Faculty Guide to Using Zoom through Moodle

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Configure Zoom through Your Moodle Course

Add an activity or resource ✕

ACTIVITIES

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Select an activity or resource to view its help.

Double-click on an activity or resource name to quickly add it.

1. Click the Turn editing on button in the upper right-hand corner of your Moodle course page.

2. Go to course body and choose a location (Week or Topic) for your new Zoom meeting.

3. Scroll to the bottom of the Week or Topic block you've selected and click on the Add an activity or resource button.

4. Select Zoom meeting from the Add an activity or resource pop-up window.

Add   Cancel

Add an activity or resource

Edit ▾
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📷 Adding a new Zoom meeting to 23 January - 29 January ⑦

General

Once you click Add (previous step) a new screen will appear where you can create a Zoom meeting. See the following page for a table of meeting configurations you can adjust on this Moodle page.

Topic *   Homework Discussion Week 7   ⊚

Description   [toolbar: Paragraph ▾ B I ☰ ☰ 🔗 🔗 🔗 ♻ 🖼 ▣ 📋]

Note: There are a number of optional settings for the Zoom meeting including under Grade, Common Module Settings and Restrict Access.

Students will be marked complete upon joining a meeting.

Path: p

Display description on course page ⑦   ☐

When   15 ▾   March ▾   2020 ▾   11 ▾   25 ▾ 📅

Duration (minutes)   1   hours ▾

Recurring ⑦   ☐

Webinar ⑦   ☐

Password   *Click to enter text* ✎ 🔍

Host video   ⊙ On ◯ Off

✛ 23 January - 29 January ✎   Edit ▾

✛ 📷 Homework Discussion Week 7 ✎   Edit ▾

✚ Add an activity or resource

When you finish setting up the meeting, click either Save and return to course or Save and display in order to add a link to the Zoom meeting with your Moodle course.

Configuration Settings

Meeting Configurations

Setting	Description
Topic	Title of your Zoom Meeting that will be shown to users
Description	Description of your activity
Display description on course page	If enabled, the description above will be displayed on the course page just below the link to the activity or resource.
When	Set the Month, Date, Year, Hour and Minute of your Zoom Meeting
Duration (Minutes)	How long your meeting will last
Recurring	Create a meeting with no end date (i.e., the meeting "room" is always open/available.
Webinar	This option is only available to pre-authorized Zoom accounts.
Password	Setting a password for your meeting will require users to enter the password before joining
Host Video	Choose whether the host's video should be on or off when entering the meeting
Participants Video	Choose whether a participant's video should be on or off when entering the meeting
Audio Options	Choose whether participants can join the meeting by phone, over the computer or use both options.
Enable join before host	Join before host allows attendees to join the meeting before the host joins or when the host cannot attend the meeting.
Alternative Hosts	The alternative host option allows you to schedule meetings and designate another Pro user on the same account to start the meeting or webinar if you are unable to. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting. Separate multiple emails by comma (without spaces).

Start a Zoom Meeting

To start the session, choose the Zoom activity from your Moodle page. The instructor gets a green Start Meeting button. Click it to start the meeting.
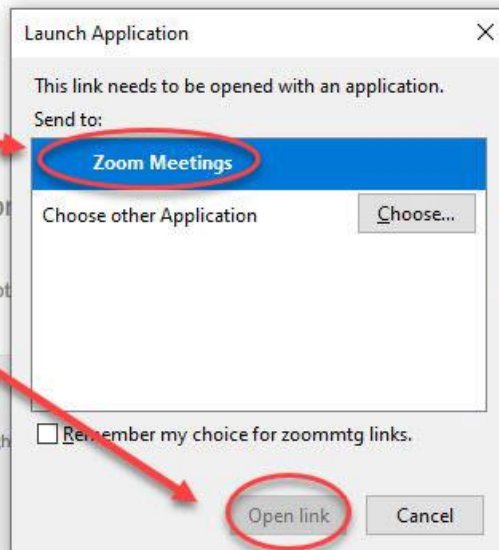
When it is time to start the meeting, log into Zoom, the link in your calendar, or on the link within your Moodle

ck **OK** if you see the system dialog.

You will see Zoom launching in the background and in the foreground. Choose Zoom Meetings and Open link.

