Moodle User Guides & FAQs for Staff (https://www.lttc.eduhk.hk/moodle/help-staff)

Create and Start Zoom Meetings by LTI Method

***Remark: If you first time using Zoom, please sign in to EdUHK Zoom portal (https://eduhk.zoom.us) to enable your account before create Zoom meeting in Moodle course.

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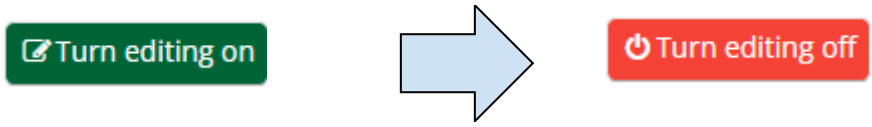
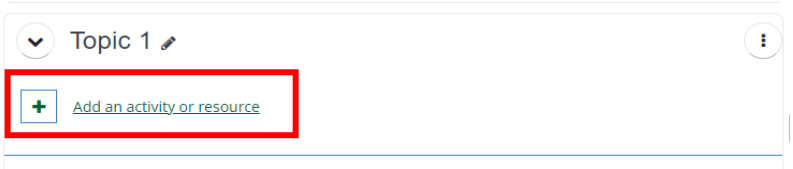
Part 1: Adding LTI Zoom Meeting Activity

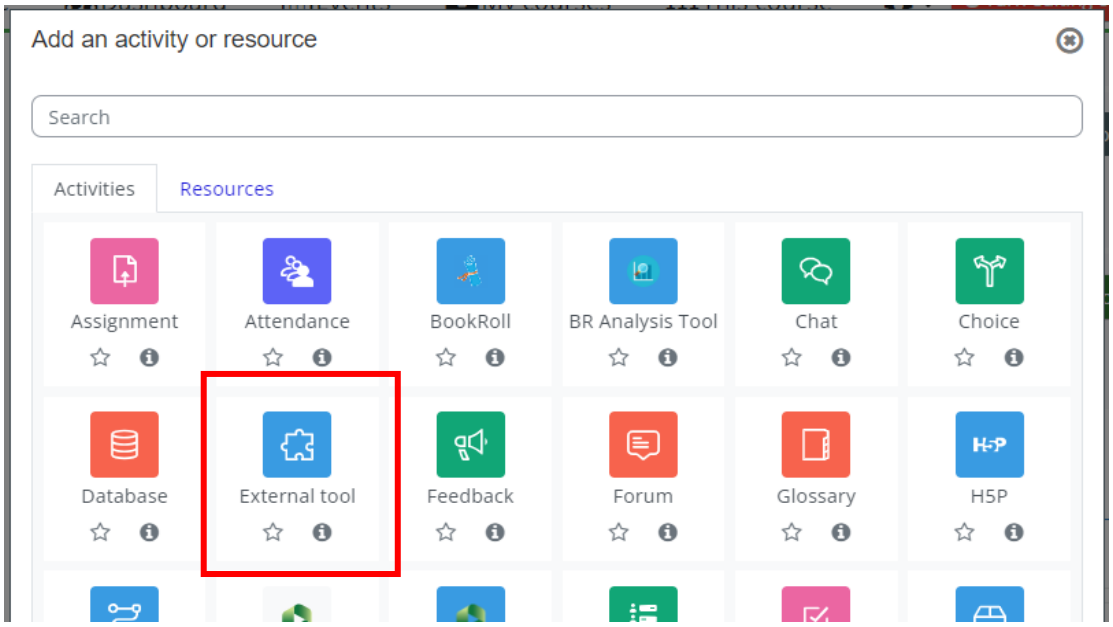
1. In the Moodle course page, click the **Turn editing on** button at the top right corner to enable editing mode, button will change to Turn editing off.



