

Adding the Zoom Activity to your Moodle Course

You will need to have a licensed Zoom account set up prior to setting up Moodle.

1. Log into your Moodle course and turn on editing
2. Click **Add an activity or resource** and add the **Zoom** activity
3. Fill in **Title**, Description is optional
4. Check the **Recurring** checkbox or **set date, time, and duration** for your meeting
5. From the Recurrence menu select **“No Fixed Time.”**

(The recurring selection will allow you to use the link for the whole semester)

(Metacourses: see page 2 for setting up separate Zoom links for your groups/course sections.)

Adding a new Zoom meeting

Expand all

General

Title: Class Zoom Meeting

Description: [Rich text editor]

Display description on course page

Schedule

When: 13:45 March 14 2024

Duration (minutes): 1 hours

Recurring meeting: This is a recurring meeting

Recurrence: Daily

Repeat Every: 1 Day(s)

End date: By 20 March 2024

Show Schedule section: Show Schedule section on meeting page

You may want to **uncheck** the “Require meeting passcode”

If you choose “Enable waiting room,” you will need to let the participants into the meeting.

If you choose “Allow participants to join anytime” participants will be allowed to join no more than 5 minutes before the host.

The Waiting room is good to use, if you are creating a link to use for office hours

You can make changes to the security and Media sections to suit your preferences.

Breakout rooms

Security

Passcode: Require meeting passcode

Waiting room: Enable waiting room

Join before host: Allow participants to join anytime

Authentication: Require authentication to join

Show Security section: Show Security section on meeting page

Media

Host video: On Off

Participants video: On Off

Audio options: Telephone only Computer audio only Computer audio and Telephone

Audio default: Mute participants upon entry

Automatic recording: None

Show Media section: Show Media section on meeting page

Host

Alternative Hosts can start Zoom meetings and manage the Waiting Room.

Alternative Hosts: [Text input field]

Grade

1

Grade

Common module settings

Availability ? Show on course page

ID number ?

Restrict access

Access restrictions

None

Add restriction...

Activity completion

Tags

Save and return to course Save and display Cancel

There are required fields in this form marked !.

Group Setup

In the Restrict access section, click on **Add restriction** (image 1)

Click on **Group** (image 2)

Leave the “Student **must** match the following” as is.

Select one of your course groups from the dropdown (image 3)

Close the “eye” to hide from other groups/course sections (image 4)

Click on **Save and display** to check your settings

Make a new Zoom meeting for each of your course sections and add the restriction.

Do not use the duplicate feature when creating your other Zoom meetings

2

Add restriction...

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

Grade Require students to access a specified grade.

Group Allow only students who belong to a specified group, or all groups.

User profile Control access based on fields within the student profile.

Restriction set Add a set of nested restrictions to apply complex logic.

Cancel

3

Restrict access

Access restrictions

Student must match the following

Group Choose... × Please set

Add restriction...

(Any group)

Intro to Moodle

Moodle July 29

SBU Moodle - 101

Activity completion

Tags

Save and return to course Save and display Cancel

4

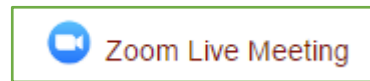
Student must match the following

Group Intro to Moodle ×

Hidden entirely if user does not meet this condition • Click to display greyed-out

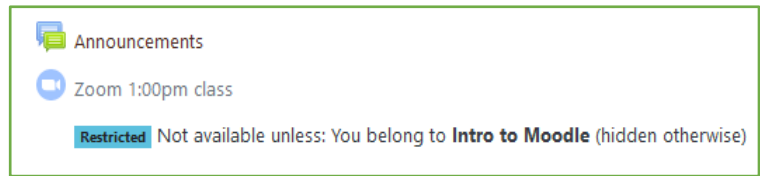
Have Questions

When you are ready to start your class, click on the **Zoom link** on your course page

