

Tennessee State University  
Continuity of Instructional / Academic Operations Plan<sup>1</sup>

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### Be Prepared!

While it's not always possible to predict an unexpected campus closing, it pays to be prepared for such circumstances. There are a number of steps that faculty can take to prepare themselves and students for possible interruptions. For example, it is strongly suggested that instructors tell students on their syllabus how communication will take place during closure times, so that students will assume that such information is available to them. Example syllabus instructional continuity statement:

In the event of an announced campus closure due to weather or other disaster, students are expected to login to Tennessee State University's learning management system ([elearn.tnstate.edu](http://elearn.tnstate.edu)) for instructions about continuing courses remotely.

The information and checklist below provides suggestions and resources available to the faculty in the event of a University closure. Be sure to complete the mandatory eLearn Basics and Accessibility Matters! training prior to the semester start.

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### Checklist - Tools to Connect with Students & Continue Instruction

1. **M** Email: University email is one of the many ways to share important & timely information.
2. **E** eLearn is the University's learning management system. It allows for sharing robust online resources, for on-ground, hybrid and online classes. Available tools include: Discussions, Assignments/Dropbox, Quizzes, eMail, and the Gradebook.
3. **V** The [TSU Virtual Classroom \(MEETS-ZOOM Virtual Classroom\)](#) allows you to share recorded lectures, set virtual office hours, or hold live classes online. The TSU Virtual Classroom is available in each eLearn course shell making it easy accessible to every student in every course.
4. **L** Utilize the [Tennessee State University Libraries and Media Center](#) resources to build course specific collections of digital books, videos, abstracts, and more.

Issues to Address	Preparedness Resources
<ul style="list-style-type: none"><li>• Communicating with students during an emergency.</li><li>• Ensure students all have access to and are aware of this method.</li></ul>	<ul style="list-style-type: none"><li><b>M</b> University Email</li><li><b>E</b> eLearn</li></ul>

<sup>1</sup> **Document sources include:** modified version of Loyola University Maryland Instructional Continuity Plan and Lamar University Syllabus Requirements.

<ul style="list-style-type: none"> <li>• Make your syllabus available digitally.</li> </ul>	<ul style="list-style-type: none"> <li><b>M</b> University Email</li> <li><b>E</b> eLearn</li> </ul>
<ul style="list-style-type: none"> <li>• Distribute documents and readings during a disruption.</li> <li>• Make accessible PDFs from hard copies.</li> <li>• Familiarize yourself with how to use Tennessee State University Library e-reserves</li> </ul>	<ul style="list-style-type: none"> <li><b>M</b> University Email</li> <li><b>E</b> eLearn</li> <li><b>L</b> Tennessee State University Libraries and Media Center</li> </ul>
<ul style="list-style-type: none"> <li>• Designate a centralized place to collect student submissions.</li> </ul>	<ul style="list-style-type: none"> <li><b>E</b> eLearn - Dropbox</li> </ul>
<ul style="list-style-type: none"> <li>• Continue class discussions in the event of a disruption.</li> </ul>	<ul style="list-style-type: none"> <li><b>E</b> eLearn - Discussions</li> </ul>
<ul style="list-style-type: none"> <li>• Share lecture material to students during a university closure.</li> </ul>	<ul style="list-style-type: none"> <li><b>E</b> eLearn</li> <li><b>V</b> The TSU Virtual Classroom (MEETS-ZOOM Virtual Classroom)</li> </ul>
<ul style="list-style-type: none"> <li>• Conduct class or offer office hours virtually.</li> </ul>	<ul style="list-style-type: none"> <li><b>E</b> eLearn</li> <li><b>V</b> The TSU Virtual Classroom (MEETS-ZOOM Virtual Classroom)</li> </ul>
<ul style="list-style-type: none"> <li>• Provide students with grades and feedback on their work in an emergency utilizing online assessments and evaluations.</li> </ul>	<ul style="list-style-type: none"> <li><b>E</b> eLearn – Quizzes and Gradebook</li> </ul>

### Be Proactive!

During an emergency, each instructor should establish communication with students, and if the closure is going to be long, construct alternative ways to achieve learning objectives of the course as suggested in the Checklist. Be reminded that off-campus and graduate students may be facing additional recovery challenges in their work or home lives. It is often difficult during a crisis to predict its duration, so communication with the students and a standing source of current information that they can consult (eLearn postings as well as email, perhaps) will help.