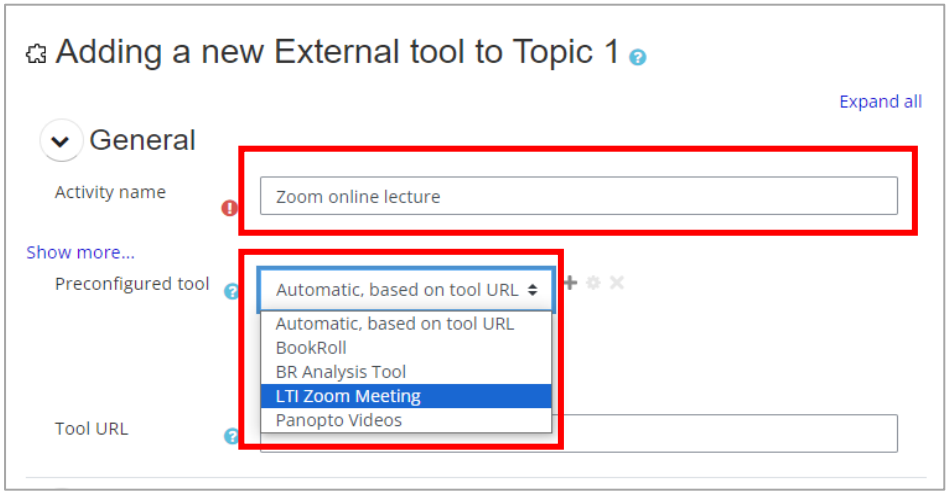
2. Choose a topic, say Topic 1. Click on **+Add an activity or resource** link.



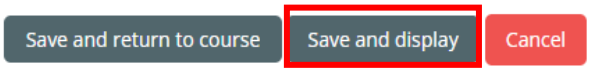
3. Select **External tool**.



