *Start* besides the relevant Zoom link for today's class.



Upload and sharing of recordings

See guide "Use of video in itslearning".