### Be Prudent!

Instructors should document their course adjustments so that they and others in their discipline / academic unit can assess the effectiveness of responses to the changes in the conduct of the course.

Visit [Tennessee State University](#) for campus alerts, important contact information, and references.



# **MEETS-ZOOM Virtual Classroom**

## **Instructor User Guide**

# Overview

CirQlive's Media Enhanced Education & Training Suite (MEETS) creates an online platform for live education and training , by enabling efficient usage of ZOOM Web Conferencing within eLearn.

The platform facilitates single sign on to Web Conferences, efficient scheduling, organization of attendance reporting and organization of the session recordings.

In this manual we will review:

- Instructor account credential settings
- Scheduling
- Logging in to the sessions
- Managing the sessions
- Attendance reporting
- Recording management
- Inviting Guest participants

# Entering the MEETS-ZOOM Virtual Classroom

Click on the “MEETS-ZOOM Virtual Classroom” link in the *Virtual Classroom II* widget on your course page to enter the integration platform.

The screenshot shows a course page for "Advanced Pathophysiology" with a navigation bar containing "Assessment", "Communication", "Content", "ePortfolio", "Resources", "Edit Course", and the date "Thursday, September 6, 2018". The user is identified as "Cheryl Seay". A "Virtual Classroom II" widget is visible, with the "MEETS-ZOOM Virtual Classroom" link highlighted in a red box. A red arrow points from the "Content" link in the navigation bar to the highlighted link. Another red arrow points from the "MEETS-ZOOM Virtual Classroom" link to the "Content" link in the navigation bar. The "Content" link is also circled in red. Below the navigation bar, there are sections for "Calendar" and "Updates". On the right side, there is a "Basic Info" section with a "Content" link circled in red. Below this link, there is text: "To start your course, click on the 'Content' in the navigation bar above." and "Also, be sure to read the 'News' items that your instructor has posted in the area below. ↓".

# Setting Up the Zoom Account

Step 1 for instructors is to set their Zoom account credentials in the MEETS platform as explained on the following page. **This is a one time setting.**

The first time an instructor enters the platform, their landing page is the “Account Settings” page which will be described on the following page.

In case you skipped the “Account Settings” page, your landing page will be the “Upcoming Events” page seen below.

You can sync your credentials at any time by clicking here.

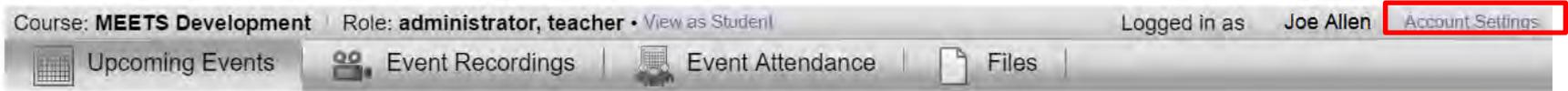


The screenshot shows the MEETS platform interface. At the top, it displays the course name 'MEETS Development' and the user's role 'administrator, teacher'. The user is logged in as 'Joe Allen'. The main content area shows a list of upcoming events. A red arrow points to a link in the top right corner labeled 'Sync your Zoom account'.

Name	Start	Date and Time	Duration	Hosted By	
MEETS Development Event (1636:681)	Host	11 minutes 18 seconds	Sat, Jun 18th, 2016 11:00 PM BST*	1 hour 30 minutes	Super Admin (1)
MEETS Development Event (1639:683)	Prepare	23 hours 6 minutes	Sun, Jun 19th, 2016 9:55 PM BST*	1 hour 30 minutes	Super Admin (1)
MEETS Development Event (1640:683)	Prepare	1 day 23 hours	Mon, Jun 20th, 2016 9:55 PM BST*	1 hour 30 minutes	Super Admin (1)

