



## Using Zoom with ReggieNet

Zoom is a video conferencing tool that can be integrated with ReggieNet. The basic steps to do this are

1. Activate your license
2. Add tool to ReggieNet
3. Schedule a meeting

### Activating Your License

Illinois State has provided Pro licenses to all instructors. If you have not already activated your license, you need to do that first at ISU's Zoom page

1. [Activate your Zoom Pro account](#)
2. Complete the form:

A screenshot of a web browser showing the Zoom activation form within the ReggieNet interface. The form is titled "Welcome to Zoom" and includes fields for "User Name" (with a dropdown menu), "User Type" (with a dropdown menu), "Language" (with a dropdown menu), and "Time Zone" (with a dropdown menu). Below these fields are sections for "Sign In Email" and "Sign In Password" (with "New Password" and "Confirm Password" sub-fields). A blue "Activate my account" button is located at the bottom of the form. The ReggieNet navigation menu is visible on the left side of the page.

### Adding Zoom to ReggieNet

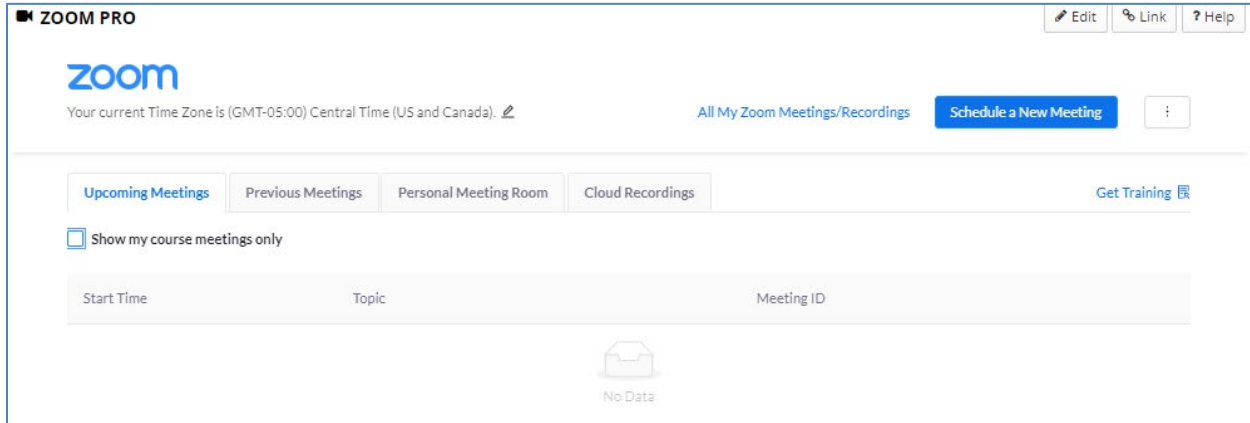
Once your license is set up properly, you can add Zoom to your ReggieNet site if it hasn't been already added. .

1. Go to **Site Info > Manage Tools**
2. Scroll down to section labeled **External Tools**, click, and then click the checkbox for **Zoom Pro**

