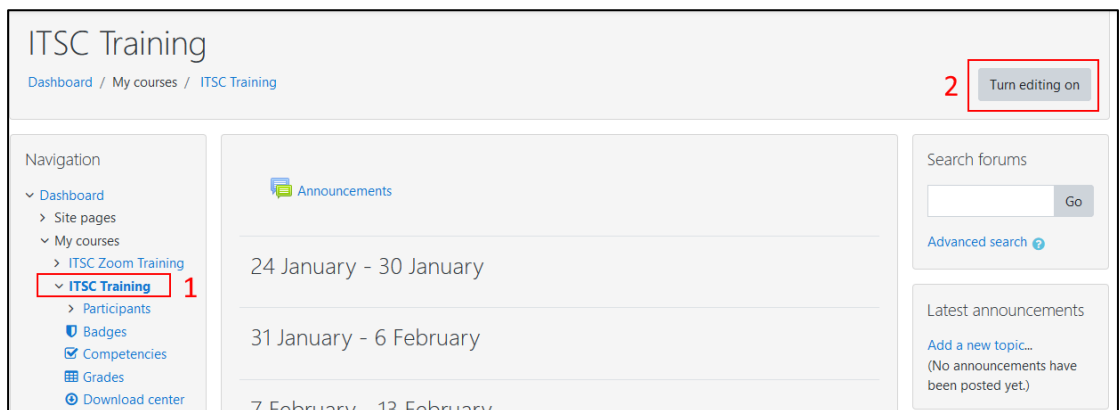


# Create a Zoom Online Class in Moodle

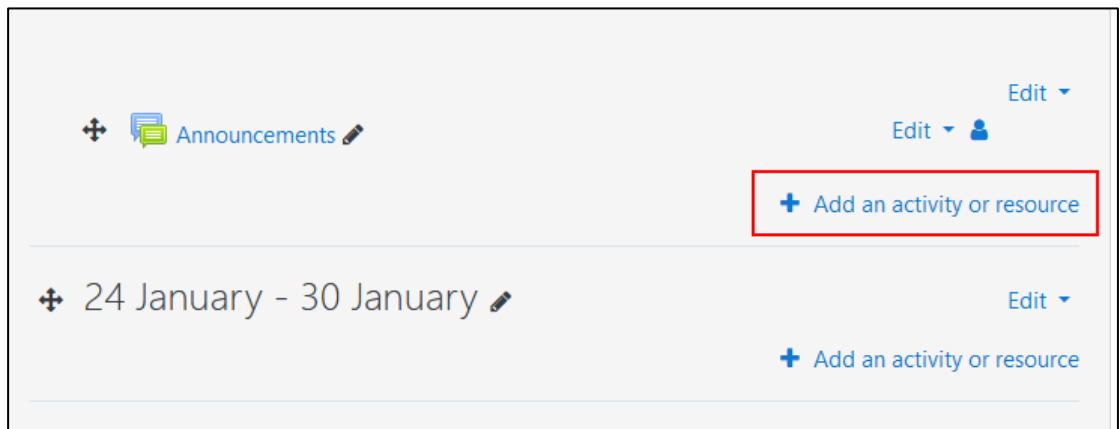
## Creating a Zoom Moodle Module

In order to create online classes in your Moodle course, you need to add a Zoom module to your course.

1. Login to Moodle and access to your course
2. Click 'Turn editing on'



3. Click "Add an activity or resource". You are suggested to create the module in the same block with "Announcements".



4. From the list of activities click to select “Zoom Meetings”

The screenshot shows a window titled "Add an activity or resource" with a search bar at the top. Below the search bar are tabs for "All", "Activities", and "Resources". The main area is a grid of activity icons and labels. Each icon has a star and an information icon below it. The "Zoom meeting" icon, which is a blue video camera, is highlighted with a red rectangular box. Other visible activities include Assignment, Attendance, Book, Chat, Choice, Course Readings, Database, External tool, Face-to-Face, Feedback, File, Folder, Forum, Glossary, GoChinese, Group choice, Group self-selection, H5P, HotPot, Label, Leganto reading list, Lesson, OU blog, OU wiki, Page, Questionnaire, Quiz, SCORM package, Scheduler, Survey, Turnitin Assignment 2, URL, Wiki, and Workshop.

Activity	Star	Info
Assignment	☆	i
Attendance	☆	i
Book	☆	i
Chat	☆	i
Choice	☆	i
Course Readings @...	☆	i
Database	☆	i
External tool	☆	i
Face-to-Face	☆	i
Feedback	☆	i
File	☆	i
Folder	☆	i
Forum	☆	i
Glossary	☆	i
GoChinese	☆	i
Group choice	☆	i
Group self-selection	☆	i
H5P	☆	i
HotPot	☆	i
Label	☆	i
Leganto reading list	☆	i
Lesson	☆	i
OU blog	☆	i
OU wiki	☆	i
Page	☆	i
Questionnaire	☆	i
Quiz	☆	i
SCORM package	☆	i
Scheduler	☆	i
Survey	☆	i
Turnitin Assignment 2	☆	i
URL	☆	i
Wiki	☆	i
Workshop	☆	i
<b>Zoom meeting</b>	☆	i

5. In the module details

- Provides an activity name
- Click either
  - Save and return to course – Save settings and return to the course main page, or
  - Save and display – Save settings and go to module content.

Adding a new External tool ⓘ

General

Activity name **1** ⓘ Zoom Online Classes

Show more...

Select content

Privacy

Grade

Common module settings

Restrict access

Tags

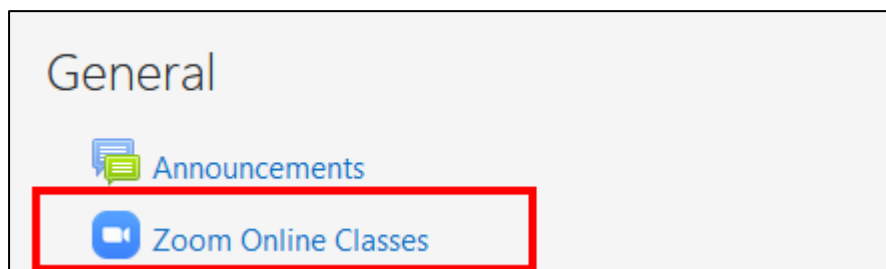
Competencies

**2** Save and return to course Save and display Cancel

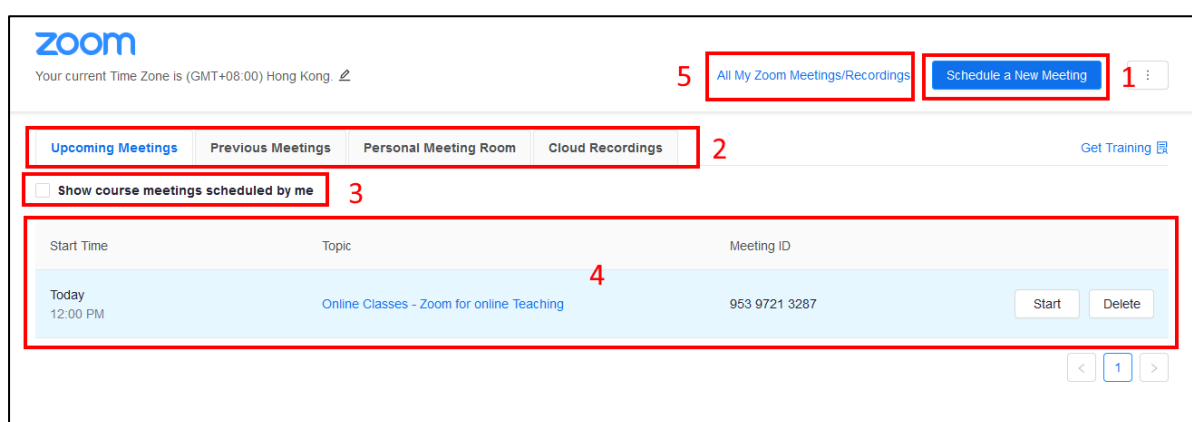
There are required fields in this form marked ⓘ .

## Understanding the Zoom Moodle Module

Start the Zoom Moodle Module by clicking the module “Zoom Online Classes” created in steps 4-5 in the previous section



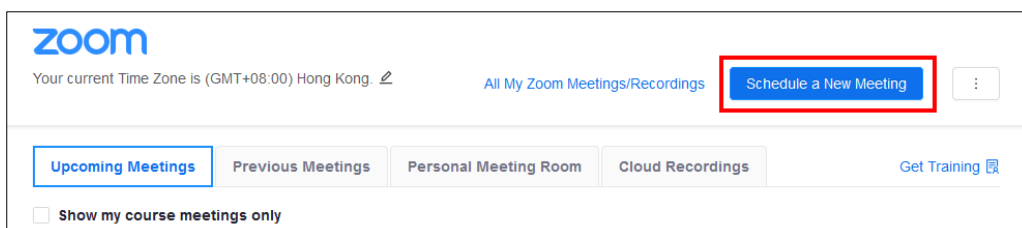
Following is the main screen of the Zoom Moodle Module



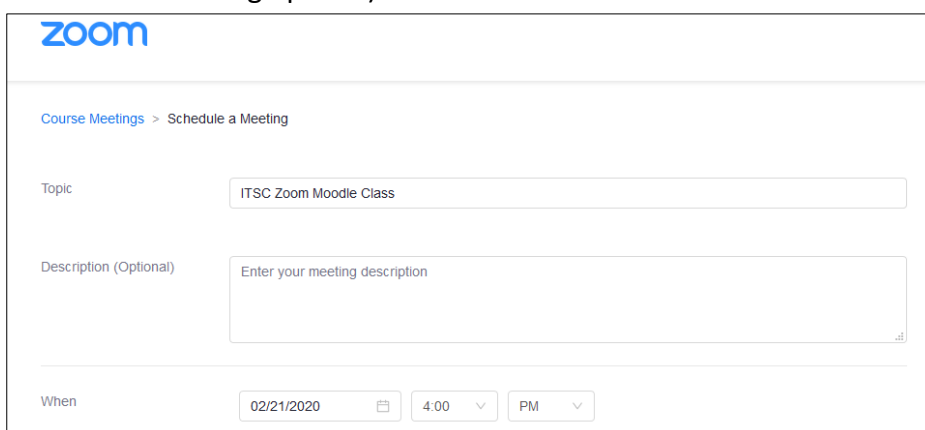
1. Schedule a New Meeting for the current course
2. Meetings and Recording menus
  - Upcoming Meetings – List of meetings scheduled
  - Previous Meeting – List of meetings completed
  - Personal Meeting Room – Information of your personal meeting
  - Cloud Recordings – Manage your online meeting recordings
3. Show the meetings of your course only
4. List of meetings according to your selection in 2 (upcoming meeting/previous meeting/personal meeting room/cloud recordings)
5. View all your Zoom meetings and recordings (not limited to Moodle courses)

## Create a Scheduled Meeting / an Online Class

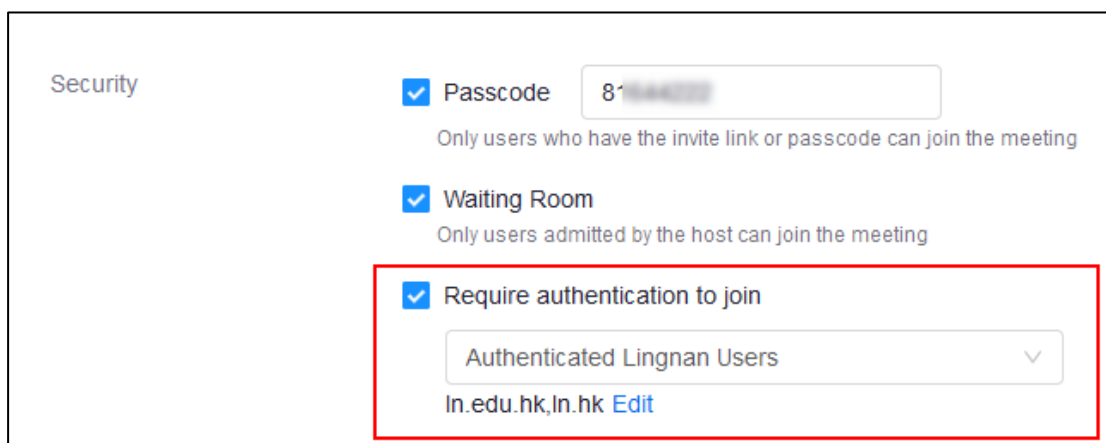
1. Click “Schedule a New Meeting”