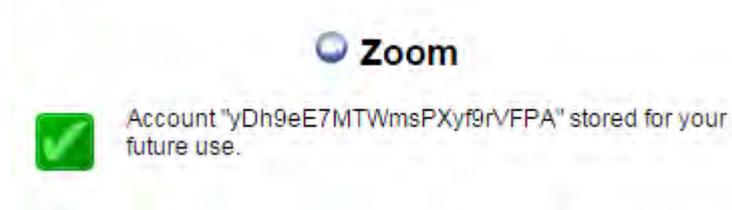
# Syncing the Zoom Credentials in MEETS

Click on “Account Settings”



Within a number of seconds, MEETS will compare your email from eLearn with your Zoom account email, and sync your account.

Wait until you see the approval of your account syncing. Please note that MEETS utilizes the Zoom SSO, and automatically syncs the account. It does not require entering your Zoom username and password



There is no existing account available for you. To create your account, please login to Zoom via your login portal and then return to this page. If you do not have the ability to log in via a portal, please contact your account administrator for assistance.

If you encounter this error, please contact staff from the TSU Office of Distance Education ([cseay1@tnstate.edu](mailto:cseay1@tnstate.edu) or [chunter@tnstate.edu](mailto:chunter@tnstate.edu)) for assistance.

# MEETS Landing Page Overview

Set your time zone. You can set multiple time zones as well (useful when traveling or when you have students across times zones)

Scheduling:  
For an ad hoc meeting, click "Quick launch".  
For regular scheduling, click "Schedule more events"

Click to view the session attendance records .You can download the data to CSV (e.g. Excel)

If your platform supports the option to upload files, click here

Click here to see the student view

Click to view the session recordings

Click to see the upcoming events

Course: MEETS Development Role: administrator, teacher Logged in as: Joe Allen

Upcoming Events | Event Recordings | Event Attendance | Files

Display in time zone: +01:00 Europe/London 10:48:42 PM Jun 18th, 2016

Compare other time zones

Quick launch new event | Schedule more events

Name	Start	Date and Time	Duration	Hosted By
MEETS Development Event (1636:681)	Host 11 minutes 18 seconds	Sat, Jun 18th, 2016 11:00 PM BST*	1 hour 30 minutes	Super Admin (1)
MEETS Development Event (1639:683)	Prepare 23 hours 6 minutes	Sun, Jun 19th, 2016 9:55 PM BST*	1 hour 30 minutes	Super Admin (1)
MEETS Development Event (1640:683)	Prepare 1 day 23 hours	Mon, Jun 20th, 2016 9:55 PM BST*	1 hour 30 minutes	Super Admin (1)

# The Scheduler

The scheduler by default chooses the name of your course. You may also manually enter the name of your choice for the session

The screenshot shows a scheduler interface with the following fields and controls:

- Name:** A text input field containing "Speedway Event". A red arrow points to this field from the text above.
- Repeat:** Three buttons: "Single Event" (highlighted in blue), "Daily", and "Weekly". A red arrow points to these buttons from the text on the right.
- Timezone:** A dropdown menu showing "-04:00 America/New York".
- When:** A date input field showing "2015-09-25", followed by time input fields for "10", "20", and "AM".
- Duration:** Input fields for "1" hours and "30" minutes.
- Hosted By:** A dropdown menu showing "Zoom Teacher (6)". A red arrow points to this dropdown from the text on the left.
- Schedule:** A button at the bottom right.

If you have multiple teachers in the course, you can schedule on their behalf (if you set this setting in the MEETS Admin panel).

To do so, click on the drop down arrow, and choose the teacher to schedule for.

You can choose between single, daily and weekly events.

For a single event, enter the time, date and duration and click "Schedule".

See the next page for daily and weekly scheduling

# Daily and Weekly Scheduling

The “Daily” option enables efficient scheduling for daily repeating sessions.

By default it activates all days of the week. Click the days you do not want to schedule for, and they will become deactivated and turn gray .

A screenshot of a scheduling interface for an event named "Xen Event". The "Repeat" section has three buttons: "Single Event" (gray), "Daily" (blue), and "Weekly" (gray). The "Timezone" is set to "-05:00 America/Chicago". The "From" and "To" date fields both contain "2015-09-24". The "Days" section shows seven buttons: "Sun", "Mon", "Tue", "Wed", "Thu", "Fri", and "Sat", all of which are blue, indicating they are active.

