

# SimpleVLE

This tutorial will show you how to link your Zoom account with SimpleVLE and create meetings and/or webinars to which you can invite your students.

## Zoom Integration



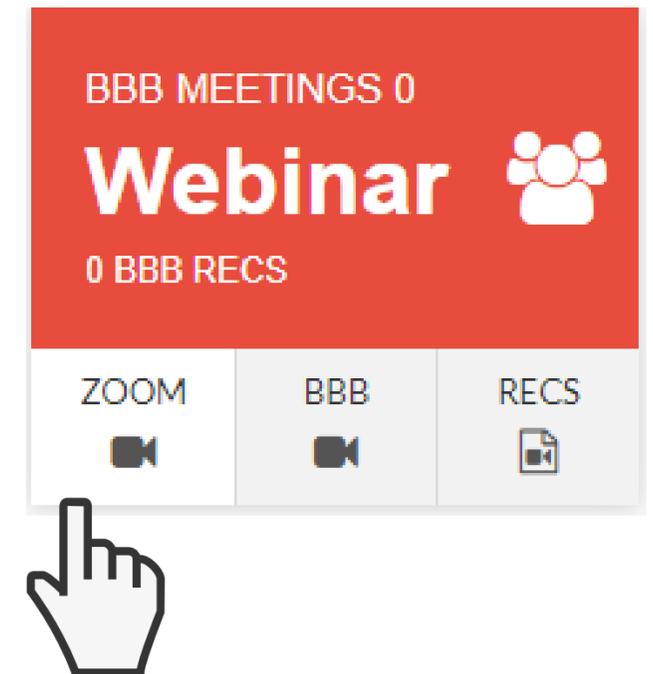
# Authorization

In order to use your Zoom account with SimpleVLE, you must first authorize access to your account:

## Authorize SimpleVLE To:

- View all user information
- View account info
- View all user meetings
- View and manage all user meetings
- View all user Webinars
- View and manage all user Webinars

Click  
Zoom



# Authorization

Continued...



If you already have a Zoom account, you will just be prompted to login and authorize your account. However, if you do not already have Zoom account, you will have to sign up through Zoom. After signing up with Zoom, you can return to this page and resume the process.

## ZOOM ACCOUNT

In order to use your Zoom account, you must authorize SimpleVLE to have a very limited access to your account. This process is simple and secure. For more information about Zoom, [click here](#) . For information regarding terms, policies, and compliance as well as their privacy policy, [click here](#) . To create a new Zoom account or connect to your existing Zoom account, click the button below.

 Create/Access Zoom Account



# Click Create/Access Zoom Account

# Authorization

Continued...



If you are already logged into Zoom, you will immediately see this authorization screen. Otherwise, you will be prompted to login to Zoom, then you will see it after signing in. This is where you officially authorize SimpleVLE to access your account in adherence to the scopes that are identified on this screen.



simplevle is requesting access to your Zoom account

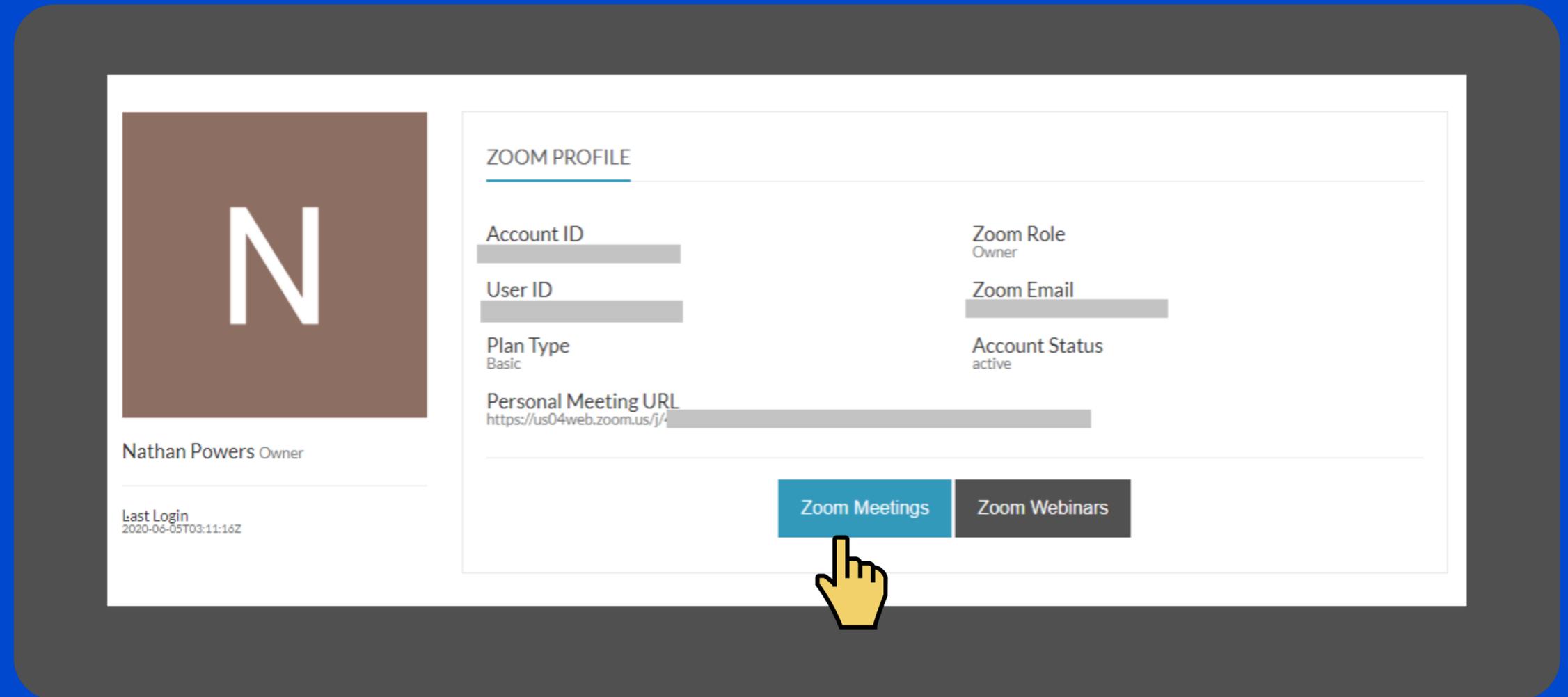
- View account information
- View all user meetings
- View and manage all user meetings
- View all user information
- View all user webinars
- View and manage all user webinars

You may be sharing sensitive info with this site or app. By clicking Authorize, you authorize this app to use your information in accordance with their [Privacy Policy](#). At any time you can revoke access for simplevle or any other app by visiting your [Installed Apps](#) page.



