**Computer Tutorial:**
**Add Zoom as a Tool in your MyHills course.**

**Purpose:** To show faculty members how to enable Zoom and utilize it to set up meeting times, office hours, class sessions, and viewing attendance reports in a MyHills course.

**Note:** You must have an Indian Hills email address to integrate Zoom into a course in MyHills. If you don't have and IHCC email address, please contact the IT Help Desk.

The "Course Menu" is **blue** and is located on the left side of your "Course Home" page. This menu is used to navigate to different areas within your course. To add Zoom as a Tool, you must use the buttons above the blue menu in your MyHills course.
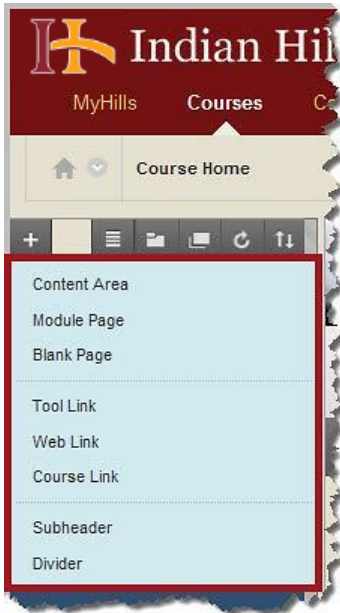
At the top of the blue menu in your course are several gray buttons.



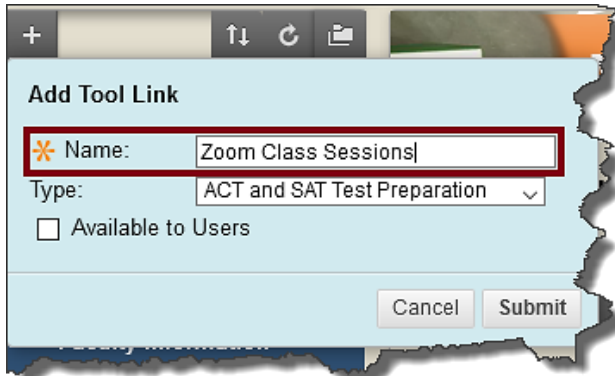Hover your cursor over the "**+**" sign to add menu items to your course menu.

A sub-menu containing the different types of menu items that you are able to add will appear.



"**Tool Link**" will add a menu item that takes you directly to the tool of your choice from the Tools page. "Zoom Meetings" is a tool link. Click "**Tool Link**."
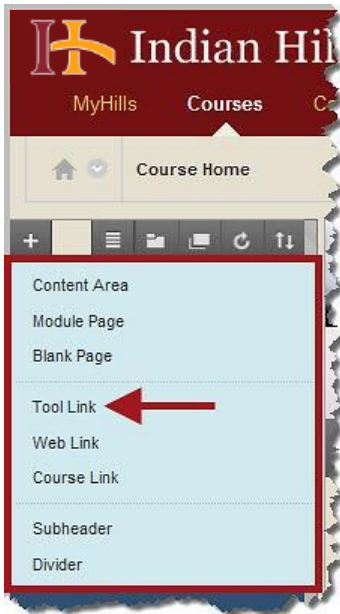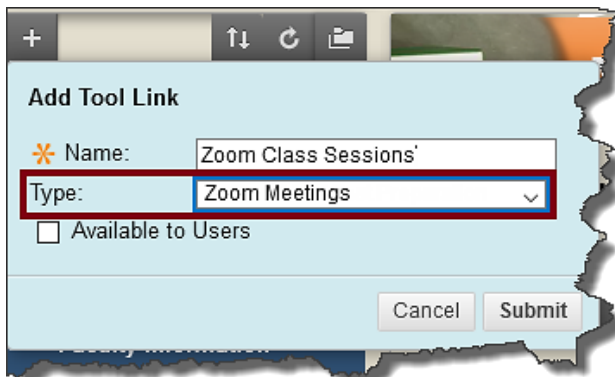
The "**Add Tool Link**" window will open. Create a "**Name**," for the tool. For example, you can call this link "**Zoom Class Sessions**."
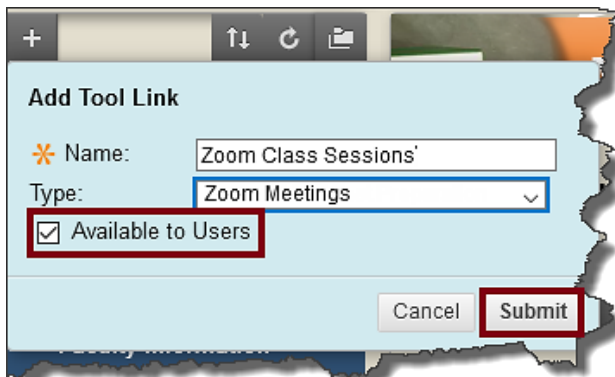


Using the dropdown menu next to "**Type**," select "**Zoom Meetings**."



Place a checkmark in the box next to "**Available to Users**," and then click "**Submit**."

Move the Zoom Tool link on the course menu to a place where your students can access it easily. You can reorder the tool by hovering your cursor over the left edge of the item. Once a four pointed arrow appears, click and drag the item to its new location in the "**Course Menu**."
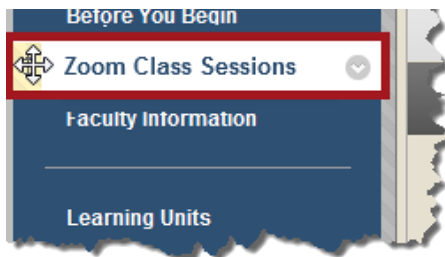