Set the start and end date for the sessions and the rest of the options as in “Single Event”

The “Weekly” option by default chooses only one day of the week (the day you are on now). You can press any day to activate scheduling for that day, or depress it to deactivate it. Once again, choose the start and end date, and the rest of the options as in “Single Event”

A screenshot of a scheduling interface for an event named "Xen Event". The "Repeat" section has three buttons: "Single Event" (gray), "Daily" (gray), and "Weekly" (blue). The "Timezone" is set to "-05:00 America/Chicago". The "From" and "To" date fields both contain "2015-09-24". The "Days" section shows seven buttons: "Sun", "Mon", "Tue", "Wed", "Thu", "Fri", and "Sat". The "Thu" button is blue, while the others are gray, indicating that only Thursday is selected for scheduling.

# The Calendar- Logging In to the Session

Instructor view: Instructor have a “Host” button taking them into the sessions as organizers. Sessions that are within 15 minutes of the session are in bright yellow. Future sessions are grayed out, yet the teacher can still launch them.

Display in timezone:  10:16:59 AM Sep 25th, 2015

	Start	Date and Time	Duration	Courses/Groups	Hosted By	Service	
Speedway Event (151:64)	<input type="button" value="Host"/>	3 minutes 1 second	Fri, Sep 25th, 2015 10:20 AM EDT*	1 hour 30 minutes	Speedway	Zoom Teacher (6)	
Speedway Event (152:65)	<input type="button" value="Prepare"/>	2 days	Sun, Sep 27th, 2015 10:25 AM EDT*	1 hour 30 minutes	Speedway	Zoom Teacher (6)	

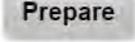
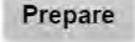
Student view: Students have “Join” buttons taking them into sessions as attendees. Sessions that are within 15 minutes of the session are in bright yellow. Future sessions are grayed out and cannot be joined.

Display in timezone:  10:17:55 AM Sep 25th, 2015

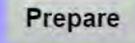
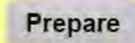
	Start	Date and Time	Duration	Courses/Groups	Hosted By	Service	
Speedway Event (151:64)	<input type="button" value="Join"/>	2 minutes 5 seconds	Fri, Sep 25th, 2015 10:20 AM EDT*	1 hour 30 minutes	Speedway	Zoom Teacher (6)	
Speedway Event (152:65)	<input type="button" value="Join"/>	2 days	Sun, Sep 27th, 2015 10:25 AM EDT*	1 hour 30 minutes	Speedway	Zoom Teacher (6)	

# Deleting Single Events and Series

To delete an event, click on the “cogwheel” and choose “Delete”

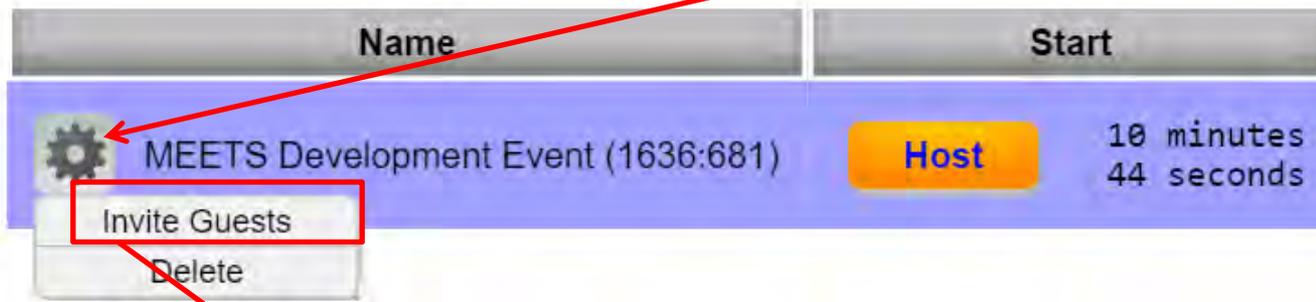
Name	Start	Date and Time	Duration
 MEETS Development Event (1636:681) 	10 minutes 44 seconds	Sat, Jun 18th, 2016 11:00 PM BST*	1 hour 30 minutes
 MEETS Development Event (1639:683) 	23 hours 5 minutes	Sun, Jun 19th, 2016 9:55 PM BST*	1 hour 30 minutes
 MEETS Development Event (1640:683) 	1 day 23 hours	Mon, Jun 20th, 2016 9:55 PM BST*	1 hour 30 minutes