Launching...

Launch Application ×

This link needs to be opened with an application.
Send to:

Zoom Meetings

Choose other Application   Choose...

f nothing pr   oom.

If you cannot   ser.

☐ Remember my choice for zoommtg links.

Copyrigh

Open link   Cancel

Students get a red Join Meeting button. They click that to join your meeting.

sample

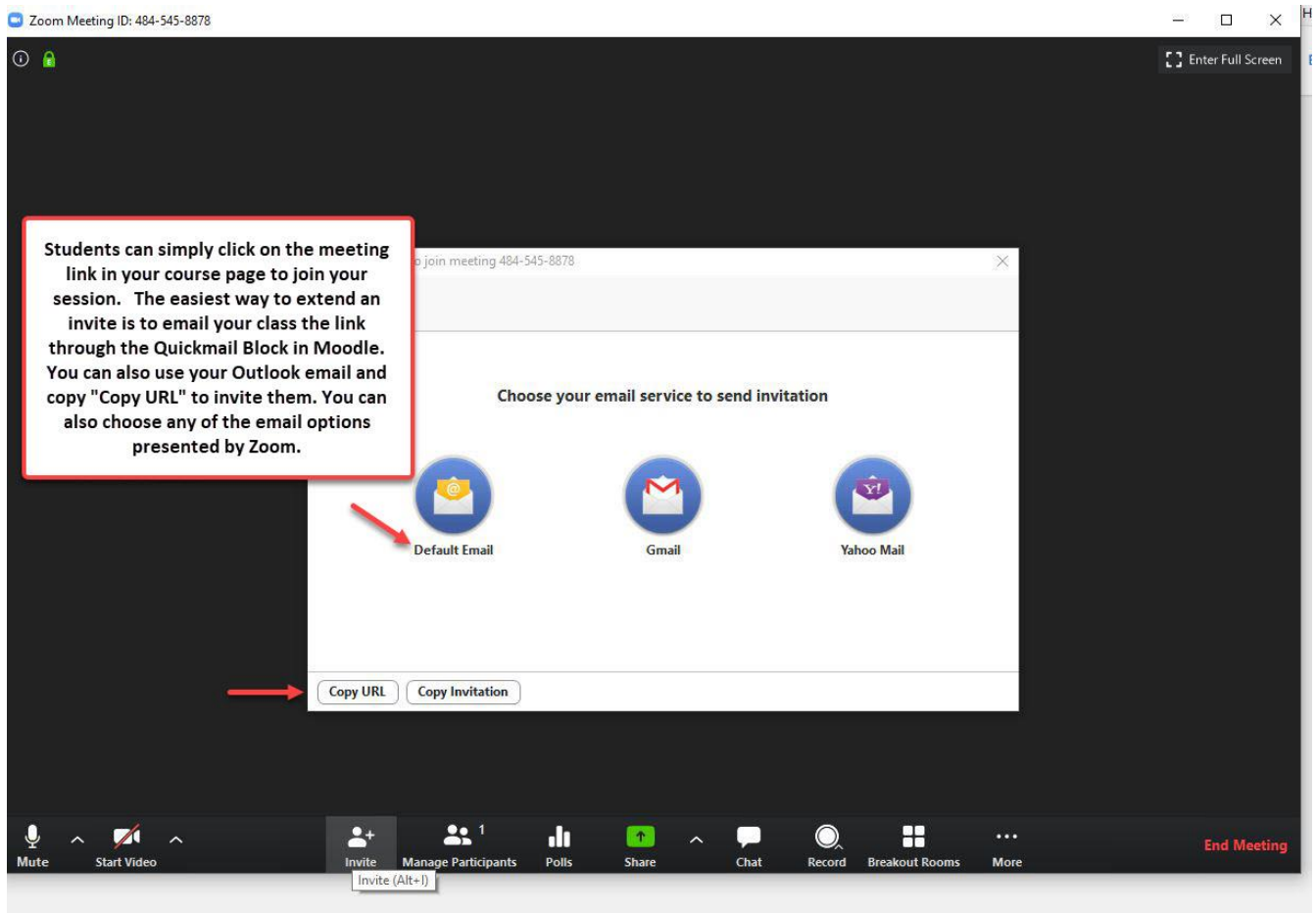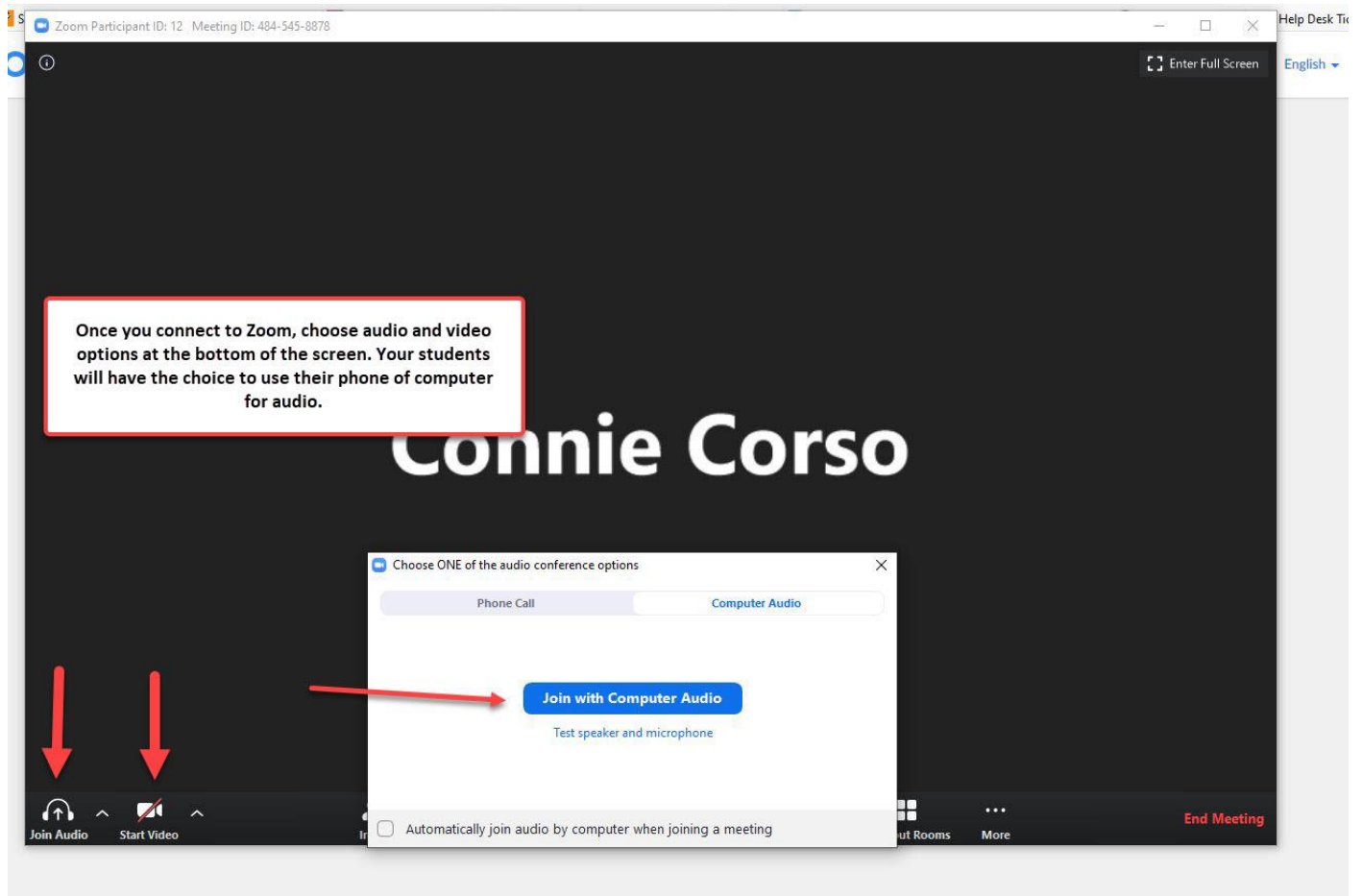|	
	Join Meeting
Add to calendar	Calendar icon Download iCal
Start Time	Saturday, March 14, 2020, 9:36 PM
Duration (minutes)	1 hour

Invite Students to Your Meeting by Sending them a Link through Quickmail within your Moodle Course.