2. Enter meeting / class information, make necessary changes (for example, date & time and meeting options)



3. In order to facilitate attendance checking, you have to confirm the option “Require authentication to join” is enabled and “Authenticated Lingnan Users” is selected for your meeting. The option is located in the security section of the meeting.



4. Click "Save"

Meeting Options

- Enable join before host
- Mute participants upon entry
- Breakout Room pre-assign
- Use Personal Meeting ID 31
- Record the meeting automatically

---

[Advanced Options](#) (Schedule For, Alternative Hosts)

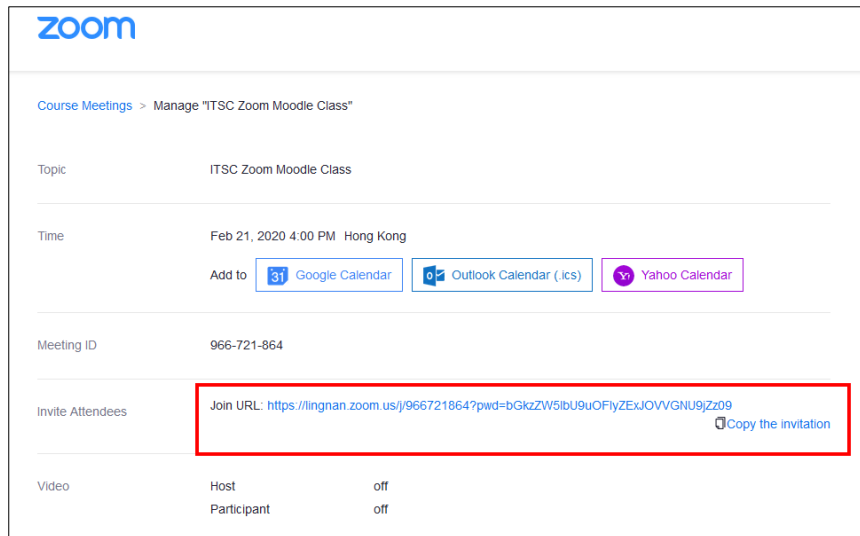
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Tracking Field \* Purpose (Required)

---

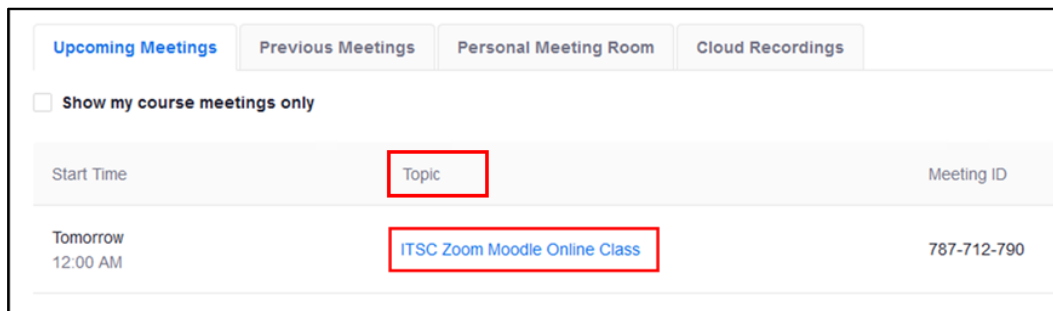
Save

5. The details of your meeting will be displayed, you will find the “Join URL” of your meeting. You can also copy an invitation email template generated from your meeting details by clicking “Copy the Invitation”.