If there were a series of events created, you will have the option of deleting a single event by clicking on “Delete”, or deleting the entire series. All connected events will be highlighted to facilitate your view.

Name	Start	Date and Time	Duration
 MEETS Development Event (1636:681) 	10 minutes 10 seconds	Sat, Jun 18th, 2016 11:00 PM BST*	1 hour 30 minutes
 MEETS Development Event (1639:683) 	23 hours 5 minutes	Sun, Jun 19th, 2016 9:55 PM BST*	1 hour 30 minutes
 MEETS Development Event (1640:683) 	1 day 23 hours	Mon, Jun 20th, 2016 9:55 PM BST*	1 hour 30 minutes

# Sending Guest invites

All participants registered in your course have access to the MEETS platform and can join the sessions. If you wish to invite a guest from outside the course (e.g. guest lecturer), click on the cogwheel and click on “Invite Guest”



A window will open. Click on “Generate Link”.  
Copy the link and send it to your invitee.

## Invite Guests to MEETS Development Event (Sun, Jun 19th, 2016 9:55 PM BST\*)

Note: These controls allow you to invite guests as attendees. To allow an invited guest to host the event, have the primary host transfer host rights to the guest after they have joined the session.

Generate Link

## Invite Guests to MEETS Development Event (Sun, Jun 19th, 2016 9:55 PM BST\*)

Note: These controls allow you to invite guests as attendees. To allow an invited guest to host the event, have the primary host transfer host rights to the guest after they have joined the session.

Guest Access URL: [https://lfi-dev.clrqlive.com/pages/guest.exe?meets\\_action=viewEvent&meets\\_eventId=1639&meets\\_accessKey=\\_HAEDgYaJ\\_jloMbhk25fjw6rUz1Eyq2Re36Zbk7BIXSaDpJtetTLf9skV6ia5NMh](https://lfi-dev.clrqlive.com/pages/guest.exe?meets_action=viewEvent&meets_eventId=1639&meets_accessKey=_HAEDgYaJ_jloMbhk25fjw6rUz1Eyq2Re36Zbk7BIXSaDpJtetTLf9skV6ia5NMh)