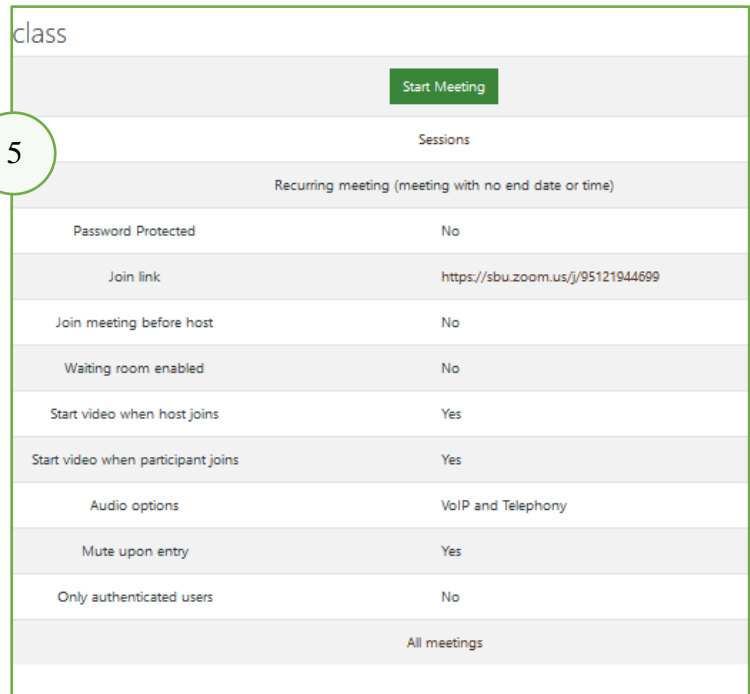


Moodle

Click on the **Start Meeting button** to launch the Zoom meeting application (image 5)



