

Inserting the Zoom account in Icampus

NB: in order to be able to carry out the actions presented in this document, you must have followed the steps in the document: "Notice digital tools access and accounts" previously transmitted.

Once your Zoom ICL account has been activated, you will be able to integrate your Zoom sessions directly into your course space on Icampus.

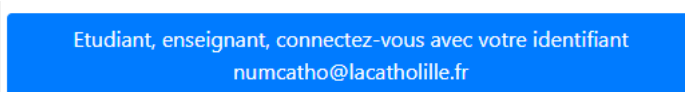
WHY?

The integration of Zoom links in the Icampus course page allows students to connect directly to the remote session without sending a link by email. Access is automatic, once the student is connected to the course space.

Accessing your courses on Icampus and taking control of the space

- First you have to connect to Icampus through Agora or by following the link: <https://icampus.univ-catholille.fr/>.

- To connect to the Icampus you have to click on the blue line on the home or login page:



and use the following identifiers in the next window:



Identifiant

Mot de passe

Se souvenir de moi ☐

[Connexion](#)

Pour changer votre mot de passe, [cliquez ici](#). Attention, si changement de mot de passe sur la plateforme Agora, celui-ci sera valide dans un délai de deux heures maximum.

Pour nous contacter, [cliquez ici](#).

o Login: cathonenumber@lacatholille.fr

o Password: Agora password

This will bring you to your **Dashboard**, which contains a list of your courses.

Be careful to check that these are the courses of the current academic year (for example: the courses of the academic year 2020-2021 all start with 20-21). If this is not the case, you have to look for the right period in the **Filter by academic year** (drop-down menu).

Navigation bar: iCampus, AIDES EN LIGNE, ACCÈS RAPIDE, MENTIONS LÉGALES, SITE DE LA DCN, FRANÇAIS (FR), Domitille Gobbo

Tableau de bord

- Accueil du site
- Calendrier
- Mes cours
- 20-21 Métier de l'étudiant L1-S2
- 20-21 Droit civil- Droit des obligations L2-S3

Liste de mes cours

Filtre par année universitaire: Tout | Filtre par enseignant: Tout

- 20-21 Droit civil- Droit des obligations L2-S3
- 20-21 Métier de l'étudiant L1-S2

Vous avez 0 cours cachés | [Gérer les cours masqués](#)

Chronologie

Aucune activité à rendre à venir

Cours consultés récemment

FDL 20-21
20-21 Droit civil- Droit des obligation...

From this window, you can go directly to your course by clicking on the corresponding link (in the example: 20-21 Civil Law - Law of Obligations L2-S3 or 20-21 Student's Profession L1-S2).

Navigation bar: iCampus, AIDES EN LIGNE, ACCÈS RAPIDE, MENTIONS LÉGALES, SITE DE LA DCN, FRANÇAIS (FR), Domitille Gobbo

20-21 Métier de l'étudiant L1-S2

Tableau de bord / Mes cours / 20-21 Métier de l'étudiant L1-S2

A : Généralités

Section 1

Section 2

B

C

Sections

Documentation Moodle pour cette page

Connecté sous le nom « Domitille Gobbo » (Déconnexion)

[Relancer la visite guidée sur cette page](#)

[Accueil](#)

[Résumé de conservation de données](#)

By clicking on the link corresponding to your course, you will be taken to the home page of your course.

This home page is by default composed of a title (name of the course in the black box [1]), a side menu [2] (if it does not appear, you can click on the 3 small lines at the very top left of the screen next to the blue box marked Icampus), and 3 areas :

- [A : General information]
- [B and C: Sections]

The page of a course on Icampus, can be understood as a cupboard in which there are shelves (sections) on which teachers can come to deposit activities for students (course materials, homework, tests ...).

The general area is the reception area where students can find the general data of the course:

Announcements: this link gives access to a messaging system that allows you to send messages to all students and teachers enrolled in the course.

Virtual class Zoom: this link is the "gateway" to the virtual class of the course. This is where you will set up your ZOOM sessions but we will come back to this later.

Activate the edit mode

In order to be able to work in the space (which is locked when you log in), you need to activate the edit mode by clicking on the blue gear at the top right of the page :



A drop-down menu will appear and you will be able to click on Activate edit mode.



The layout of the page will change and present editing and modification options:

Pencils [1] are used to change the titles of all resources or elements on the page. The arrows move the elements.