Once you have the Zoom Tool in place, you are ready to create meetings. You can create a meeting using the Tool within MyHills, or you can create a meeting using the Zoom app from your computer. We will look at creating a meeting within MyHills first.
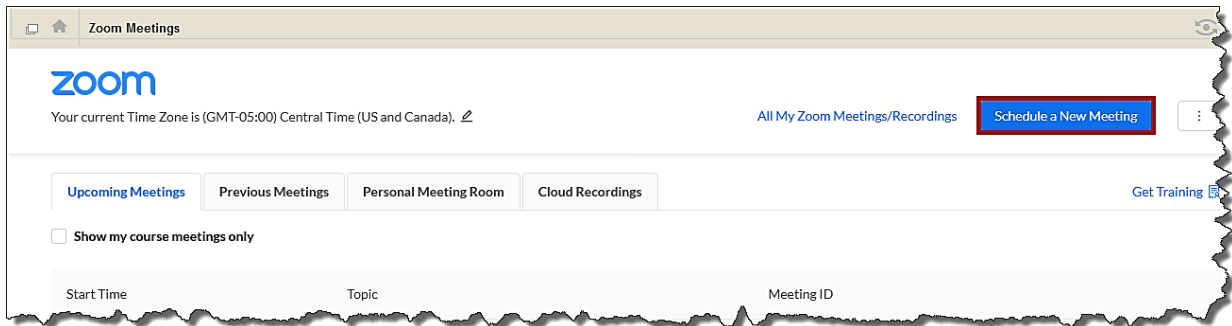
Open Zoom by clicking on the tool name, in our case "**Zoom Class Sessions**" from the MyHills Course Menu.
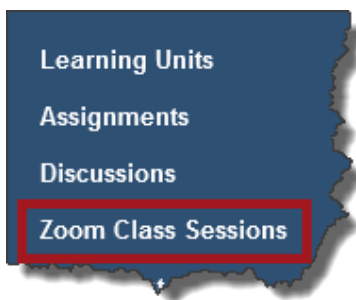


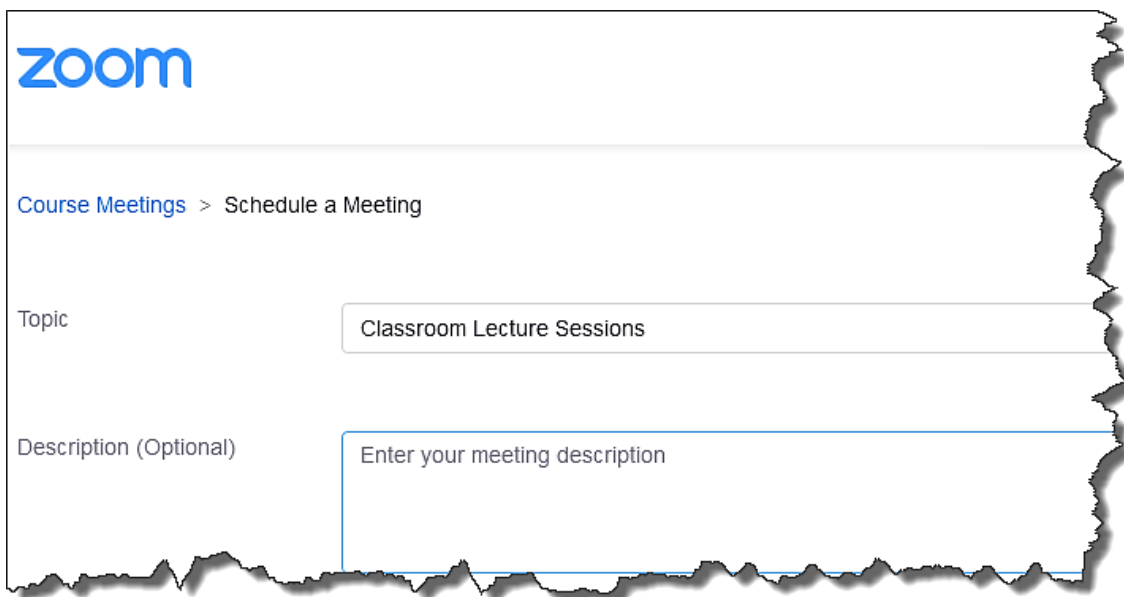The Zoom Meetings tool will open.
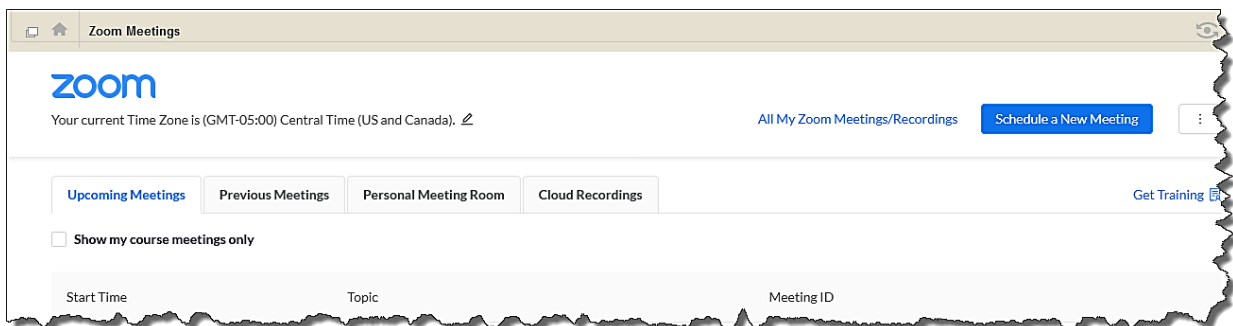
To schedule a meeting for your class, click the "**Schedule a New Meeting**" button.



Give your meeting a name, for example, "Classroom Lecture Sessions" in the Topic area. You may also add a Description if you would like to.

**Note:** The Topic name will auto-populate based on your Meeting name, but you do have the option to change it, if you would like to.

Complete the date and time parameters using the "**When**," "**Duration**," "**Time Zone**," and "**Recurring Meeting**" areas.

"**When**" allows you to set a meeting date.

"**Duration**" sets the length of time the meeting will last.
**Note:** If you have a limited Zoom account, you will only have 40 minutes at a time. You may need to create 3 meetings and assign something for them to do between meetings or take a break.

