

Moodle: Schedule class Zoom meetings

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Instructors can create and manage all course meetings through Moodle by using the Zoom activity. We recommend using this feature—rather than the Zoom website or app—for the following reasons:

- It will automatically invite all course participants to meetings you create.
- It will create calendar events for all meetings, which will include meeting links.
- Course participants will see all Zoom meetings in one place on the course Moodle page.
- Meeting recordings will be **automatically** uploaded to the course's Panopto folder.

Before you start, you need the following:

- an Instructor of record or Other editing teacher role in a Bryn Mawr Moodle course
- [an Active Bryn Mawr Zoom account](#)

Add the Zoom activity to your course

1. Log into your course and toggle the **Edit Mode** switch.
2. Click **Add an activity or resource** in the section where you want to place the Zoom activity (we recommend placing it in the top section).
3. Choose **Zoom** from the menu.
4. 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. You can schedule all your meetings within the same activity.

Schedule course meetings

1. Click on the Zoom activity to open an embedded Zoom window.
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.
 - **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.
 - **Breakout room pre-assign:** Check this if you want to create breakout rooms and assign students to them before the meeting starts. Click on **Create Rooms** if you want to perform these actions within the Zoom Moodle activity. Click on **Import from CSV** if you would like to perform these actions in a spreadsheet first, then upload them to the Zoom Moodle activity.
 - **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.
 - **Advanced Options:**
 - **Schedule for:** Usually **Myself**, which designates you as the host. [If someone has given you scheduling privileges for their Zoom](#) (e.g, a professor for whom you are a TA), you also may schedule a meeting where they are the host.
 - **Designate Alternative hosts:** add co-hosts by using their brynmawr.edu email addresses (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.

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.

Manage recorded course meetings

1. End the meeting in Zoom.
2. Open the Zoom activity in Moodle.
3. Click on the tab **Cloud Recordings**.
4. You will see a list of all the class meetings you have recorded. This will eventually include the session you just ended, although it will take time for the recording to process and be added to the list. The Zoom activity in Moodle holds recordings for a limited time (30-60 days) due to storage limitations.
5. After a short delay (usually under 24 hours), [you can find your recordings](#) in your Panopto course folder. If you have [added the Panopto block to the course](#), you can also find the recordings there. Panopto will store videos for at least three years before archiving them.

Warning: Make sure that you have set up a meeting to be recorded before you start. Otherwise, it may not transfer to Panopto. To ensure a meeting is recorded:

- Click on the meeting title within the Zoom activity in Moodle.
- Go to the **Meeting Options** menu.
- Make sure you have selected **Record the meeting automatically** and **In the Cloud**.

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!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor

