User Guide for Zoom Meetings within eLearn

About Zoom Meeting in eLearn

Please note that Zoom Meetings within eLearn utilizes “single sign-on” and automatically syncs your existing Zoom account – or creates a new one for you if you’re a new Zoom user. It does not require entering your Zoom username and password.

Existing Zoom Users

Within a number of seconds, the system will sync your account by recognizing your email address. You will see a message like the image below. Wait until you see the message, then click Back to Calendar to start using Zoom Meetings.

New Zoom Users

If you have never used Zoom at Vol State before, you will be allowed to create a new Zoom account. You will see the following message:

There is no existing account available for you, but one can be created for you. It is recommended that you create your account by logging in to Zoom via your login portal and then returning to this page. An account can be created from here, but any account created from here will not be accessible from the login portal. It is therefore highly recommended that you only use this feature if you have no other access to a Zoom login portal. If you have already logged in to Zoom via your portal and are still seeing this message, please ensure that the email address connected with your Zoom account matches the one configured for you in your LMS (your.name@volstate.edu)

Caution! Creating a Zoom account from within eLearn will NOT sync up with the Vol State Zoom portal outside of eLearn. Please follow the steps below to create your Zoom account, then return to eLearn.

1. Visit the url volstate.zoom.us and click the "Create or Edit Account" link. Use your Volstate username/password, and you will have a basic account created.
2. For faculty, do you need a Zoom pro account? Faculty and Staff can request a Zoom Pro account through the IT Direct Help Desk that allows for more advanced features.
Access Zoom Meetings in eLearn

Option 1: Use Course Tools

1. When you open any eLearn course, click the Course Tools menu from the blue navigation bar.
2. Click Zoom Meetings.

Faculty and students alike can easily find, schedule, launch, or join Zoom virtual meetings from this page.

Option 2: Create a Content Link (Faculty Only)

Within your course content area, you can embed a link to the Zoom Meetings tool for ease of access in the learning path. This may help students realize that you have pre-scheduled online virtual office hours.

1. Create a new module or add the link to an existing module.
2. Within your module, click Add Existing Activities.
3. Click External Learning Tools.

4. Select Zoom Meetings from the available options.

Both options above take users to the Zoom Meetings Interface, described in detail below.
Use the Zoom Meetings Interface

Overview

The image above illustrates a sample Zoom Meetings interface within Vol State’s eLearn system. Notice that the tab “Upcoming Events” is depressed and a listing of the instructor’s virtual office hours is provided. Next to each event name is a button that says “Prepare” because it is not yet time for the meeting to start. This button will automatically change for faculty and students when the meeting time comes. It will either say “Host” or “Join” depending on your role in the meeting.

There is also a page for you to access event recordings and another page to track event attendance. On the far right, you will find your name, account settings, the button to “Quick launch a new event” (for something unscheduled), and a button to Schedule more events (into the future).

The Scheduler

The scheduler by default chooses the name of your course. You may also manually enter the name of your choice for the session.
You can choose between single, daily, and weekly events.

- For a single event, enter the time, date and duration, and click “Schedule.”
- The “Daily” option enables efficient scheduling for daily repeating sessions. By default, it activates all days of the week. Click the days you do not want to schedule for, and they will become deactivated and turn gray. Set the start and end date for the sessions and the rest of the options as in “Single Event.”
- The “Weekly” option by default chooses only one day of the week (the day you are on now). You can press any day to activate scheduling for that day, or depress it to deactivate it. Once again, choose the start and end date, and the rest of the options as in “Single Event.”

The Calendar: Logging in to the Session

Instructor view: Instructors have a “Host” button taking them into the sessions as organizers. Sessions that are within 15 minutes of the session are in bright yellow. Future sessions are grayed out, yet the teacher can still launch them.

Student view: All students registered in your course have access to the platform and can join sessions scheduled by their instructors. Students have “Join” buttons taking them into sessions as attendees. Sessions that are within 15 minutes of the session are in bright yellow. Future sessions are grayed out and cannot be joined.

Inviting guests: If you wish to invite a guest from outside the course (e.g., guest lecturer), click on the cogwheel and click on “Invite Guest.” A window will open. Click on “Generate Link.” Copy the link and send it to your invitee via email.
Student Hosted Sessions

Students enrolled in eLearn courses have the ability to schedule and host their own virtual sessions. Faculty are able to join or take over as hosts of events scheduled within their courses.

Deleting Events

To delete an event, click on the “cogwheel” and choose “Delete.”

If there were a series of events created, you will have the option of deleting a single event by clicking on “Delete”, or deleting the entire series. All connected events will be highlighted to facilitate your view.