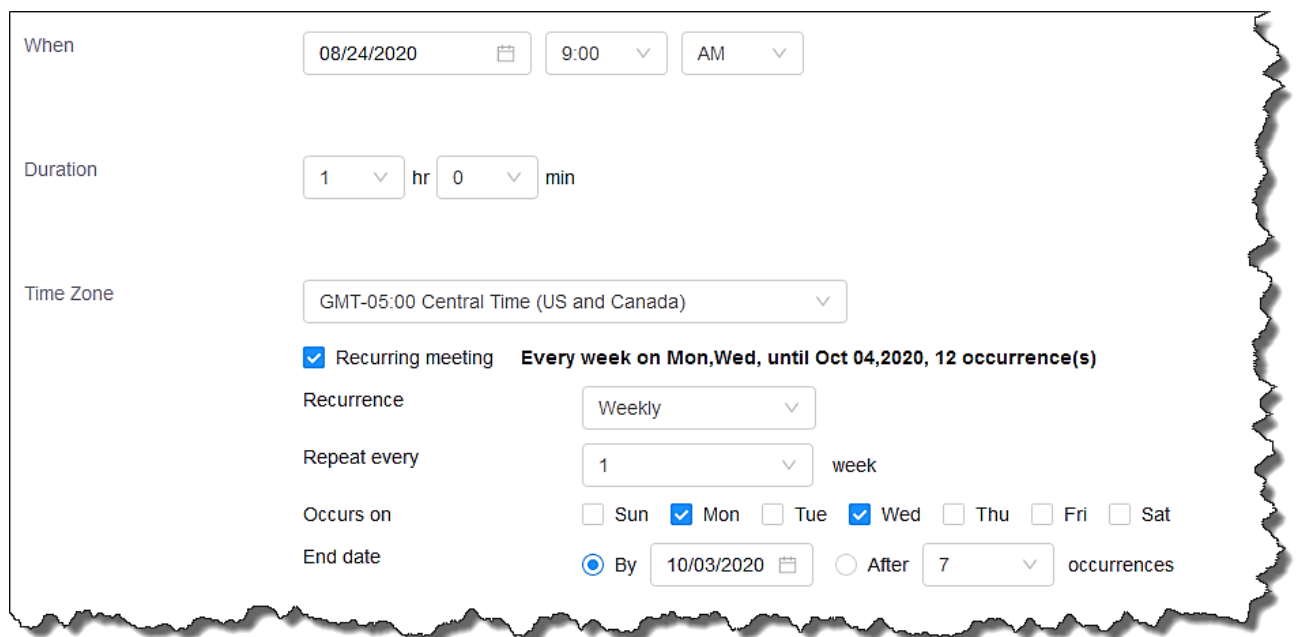"**Time Zone**" is Central Time by default. Only change this if you are in a different time zone.

"**Recurring Meeting**" allows you to repeat meetings without setting them up individually. If you wish to have a Recurring Meeting, for example class lecture sessions that are automatically set up throughout a term, click the check box and work through the settings provided.
"**Recurrence**" may be "Daily," "Weekly," "Monthly," or "No Fixed Time."
"**Repeat every**" will be set for how often you would like the meeting to repeat.
"**Occurs on**" allows you to choose the days of the week you would like to meet.
"**End date**" can be used to set an end date for the meeting OR the after a number of occurrences.

| When | 08/24/2020 📅 | 9:00 ∨ | AM ∨ |
| --- | --- | --- | --- |

| Duration | 1 ∨ hr | 0 ∨ min |
| --- | --- | --- |

| Time Zone | GMT-05:00 Central Time (US and Canada) ∨ |
| --- | --- |

☑ Recurring meeting **Every week on Mon,Wed, until Oct 04,2020, 12 occurrence(s)**

| Recurrence | Weekly ∨ |
| --- | --- |
| Repeat every | 1 ∨ week |
| Occurs on | ☐ Sun ☑ Mon ☐ Tue ☑ Wed ☐ Thu ☐ Fri ☐ Sat |
| End date | ◉ By 10/03/2020 📅 ◯ After 7 ∨ occurrences |

Complete the remaining settings using the "**Security**," "**Video**," "**Audio**," and "**Meeting Options**" areas.

"**Security**" allows you to choose Passcode and/or Waiting Room.
"**Passcode**" requires the student to enter a passcode before they can enter the meeting.
"**Waiting Room**" allows the host to control when a participant joins the meeting by placing participants in a Waiting Room prior to joining the session. It is recommended that you review your Waiting Room selections and options for 'join before host' and which participants to place in the Waiting Room.

"**Video**" allows you to choose if you would like both you (Host) and the students (Participant) to have video on or off. Note: It is recommended that you leave these set to "On." Once in a meeting, the host and participants will still have the option to start or stop their video.