4. Enter the name of the activity, such as Zoom online lecture and choose **LTI Zoom meeting** for Preconfigured tool.

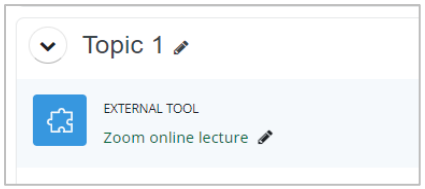


5. Click the **Save and display** button to schedule the new meeting.

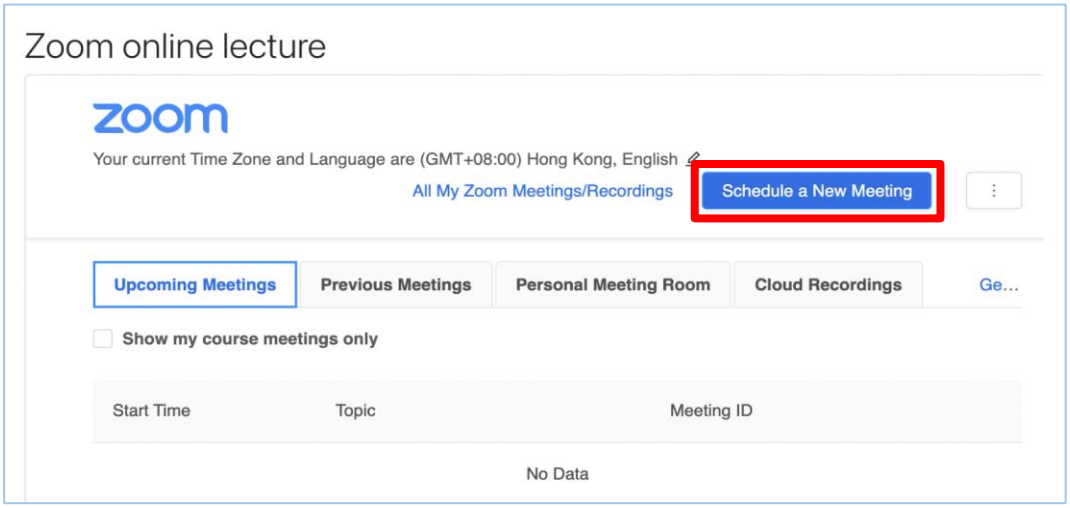


Part 2.1: Schedule a Zoom Meeting

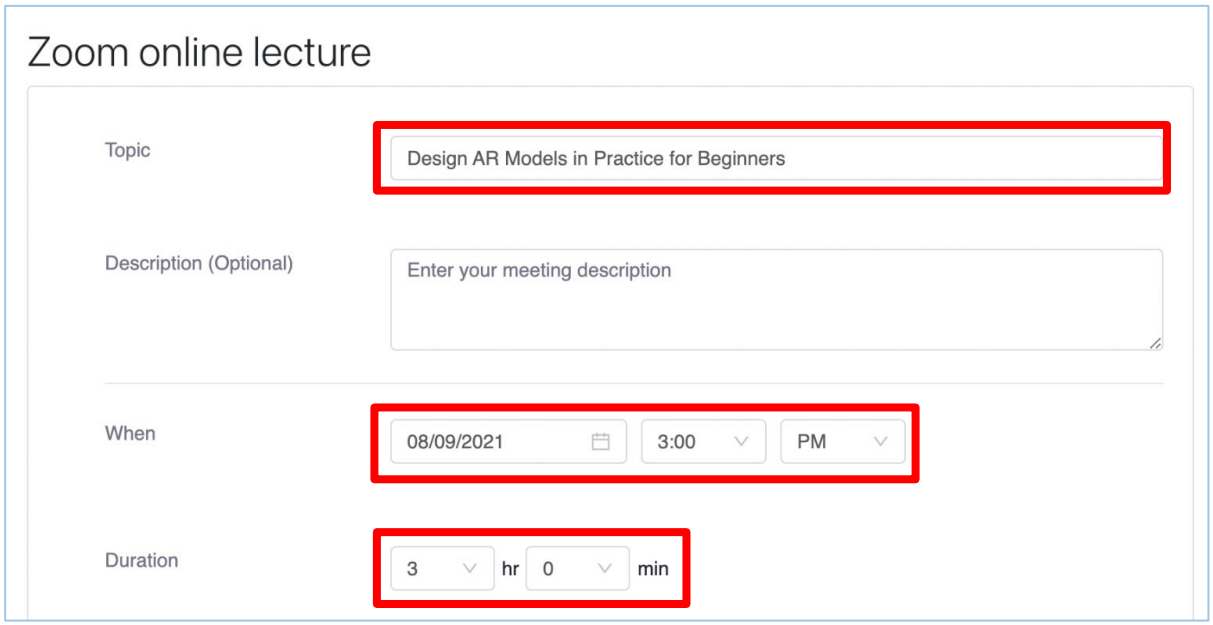
1. Click on the **LTI Zoom Meeting link**, such as Zoom online lecture and wait for the Zoom panel.



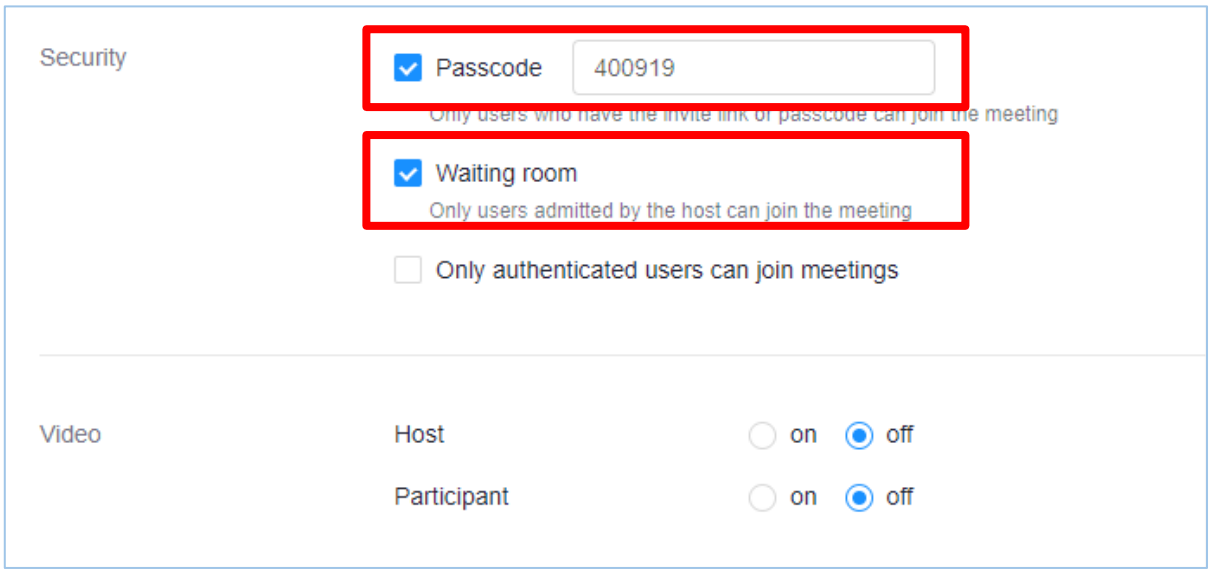
2. Click on the **Schedule a New Meeting**.