You can also copy the meeting link found in the previous configuration page (p.), or as shown below in the Zoom user interface

Students can simply click on the meeting link in your course page to join your session. The easiest way to extend an invite is to email your class the link through the Quickmail Block in Moodle. You can also use your Outlook email and copy "Copy URL" to invite them. You can also choose any of the email options presented by Zoom.

Adjust Video and Audio Settings Upon Entering the Meeting

Once you connect to Zoom, choose audio and video options at the bottom of the screen. Your students will have the choice to use their phone of computer for audio.

Record a Meeting

d[garbled text] y[garbled] [garbled] Z[garbled] X [garbled]
Record to the Cloud. You can stop and restart the recording at any time. When
the conference is done –oom moves the video to h no to where ideo will be in
the instructor's My Folder in the Meeting Recordings su older
Whe notification you receive from –oom will be your sign l to look for you to look
for the video in h no to. Once the recording has been moved the link in the
–oom notification will no longer work.

Whiteboard

One of the tools you might might be interested in using is the Whiteboard. To get to this click on Share at the bottom of the screen and choose Whiteboard. You students can watch as write information. Note you can also share other items from your computer.

Example of using the Whiteboard. Choose Stop Share when you are finished. And you do have the option to save your Whiteboards.

$$PV = nRT$$

Screen Toggle

You can toggle your screen between Speaker View and Gallery View.

Chat

Use Chat to connect with everyone or anyone. Your participants can use Chat too.

Participants (2)

CC Connie Corso (Host, me)

W wiser

Mute All   Unmute All   More ⌄

Zoom Group Chat

From wiser to Everyone:
Hello Connie
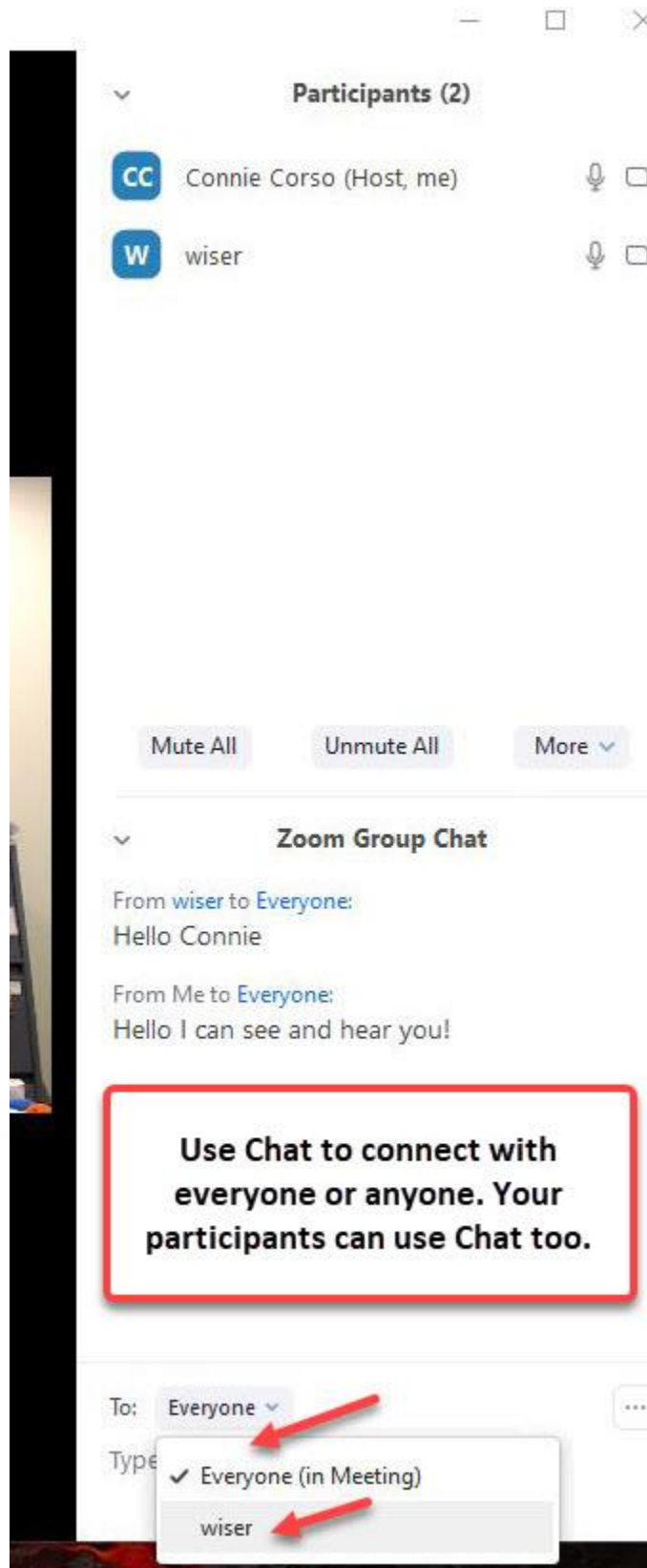
From Me to Everyone:
Hello I can see and hear you!