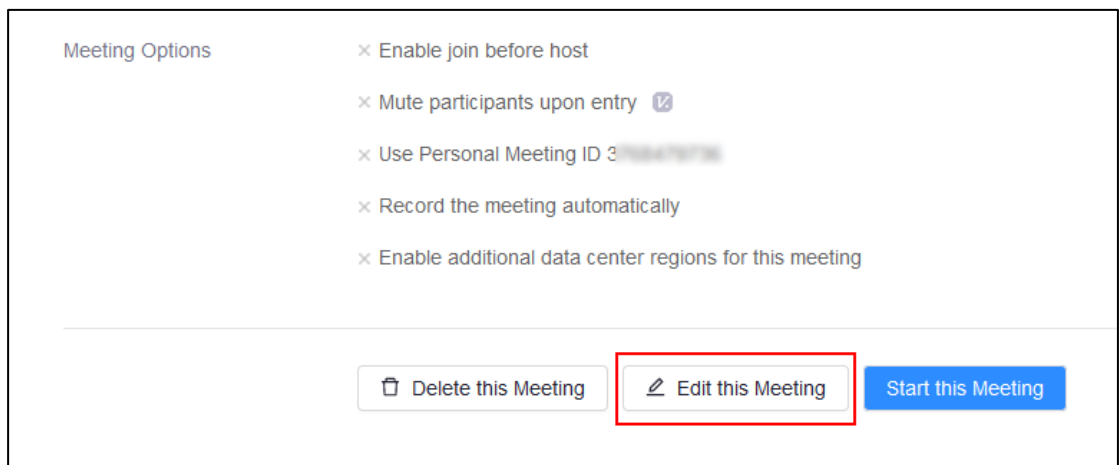


### Modifying Scheduled Meetings / Online Classes

1. From the main screen of Zoom Moodle Module, click the name of the online class under the “Topic” column.



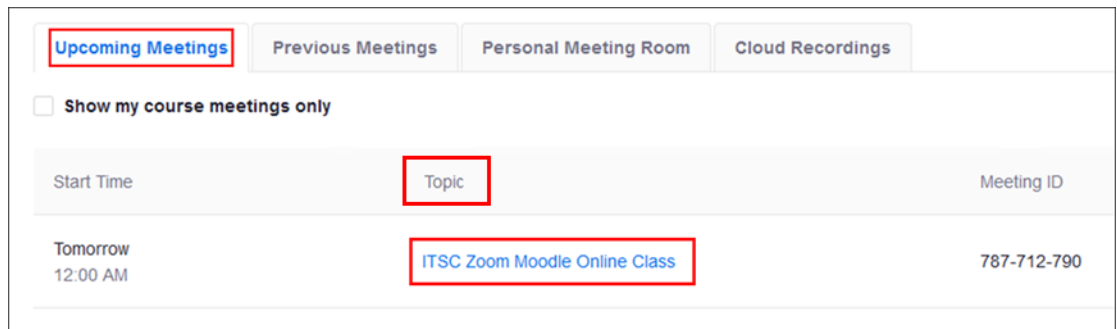
2. Scroll to the bottom and click “Edit this Meeting”



3. Modify your meeting and click “Save” to update.

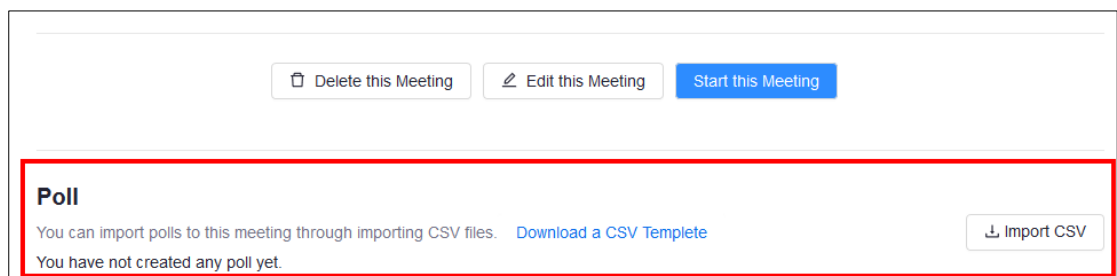
## Setting Up Polls

1. From the main screen of Zoom Moodle Module, click the name of the online class under the “Topic” column.



Start Time	Topic	Meeting ID
Tomorrow 12:00 AM	ITSC Zoom Moodle Online Class	787-712-790

