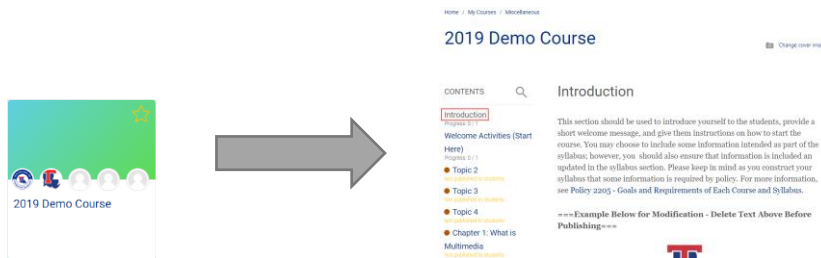


# Getting Started with moodle + zoom

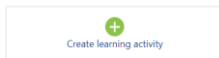
- **URL:** [litech.zoom.us](https://litech.zoom.us)
- **Login:** campus username (first part of your Tech email address) and campus password
- **Use Case:** synchronous classes / holding live class sessions with students / virtual office hours
- **Support Documentation:** [support.zoom.us](https://support.zoom.us)

The following steps may be used to setup Zoom meetings for your Moodle courses. Thanks to integration that been setup between Moodle and Zoom, class meetings can be created directly from <https://moodle.litech.edu>

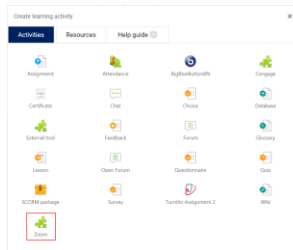
- **Step 1**  
Navigate to the desired Moodle course and select the section on the left that you wish to add the Zoom learning activity to.



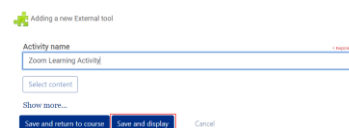
- **Step 2**  
Scroll to the bottom of the section page and select the “Create learning activity” button



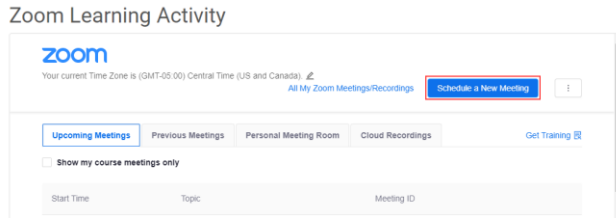
- **Step 3**  
Select the “Zoom” activity button



- **Step 4**  
Type in a name for this Zoom activity. Something along the lines of “Online Class Meetings” will work. Click “Save and display”.



- **Step 5**  
Click “Start a New Meeting”.



- **Step 6**  
The following are the suggested Zoom meeting settings. These can be adjusted based on your personal preferences and the way you wish for your online class meetings to operate.
  - **Topic:**  
The Moodle+Zoom integration automatically sets the name of the Moodle course as the meeting topic. This does not need to be changed in most cases.
  - **Description:**  
This is optional. You can enter a meeting description if you wish.
  - **When:**  
Set the date and time of your next class meeting.
  - **Duration:**  
Set the duration of your class meeting.
  - **Time Zone:**  
This should be automatically set to Central Time for all users.
  - **Recurring Meeting:**  
Check the “Recurring meeting” check box.
    - **Recurrence**  
Set to “Weekly”.
    - **Repeat every**  
Leave this set to the default of “1 week”.
    - **Occurs on**  
Select the days of the week that the class normally occurs on (e.g. MWF or T Th).
    - **End date**  
We suggest setting the end date to the end of the quarter, May 22<sup>nd</sup>, 2020.
  - **Registration:**  
This option can be left disabled in most cases. Enabling this option would require students to complete a registration process before being able to join the meeting.



- **Video:**
  - **Host**  
Turn this option on if you plan to use a webcam during the meeting.
  - **Participant**  
It is suggested to leave this set to “off” and allow students to enable video on their side once the meeting has started.
- **Audio:**  
Leave this set to the default of “Both”. This allows the instructor and students to use a phone for audio if needed.
- **Meeting Options:**
  - **Require meeting password**  
This option is turned on by default. This option helps to secure the meeting and helps prevent outside users from attempting to join your meeting. Any link that students receive to join the class meeting will already have this password embedded in it so in most cases there is no need to distribute this password manually.
  - **Enable join before host**  
This option is off by default. If enabled, students are able to start communicating with one another prior to the instructor joining the meeting.
  - **Mute participants upon entry**  
This option is useful if you wish to mute student microphones by default when they join. The student will still be able to unmute their microphone if they need to speak.
  - **Use Personal Meeting ID**  
This option is off by default. We do not suggest enabling this option in most cases. If enabled, the meeting ID for the class would be the same as the instructor’s personal meeting ID, which is what some faculty are using to facilitate virtual office hours.
  - **Enable waiting room**  
This option is off by default. We do not suggest enabling this option in most cases. If enabled, extra steps are required to admit students to the class meeting once it starts.
  - **Record the meeting automatically**  
This option is off by default. To help reduce the load on Zoom’s servers, we would suggest leaving this option disabled for the time being. An instructor can manually initiate the “recording to the cloud” process once the meeting has started.
  - **Alternative Hosts**  
If you wish for another user to have “host” rights during the meeting, such as a grad assistant, you can enter their latech.edu email address here.

