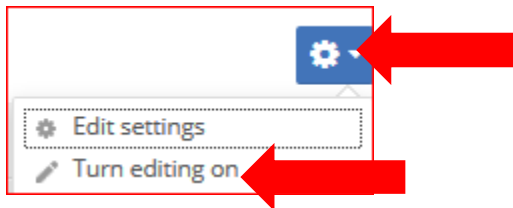


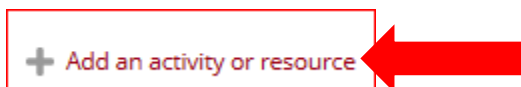
Create a Zoom Meeting in a Moodle Course

Note: this option will allow instructors to add a Zoom Meeting to their course content from within Moodle.

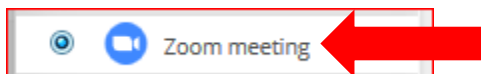
1. Log into the Moodle course
2. Turn Editing on



3. Click on Add an activity or resource



4. Click on Zoom Meeting



5. Click Add button



6. Suggested fields to complete in the General section:
 - a. Topic – Name of Zoom meeting (only required filed)
 - i. Will create a meeting instantly
 - b. Description – provide information about the meeting
 - c. When – date and time of meeting
 - d. Duration – how long
 - i. Options: Weeks, days, hours, minutes, and seconds
 - e. Recurring – if you want this meeting to recurring on a regular basis, for example every Tuesday at 2:00pm
 - f. Password – if you want students to enter a password to attend this meeting
 - g. Host Video and Participant Video – if you want your video turned on when the host and participants join the meeting
 - h. Audio options – Computer or phone (Recommendation: use computer)
 - i. Meeting option – allow participants to join before the host
 - j. Alternative host – another participant that can act as the host in case the host cannot be there or someone that will co-run the meeting, maybe a speaker.

Adding a new Zoom meeting to Topic 2 Collapse all

▼ General

Topic

Description

Week 1 Zoom Meeting will occur at:

- Monday, February, 4, 2019
- 2:00pm - 3:00pm EST
- Attendance is REQUIRED!!!

Path: ul > li Words:19

Display description on course page

When

Duration (minutes)

Recurring

Webinar

Password

Host video On Off

Participants video On Off

Audio options Telephony only VoIP only VoIP and Telephony

Meeting option Enable join before host

Alternative Hosts

Note: Some of these are options that can be set in your Meeting settings.

7. Suggested fields in the Grade section:

- a. None – unless you want to provide a grade for the Zoom Meeting

▼ Grade

Grade

Type

Scale

Maximum grade


Grade category

Grade to pass

8. Suggested fields in the Common module section:

- a. Availability – Show on course page (this will allow the student to see the Zoom activity and join the Zoom meeting)

▼ Common module settings

Availability ⓘ Show on course page 

ID number ⓘ

Group mode ⓘ No groups

Grouping ⓘ None

9. Suggested fields in the Restrict access section:

- a. None – unless you want to restrict access to this activity based on previous activities being completed in a course, students to have a specific grade, prevent access from a specific date and time, etc.

▼ Restrict access

Access restrictions None

Add restriction...

Activity completion

Require students to complete (or not complete) another activity.

Date

Prevent access until (or from) a specified date and time.

Grade

Require students to achieve a specified grade.

User profile

Control access based on fields within the student's profile.

Restriction set

Add a set of nested restrictions to apply complex logic.

Cancel

10. Suggested fields in the Activity completion section:
- a. None – unless you want the student to receive a grade for this activity

▼ Activity completion

Completion tracking ? Students can manually mark the activity as completed ▼

Require grade ? Student must receive a grade to complete this activity

Expect completed on ? 4 ▼ February ▼ 2019 ▼ 11 ▼ 49 ▼ 📅 Enable

11. Suggested fields in the Tags section:
- a. None – Stratford University does not support Tags at this time

▼ Tags

Tags No selection

Enter tags... ▼

Manage standard tags

12. Suggested fields in the Competencies section:
- None – Stratford University does not support Competencies at this time

▼ Competencies

Course competencies No selection

Search ▼

Upon activity completion: Do nothing ▼

13. Click the Save and return to course button

Save and return to course

Launch a Zoom meeting created in Moodle from Moodle

1. Entry seen in Moodle course

Week 1 Zoom Meeting

Week 1 Zoom Meeting will occur at:

- Monday, February, 4, 2019
- 2:00pm - 3:00pm EST
- Attendance is REQUIRED!!!