"**Audio**" choose telephone, computer audio, or both. It is recommended to leave the default setting "Both" checked.
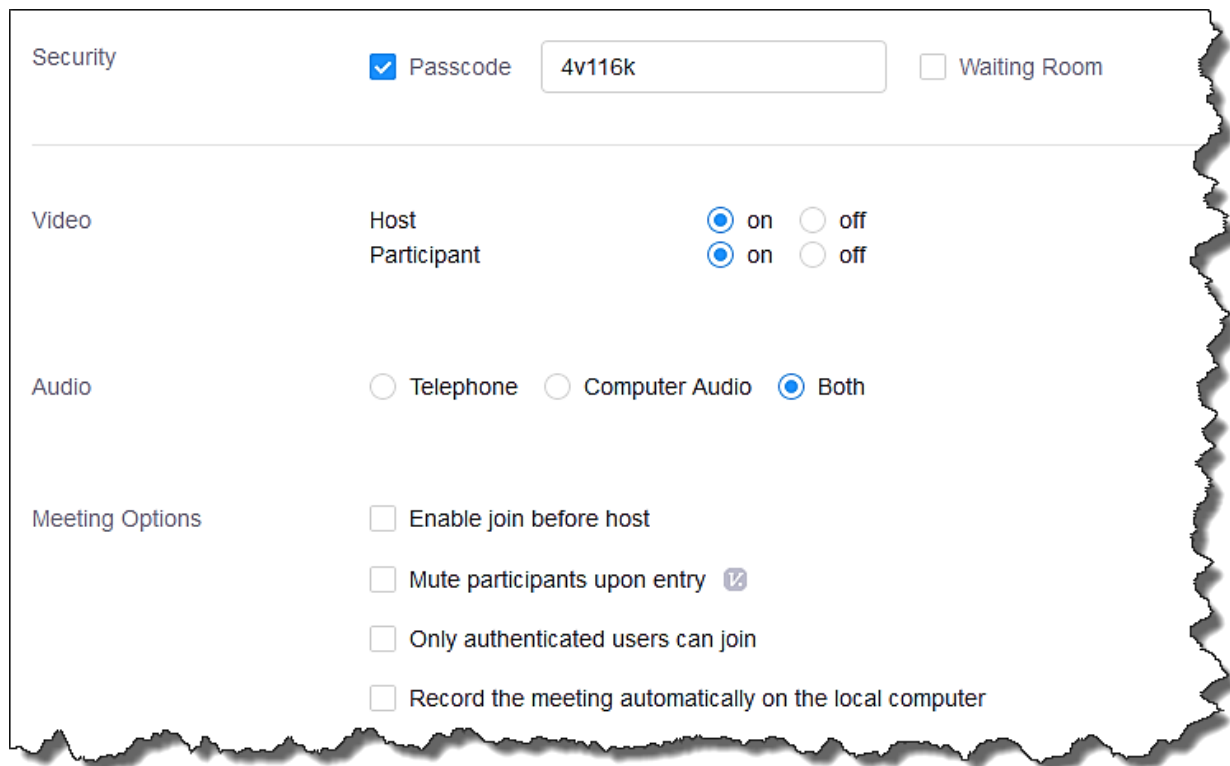
"**Meeting Options**" allows for several different options to set up your Zoom session.
"**Enable join before host**" allows participants to join the meeting without you or before you join.
"**Mute participants on entry**" will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.
"**Only authenticated users can join**" restricts access to the meeting.
"**Record the meeting automatically on the local computer**" will automatically record the meeting. Select if you want to record locally (to your computer) or to the cloud.

| Security | ☑ Passcode | 4v116k | ☐ Waiting Room |
| --- | --- | --- | --- |

| Video | Host | ⦿ on  ○ off |
| --- | --- | --- |
| | Participant | ⦿ on  ○ off |

| Audio | ○ Telephone   ○ Computer Audio   ⦿ Both |
| --- | --- |

| Meeting Options | ☐ Enable join before host |
| --- | --- |
| | ☐ Mute participants upon entry 🔲 |
| | ☐ Only authenticated users can join |
| | ☐ Record the meeting automatically on the local computer |

Once you have completed your preferred settings, click the "**Save**" button.
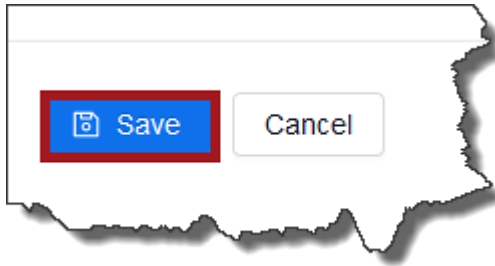


After you click "Save," a summary of the session will appear. At the bottom of the page, you will have the option to "**Delete this Meeting**," "**Edit this Meeting**," or "**Start this Meeting**." If you don't wish to use these options at this time, you can return to the Zoom home page by scrolling to the top of the summary page and clicking on "**Course Meetings**."
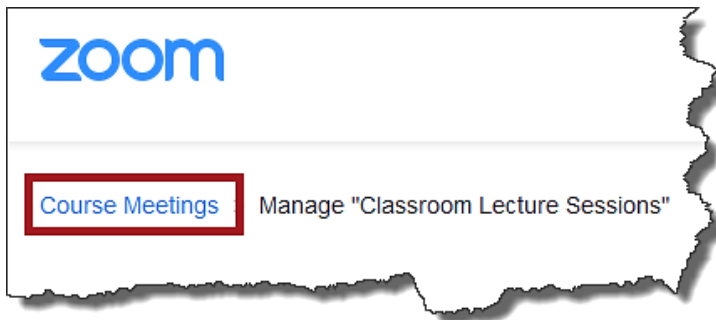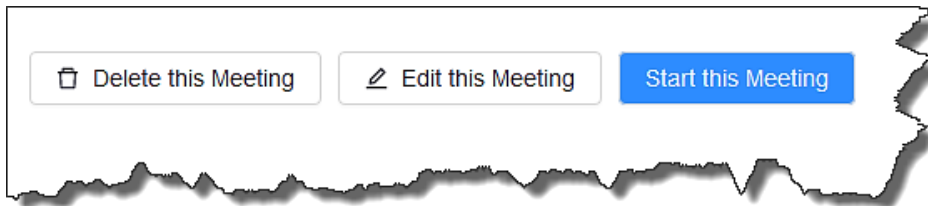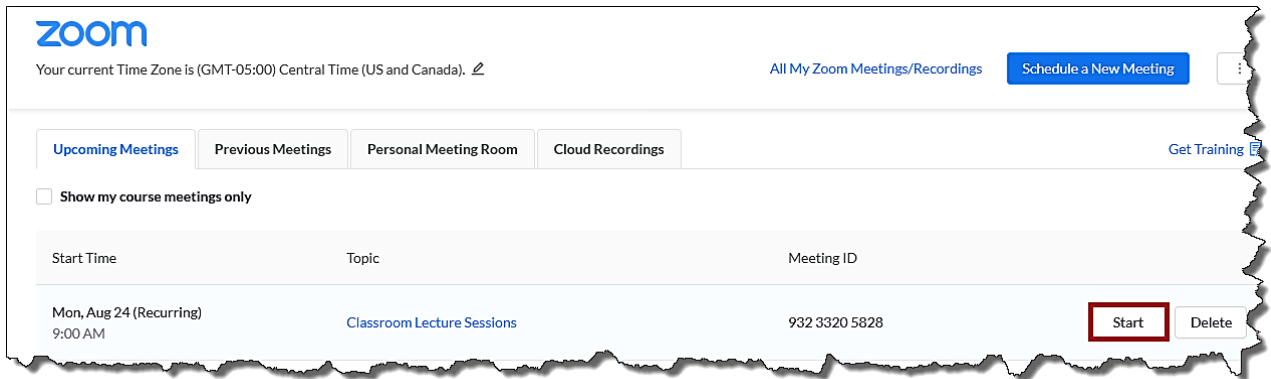