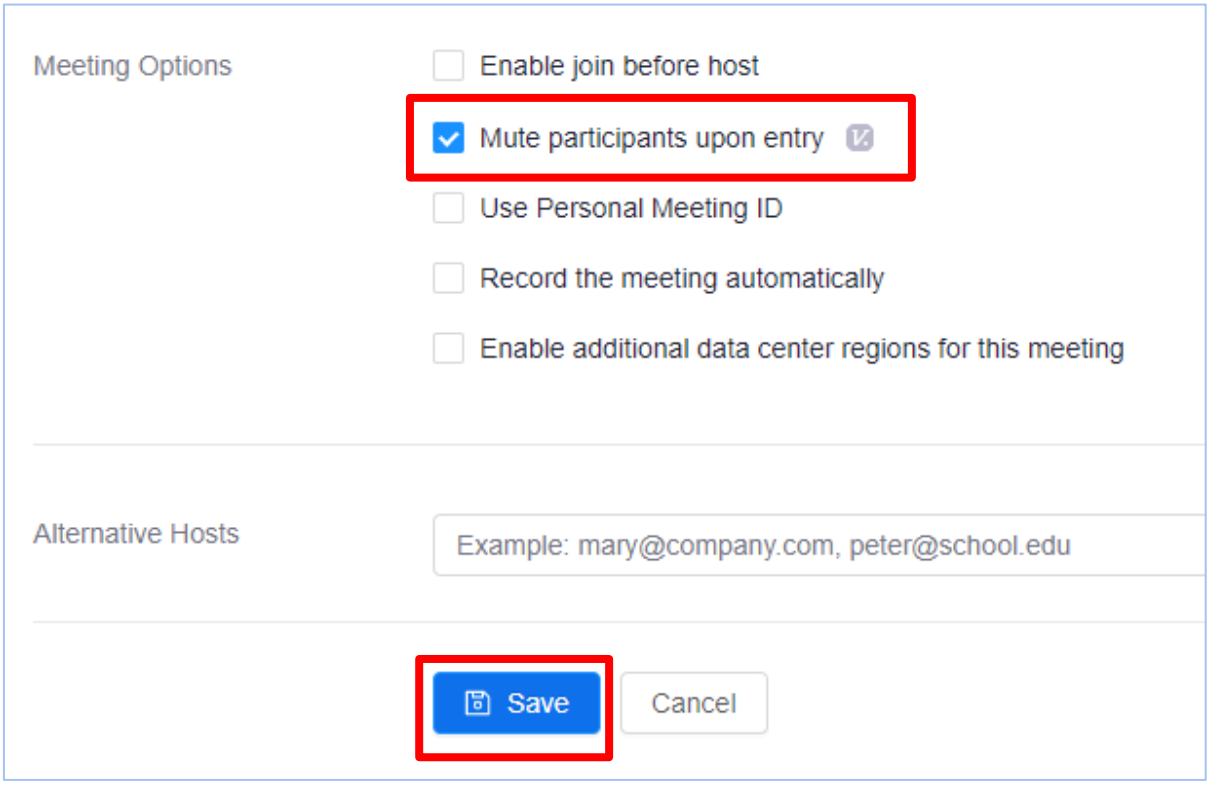
3. Name the meeting name in the **Topic**, set the **Date/Time** and **Duration.**