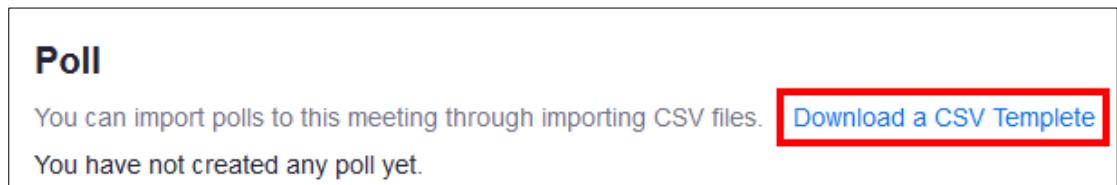
2. The Poll section located at the bottom of the page



Delete this Meeting Edit this Meeting Start this Meeting

**Poll**  
You can import polls to this meeting through importing CSV files. [Download a CSV Template](#) [Import CSV](#)  
You have not created any poll yet.

3. Download a copy of the CSV template to create a new poll



**Poll**  
You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)  
You have not created any poll yet.



- Open the template in Microsoft Excel, change the contents according to your poll questions and save it without changing its file type (CSV).

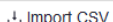
	A	B	C	D
1	Title	Questions Name	Questions Type	Answers
2	Polling1			
3		How useful was this meeting?	multiple	
4				Extremely useful
5				Somewhat useful
6				Not useful at all
7				
8		How useful was this course?	single	
9				Extremely useful
10				Somewhat useful
11				Not useful at all
12	Polling2			
13		How useful was this meeting?	multiple	
14				Extremely useful
15				Somewhat useful
16				Not useful at all
17				
18		How useful was this course?	single	
19				Extremely useful
20				Somewhat useful
21				Not useful at all
22				

- Upload the file back to your meeting by clicking “Import CSV” and then select your updated template file

**Poll**

You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)

You have not created any poll yet.

 Import CSV

6. After uploading, your poll questions and answers will be displayed in the Poll section

The screenshot shows a 'Poll' section with a header and a table of poll items. The header includes a title 'Poll', a sub-header 'You can import polls to this meeting through importing CSV files. Download a CSV Template', and an 'Import CSV' button. Below the header, it states 'You have created 2 polls for this meeting.' The table has columns for 'Title', 'Total Questions', and 'Delete'. The first poll is 'Poll 1:Polling1' with 2 questions and a 'Delete' button. The second poll is 'Poll 2:Polling2' with 2 questions and a 'Delete' button. The details for 'Poll 1:Polling1' are expanded, showing two questions: '1.How useful was this meeting? (Multiple Choice)' and '2.How useful was this course? (Single Choice)'. Each question has three answer options: 'Answer 1:Extremely useful', 'Answer 2:Somewhat useful', and 'Answer 3:Not useful at all'.