The Zoom home page is set by default to the "**Upcoming Meetings**" tab and will show all of the meetings that you have scheduled.
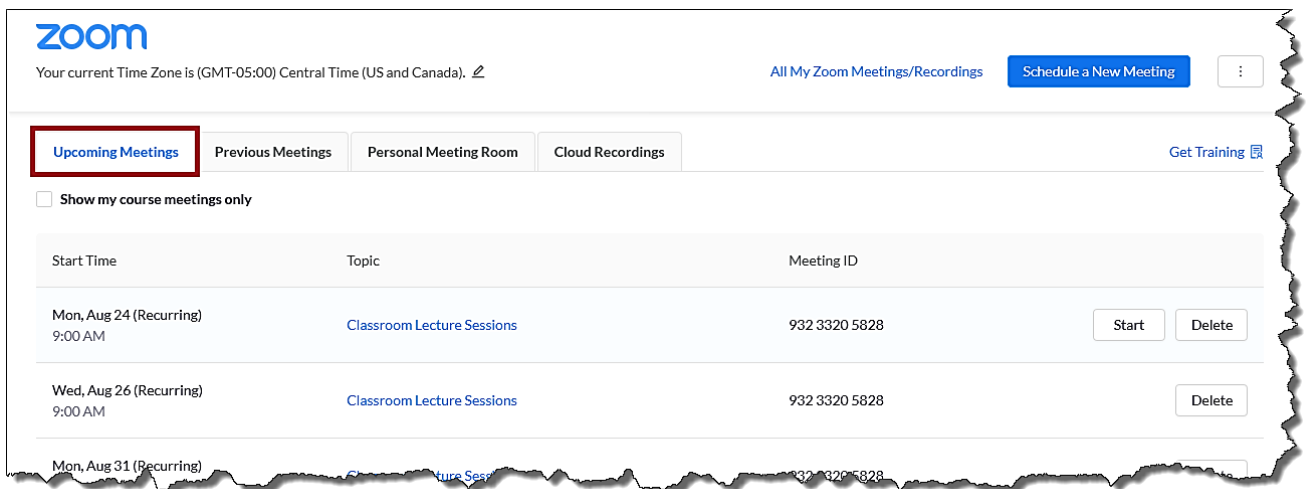
To start a meeting, locate the available session, and click "**Start**."



To delete a meeting, locate the session you wish to delete, and click "**Delete**." When you click "Delete" a "Confirmation" box will open where you can select "**Delete just this occurrence**," "**Delete all of the occurrences**," or "**Cancel**."
**Note**: You can delete a meeting in either location (MyHills or Zoom).
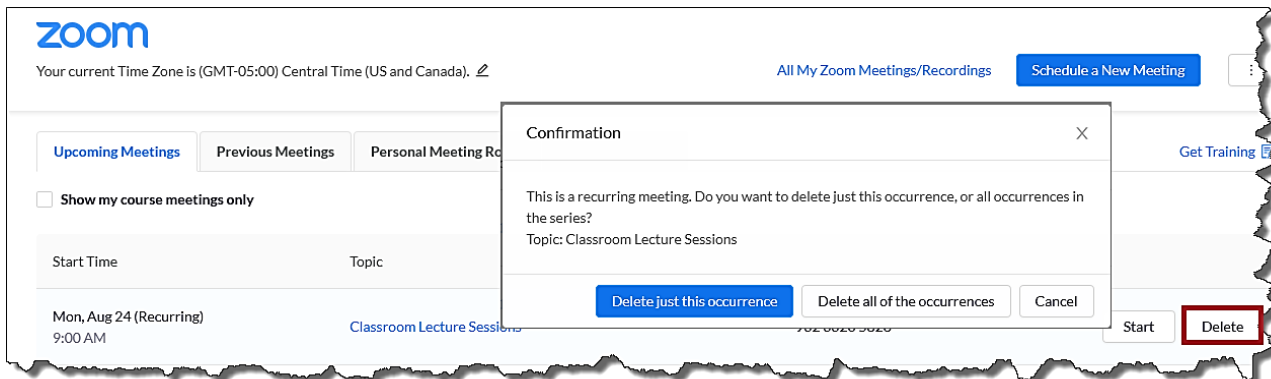


To access the "Meeting Invitation Link" to send an invite to your students, click the "**Topic**" title.
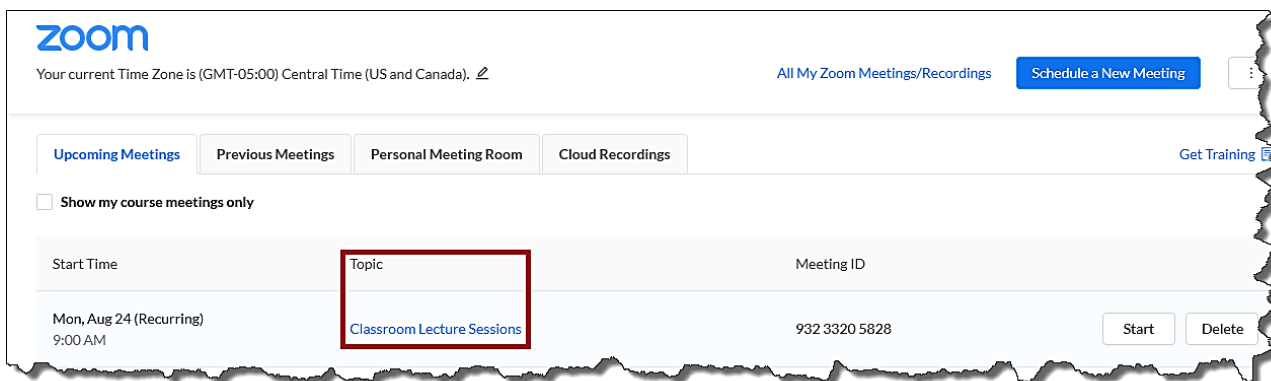


The meeting information will open. Next to "**Invite Attendees**," you will find the "**Join URL**" that you can copy and send to anyone you wish to invite to the Zoom session.