# **MEETS-ZOOM Virtual Classroom**

## **Student Manual**

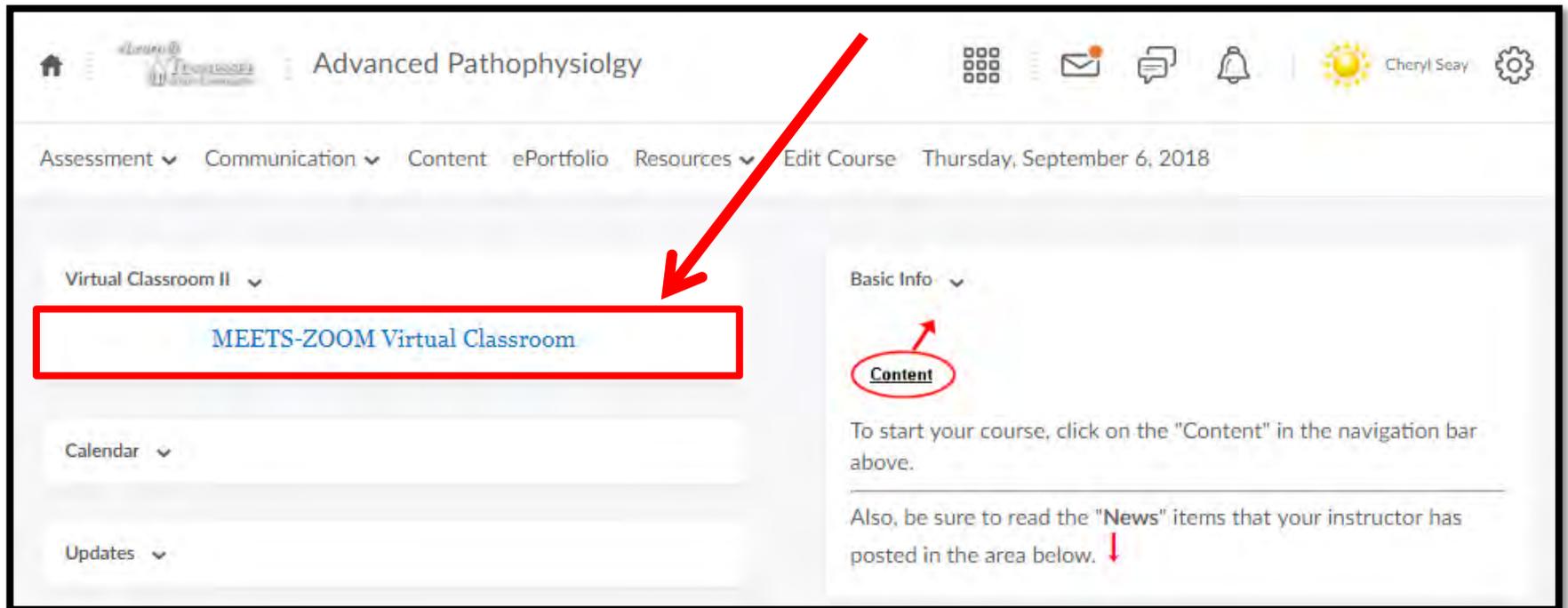
# Overview

CirQlive's Media Enhanced Education & Training Suite (MEETS) creates an online platform for live education and training , by enabling efficient usage of ZOOM Web Conferencing within eLearn.

The platform facilitates single sign on to Web Conferences, efficient scheduling, organization of attendance reporting and organization of the session recordings.

# Entering the MEETS Platform

Click on the “MEETS-ZOOM Virtual Classroom” link in the *Virtual Classroom II* widget on your course page to enter the integration platform.



The screenshot displays a course page for "Advanced Pathophysiology" on a learning management system. The page features a navigation bar with various menu items: Assessment, Communication, Content, ePortfolio, Resources, Edit Course, and the date Thursday, September 6, 2018. Below the navigation bar, there is a "Virtual Classroom II" widget. Within this widget, the link "MEETS-ZOOM Virtual Classroom" is highlighted with a red rectangular box. A red arrow points from the top right towards this link. To the right of the widget, there is a "Basic Info" section. In this section, the word "Content" is circled in red, and a red arrow points from the circle back to the "MEETS-ZOOM Virtual Classroom" link. Below the "Content" section, there is a text block that reads: "To start your course, click on the 'Content' in the navigation bar above." and "Also, be sure to read the 'News' items that your instructor has posted in the area below. ↓".

# Welcome to the Web Conferencing interface within your course page

The landing page displays the “upcoming Events”

Set your time zone

If your institution has session recordings or course material files, they can be accessed here

The screenshot shows the web conferencing interface for a course titled "MEETS Development". The user's role is "student". The interface includes navigation tabs for "Upcoming Events", "Event Recordings", and "Files". Below the navigation is a time zone selector set to "+01:00 Europe/London" and a date/time display showing "05:03:00 PM Jun 14th, 2016". A "Compare other time zones" button is also present. The main content area displays a table of upcoming events.

Name	Start	Date and Time	Duration	Hosted By
History 101 (1624:889)	<b>Join</b> 2 minutes 0 seconds	Tue, Jun 14th, 2016 5:05 PM BST*	1 hour 30 minutes	Super Admin (1)
History 101 (1621:886)	Join 5 hours 42 minutes	Tue, Jun 14th, 2016 10:45 PM BST*	1 hour 30 minutes	Super Admin (1)

Students have “Join” buttons taking them into sessions as attendees. Sessions that are within 15 minutes of the session are in bright yellow. Future sessions are grayed out