Description

2. What the instructor sees when they click on the zoom link (**not at scheduled time**)

Week 1 Zoom Meeting

Week 1 Zoom Meeting will occur at:

- Monday, February 4, 2019
- 2:00pm - 3:00pm EST
- Attendance is REQUIRED!!!



Description



Unable to join at this time

Sessions

Start Time	Monday, February 4, 2019, 2:00 PM
Duration (minutes)	1 hour
Password Protected	No
Join link	https://stratford.zoom.us/j/163892310
Join meeting before host	No
Start video when host joins	No
Start video when participant joins	No
Audio options	VoIP only
Status	Not started

All meetings

3. What the student see when they click on the zoom link (**not at scheduled time**)

Week 1 Zoom Meeting

Week 1 Zoom Meeting will occur at:

- Monday, February 4, 2019
- 2:00pm - 3:00pm EST
- Attendance is REQUIRED!!!



Description

Unable to join at this time 

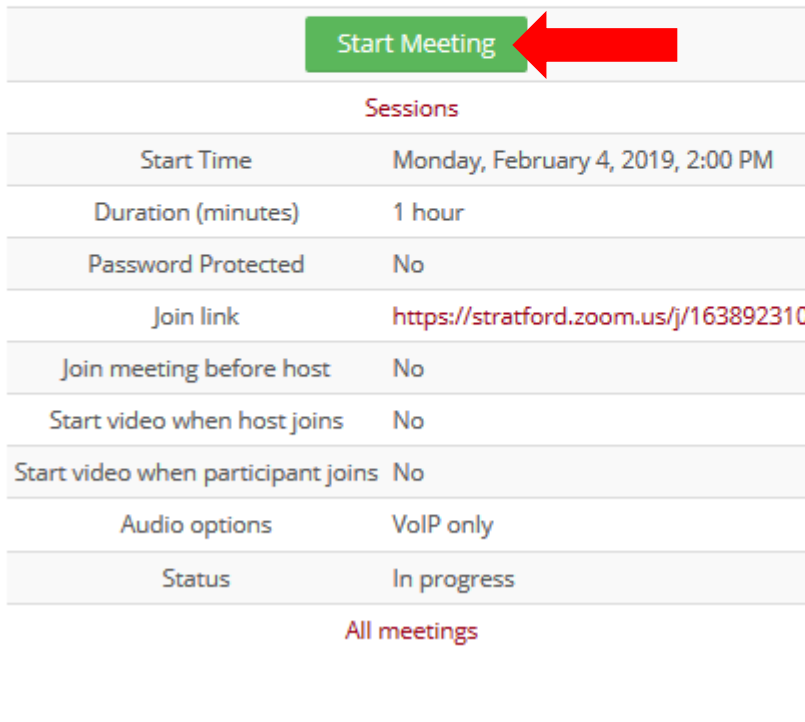
Start Time	Monday, February 4, 2019, 2:00 PM
Duration (minutes)	1 hour
Password Protected	No
Join link	https://stratford.zoom.us/j/163892310
Join meeting before host	No
Start video when host joins	No
Start video when participant joins	No
Audio options	VoIP only
Status	Not started
All meetings	

4. What the instructor sees when they click on the zoom link (at least 10 minutes before schedule time)
 - a. Instructor will click on the Start Meeting button

Week 1 Zoom Meeting

Week 1 Zoom Meeting will occur at:

- Monday, February 4, 2019
- 2:00pm - 3:00pm EST
- Attendance is REQUIRED!!!



Sessions

Start Time	Monday, February 4, 2019, 2:00 PM
Duration (minutes)	1 hour
Password Protected	No
Join link	https://stratford.zoom.us/j/163892310
Join meeting before host	No
Start video when host joins	No
Start video when participant joins	No
Audio options	VoIP only
Status	In progress

All meetings

5. What the student sees when they click on the zoom link (at least 10 minutes before schedule time)
 - a. Participants will click on the Join Meeting button

Week 1 Zoom Meeting

Week 1 Zoom Meeting will occur at:

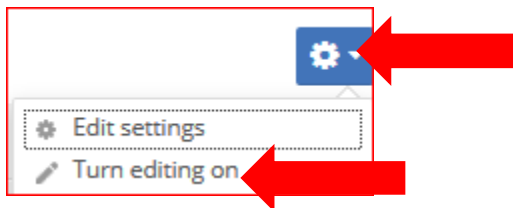
- Monday, February 4, 2019
- 2:00pm - 3:00pm EST
- Attendance is REQUIRED!!!