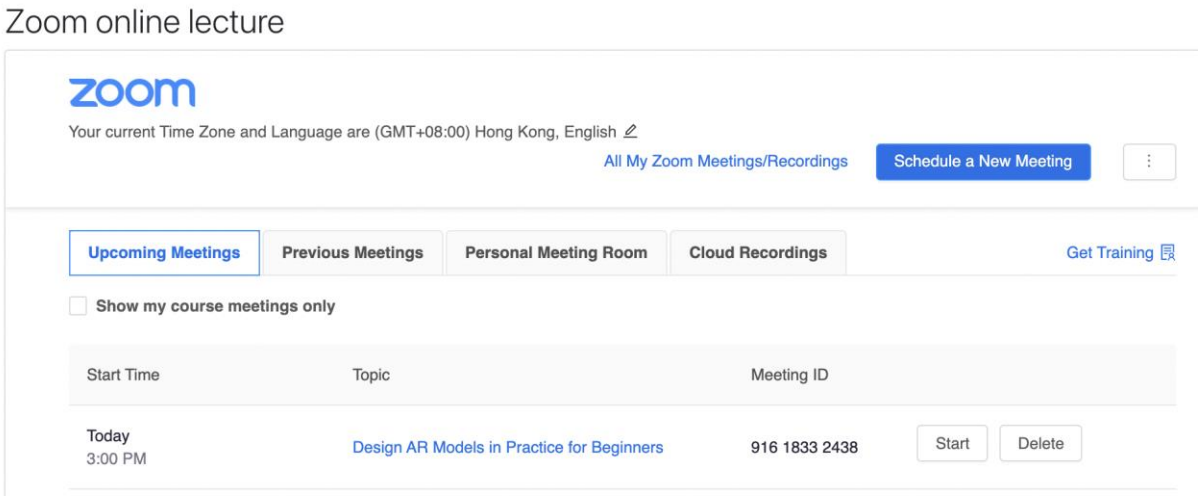
4. Revise the **Passcode** or enable the **Waiting Room** if necessary.



5. Set the **Meeting Options**, add **Alternative Hosts** (optional), click **Save** button.



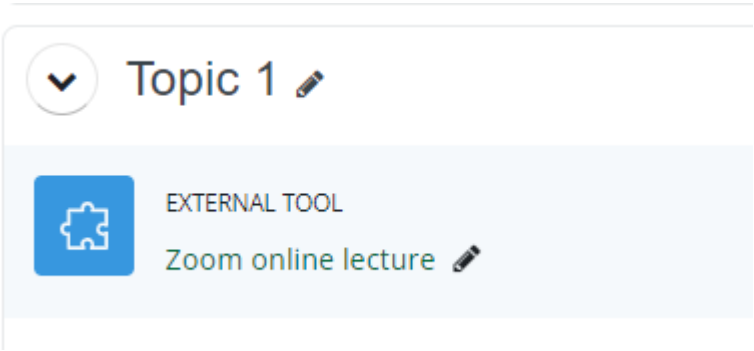
6. Zoom meeting will show under the **Upcoming Meetings** tab.