# Zoom Profile

Here you will see a partial version of your profile as it appears in Zoom. From here, you can click Zoom Meetings or Zoom Webinars if your account is capable of creating webinars.

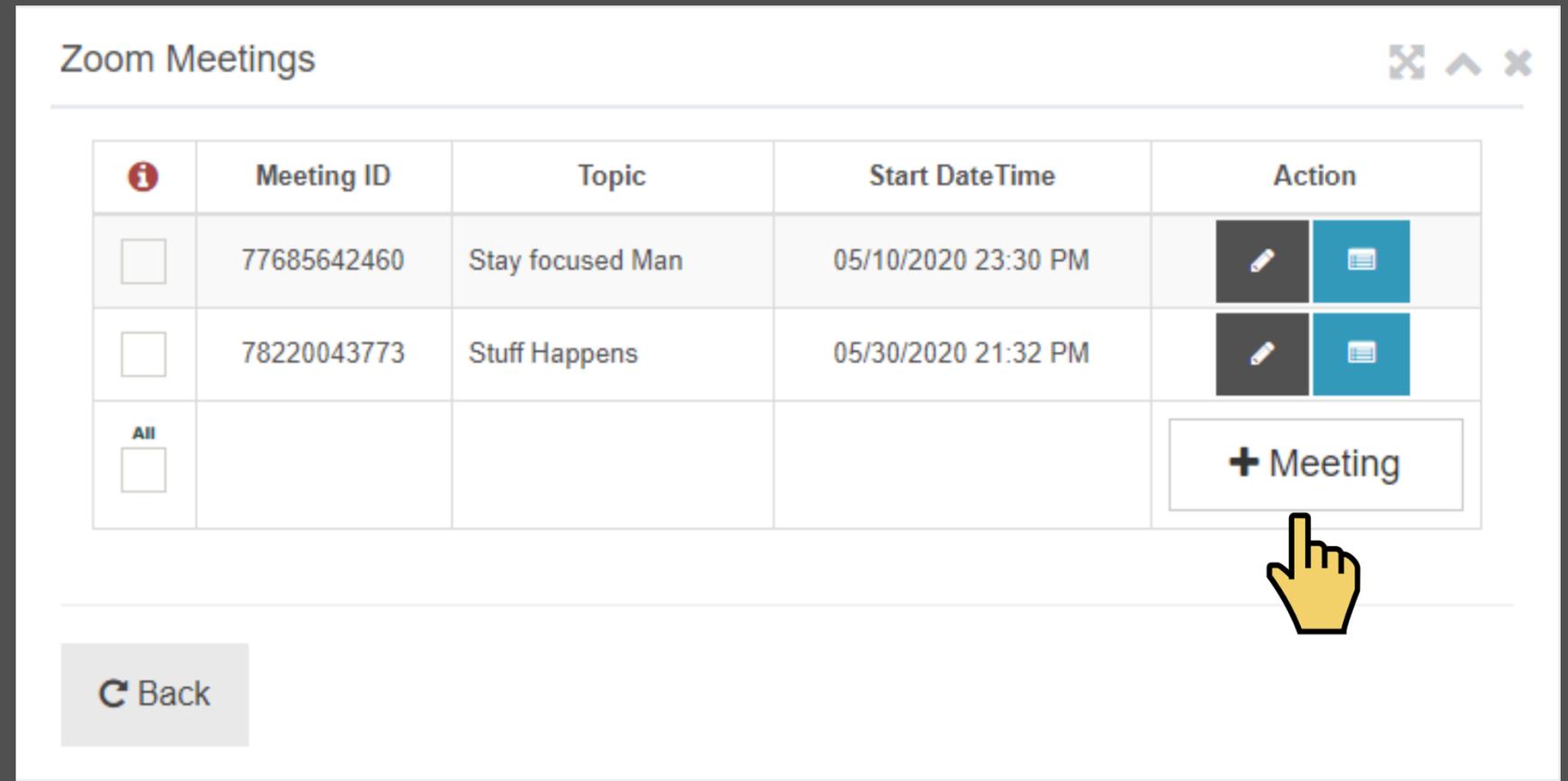


**Click  
Zoom Meetings**



# Zoom Meetings

If you have created any meetings, you will see them here. You can view or edit an existing meeting or you can create a new meeting. You can also delete a meeting entirely or you can simply hide a meeting from being visible in SimpleVLE



The screenshot shows a window titled "Zoom Meetings" with a table of meetings and a "+ Meeting" button. A hand cursor is pointing at the "+ Meeting" button.

	Meeting ID	Topic	Start DateTime	Action
<input type="checkbox"/>	77685642460	Stay focused Man	05/10/2020 23:30 PM	 
<input type="checkbox"/>	78220043773	Stuff Happens	05/30/2020 21:32 PM	 
All <input type="checkbox"/>				<input type="button" value="+ Meeting"/>

Click  
the + Meeting Button



# Create new Meeting

When you create a meeting in SimpleVLE, you will be able to view and edit the meeting from both Zoom and SimpleVLE. Some options that available in Zoom may not be configurable in SimpleVLE. [Send us a feedback](#) if you want an option added. Otherwise you can edit the meeting directly in Zoom.

Create Meeting

Fill out the following details to create a meeting. After you are satisfied with the details click 'Submit' and your meeting will be created. You will be able to update and modify the meeting details, including invitees at any time.

Zoom is Awesome

Schedule Meeting

06/29/2020 10:00 AM

Enter Meeting Password or Leave Blank

Eastern Time (US and Canada)

Invited Meeting Attendees

Send meeting notification to user's email address.