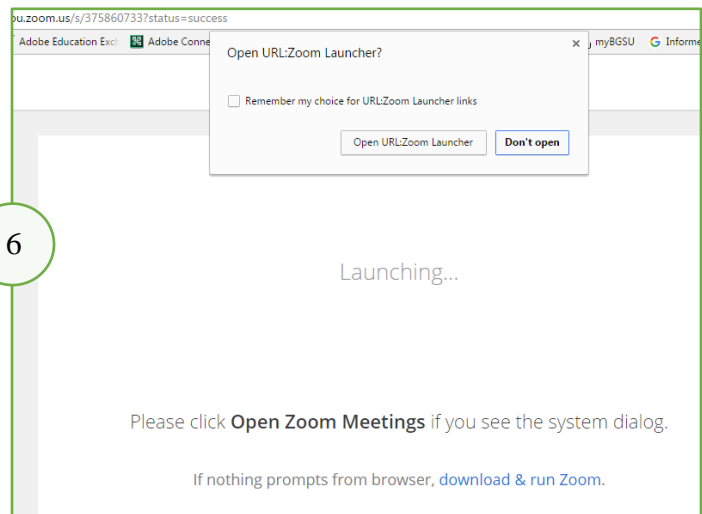
5



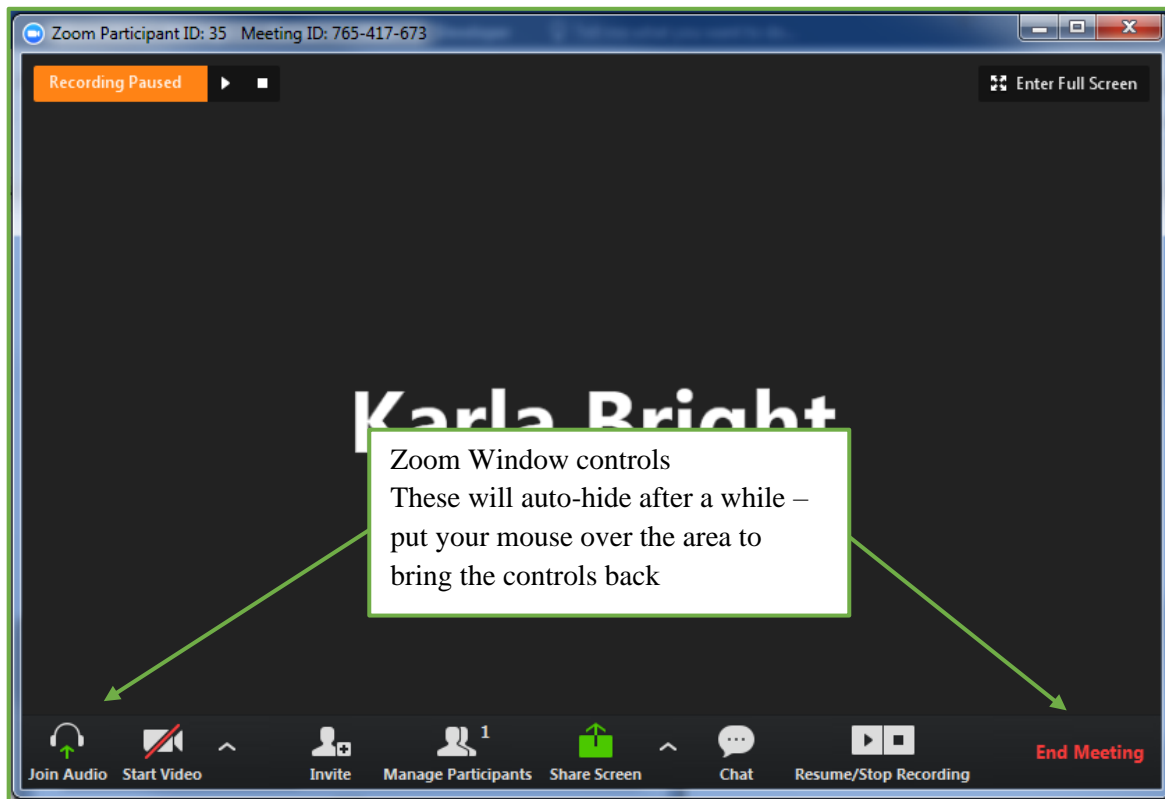
Click Open Zoom Launcher, if or when it pops up (image 6)

Continue on next page

6

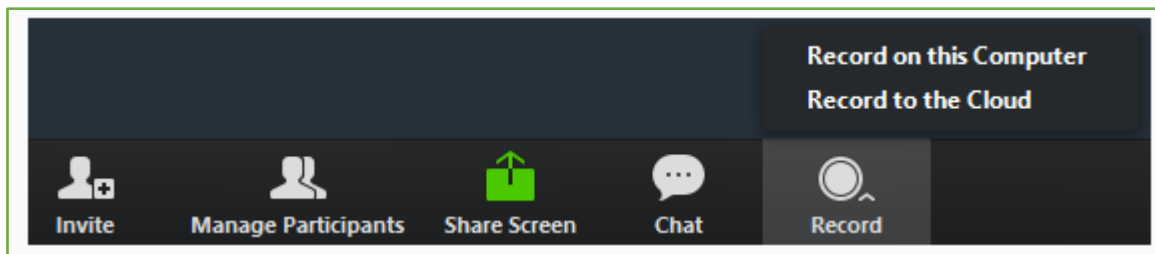


Zoom Meeting Window



To record a meeting to the cloud:

1. Start the meeting as the host.
2. Click the arrow next to the Record button.
3. Select Record to the Cloud to begin recording.



To stop recording, click Pause/Stop Recording or End Meeting.

Once the meeting has ended, the recording must be processed before viewing. Zoom will send an email to the host's email address when the process is completed. There will be two links in the email, one will be for the Host-only, to manage the recording and the second link will be for sharing with the participants. You can use the URL resource tool in Moodle to post the link on the course page.

Have Questions? Email the Office of Instructional Technology Support kbright@sbu.edu