

Zoom: Schedule course meetings with the Moodle Zoom activity

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Use Moodle's Zoom activity to add Zoom Meetings, Whiteboards and/or Appointment booking pages to a Moodle course. Moodle will automatically create Moodle calendar events for Meetings (with join links), upload Meeting recordings to the course Panopto folder, and organize Whiteboards in a course-specific project folder within Zoom.

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 the Zoom meetings through a single activity.

Meetings

Schedule course meetings

1. Log into your course and click on the **Zoom activity**.
2. Click **Schedule a New Meeting**.

3. Edit meeting details as needed:

- **Topic:** Zoom uses the full course name by default; if you edit this, be sure to **keep the course number** so students recognize it on their calendars.
- **Date and Time:**
 - **For a single meeting:** use **When** to set the date and start time and **Duration** to specify how long it lasts.
 - **For a series of recurring meetings:**
 1. Use **When** to set the date and start time *for the first instance* and **Duration** to set how long each meeting lasts.
 2. Check **Recurring meeting**.
 3. Use **Recurrence** and **Repeat** to set the repeat sequence. For a course that meets **at the same time twice a week**, choose **Weekly** and check the **days of the week** under **Occurs on**.
 4. Set the **End Date** of the **last** meeting.
- **Meeting Options:** Check **Record the meeting automatically** and choose **In the Cloud** to automatically record the meeting(s) and upload them to your course Panopto folder.

4. Click **Save** to finish setting up the meeting.

Manage course meetings

Only the **creator of a Zoom meeting** can edit it. You can make some changes within the Zoom activity by clicking on the meeting title, but you may need to log into [the Zoom web portal](#) using SSO and edit the meeting on your **Meetings** tab in some cases.

- **Add polls and quizzes** using the [Zoom web portal](#) for the best experience. See [Conducting polls in meetings](#) or [Conducting quizzes in meetings](#). (When editing within the Zoom Activity, you must download a CSV template, fill in questions and upload them.)
- You can **pre-assign students to break-out rooms**, but with very significant caveats. (See [Pre-assigning breakout rooms with LTI Pro](#).) In practice, **assigning breakout rooms randomly** or **letting students choose** works better, see [How to manage breakout rooms in a meeting](#).
- To **add a Zoom meeting created outside of Moodle**, copy its meeting ID, then open the Zoom activity in Moodle, and click **:** on the **Home** page, choose **Import meeting**, paste the meeting ID and click **Import**. See [Importing and disassociating meetings](#).

Course meeting recordings

Cloud recordings of meetings scheduled through a Moodle Zoom activity will appear within the Moodle activity and be uploaded to the Panopto course and for long-term storage and visible in the Panopto block.

- To view withing the **Zoom activity**, open it and click the **Cloud Recordings** tab.
- Recordings are removed from Zoom after 60 days due to storage limitations, but **remain in Panopto**. See [Moodle: Manage Class Recordings with the Panopto Block](#).

Note: It may take a **few hours** for a recently ended meeting to finish processing and appear on Zoom or

Appointments

Zoom has added a [lightweight "Easy Scheduler"](#) to enable teacher to offer **online office-hour appointment booking** within the Zoom Moodle activity. However, we recommend using the **full-featured, standalone Zoom Scheduler** instead:

- **Zoom Scheduler** is connected to your Outlook calendar so it automatically hides slots when you have a conflict and adds appointments to your Outlook to hold those times. **You must do these things manually for appointments booked through the Zoom Moodle activity.**
- **Zoom Scheduler can calendar invites** to you and the appointment booker. Appointments booked in the Zoom Moodle activity only show up on the Appointment tab in the activity, which students are unlikely to check often.
- **Zoom Scheduler can send reminders** to you and/or the appointment booker.
- **Zoom Scheduler** supports in-person and Teams meetings; Zoom meetings are the only option within the Activity.

See [Zoom: Use Scheduler for appointment booking](#) for instructions on creating a booking schedule; copy the share link and add it to your course as a URL resource.

Whiteboard

Zoom Whiteboards offer a collaborative online space for visual notetaking and annotation, much like analog whiteboards. Whiteboards can be used inside a Zoom meeting and for asynchronous collaboration outside of meetings.

- To turn off Whiteboard or edit settings open the **Home** tab in Moodle Zoom activity, click: and choose **Manage Zoom Whiteboard**.
- See [Using the Zoom Whiteboard](#) and [Using Zoom Whiteboard in a Zoom meeting](#) for detailed instructions.
- Zoom's [Whiteboard video tutorials](#) demonstrate some common uses.

Questions?

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

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