Invite Attendees    Join URL: https://ihcc.zoom.us/j/93233205828?pwd=WUo2UzBWSXdMc2h1N2FJUlFGYWxjQT09

There are three other tabs on the Zoom home page. They are: "**Previous Meetings**," "**Personal Meeting Room**," and "**Cloud Recordings**."

"**Previous Meetings**" allows you to view any past meetings from the past 21 days. You can delete meetings and get a report from this area.

"**Personal Meeting Room**" should **NOT** be used. This is not a secure place to create and hold Zoom meetings.

"**Cloud Recordings**" allows you to view recorded meeting links. These links are also automatically emailed to you. Clicking on the file will take you directly to the recorded meeting. You may also choose to publish the file for students to view.
**Note**: As a reminder, when you enable "Cloud Recording," it allows you to record meeting video and audio in the Zoom Cloud where the file can then be downloaded and/or streamed in your browser. The recorded meeting link can be sent to a user's email where it can be viewed or downloaded.
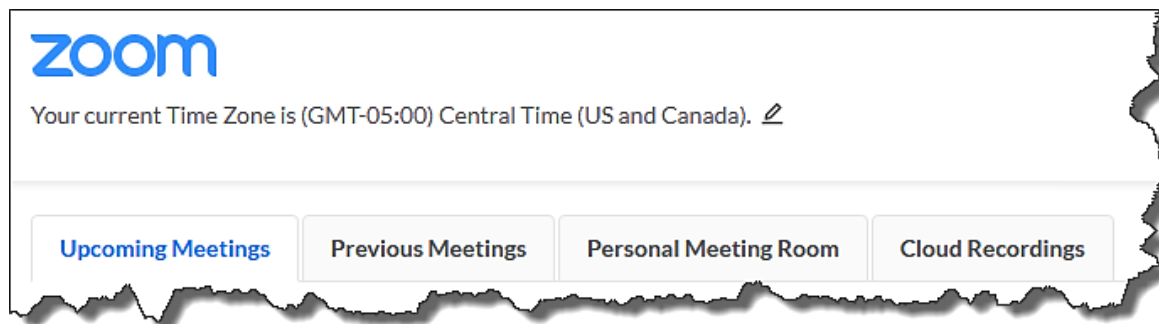
Now we will look at how to schedule a meeting using the Zoom app from your computer.

Open Zoom from your Start Menu, or by clicking on the Zoom icon.

Once you sign in, you will see the Zoom main page.
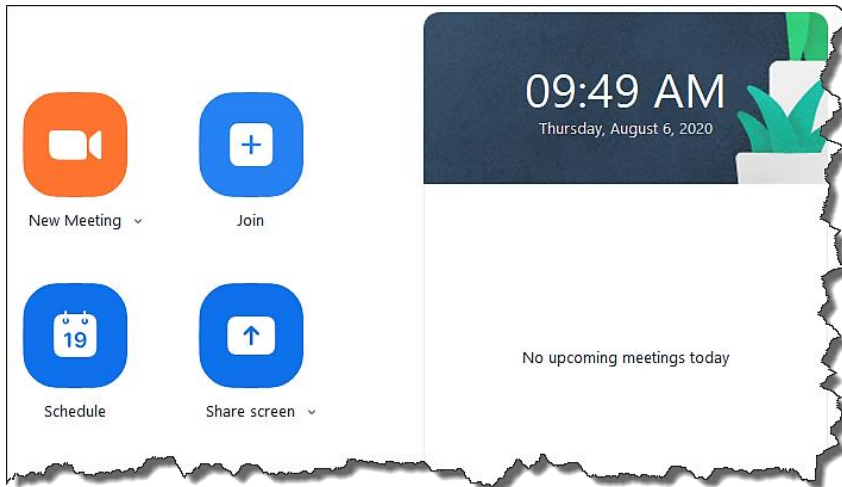


You may choose to create a "**New Meeting**," "**Join**" a meeting, "**Schedule**" a meeting, or "**Share screen**." To schedule a meeting, click "**Schedule**." *The options are the same as those listed on pages 5-7 above.*

After you have created your meeting, you can integrate it into MyHills. Copy the Meeting ID, go to your course in MyHills, and then complete the following steps:

The symbol ( ⋮ ) allows you to import a meeting (built directly in Zoom) with a meeting ID.
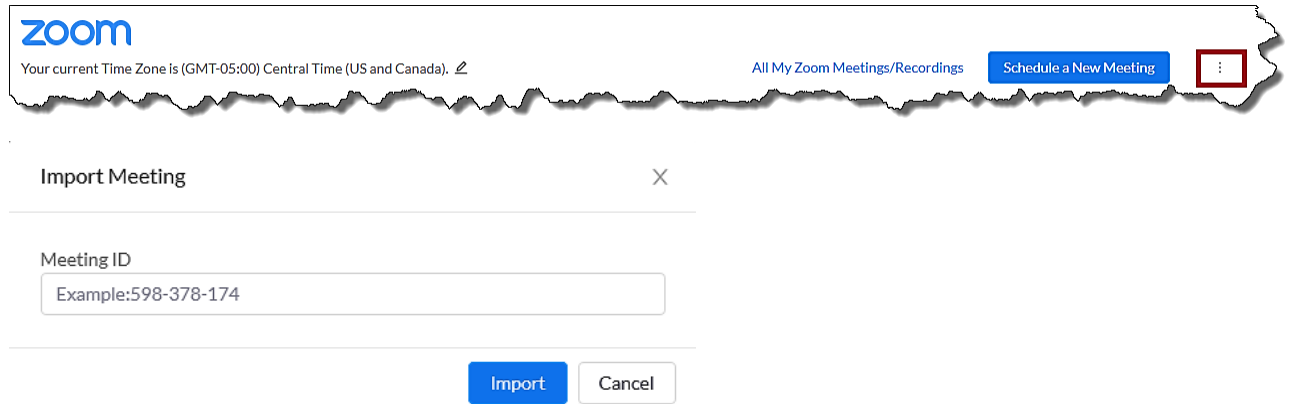