	Join Meeting
Start Time	Monday, February 4, 2019, 2:00 PM
Duration (minutes)	1 hour
Password Protected	No
Join meeting before host	No
Start video when host joins	No
Start video when participant joins	No
Audio options	VoIP only
Status	In progress

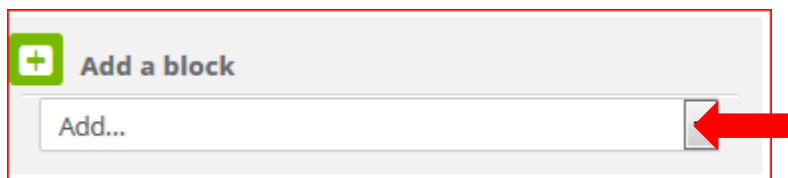
[All meetings](#)

How to Create a Zoom Block to Hold ALL Zoom Meetings

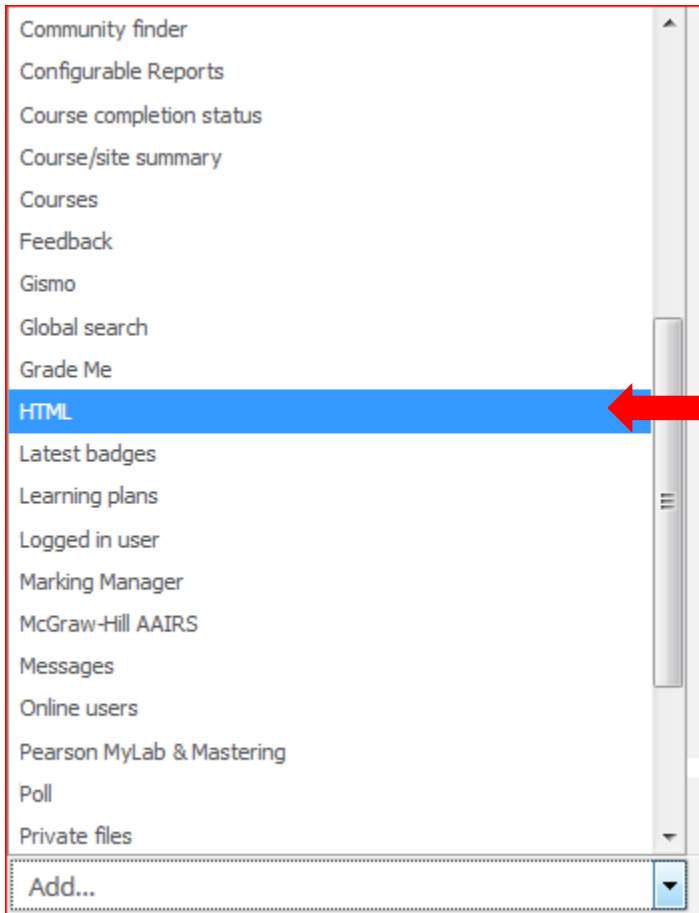
1. If you want all your Zoom Meetings in one location consider a Zoom block. To add a Zoom block, for the course turning editing on




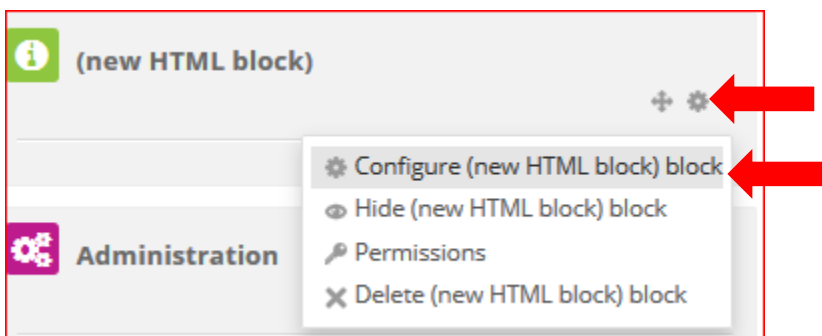
2. Scroll to the bottom of the screen and click on the Add... drop down option for the Add a block




3. Scroll down the list and click on the HTML option. DO NOT press the Enter key.




4. A new html block will appear on the right hand side. Click on the gear  and then Configure (new HTML block) block

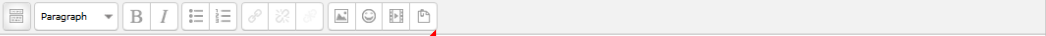



5. Configure at a minimum the following:
- Add the Block title - Zoom Meetings
 - Content - (The zoom meeting link(s). Copy and paste the link from the text found in the Zoom meeting activity. To insert the link, click on the Insert/Edit link  icon)

