Zoom: Create meetings for courses through Moodle

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Instructors can **create and manage Zoom Meetings associated with a Moodle course** using the **Zoom activity in Moodle**. The advantages to using the Moodle Zoom activity instead of the Zoom web portal or desktop/mobile app are:

- Course participants are automatically invited to meetings scheduled through the activity (and removed if they drop the course).
- They can see all Zoom meetings for the course in one place on the course Moodle page.
- Moodle automatically creates course calendar events (with meeting links) for the Zoom meetings.
- Recordings for meetings scheduled through the activity are **automatically** uploaded to the course's Panopto folder.

Note: Faculty and staff cannot schedule **Webinars** through the Moodle Zoom activity; use the Zoom web portal instead.

Before you start, you need the following:

- an **Instructor of record** or **Other editing teacher** role in a Bryn Mawr Moodle course
- a Bryn Mawr Zoom account 🗗

Add a Zoom activity to your course

1. Log into your course.
2. Toggle the **Edit Mode** switch on.
3. Click **Add an activity or resource** in the section where you want to place the Zoom activity (we recommend the top section).
4. Choose **Zoom** from the menu.
5. Give the activity a name (e.g., "Class Zoom Meetings") and click **Save and return to course**.

Warning: Do not add more than one Zoom Activity to a course; schedule all Zoom meetings through a single activity.

Schedule course meetings

1. Log into your course and click on the **Zoom activity**.
2. Click **Schedule a New Meeting**.
3. You will see an embedded version of Zoom's webpage for scheduling meetings. From here, provide the following meeting details (you can keep the default values for those not mentioned):
   - **Topic:** By default, Zoom uses the full course name. You may want to change this or distinguish between different types of meetings (e.g., **lectures** or **office hours**). Make sure to include the course number, however. This ensures students won't confuse your Zoom meetings for those from another class.
   - **Date and Time**: For a one-time meeting, use **When** to set the date and start time and **Duration** to specify how long it lasts. For a recurring series of scheduled meetings, do the following:
     - Use **When** to set the date and start time *for the first instance* and **Duration** to set how long each meeting lasts.
     - Check the **Recurring meeting** box.
     - Use the **Recurrence** and **Repeat** settings to adjust how often the meeting repeats. For example, choose **Weekly** for a class that occurs at the same time on *multiple* days of the week. Then check the appropriate days in the **Occurs On…** menu.
     - Set **End Date** to the day of your last meeting.
   - **Meeting Options:**
     - **Enable focus mode when meeting starts**: Focus mode limits participants' available actions and what they see from others (hosts and co-hosts retain all normal functionality). By checking this box, you will have the ability to turn on focus mode during a meeting.
     - **Record the meeting automatically:** Check this box and choose the **In the Cloud** option to automatically record a meeting and have it uploaded to Panopto.
   - **Designate Alternative hosts:** add co-hosts by using their **brynmawr.edu email addresse**s (Haverford and Swarthmore individuals cannot be co-hosts for BMC Zoom meetings).
4. Click **Save** to finish setting up the meeting.

> **Note:** Once the meeting has been created, you can upload Polls as a CSV. See Conducting polls in meetings ⧉ for more information. Additionally, you can edit your meeting in the Zoom app or Zoom web browser after it has been created in Moodle.

Manage course meetings

For a class meeting, you, a co-host, or alternative host can do the following actions:

- **Start** the meeting.
- **Edit** the time, date, recurrence or other meeting settings.
- **Delete** the meeting (if a recurring meeting, Zoom will clarify whether you wish to delete only one or all instances).

All of your meetings (including personal meetings and those for other classes) will show up in the Zoom activity within Moodle. Click on the meeting title to see these options.

Meeting recordings

Zoom meetings that **have been scheduled through a Moodle Zoom activity and recorded to the cloud** will automatically show up within the Moodle course and in Panopto. We recommend **turning on automatic recording** so you don't have to remember to do it manually.

Turn on automatic recording

The easiest way to ensure they all get recorded.

1. Log into your Moodle course and click the **Zoom activity** to open it.
2. Click a **meeting** title.
3. Go to **Meeting Options**.
4. Select **Record the meeting automatically** and **In the Cloud**, then save any changes.

If this is a recurring meeting, settings will be applied to all instances of the meeting. If you scheduled each meeting separately, you will need to change the options for each meeting.

Access through Zoom Activity

1. Log into your Moodle course and open the **Zoom activity**.
2. Click the **Cloud Recordings** tab.
3. You will see a list of recorded class meetings, with two caveats:
   - It may take a few hours for a recently ended meeting to finish processing and appear here
   - Recordings older than 60 days will be removed due to storage limitations; access them through Panopto instead.

Access through Panopto

It takes slightly longer (but usually under 24 hours) for Zoom recordings to be ingested into Panopto, but they will remain on Panopto for at least three years before being archived.

- Find recordings in the Panopto folder for the course.
- Add the Panopto block to a Moodle course for easy access to recordings.

Videos & Further Reading on Zoom

- **Zoom:** Scheduling Meetings

- **Zoom:**Using Focus Mode ⧉
- **Zoom:** Pre-assigning participants to breakout rooms⧉
- **Zoom:** Using host and co-host controls in a meeting⧉

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the**Help Desk!**

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