To start a meeting that is already scheduled, click "Meetings," located at the top of the Zoom main page in the app.
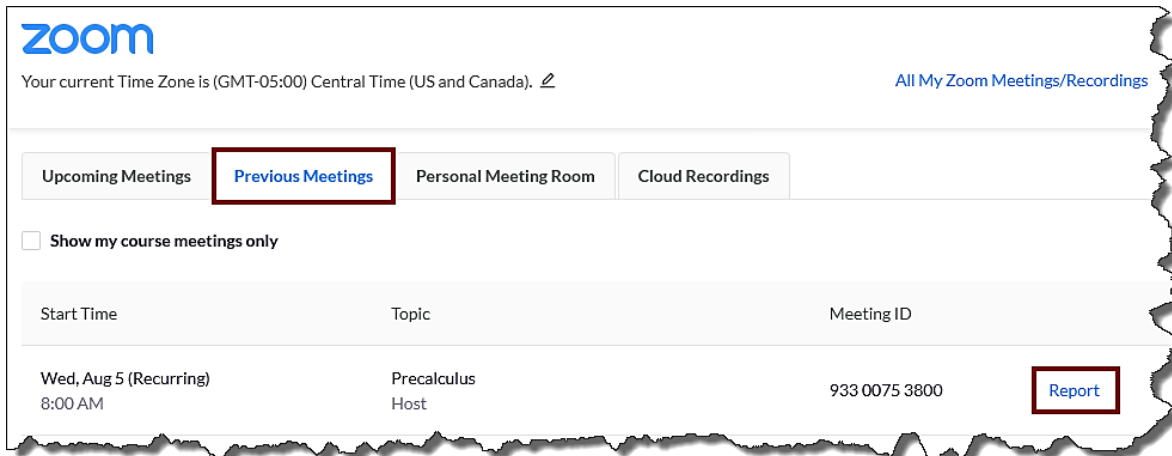**Note**: If you have set up meetings in your MyHills course already, you will see those listed here.
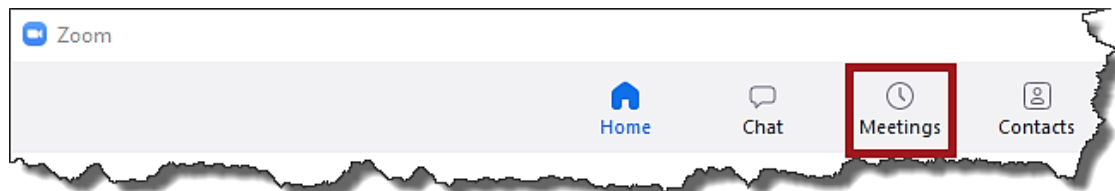


Choose the meeting you wish to start, then click "**Start**." You can also use the "**Copy Invitation**" link to copy and send the link to anyone you wish to invite to the Zoom session. You can also use the "Recorded" tab that allows you to view any past meetings from the past 30 days. You can delete meetings and get a report from this area.
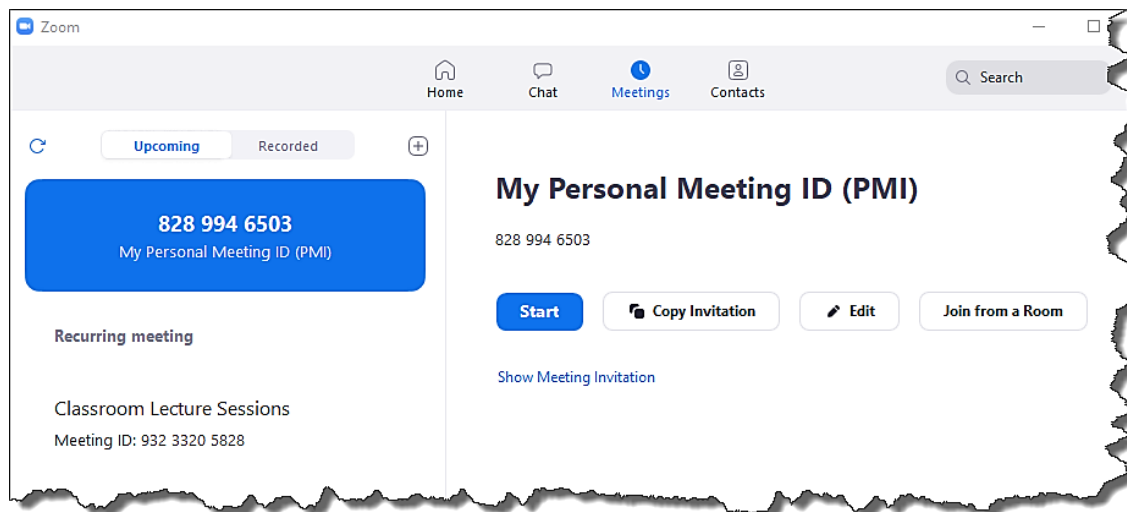
The **Reports** in Zoom allow you to have the ability to review meeting statistics and registration/attendee reports for their Zoom meetings. Reports can be retrieved for the last 12 months, with a search range of up to one month at a time.
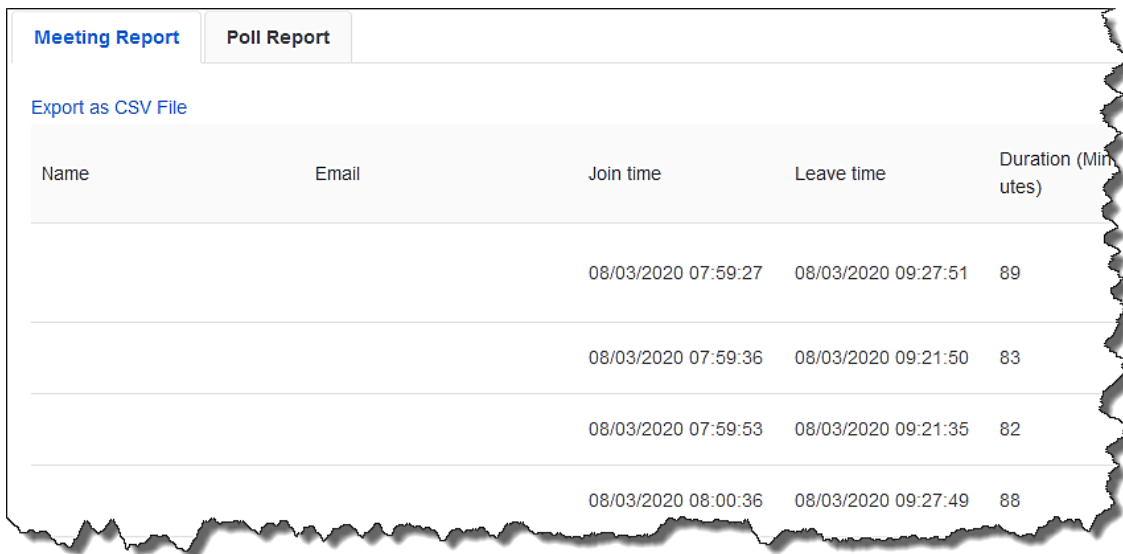
To view a Report from within your MyHills course, click the "**Previous Meetings**," tab, locate the meeting you wish to view, and click "**Report**."