Click the “**Save**” button at the bottom of the page.

**NOTE:** Once you click the “Save” button, students will receive an email informing them that a Zoom meeting has been created for their course. That email will include the details that they need to join the meeting. They can also use the Zoom learning activity to join the meeting.



Course Meetings > Schedule a Meeting

Topic:

Description (Optional):

---

When:

Duration:  hr  min

Time Zone:

Recurring meeting **Every week on Mon,Wed,Fri, until May 22,2020, 28 occurrence(s)**

Recurrence:

Repeat every:  week

Occurs on:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date:  By

After  occurrences

---

Registration:  Required

---

Video: Host  on  off  
 Participant  on  off

Audio:  Telephone  Computer Audio  Both

Meeting Options:  Require meeting password   
 Enable join before host  
 Mute participants upon entry   
 Enable waiting room  
 Record the meeting automatically

Alternative Hosts:

• **Step 7**

The next page that is displayed shows you an overview of the meeting that you just saved.

The screenshot shows the Zoom interface for managing a meeting. The title is "Course Meetings > Manage '2019 Demo Course'". Key details include:

- Topic:** 2019 Demo Course
- Time:** Mar 18, 2020 2:00 PM, Central Time (US and Canada). It is a recurring meeting: "Every week on Mon,Wed,Fri, until May 22, 2020, 28 occurrence(s)".
- Meeting ID:** 362 416 448
- Invite Address:** A long URL for joining the meeting.
- Video:** Host (on), Participant (off)
- Audio:** Telephone and Computer Audio
- Meeting Options:** Require meeting password (757625), Mute participants upon entry (checked), and others.

At the bottom, there are buttons to "Delete this meeting", "Edit this meeting", and "Join this meeting".



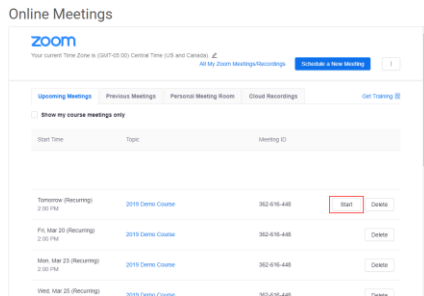
- **Step 8**

Next, select the name of your course section in the navigation at the top of the page in order to return to the section. Then, select the Zoom learning activity that you created on that section page (the learning activity should now show up at the bottom of the section page it was added to).



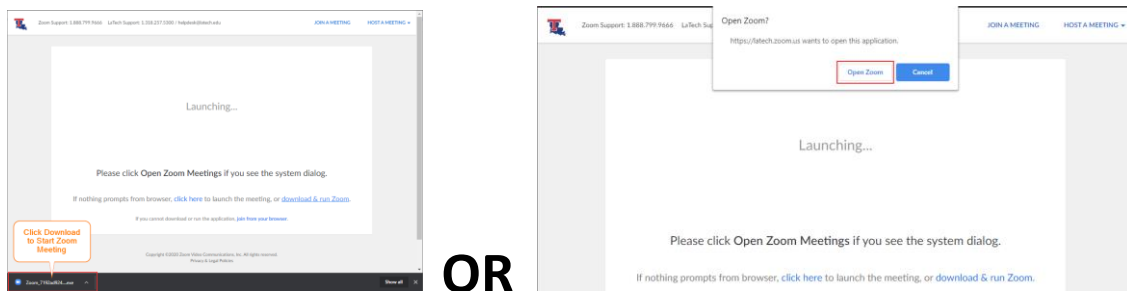
- **Step 9**

You will now see a list of the upcoming meeting times for the class. When the time comes to start the class meeting, you can return to this Zoom learning activity within Moodle and click the “Start” button in order to begin the virtual class session.



