

Zoom Meetings

Moodlerooms has a built-in external tool activity called **Zoom**, which works much like “Go to Meeting.” It will allow you to collaborate with your students in many ways, including the following:

- Conduct video conferences with you and your students.
- Share your computer screen (or a student’s screen) with each other while you talk.
- Allow students to video conference or share each other’s computer screens with each other on a group project
- Record video conferences for students who couldn’t meet during an original conference.
- Record your own videos to make available to your students


Zoom Tutorials to help you use Zoom with those tasks are available at [this link](https://support.zoom.us/hc/en-us/categories/201137166).
(<https://support.zoom.us/hc/en-us/categories/201137166>)

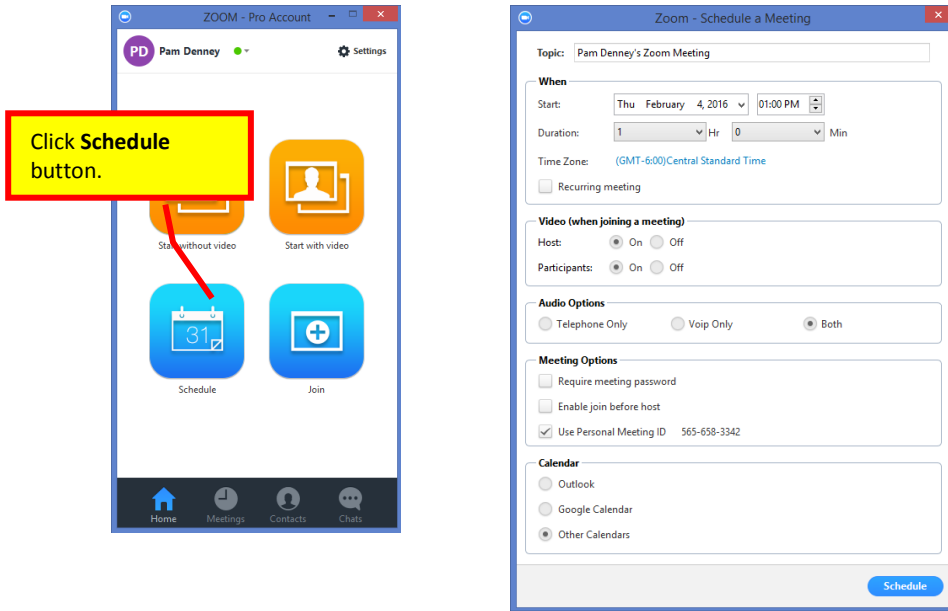
The following pages explain how to set Zoom up in your courses.

Instructions

Step 1: If you have never set up Zoom before, request a Zoom account from Will Thompson. Once you email him with a request for a Zoom account, he will send you an email with instructions.

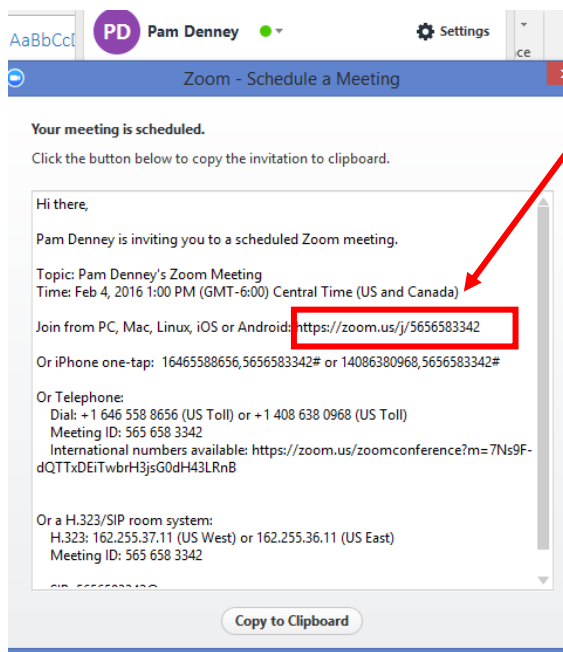
Step 2: Follow Will's instructions to create your account and set up the app for Zoom.

Step 3: Click on your Zoom shortcut  you created from Will's instructions and set up a meeting.



These examples are what are recommended when you plan to create a Zoom activity within Moodle.

Note: Even though you schedule it for a particular date/time, once you add it to your Moodle course, it can be used for any day/time you desire. You do not have to schedule a new meeting each time you want to use Zoom in your course.