3. Click **Continue**, then **Finish**

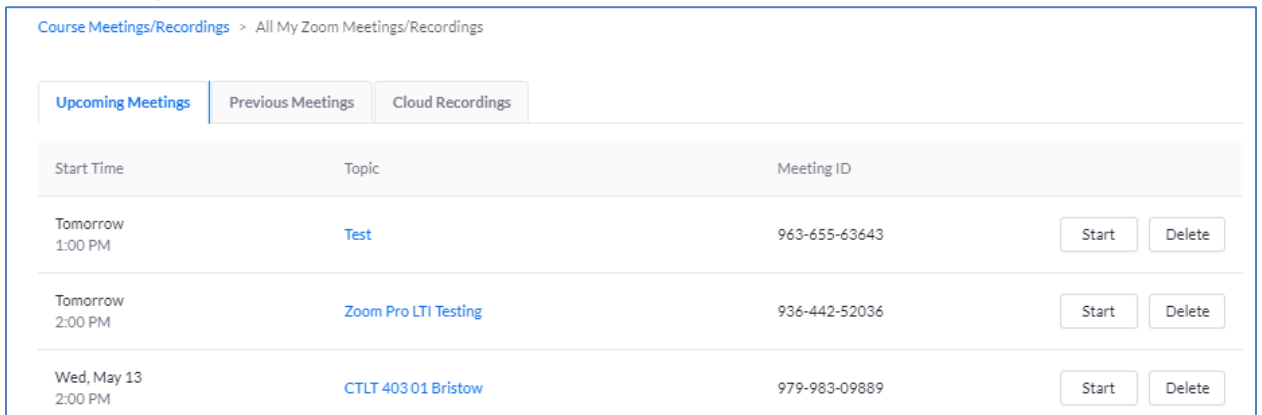
## Using Zoom

Once Zoom has been added, if your account is set up correctly, you will see the following:



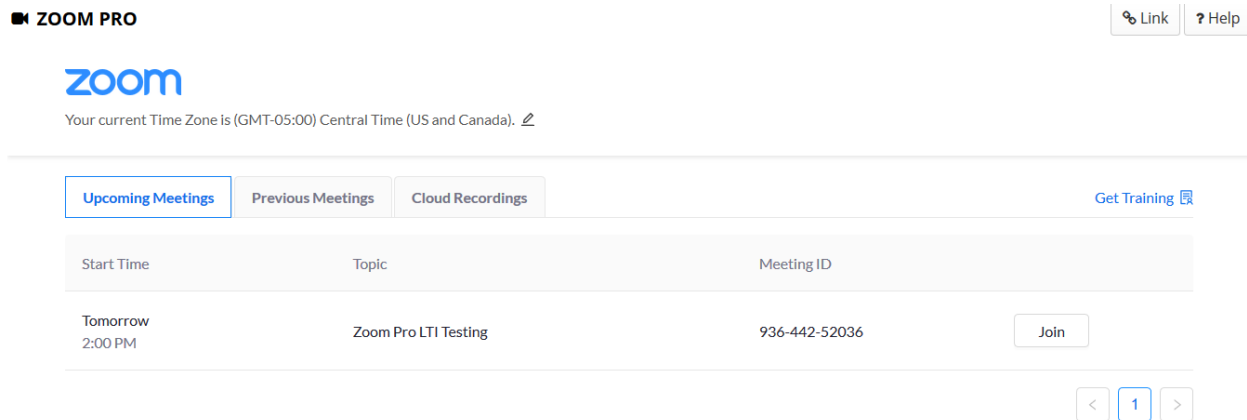
You can now schedule meetings by clicking **Schedule a New Meeting**. Once a meeting has been scheduled, it will show on the list of Upcoming meetings.

- You must create meetings through the ReggieNet interface in order for students to see those meetings. This must be done separately for each course site.
- By default, you will see any meetings that have been scheduled through the site, including those scheduled by others. Checking the box for “Show my course meetings only” will hide meetings scheduled by others
- Selecting “All My Zoom Meetings” will display all of your Zoom meetings, including those from other classes, and those created in the illinoisstate.zoom.us website.




- Students will only see meetings related to that particular course. To see what students see in a specific course, use ReggieNet’s “View Site As” function, located at the top the course site.

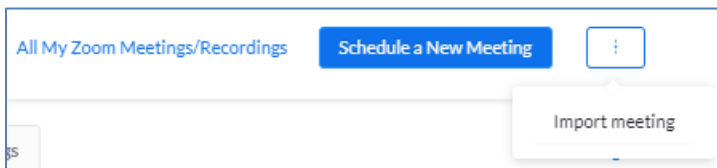
When students go to the **Zoom Pro** tool within ReggieNet, they will see the list of meetings. They can click the Join button to participate in the meeting.



## Importing a meeting

If you have created a meeting outside of the Zoom Pro tool, either by using the older Zoom integration tool, or through [illinoisstate.zoom.us](https://illinoisstate.zoom.us), you can import that meeting into your course.

1. Move your cursor over the  symbol near the top right, and select **Import meeting**



2. Enter the meeting ID in the pop-up dialogue box. **Note:** you must include the hyphens between the three sets of digits in the meeting ID (i.e. 598-378-173)
3. Click **Import**

## Deleting a meeting

If you want to delete meeting, click the **Delete** button to the right of the name.

**Note:** Deleting a meeting will not just remove it from the ReggieNet course; it will cancel the meeting entirely.