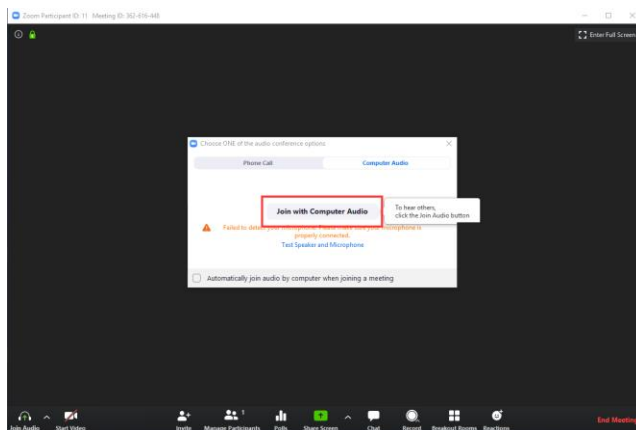
- **Step 10**

A new tab will open in your browser and prompt you to download or open the Zoom application.



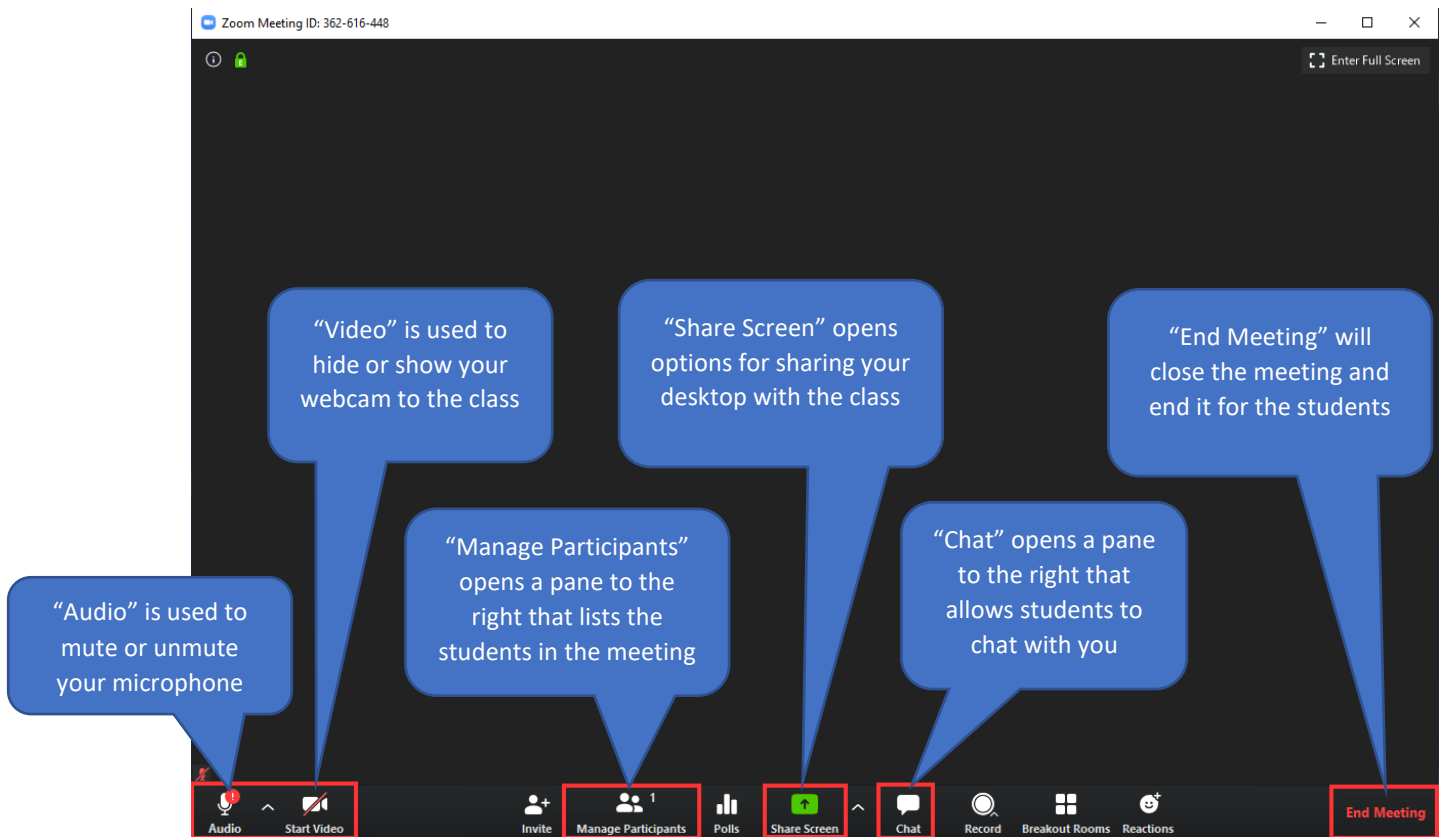
- **Step 11**

The Zoom meeting window will now open. Select your desired audio option. In most cases, the “Join with Computer Audio” option will be used.



- **Step 12**

The most common meeting controls are highlighted in the screenshot below. When you are ready to end the meeting, you can click the “End Meeting” button near the bottom-right corner.



To learn more about other Zoom meeting features, check out <https://support.zoom.us>