You can even save your Chats.

To: Everyone ⌄   ...

Type message here...

Save chat

Allow attendees to chat with:

No one

Host only

Everyone publicly

✓ Everyone publicly and privately

IMG_2507

IMG_2710 (2)

IMG_2760 (2)

IMG_2815 (2)

IMG_2801

You will be notified when students raise their hands. You can use chat or voice to address them.

wiser raised hand

Invite Manage Participants 2 Polls

Participants (2)

CC Connie Corso (Host, me)

W w... Lower Hand Mute More >

You can also choose to put the student's hand back down once they have been addressed.

Mute All Unmute All More ∨

Zoom Group Chat

From wiser to Everyone:
Hello Connie

From Me to Everyone:
Hello I can see and hear you!

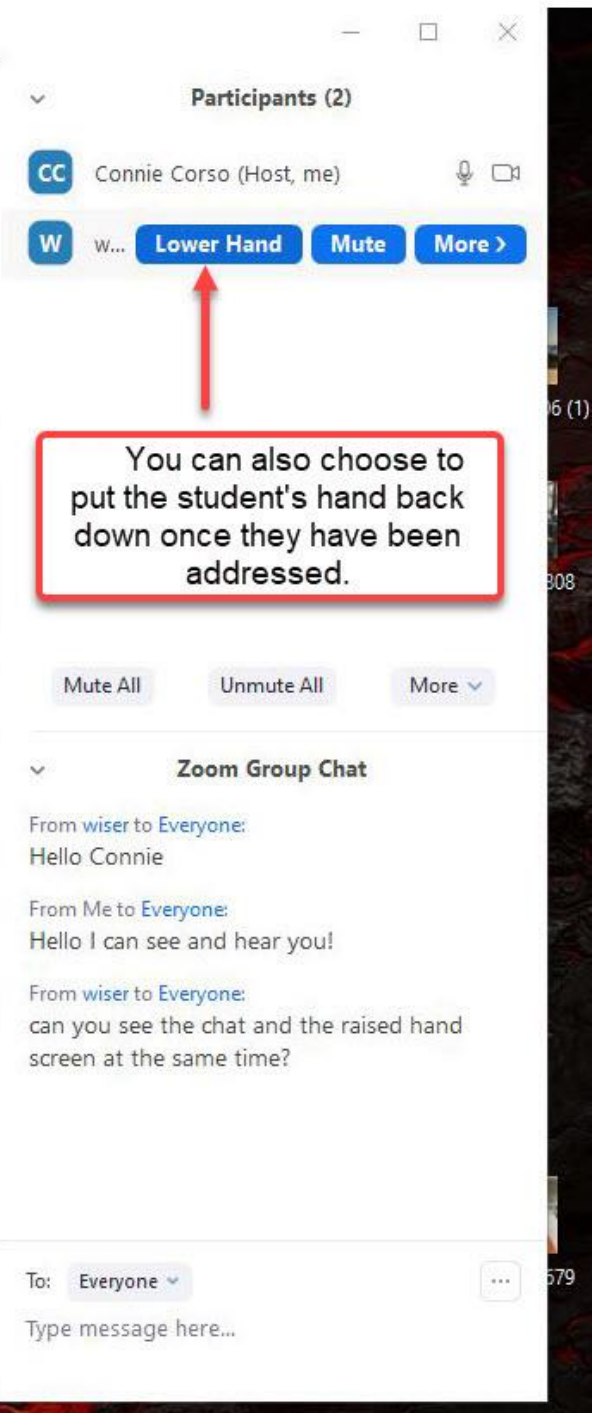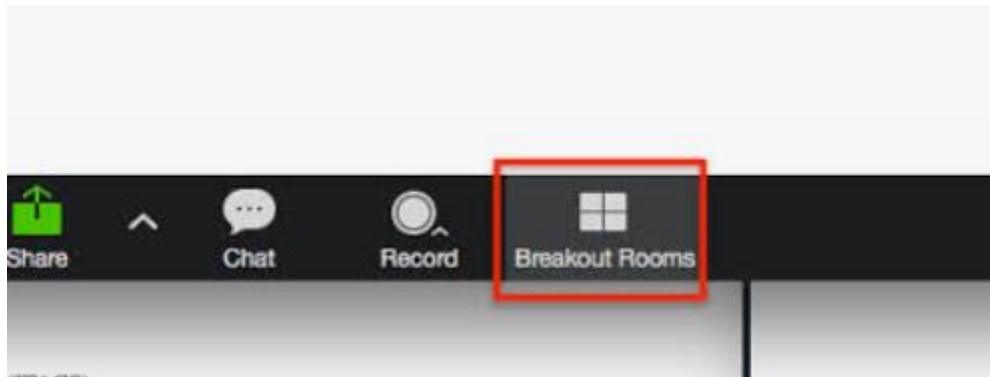From wiser to Everyone:
can you see the chat and the raised hand screen at the same time?