Once the editing mode is activated, you can drop documents in the sections to make them available to the students by simply clicking (on the document on your computer) on the dropped document (by dropping the document in the desired area [2]).

ZOOM session settings :

1. Lectures or one-teacher courses

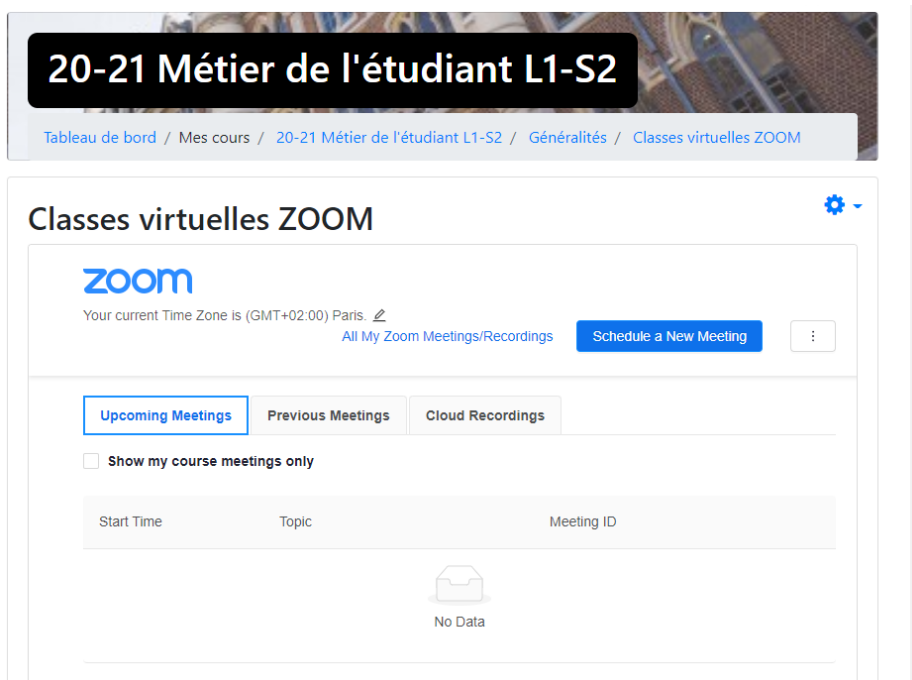
If you intervene alone in your course (course without TE or TD), the handling is simplified, because you will only have to create a permanent link that will be the same for all sessions.

a) How to do it?

First, you must click on the existing link : Virtual Classes ZOOM which is located in the General area [A].

Clicking on this link will take you to the Virtual Classroom area of the course (the link is a bit like the classroom door).

If your Zoom account has been activated, you will arrive on this page:



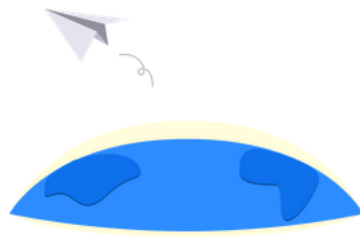
Attention!

1. If your browser blocks cookies (tracking software present in browsers) you will get this message :



You will then have to either activate cookies or click on the "click here" link on the page to continue.

2. If you get this message :



Warning

A valid invitation to join the Zoom account was not found for this user.

Error Code 1120 - INT_cfe53b459879a4fb

It means that your ZOOM ICL account has not been activated and you must then refer to the document "Agora and pedagogical Tools" to proceed with its activation.

On this page you must click on Schedule an New Meeting [1]:

A screenshot of the Zoom web interface. At the top, a banner for '20-21 Métier de l'étudiant L1-S2' is visible. Below it, a breadcrumb trail shows the path: 'Tableau de bord / Mes cours / 20-21 Métier de l'étudiant L1-S2 / Généralités / Classes virtuelles ZOOM'. The main heading is 'Classes virtuelles ZOOM'. The Zoom logo is displayed, followed by the text 'Your current Time Zone is (GMT+02:00) Paris'. A link 'All My Zoom Meetings/Recordings' is present. A blue button labeled 'Schedule a New Meeting' is highlighted with a red box and the number '1'. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. The 'Upcoming Meetings' tab is selected. A checkbox labeled 'Show my course meetings only' is present. Below the checkbox is a table with columns 'Start Time', 'Topic', and 'Meeting ID'. The table is empty, and a 'No Data' message is displayed at the bottom.

By default, the name of the course is displayed in the title area (Topic) [1]. You can leave it as it is or change it at your convenience.