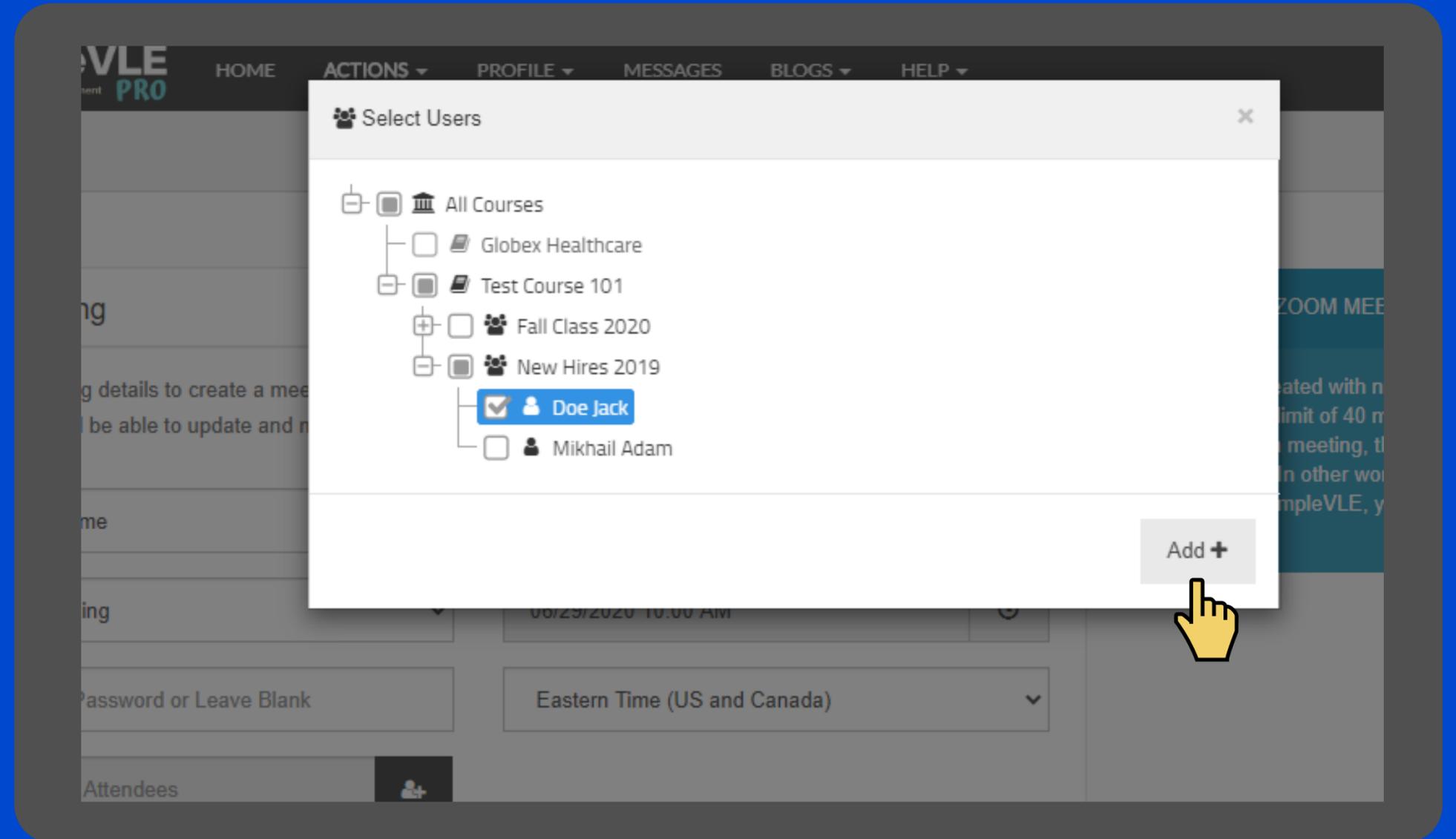
Back Submit

Click  
the user icon button



# Inviting Students

The main advantage to creating meetings with SimpleVLE is being able to invite your students. Here, you can select a single course, class, or student or you can select multiple courses, classes, or students.



**Select  
the students you wish to invite**



# Inviting Students

Whether scheduling a meeting in the future or starting the meeting now, the students you invited will see the meeting when they log into their SimpleVLE account. You also have the option to send the invitees an email with the meeting details.

Click  
Submit to create the meeting

The screenshot shows a 'Create Meeting' form with the following elements:

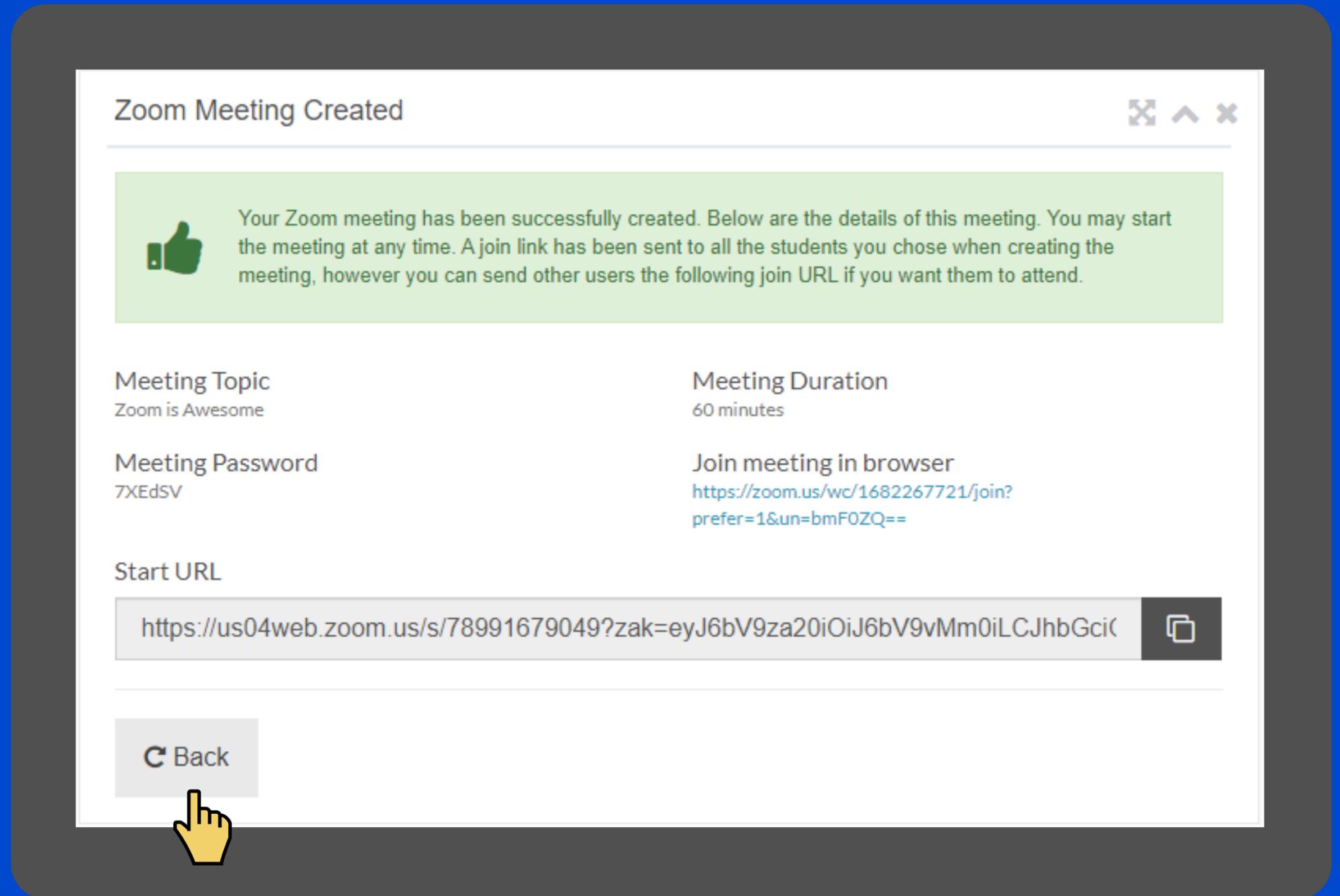
- Title: Zoom is Awesome
- Schedule Meeting dropdown menu
- Date and Time: 06/29/2020 10:00 AM
- Meeting Password: Enter Meeting Password or Leave Blank
- Time Zone: Eastern Time (US and Canada)
- Attendees: 1 classes/2 students
- Notification:  Send meeting notification to user's email address.
- Buttons: Back and Submit

A hand cursor is pointing to the Submit button.



# Meeting Created

Once you have created the meeting you will be able to view the start URL, meeting password, and other meeting properties. You can always return to this screen to retrieve those properties at any time.



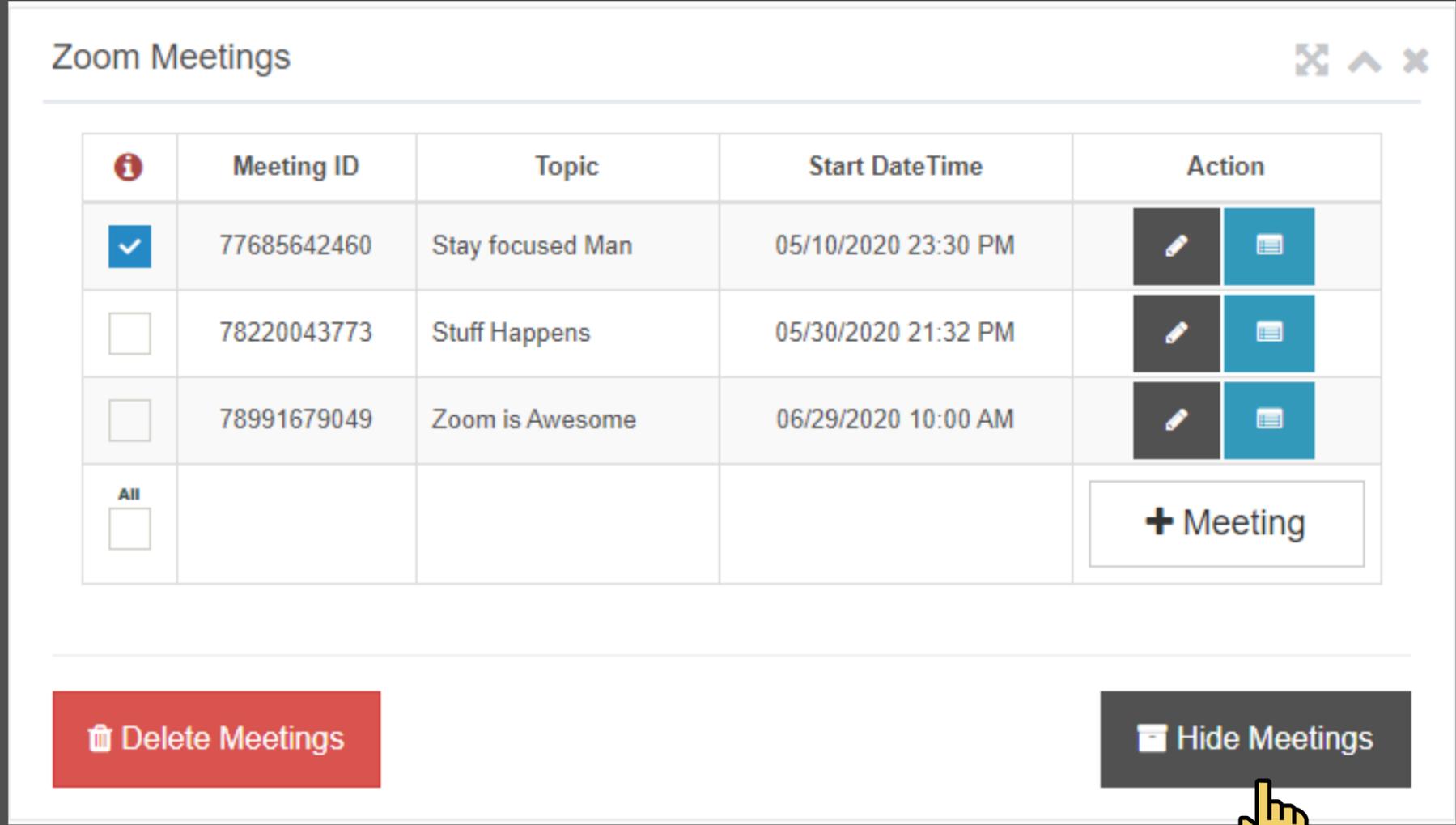
The screenshot shows a window titled "Zoom Meeting Created" with a green success message: "Your Zoom meeting has been successfully created. Below are the details of this meeting. You may start the meeting at any time. A join link has been sent to all the students you chose when creating the meeting, however you can send other users the following join URL if you want them to attend." Below this, the meeting details are listed: Meeting Topic (Zoom is Awesome), Meeting Duration (60 minutes), Meeting Password (7XE dSV), and a "Join meeting in browser" link. A "Start URL" field contains a long URL with a copy icon. At the bottom, a "Back" button is highlighted with a yellow hand cursor.