To: Everyone ∨

Type message here...
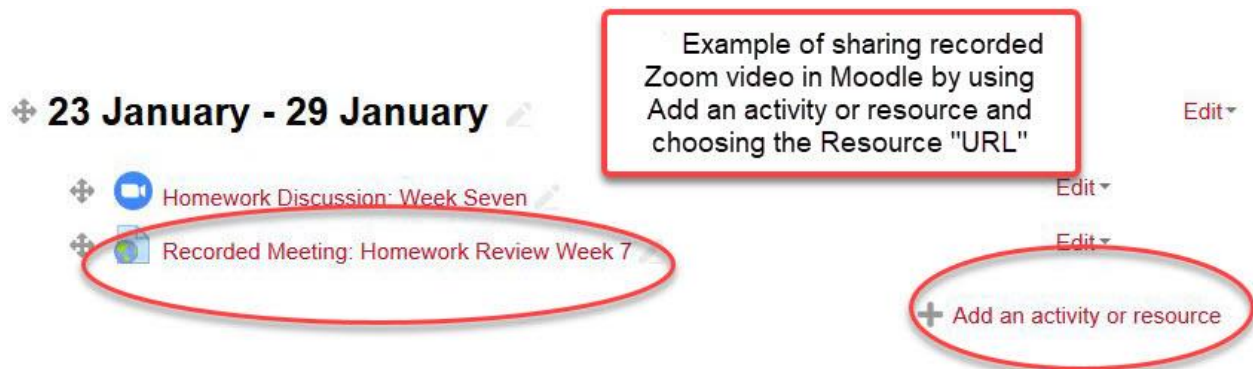
Breakout Rooms

Breakout rooms allow you to split your class into separate groups within a single Zoom meeting. This is a great way for you to have students work within established or ad hoc groups during a single Zoom session. Each group operates as if it were its own meeting where the participants can share screens and materials with one another.

- Faculty can pre-assign, randomly assign, or manually assign group membership.

- Faculty can move in and out of the different groups to monitor progress and interact with each group individually.

- Faculty can dissolve the groups and bring everyone back together in the "main" meeting at any time.

Click here to learn more > Breakout Rooms

Share the Recording of the Meeting

Back to your Moodle course:

Example of sharing recorded Zoom video in Moodle by using Add an activity or resource and choosing the Resource "URL"

If you recorded a Zoom meeting to the cloud, it will automatically be copied to your **My Folder** in Panopto in a subfolder called **Meeting Recordings**. Once it is finished processing in Zoom, you will get an email notification. You can expect the video to appear in Panopto soon after that notification.

Note: Because the movie is actually being moved to Panopto, it will not be available at the link you receive from Zoom.