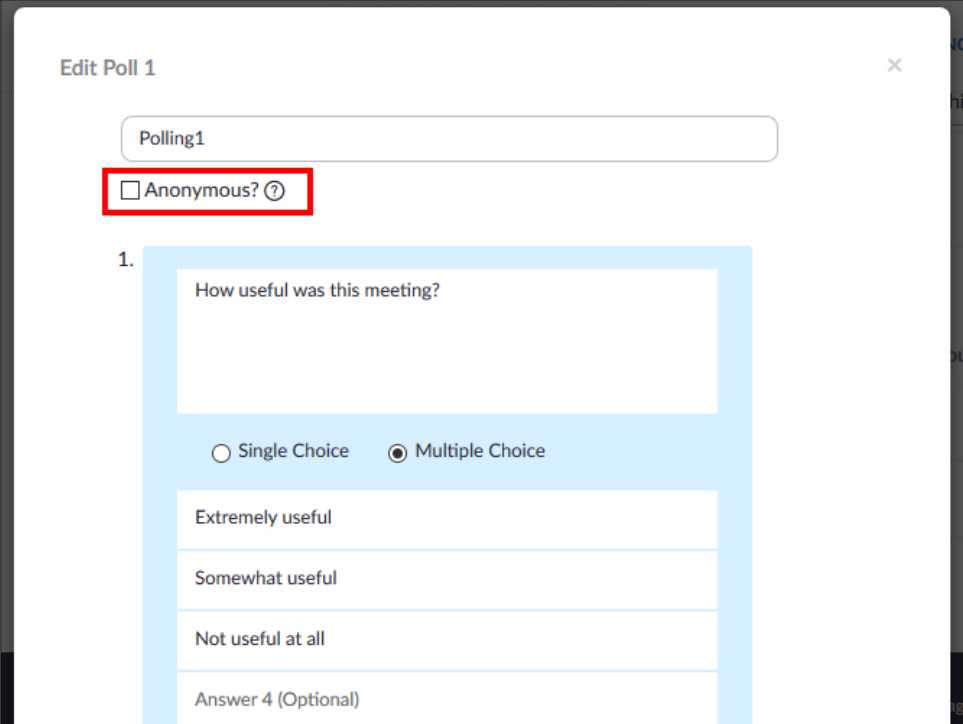
7. If poll questions are created with templates, all the responses collected are named. Poll reports will show participants' identities with the choices they made.
8. To change the poll to an anonymous one, you need to login to your Zoom webpage (<https://lingnan.zoom.com/signin>). Select "Meetings" on your left, click the name of the meeting with the poll

The screenshot shows the 'PERSONAL' section of the Zoom interface. On the left, there is a sidebar with 'Meetings' highlighted in a blue box. The main content area is titled 'Upcoming Meetings' and shows a table of meetings. The table has columns for 'Start Time' and 'Topic'. The first meeting is 'Mon, Feb 24 11:48 PM' with the topic 'Testing'. The second meeting is 'Today 12:00 AM' with the topic 'ITSC Zoom Moodle Online Class', which is highlighted in a red box.

9. Scroll down to the Poll Section and click the "Edit" button besides the poll you want to modify

The screenshot shows the 'Poll' section in a meeting interface. The header includes a title 'Poll' and a sub-header 'Live Streaming'. Below the header, it states 'You have created 2 polls for this meeting.' and an 'Add' button. The table has columns for 'Title', 'Total Questions', 'Anonymous', 'Edit', and 'Delete'. The first poll is 'Poll 1:Polling1' with 2 questions, 'No' anonymous, and an 'Edit' button highlighted in a red box. The second poll is 'Poll 2:Polling2' with 2 questions, 'No' anonymous, and 'Edit' and 'Delete' buttons.

10. You can change the title, questions and answers of the Poll. By enabling the “Anonymous?” option, identities of the participants who enter the poll will not be recorded.



Edit Poll 1

Polling1

Anonymous? ?

1. How useful was this meeting?

Single Choice  Multiple Choice

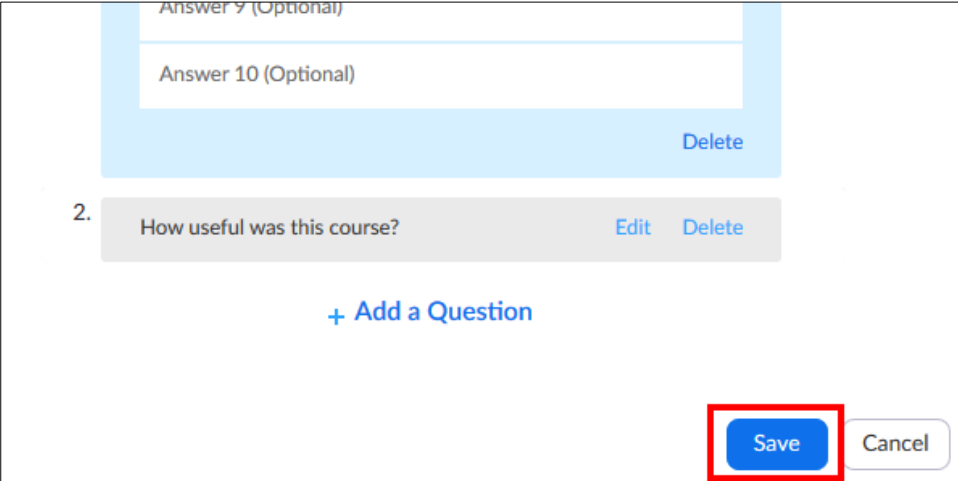
Extremely useful

Somewhat useful

Not useful at all

Answer 4 (Optional)