**Click  
back to return to meetings**



# Hide or Delete Meetings

If you wish to hide a meeting or delete a meeting entirely, click the checkbox beside one or more meetings that you wish to hide or delete. Then click one of the Hide or Delete Meetings buttons.



The screenshot shows the Zoom Meetings interface. At the top, there's a title "Zoom Meetings" and window control icons. Below is a table with columns: Meeting ID, Topic, Start DateTime, and Action. The first row has a checked checkbox, Meeting ID 77685642460, Topic "Stay focused Man", and Start DateTime "05/10/2020 23:30 PM". The second row has an unchecked checkbox, Meeting ID 78220043773, Topic "Stuff Happens", and Start DateTime "05/30/2020 21:32 PM". The third row has an unchecked checkbox, Meeting ID 78991679049, Topic "Zoom is Awesome", and Start DateTime "06/29/2020 10:00 AM". The fourth row has an "All" label and an unchecked checkbox. To the right of the table is a "+ Meeting" button. Below the table are two buttons: "Delete Meetings" (red) and "Hide Meetings" (dark grey). A yellow hand cursor is pointing at the "Hide Meetings" button.

	Meeting ID	Topic	Start DateTime	Action
<input checked="" type="checkbox"/>	77685642460	Stay focused Man	05/10/2020 23:30 PM	 
<input type="checkbox"/>	78220043773	Stuff Happens	05/30/2020 21:32 PM	 
<input type="checkbox"/>	78991679049	Zoom is Awesome	06/29/2020 10:00 AM	 
All <input type="checkbox"/>				 Meeting

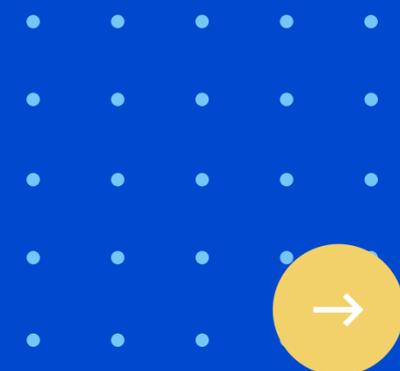
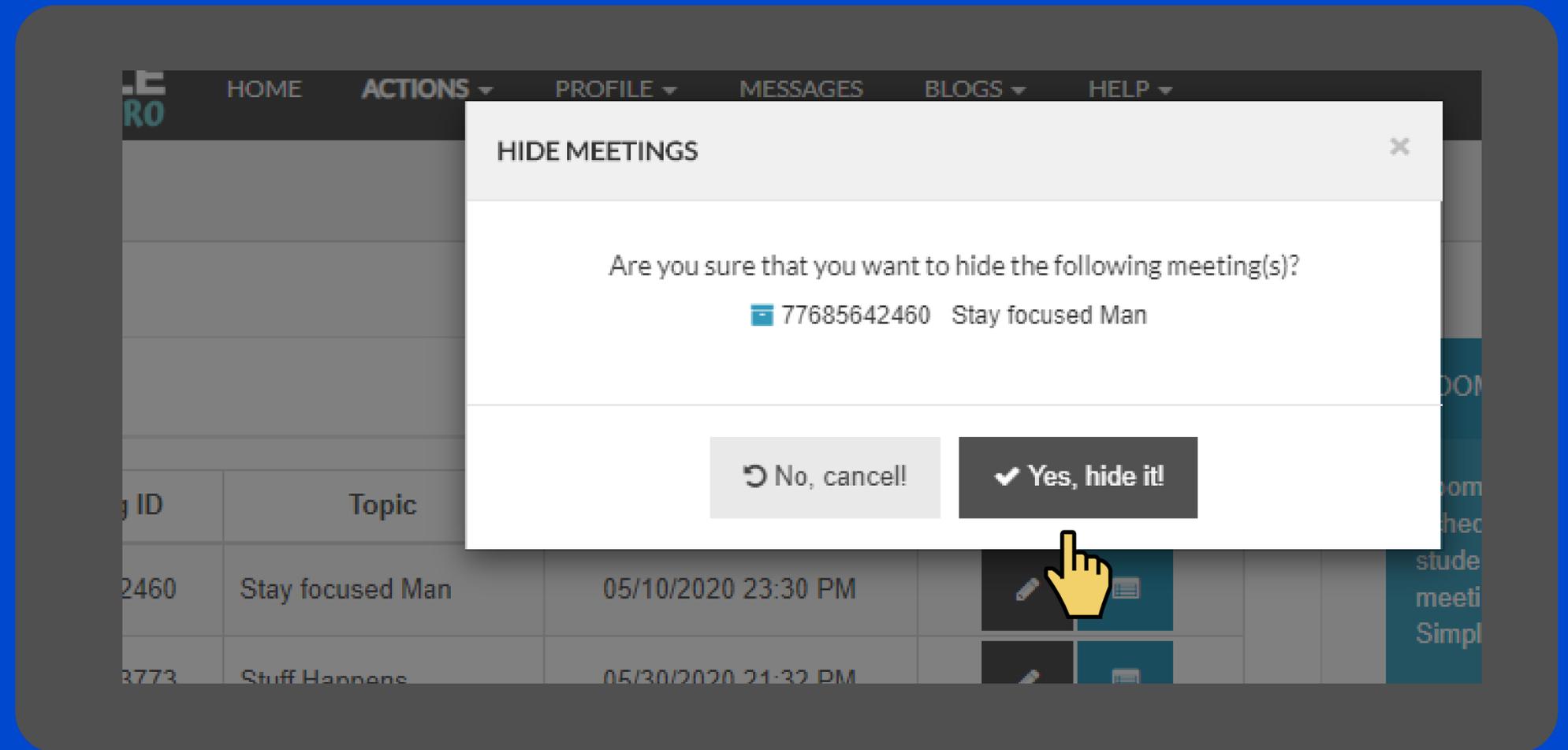
Click  
Hide Meetings or Delete Meetings