Configuring a Zoom Meetings block ▶ Expand all

▼ Block settings

HTML block title 


Content 

Week 1 _ Zoom Meeting Link - <https://stratford.zoom.us/j/163892310> 

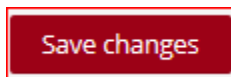
Path: p Words:11

▶ Where this block appears

▶ On this page



c. Click the Save Changes button



6. As an instructor, you can determine where to display this block on under Where this block appear and On this page section
 - a. Display on page types – select a an option that works
 - i. Any page- see the block on any page in this course
 - ii. Any course page - see the block on the course main page only

Add Recorded Link to the Moodle Course

If you have recorded your meeting, you may want to add the recorded link into your Moodle course so that students can view the recording. Once Zoom is done building the recording, Zoom will send you an email that will contain the recorded link.

Hi Michelle Metzler,

Your cloud recording is now available.

Topic: Michelle Metzler's Zoom Meeting

Date: Mar 7, 2019 10:45 AM Montreal

For host only, click here to view your recording detail (viewers cannot access this page):

https://stratford.zoom.us/recording/detail?meeting_id=ukjKvqhxSo66eIPEI2hl7Q%3D%3D

Share recording with viewers:

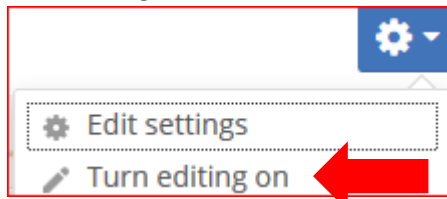
<https://stratford.zoom.us/recording/share/dI-69v8jeHAhxU4yMsBokitapXapTDct9rGd7dJZOtSwIumekTziMw>

Thank you for choosing Zoom.

-The Zoom Team


Option 1 – Add a URL Resource to the Moodle Course

1. Log into Moodle and click on to the course
2. Turn Editing on





3. A red arrow points to the 'Turn editing on' button.
4. Click on Add a activity or resource  option

5. Scroll down and click on URL  option







6. Click the Add  button
7. Enter an name in the Name field
8. Copy the share recording with viewers link from the email and paste it in the External URL field
 - a. Edit the other fields as needed

General ▶ Expand all

Name * Recorded Zoom Meeting on 3/6/2019 

External URL * <https://stratford.zoom.us/recording/share/dl-69v8jeHAhxU4yMsBokitapXapTDct9rGd7djZotSwlumekTziMw> 
 Choose a link...

Description

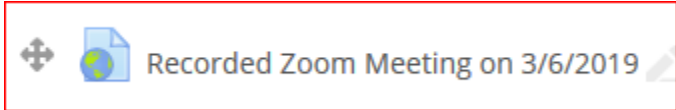
Paragraph **B** *I*      

Path: p Words: 0

Display description on course page

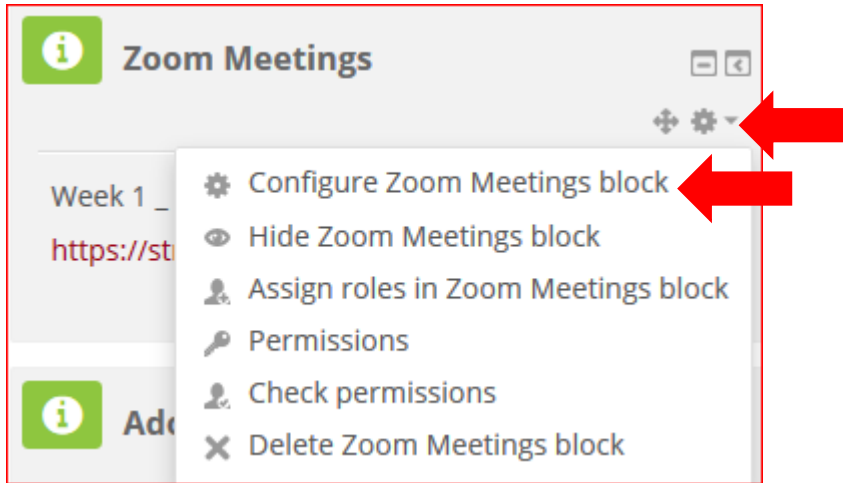
Save and return to course


9. Click Save and return to course button
10. In the course, the student will click on the link and the recorded Zoom meeting will appear on the screen

