OLD DOMINION UNIVERSITY

Course Collaboration Tool: Access Zoom, Teams or Drive (Students)

When faculty use ODU's Course Collaboration Tool to set up Zoom meetings, Microsoft Teams or shared Google Drives for their courses, students enrolled in those courses can access the collaboration tools from within the myODU portal (<u>my.odu.edu</u>) or from within the course in Canvas.

Access Collaboration Tool

 Go to the myODU portal (my.odu.edu) and log in with your MIDAS ID and password. Click on **My Courses** and select the **course name**. (Alternately, you can find a link to ODU Collaboration Tool within the course in Canvas. Check with your instructor if you don't see the ODU Collaboration Tool in Canvas.)

<u>(Ú)</u>	Search for apps by title or keywords			
OLD DOMINION UNIVERSITY	My Courses			
Welcome, 🗢	_			
🕒 Logout	Courses I am	taking - Current Term		
C Update me Now	Show 10 entries			
Status Alerts	CRN(s)	It Course	集 Level	Ĵ ↑ Start Date
🖀 Home	11559	THE OF AND TO A COMPANY.	UG Norfolk Main Campus	2020-08-29
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	10547	WENTLY COLORAD	UG Norfolk Main Campus	2020-08-29

2. Select the tab for Zoom, Microsoft Teams, or Google Drive to access that tool. *Note: Not all of the tools may have been activated by your instructor.*

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😋 Zoom 🛛 📫 Teams 🏾 📥 Drive				
pcoming Meetings:				
Meeting Topic	Start Date and Time	Meeting ID	Password	Action
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REFE, PR. LE. & DOMENT, DATA DISTRIBUT, DRUT 10	9/3/2020 1:30 P.M.(75mins)	04100304020	0100000	Join
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ADDER, PAR, 200, BLOOMBERG, DATA DISTORTMON, DIRECT VET	9/17/2020 1:30 P.M.(75mins)	100101-0001	1000000000	Join

Information Technology Services

www.odu.edu/its J (757) 683-3192 itshelp@odu.edu 1100 Monarch Hall oduits y odu_its



Access Zoom

The Zoom tab shows a list of upcoming meetings for your course.

Click the **Join** button to open the meeting in the Zoom app on your device. (Make sure that you are logged in to Zoom with your ODU MIDAS ID and password.)

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						etings:	Jpcoming Mee
Action	Status	Password	Meeting ID	Start Date and Time(EST)		5	Meeting Topic
A	Status	Password	Meeting ID	Start Date and Time(EST) 7/29/2021 12:30 P.M. (90mins)		2040	Meeting Topic

The Join button is available 30 minutes before the start of the class. Prior to that, the class status displays Waiting. You may need to refresh the page 30 minutes before class to see the Join button.

Access Microsoft Teams

The Teams tab will show a **Launch Teams** button if your instructor has created a Team for your course.

Click the **Launch Teams** button to launch the Teams app (if you have it installed on your device) and view your course's team. (Make sure that you are logged in to Teams with your ODU email address and MIDAS password.)

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4 Launch teams	

Note: You can also access the Team directly from the Teams app. The course team is displayed in your list of teams.

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Access Shared Google Drive

The Google Drive tab will show a **Launch Google Drive** button if your instructor has created a shared Google Drive for your course.

Click the **Launch Google Drive** button to launch the Google Drive app (if you have it installed on your device) and view your course's shared drive. (Make sure that you are logged in to the G Suite with your ODU MIDAS ID and password.)

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P Launch		

Note: You can also access the shared drive directly from Google Drive. The course shared drive is displayed under Shared Drives.

Find more information about Remote Learning @ ODU at <u>odu.edu/academics/</u> <u>student-computing/remote-learning</u>.

If you need more help, contact the ITS Help Desk at <u>itshelp@odu.edu</u> or (757) 683-3192.

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