Classes virtuelles ZOOM



The image shows the 'Schedule a Meeting' form in the Zoom interface. At the top, the Zoom logo is visible. Below it, the breadcrumb 'Course Meetings > Schedule a Meeting' is shown. The form includes fields for 'Topic' (containing '20-21 Métier de l'étudiant L1-S2' with annotation 1), 'Description (Optional)' (with placeholder text 'Enter your meeting description'), 'When' (date '10/01/2020', time '2:00', and 'PM'), 'Duration' (1 hr, 0 min), and 'Time Zone' (GMT+02:00 Paris). Below the 'Time Zone' field, there is a checkbox for 'Recurring meeting' with annotation 2.

To program a permanent link, you do not need to set a date or time.

You can directly check the Recurring Meeting box [2] to open the corresponding menu.

This image shows the recurring meeting settings. The 'Recurring meeting' checkbox is checked (annotation 2). To its right, the text 'Every day, until Oct 07, 2020, 7 occurrence(s)' is displayed. Below this, the 'Recurrence' dropdown menu is set to 'Daily' (annotation 3). Further down, 'Repeat every' is set to '1 day' and 'End date' is set to 'By 10/07/2020'. There is also an option for 'After 7 occurrences'.

In the Recurrence drop-down menu [3] you will choose **NoFixed Time** at the very bottom of the list.

This image shows the 'Recurrence' dropdown menu open. The options listed are 'NoFixed Time' (highlighted at the bottom), 'Daily', 'Weekly', and 'Monthly'. The annotation 3 points to the dropdown menu.

The date and time setting options disappear and your session is now permanent.

You now have to finish setting up the other information by following the indications and check marks below:

Registration	<input type="checkbox"/> Required	uncheck
Security	<input checked="" type="checkbox"/> Passcode 5d344i	<input type="checkbox"/> Waiting Room uncheck
Video	Host <input checked="" type="radio"/> on <input type="radio"/> off Participant <input checked="" type="radio"/> on <input type="radio"/> off	
Audio	<input type="radio"/> Telephone <input type="radio"/> Computer Audio <input checked="" type="radio"/> Both	
Meeting Options	<input checked="" type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry ⓘ <input type="checkbox"/> Only authenticated users can join <input type="checkbox"/> Record the meeting automatically	uncheck
Alternative Hosts	Example: john@company.com, peter@school.edu	
Click on Save <input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Once you have clicked on Save, you will arrive at the summary of your Zoom session.



3

Course Meetings > Manage "20-21 Métier de l'étudiant L1-S2"

Topic	20-21 Métier de l'étudiant L1-S2		
Time	Recurring meeting Add to <input type="button" value="Google Calendar"/> <input type="button" value="Outlook Calendar (.ics)"/> <input type="button" value="Yahoo Calendar"/>		
Meeting ID	836 3153 2317		
Invite Attendees	Join URL: https://us02web.zoom.us/j/83631532317?pwd=YVY1HY2t6bnpKbXFOM0x1ellKeTl0Zz09 <input type="button" value="Copy the invitation"/>		
Security	<input checked="" type="checkbox"/> Passcode ***** <input type="button" value="Show"/> <input checked="" type="checkbox"/> Waiting Room		
Video	Host	on	
	Participant	on	
Audio	Telephone and Computer Audio		
Meeting Options	<input checked="" type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry ⓘ <input checked="" type="checkbox"/> Only authenticated users can join <input checked="" type="checkbox"/> Record the meeting automatically		
2 <input type="button" value="Delete this Meeting"/>		1 <input type="button" value="Edit this Meeting"/>	<input type="button" value="Start this Meeting"/>

You will be able to modify the item, if necessary, by clicking at the very bottom of the page on Edit This Meeting [1] or delete it by clicking on Delete this meeting [2].

Clicking on the Course meetings link at the very top of the page [3] will take you back to the virtual classroom home page.

Your permanent link will appear in the meeting area [1]:



As a teacher, you will have access to a Start button to start the session or a Delete button to delete it. Students will see a Join button to join the session.

To return to the Icampus course page, you can click on the course name in the breadcrumb trail at the top of the page:



Your permanent link is now set up. It will remain accessible to all students throughout the semester in your course area.

How do you start your Zoom session?

2 solutions :

- Either by connecting to Icampus, directly from your course space by clicking on Start.
- Either by connecting to the ZOOM tool on your computer or the computer in the room using your ZOOM ICL identifiers: prenom.nom@lacatholille.fr and the password you set up when you created your account.