Faculty Guide to Using Zoom through Moodle

Table of Contents
Configure Zoom through Your Moodle Course................................................................. 2
........................................................................................................................................ 3
........................................................................................................................................ 3
Configuration Settings ........................................................................................................ 4
Start a Zoom Meeting ............................................................................................................ 5
Invite Students to Your Meeting by Sending them a Link through Quickmail within your Moodle Course. 8
Adjust Video and Audio Settings Upon Entering the Meeting.............................................. 9
Host a Meeting .................................................................................................................... 10
Record a Meeting ................................................................................................................. 11
Whiteboard ........................................................................................................................ 12
Screen Toggle ....................................................................................................................... 13
Chat ..................................................................................................................................... 14
Breakout Rooms .................................................................................................................. 17
Share the Recording of the Meeting ..................................................................................... 18

Note: If you wish to start or schedule a Zoom meeting outside of Moodle, you can do so by going to https://lakeforest.zoom.us and clicking on the Host or Sign in buttons.
Configure Zoom through Your Moodle Course

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.
Adding a new Zoom meeting to 23 January - 29 January

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.

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.

Display description on course page

When

Duration (minutes)

Recurring

Webinar

Password

Host video

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

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic</strong></td>
<td>Title of your Zoom Meeting that will be shown to users</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Description of your activity</td>
</tr>
<tr>
<td><strong>Display description on course page</strong></td>
<td>If enabled, the description above will be displayed on the course page just below the link to the activity or resource.</td>
</tr>
<tr>
<td><strong>When</strong></td>
<td>Set the Month, Date, Year, Hour and Minute of your Zoom Meeting</td>
</tr>
<tr>
<td><strong>Duration (Minutes)</strong></td>
<td>How long your meeting will last</td>
</tr>
<tr>
<td><strong>Recurring</strong></td>
<td>Create a meeting with no end date (i.e., the meeting “room” is always open/available.)</td>
</tr>
<tr>
<td><strong>Webinar</strong></td>
<td>This option is only available to pre-authorized Zoom accounts.</td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td>Setting a password for your meeting will require users to enter the password before joining</td>
</tr>
<tr>
<td><strong>Host Video</strong></td>
<td>Choose whether the host’s video should be on or off when entering the meeting</td>
</tr>
<tr>
<td><strong>Participants Video</strong></td>
<td>Choose whether a participant’s video should be on or off when entering the meeting</td>
</tr>
<tr>
<td><strong>Audio Options</strong></td>
<td>Choose whether participants can join the meeting by phone, over the computer or use both options.</td>
</tr>
<tr>
<td><strong>Enable join before host</strong></td>
<td>Join before host allows attendees to join the meeting before the host joins or when the host cannot attend the meeting.</td>
</tr>
<tr>
<td><strong>Alternative Hosts</strong></td>
<td>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).</td>
</tr>
</tbody>
</table>
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.

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

Click OK if you see the system dialog.
Students get a red Join Meeting button. They click that to join your meeting.
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, 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 or computer for audio.
Host a Meeting

Click on your meeting link or copy and paste the URL in your browser to begin the session. As the meeting host, you appear at the top of your screen, while your participants will populate the area below.

When you hover your mouse at the bottom of the zoom screen, you will see several tools that you can utilize during your session.
Record a Meeting

To record the meeting, the instructor uses the Record button. Hit that and choose **Record to the Cloud**. You can stop and restart the recording at any time. When the conference is done, Zoom moves the video to Panopto. The video will be in the instructor's **My Folder**, in the **Meeting Recordings** sub-folder. The notification you receive from Zoom will be your signal to look for you to look for the video in Panopto. Once the recording has been moved, the link in the Zoom notification will no longer work.
One of the tools you 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 you 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

Participants (2)

CC  Connie Corso (Host, me)
W  wiser

Zoom Group Chat

From wiser to Everyone:
Hello Connie

From Meto Everyone:
Hello I can see and hear you!

Use Chat to connect with everyone or anyone. Your participants can use Chat too.
You can even save your Chats.
You will be notified when students raise their hands. You can use chat or voice to address them.

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