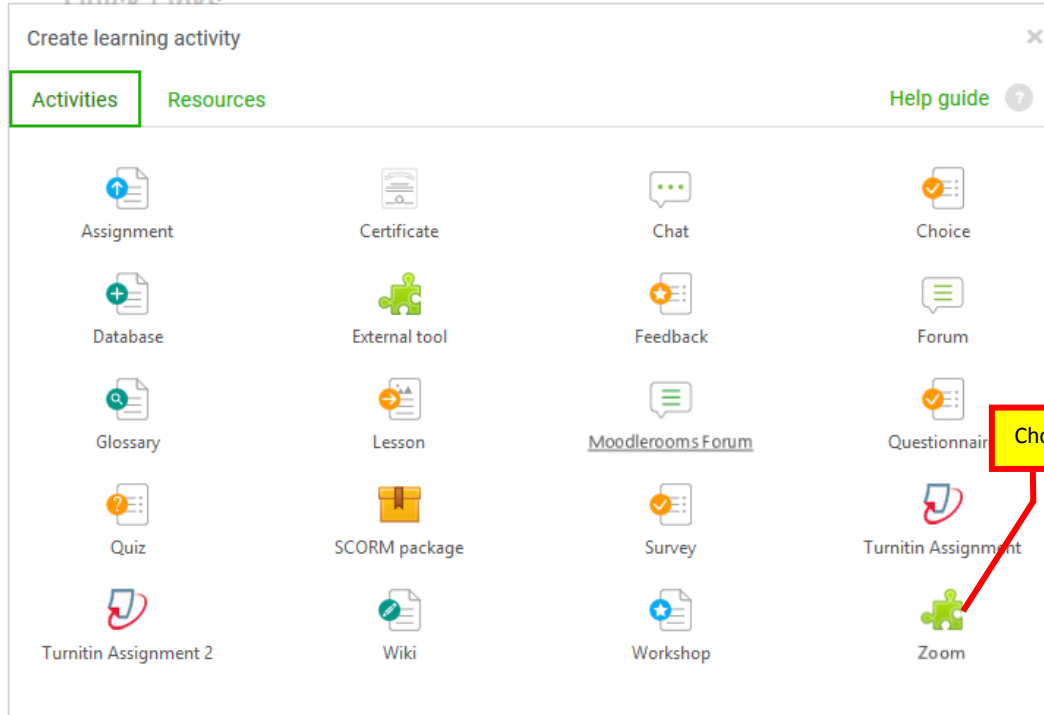
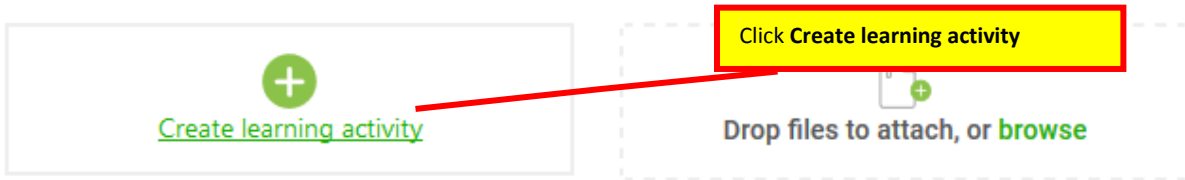


When this screen appears, drag across the URL address highlighted here and copy it. (You will be inserting that URL into Moodle when you create your Zoom activity in the following steps.)

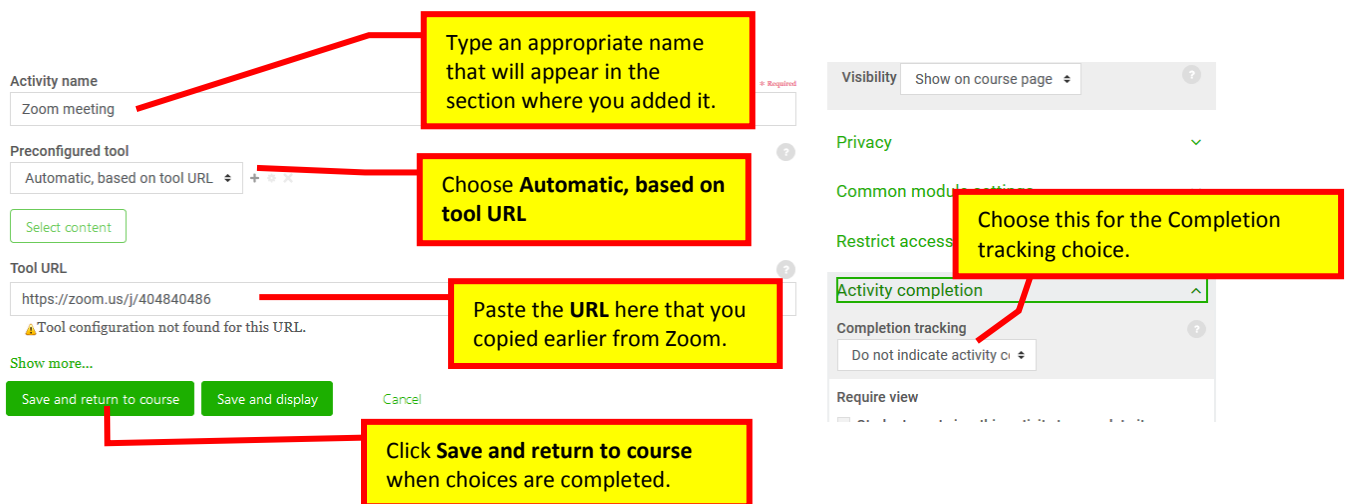
Step 4: Close the Zoom application and switch to your Moodle course.

Step 5: In your Moodle course, choose the appropriate section where you wish to insert a Zoom activity. One easy place to put it would be in the Syllabus and Quick Links section. (Once you are finished, you could even hide the activity from students until you needed to use it.)

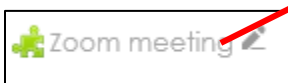
Step 6: Add a Zoom activity to your Moodle course.



Step 7: Edit the settings for the Zoom activity.



Start a Zoom meeting.



Let students know when you will be having a Zoom meeting. You and your student(s) will click the link to the Zoom activity you added to your course. Since you are the "host," Zoom should automatically open for you. The choices for students to join the meeting are pretty straightforward, but if they need help, have them look in the Student Tutorials under the heading **Online Video Conferences with your Instructor**.