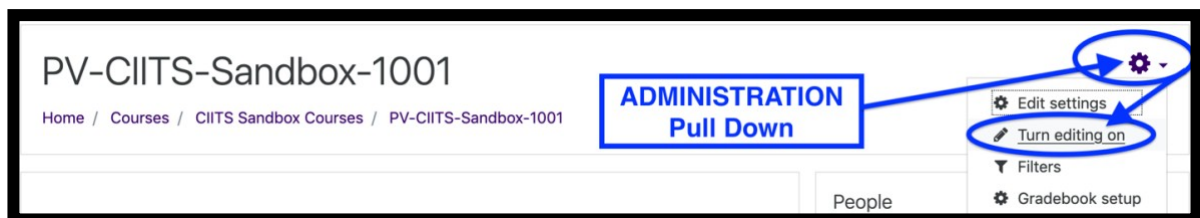




Scheduling a ZOOM Conference/Meeting in eCourses

ZOOM conferences/meetings can be scheduled and accessed through eCourses, making the link available in a familiar and secure place for participants and users. Only those with access to your course can join the meeting, unless the link is shared via email. **You must login to [PVPVPANTHER.ZOOM.US](https://pvpvpanther.zoom.us) at least once to activate your licensed ZOOM account.**

1. Log into eCourses at <https://ecourses.pvamu.edu>. From the course page (or course home page – not to be confused with the account home page), click the **ADMINISTRATION** pull-down button and select **Turn Editing On** (see image below).



2. Select the week or topic to add the conference and click the **Add an activity or resource** link.



3. Click the radio button next to **ZOOM Meeting** and click **Add** (see image on next page).

Scheduling a Zoom Conference in eCourses

Add an activity or resource [X]

☐ Quiz

☐ Revel

☐ SCORM package

☐ Survey

Zoom is a video and web conferencing platform that gives authorized users the ability to host online meetings.

☐ WizIQ Live Class

☐ Workshop

☒ Zoom meeting **1**

RESOURCES

☐ Book

☐ File

2 Add Cancel

4. Add the following information in the specified areas: ***Only the Topic field is required. All others may be left as is if you choose.***

Scheduling a Zoom Conference in eCourses

General

Topic a.

Description

☐ Display description on course page [?](#)

When b.

Duration (minutes) c.

d. ☐ Recurring [?](#)

☐ Webinar [?](#)

Password e.

Host video f. ☒ On ☐ Off

Participants video ☒ On ☐ Off

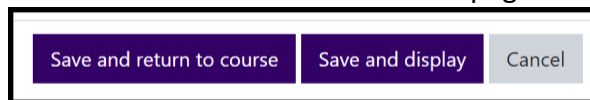
Audio options g. ☐ Telephony only ☐ VoIP only ☒ VoIP and Telephony

Meeting option h. ☐ Enable join before host

Alternative Hosts

Scheduling a Zoom Conference in eCourses

- a. **Topic** – Enter the title or name of the meeting in the **Topic** field
 - b. **When** – (optional) Set the **date and time** the meeting will occur
 - c. **Duration** – (optional) Enter the duration of the meeting. *Meetings cannot exceed 150 hours*
 - d. **Recurring Meeting** -- (optional) Will this meeting be recurring?
 - e. **Password** – ***Always set a password to secure your meeting***
 - f. **Host and Participants Video** – Choose whether the host and participant video will be on or off when the meeting begins. Once the meeting starts, participants have the option to turn the video on or off
 - g. **Audio Options** -- **Leave set to VoIP and Telephony** This will ensure that participants have the option to dial-in via telephone for audio communication in the event a microphone and speakers are not available on their device.
 - h. **Meeting option** – ***Leave unchecked to secure your meeting. The participants will be put "on hold" until the host joins the meeting.***
5. Click the **Save and return to course** button at the bottom of the page.



The meeting link will now be available on the course page.