# Hide or Delete Meetings

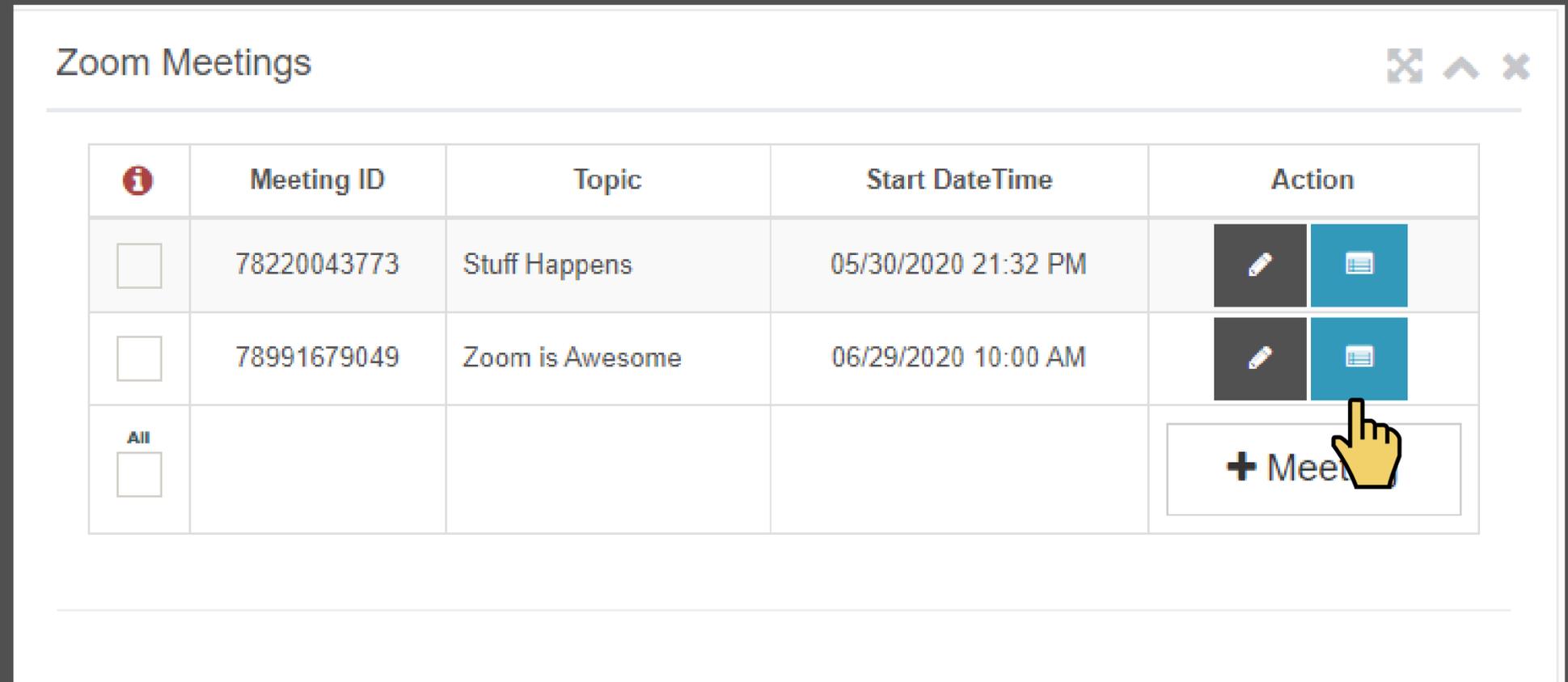
A confirmation modal will appear to verify that you really want to hide or delete the meeting. In this example, we are only hiding the meeting so that it won't be visible in SimpleVLE anymore. However, the meeting still exists in Zoom.

Click  
Yes, hide it!



# View/Start Meeting

You can view and start your meeting from SimpleVLE. Click the blue list icon button adjacent to the meeting you wish to view or start



The screenshot shows a window titled "Zoom Meetings" with a table of meetings. The table has columns for Meeting ID, Topic, Start DateTime, and Action. The Action column contains a pencil icon (edit) and a blue list icon (view/start). A hand cursor is pointing to the blue list icon for the second meeting.

