

Zoom Meetings

Moodlerooms has a built-in external tool activity for **Zoom**. The advantage is that you can set up a single meeting that you and students can access anytime you need it right from within your Moodlerooms course.


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>)

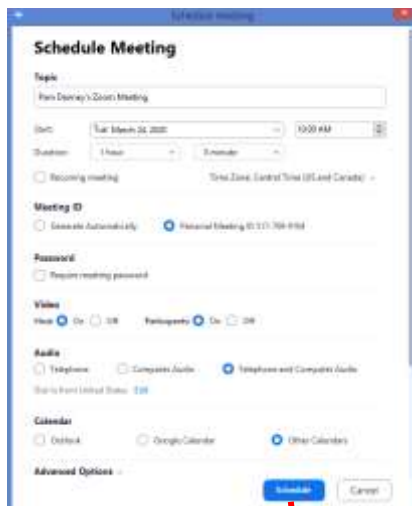
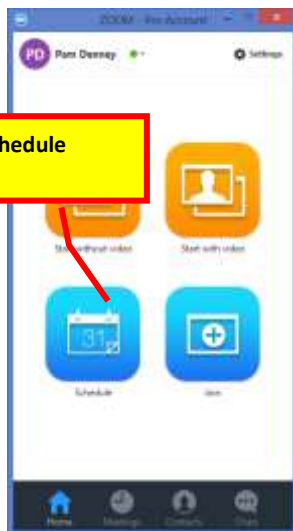
The following pages explain how to set Zoom up in your online Moodlerooms courses.

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.

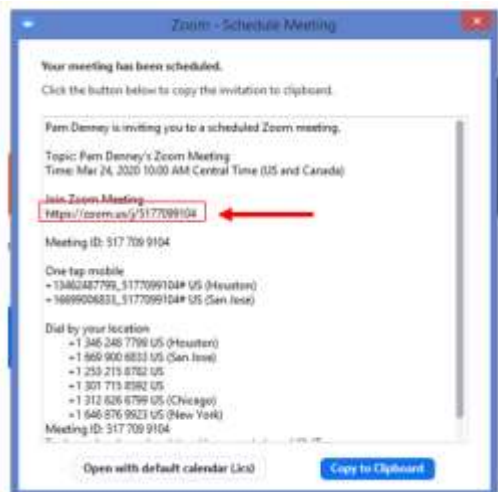
Step 2: Follow Will's instructions to create your account and set up the app for Zoom.

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



These examples are what are the default choices and are generally 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.

Click Create learning activity

Create learning activity

Drop files to attach, or browse

Activities Resources Help guide

Assignment Certificate Chat Choice
Database External tool Feedback Forum
Glossary Lesson Moodle Rooms Forum Questionnaire
Quiz SCORM package Survey Turnitin Assignment
Turnitin Assignment 2 Wiki Workshop Zoom

Choose Zoom

Step 7: Edit the settings for the Zoom activity.

Activity name: Zoom meeting

Type an appropriate name that will appear in the section where you added it.

Preconfigured tool: Automatic, based on tool URL

Choose Automatic, based on tool URL

Tool URL: https://zoom.us/j/4048640486

Paste the URL here that you copied earlier from Zoom.

Note: All you have to do after restoring your course to a new course shell each semester is change the numbers in this URL after scheduling a new meeting in Zoom.

Activity completion: Completion tracking

Choose this for the Completion tracking choice.

Click Save and return to course when choices are completed.

Step 8: Start a Zoom meeting.

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**.