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.

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.

1. Navigate to tamu.zoom.us and login with your TAMU NetID and password
2. Click Settings on the left-hand menu
3. Click the Recording tab
4. Select the Audio Transcript option

Download the ZOOM Desktop Client

The ZOOM integration in eCampus will require you to use the ZOOM Desktop Client to host your meetings. If you haven't already, please download the client.

1. Navigate to tamu.zoom.us
2. Click on the Download ZOOM button
3. On the next page, click Download under the ZOOM Client for Meetings section

To learn more, contact your college or department IT support for further assistance.
Login to ZOOM
Once you have downloaded and installed ZOOM, you will need to login.

1. Open the ZOOM Desktop Client
2. On the right-hand side, click on Sign in with SSO
3. Type “TAMU” in the box before .zoom.us
4. Click Continue and login with your TAMU NetID and password

Add ZOOM Link to Course Navigation Menu

*Note: You will only have to do this once!*

1. From within your eCampus course, click on the + Icon located on the left-hand course navigation menu
2. Select Tool Link
3. Name the Tool Link ZOOM Meetings
4. Select ZOOM Meeting from the dropdown
5. Check the Available to Users box
6. Click Submit
7. 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

Accessing ZOOM in eCampus

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

ONE: Schedule Class Meetings Held Weekly in ZOOM

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

TWO: Schedule Office Hours in ZOOM

1. Click **ZOOM Meetings** from the Course Navigation menu located on the left-hand side
2. Click **Schedule a New Meeting** button on the top left
3. Set the following:
   a. Topic: **Office Hours**
   b. When (date and time of first office hours)
   c. Duration
   d. Select Recurring Meeting
      i. Recurrence: Weekly
ii. Repeat every 1 week  
iii. Occurs on: Select office hours days  
iv. End date: Select last day of office hours  

e. Meeting Options  
i. Require Meeting Password*  
ii. Mute Participants Upon Entry  
iii. Enable Waiting Room*  
iv. Only authenticated users can join – TAMU NetID  

f. Advanced Options (optional)  
i. Alternative Hosts: Enter the email of TAs, alternate instructors, etc.  

4. When done, click **Save**  

THREE: 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.  

1. Click **ZOOM Meeting** from the Course Navigation menu located on the left-hand side  
2. Click **Schedule a New Meeting** button on the top left  
3. Set the following:  
a. Topic: **Specify Topic for Students**  
b. When (date and time of meeting)  
c. Duration  
d. Meeting Options  
i. Require Meeting Password*  
ii. Enable Join Before Host  
iii. Mute Participants Upon Entry  
iv. Only authenticated users can join – TAMU NetID  
e. Advanced Options (optional)  
i. Alternative Hosts: Enter the email of TAs, alternate instructors, etc.  
4. 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 Meeting in eCampus

Start ZOOM Meeting
1. Click ZOOM Meetings from the Course Navigation menu located on the left-hand side
2. Locate the meeting and click Start that appears on the right of the meeting
3. 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.

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

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.

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

Access Our Videos!
Watch our videos on how to use ZOOM in eCampus:
- Adding ZOOM links to eCampus <<link to https://www.youtube.com/watch?v=puOCPcRRYPc>>
- Schedule a ZOOM Meeting in eCampus <<link to https://youtu.be/CsrDM3ffUz0>>
• Access ZOOM Meetings in eCampus – for Students <<link to https://www.youtube.com/watch?v=ekUUCZlumnI >>