

How to Set up a Zoom Meeting from within a Moodle Course

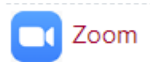
Students do not need to have a Zoom account to be able to join a Zoom meeting from within Moodle. However, faculty **MUST** add the Zoom app to their computer AND login using the SSO instructions to be able to set up a Zoom meeting in their Moodle course.

Below are a few tips and tricks to ensure a successful Zoom experience.

- Make sure you have a strong internet connection. Use a wired connection if possible.
- If your connection is 'buffering' or 'freezing', turn off your video. (click on the video camera icon in the lower left-hand corner of your Zoom session to turn your video off/on)
- Find a quiet place, and make sure your microphone is muted if you are not the one speaking. (click on the microphone icon in the lower left-hand corner of your Zoom session to mute or unmute your microphone.)

Follow the instructions below to setup a Zoom meeting in Moodle.

1. Login to Moodle and navigate to your Moodle course.
2. Click on the **Zoom** icon that was added to your Welcome page when your Moodle course shell was created. **If you have deleted this link, please send an email to moodle@simpson.edu along with the name of the course (i.e. MAGT 232), and we will re-add it for you.*



3. In the Moodle-Zoom window, login to your Zoom account (using the SSO button option).
4. Click on the **Schedule a New Meeting** button in the upper right-hand corner of the embedded Zoom window.

zoom

Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [🔗](#)

[All My Zoom Meetings/Recordings](#)

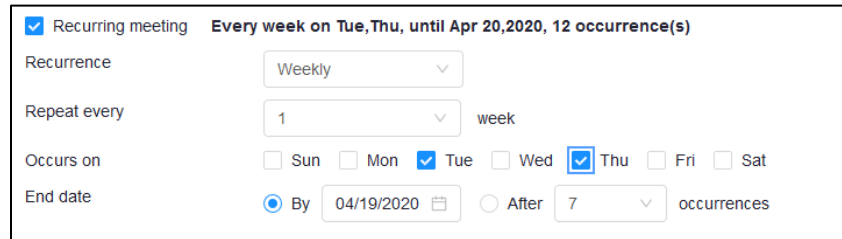
[Schedule a New Meeting](#)

5. Add a *Topic* or name for your meeting, a *Description* of your meeting, the *When* (date, time, and duration) of your meeting. **Remember that Free Zoom accounts are limited to 40-minute meetings. *If you end up going over 40 minutes and someone times out of the meeting, you and your students can click the same Start/Join buttons again to re-join the same meeting at any time.*

When	03/10/2020	12:00	PM	
Duration	1	hr	0	min

How to Set up a Zoom Meeting from within a Moodle Course

6. If you would like this to be a recurring meeting, (i.e. for each of your class sessions), check the box that says **Recurring meeting**, and you will be able to set up all your class meetings at one time.



Recurring meeting **Every week on Tue,Thu, until Apr 20,2020, 12 occurrence(s)**

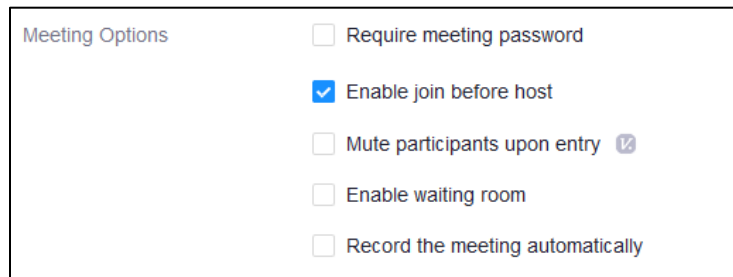
Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 04/19/2020 After 7 occurrences

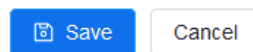
7. An important option to choose is the **Enable join before host** option in the Meeting options. This way, even if your Zoom session freezes or you are running a little late, the students will still be able to join the session. This will also be helpful if you are timed out of the meeting so the students can stay in the meeting and wait for you to rejoin.



Meeting Options

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

8. Then click **Save** at the bottom of the meeting scheduling window.



9. Now that your Zoom session(s) has been created, scroll to the top of the Zoom window and click on the **Course Meetings** breadcrumb to view all of the meetings that have been scheduled.

[Course Meetings](#) > Manage "Manda test"

10. You will see a list of all the upcoming synchronous class sessions you have scheduled. When it's time for the synchronous session, login to Moodle, click on the Zoom link on your Welcome page, and then click the **Start** button located the right of the meeting invite to join the meeting.

Today (Recurring)
12:00 PM

Manda test

841-808-855

Start Delete

If you have any questions regarding Zoom, visit the Zoom webpage: <https://simpson.edu/internal/zoom>, or send an email to moodle@simpson.edu.