11. Scroll to the bottom and click “Save” button



Answer 9 (Optional)

Answer 10 (Optional)

Delete

2. How useful was this course? Edit Delete

+ Add a Question

Save Cancel

12. The poll is now changed to an anonymous one

## Information Technology Services Centre

**Poll** Live Streaming

You have created 2 polls for this meeting. Add

Title	Total Questions	Anonymous		
▼ Poll 1:Polling1	2 questions	Yes	<span>Edit</span>	<span>Delete</span>
▼ Poll 2:Polling2	2 questions	No	<span>Edit</span>	<span>Delete</span>

### Start Scheduled Meetings / Online Classes

From the main screen of Zoom Moodle Module, select “Upcoming Meetings” and click “Start” button besides the meeting / online class you want to start. Your installed Zoom Client will be launched.

Upcoming Meetings 1 Previous Meetings Personal Meeting Room Cloud Recordings Get Training

Show my course meetings only

Start Time	Topic	Meeting ID		
Tomorrow 12:00 AM	ITSC Zoom Moodle Online Class	787-712-790	2 <span>Start</span>	<span>Delete</span>

## Report of Completed Meetings / Online Classes

After your meeting has completed, select “Previous Meetings” from the main screen of Zoom Moodle Module. In the meeting list, click “Report” to display meeting and poll reports for the selected meeting.

The screenshot shows the Zoom Moodle Module interface. At the top, there are tabs for 'Upcoming Meetings', 'Previous Meetings' (highlighted with a red box and labeled '1'), 'Personal Meeting Room', and 'Cloud Recordings'. Below the tabs, there is a checkbox labeled 'Show my course meetings only'. The main content is a table of meetings:

Start Time	Topic	Meeting ID		
Today 3:00 PM	ITSC Zoom Moodle Online Class	711-294-360	Report (highlighted with a red box and labeled '2')	Delete
Mon, Feb 17 5:00 PM	Zoom LTI Pro	763-158-342	Report	Delete
Mon, Feb 17 11:00 AM	ITSC Training	951-144-408	Report	Delete
Mon, Feb 17 9:30 AM	ITSC Training	148-767-825	Report	Delete

## Meeting Report

List of participants with their information, including join time, leave time and duration in the meeting/online class. You can export the report by clicking “Export to CSV File”

The screenshot shows the Meeting Report interface. At the top, there are tabs for 'Meeting Report' and 'Poll Report'. Below the tabs, there is a button labeled 'Export as CSV File' (highlighted with a red box). The main content is a table of participants:

Name	Email	Join time	Leave time	Duration (Minutes)	Attentiveness Score
Wing Fung Chan (LTI)	wfchan@uwo.ca	02/17/2020 11:46:21	02/17/2020 12:05:08	19	13.04%
Hil Ha Du Gordon	hdu@uwo.ca	02/17/2020 11:47:32	02/17/2020 11:47:42	1	100.0%
Hil Ha Du Gordon		02/17/2020 11:47:55	02/17/2020 11:53:46	6	57.26%
Quinn Chan	qchan@uwo.ca	02/17/2020 11:48:24	02/17/2020 11:49:16	1	100.0%

## Poll Report

List of polling questions and answers chosen by the participants of your selected meeting/online class will be displayed. You can export the report by clicking “Export to CSV File”

Meeting Report Poll Report

Export as CSV File

Name	Email	Question	Answer
ITSC	itsc@ln.edu.hk	How useful was this meeting?	Extremely useful
ITSC	itsc@ln.edu.hk	How useful was this course?	Somewhat useful
ITSC	itsc@ln.edu.hk	How useful was this meeting?	Extremely useful;Somewhat useful
ITSC	itsc@ln.edu.hk	How useful was this course?	Not useful at all

< 1 >