The **Meeting Report** will display information about those who attended the session, including "Name," "Email," "Join time," "Leave time," and "Duration (Minutes) to help you verify students who attended your Zoom session and how long they stayed.

You can also view a usage report by logging into your Zoom account via the website.

Go to http://zoom.us and click **Sign In**.



Sign in using your Indian Hills Community College user name and password. Then, click **Sign In**.



Click **Reports** and then select **Usage**.
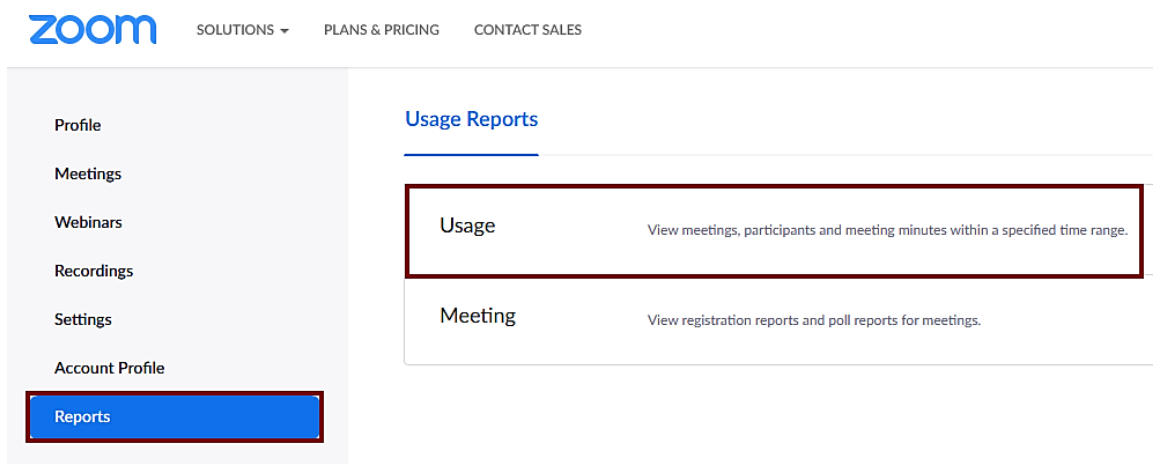
Check that the date range at the top includes the session where you want to take attendance. Then, click on the **number under the Participants** column for the selected session.



In the box that opens, you will see basic information about meeting participants. To see additional information, check the **Export with meeting data** box and then click **Export**.

**Note:** You may see a student's name duplicated on the participant's list. This happens when a student leaves the meeting and re-joins it. You will not be able to see why they left the meeting (i.e. technical difficulties), but you will be able to see how long they were in the meeting each time under the **Duration (Minutes)** column.



An Excel file will download to your computer. Click **OK** and then open the downloaded file.
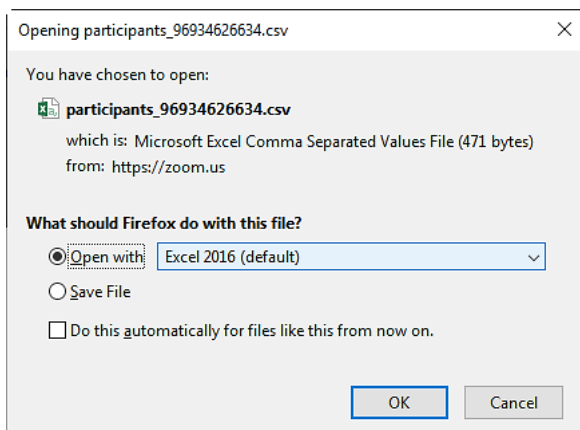
The file will open in Excel and display a layout of the Participant information.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Meeting ID | Topic | Start Time | End Time | User Email | Duration (Minutes) | Participants |
| 2 | 96934626634 | Zoom Meeting | 9/24/2020 13:56 | 9/24/2020 14:24 | Jordan.Mentor@indianhills.edu | 29 | 2 |
| 3 | | | | | | | |
| 4 | Name (Original Name) | User Email | Join Time | Leave Time | Duration (Minutes) | | |
| 5 | Jordan Mentor | Jordan.Mentor@indianhills.edu | 9/24/2020 13:56 | 9/24/2020 14:24 | 29 | | |
| 6 | Stuart Dent | stuart.dent@stu.indianhills.edu | 9/24/2020 13:56 | 9/24/2020 14:24 | 28 | | |
| 7 | | | | | | | |

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*For further assistance on this topic or other technical issues, please contact the **IT Help Desk***
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