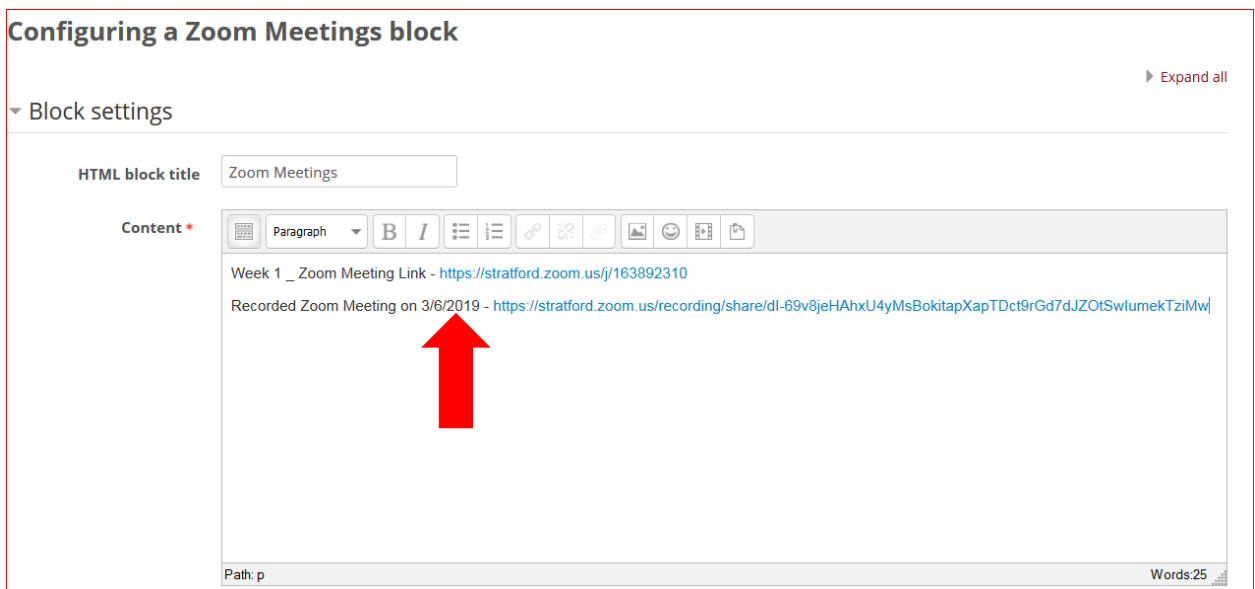



Option 2 – Edit the Zoom Block, if created, and
add the Recorded link

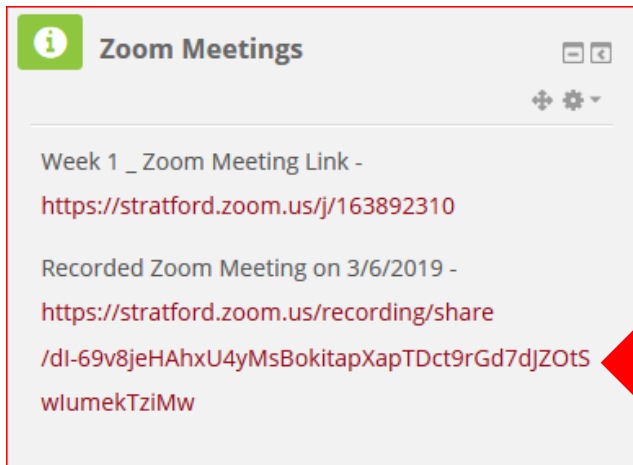
1. Go to the Zoom block and click on the gear and then click on Configure Zoom Meetings block option



2. Go to the Content area and add the recorded link by clicking on the Insert/Edit link  icon



3. Click the Save Changes  button
4. In the course, the student will click on the recorded link in the Zoom block and the recorded meeting will appear on the screen



Links to How to Use Zoom

Zoom has an extensive library of short training videos which can be accessed here: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Be sure to expand the section headers for additional videos. My recommendations are to view the following (at a minimum):

- How to Start a Meeting: <https://youtu.be/vFhAEoCF7jg>
- Meeting Controls: https://youtu.be/4w_pRMBEALe
- Joining & Configuring Audio & Video (Can be used to assist students with connecting): <https://youtu.be/HqncX7RE0wM>
- Sharing Your Screen: <https://youtu.be/9wsWpngE6Hw>
- Zoom help site: <https://support.zoom.us/hc/en-us>