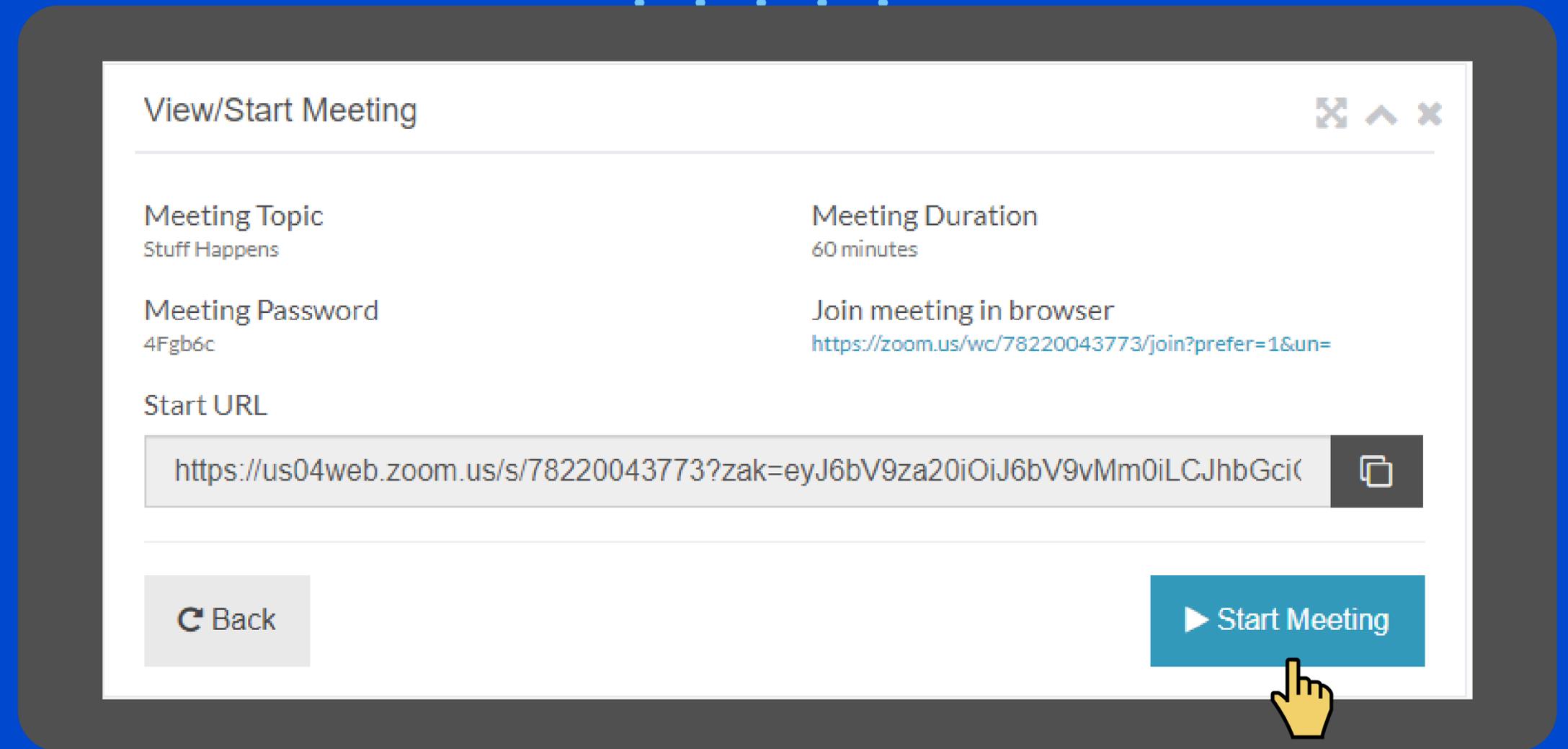
	Meeting ID	Topic	Start DateTime	Action
<input type="checkbox"/>	78220043773	Stuff Happens	05/30/2020 21:32 PM	 
<input type="checkbox"/>	78991679049	Zoom is Awesome	06/29/2020 10:00 AM	 
All <input type="checkbox"/>				 Meet 

**Click  
the blue list icon button**

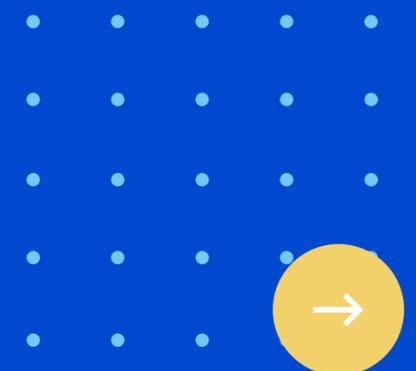


# Start Meeting

You can start your meeting by clicking the Start Meeting button or you can copy the URL and start using it.



## Click Start meeting



# Student Perspective

Here is what the student will see when he or she has been invited to a Zoom meeting when they log into SimpleVLE. If the meeting is ongoing, they will be able to join. If the meeting is scheduled for later, they will see a date and time for when the meeting is scheduled to start.

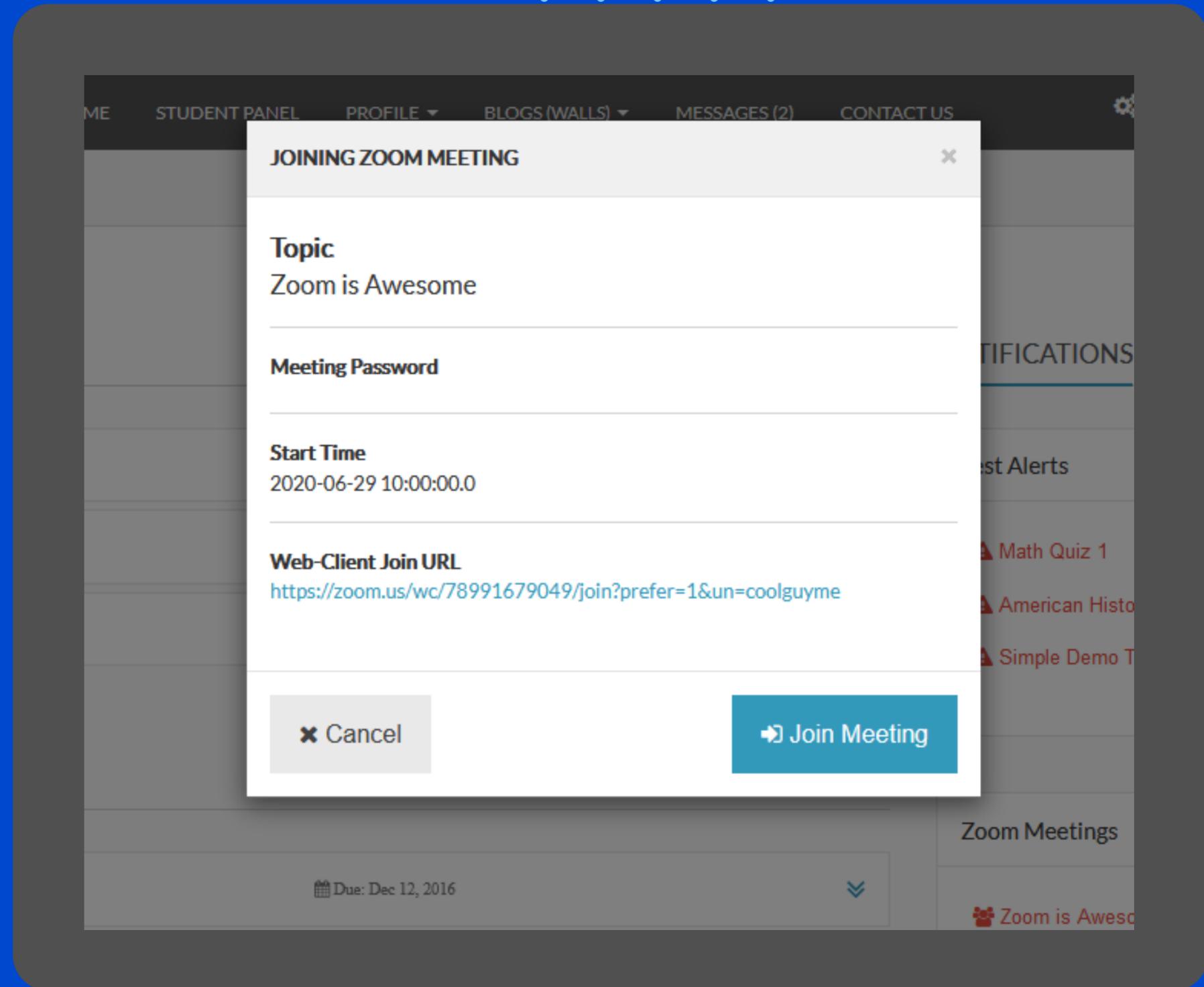
**Click Meeting Link**

The screenshot displays the SimpleVLE student interface for 'TEST COURSE 101 - Fall Class 2020'. The top navigation bar includes 'HOME', 'STUDENT PANEL', 'PROFILE', 'BLOGS (WALLS)', 'MESSAGES (2)', 'CONTACT US', 'COOLGUYME', and a 'TRANSLATE' button. The main content area is divided into several sections:

- ANNOUNCEMENTS:** Contains a 'Zoom Meetings' announcement for 'Zoom is Awesome' on 2020-06-29 at 10:00:00.0. A yellow hand cursor points to the meeting title.
- TASK ASSIGNMENTS:** Lists assignments such as 'Chapter 2 Questions' (due Dec 15, 2016), 'Chapter 3 Questions' (due Dec 17, 2016), 'Chapter 4 Questions' (due Dec 23, 2016), and 'Essay about Police Brutality' (due Dec 22, 2016).
- TEST ASSIGNMENTS:** Shows a 'General Knowledge Test' starting on 12/23/16 at 7:20 AM and ending on 1/3/17 at 6:00 AM.
- NOTIFICATIONS:** Features a 'Test Alerts' section with three alerts: 'Math Quiz 1' (Available Now!), 'American History X' (Available Now!), and 'Simple Demo Test' (Available Now!).
- Zoom Meetings:** A separate notification box also displays the 'Zoom is Awesome' meeting details.
- Recorded Presentations:** Lists 'Presentation (MTG-ADM-5096)' (4/20/20) and 'Test Meeting' (8/20/19).
- Calendar:** A calendar for June 2020 is visible at the bottom right, showing the dates 31, 1, 2, 3, 4, 5, and 6.

# Student Joining Meeting

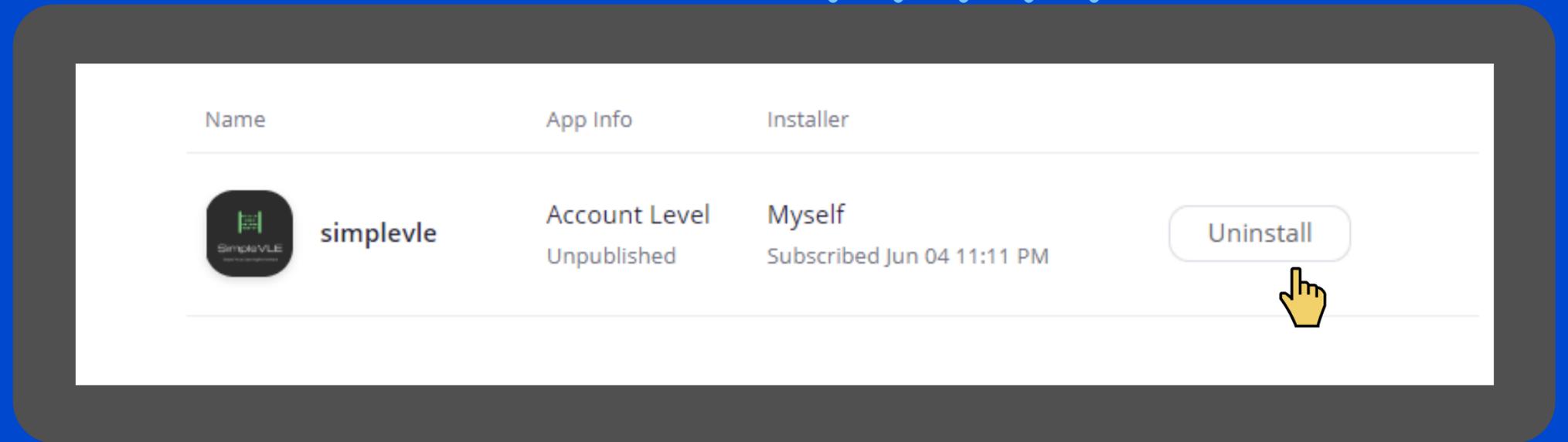
After clicking the link, the student will be able to view the Meeting topic, start time, and password. If the meeting has started the student will be able to click the Join Meeting button for the download version or the Web-Client Join URL to join meeting in browser.



# Uninstalling

In order to uninstall or deauthorize SimpleVLE from your Zoom Account, you must login to Zoom and do the following:

- Navigate to Zoom App Marketplace
- Click Manage > Installed Apps or Search for the SimpleVLE App.
- Click the SimpleVLE App
- Click Uninstall



# Webinars

If your account includes a webinar plan, you will be able to create, view, edit, and invite students to your webinars the same way that we described for meetings.

## Zoom Integration



# Questions or Concerns

If you have any questions or concerns, please email us at [support@simplevle.com](mailto:support@simplevle.com) or [contact us here](#).

## Zoom Integration