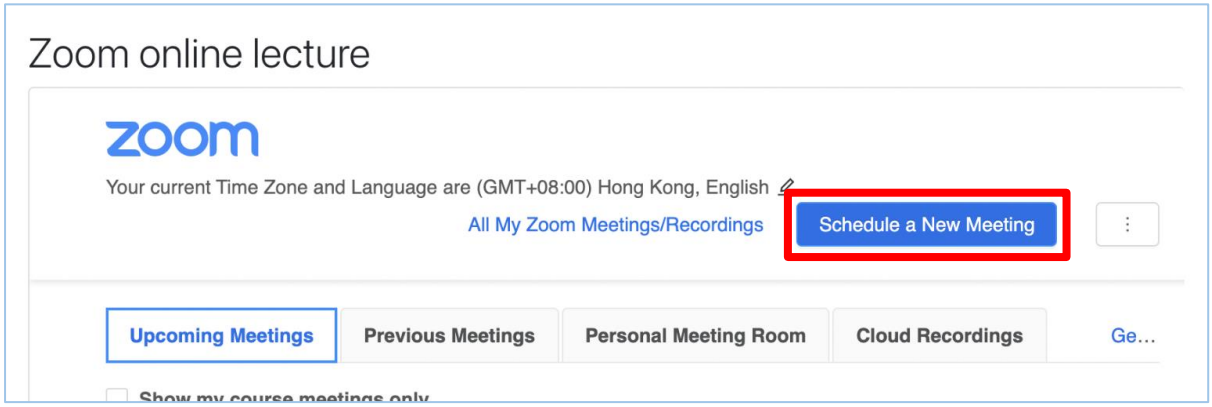
Remark: when the meeting time is met, teacher can click the **Start** button to start the meeting.

Part 2.2: Schedule Recurring Zoom Meetings

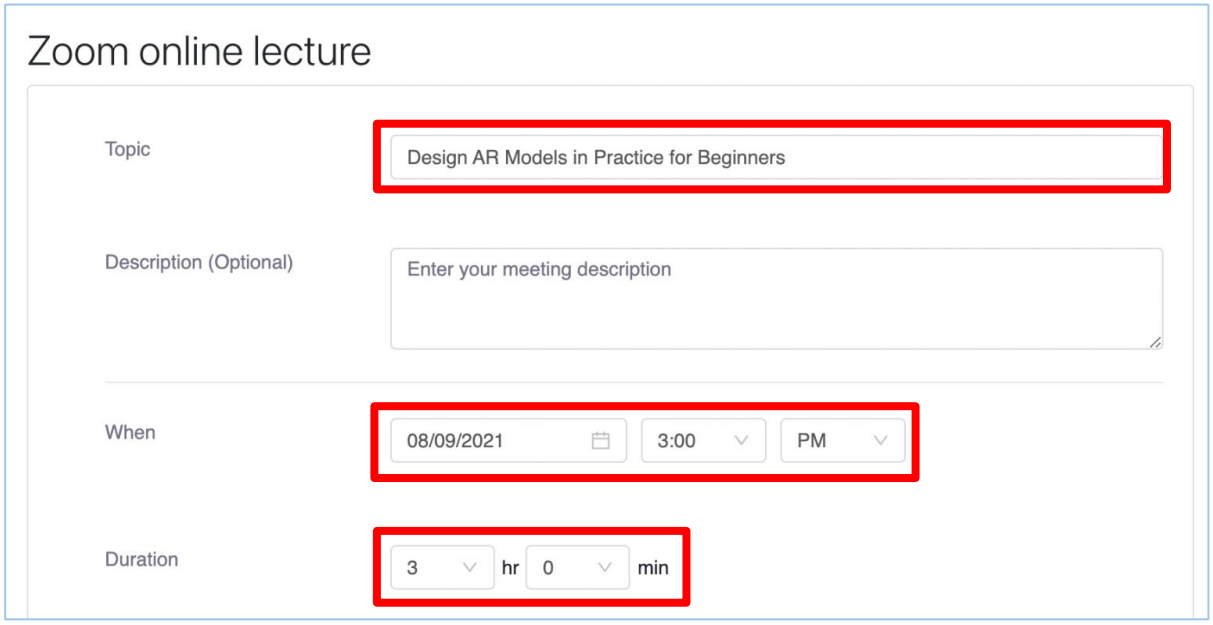
1. Click on the **LTI Zoom Meeting link**, such as Zoom online lecture and wait for the Zoom panel.



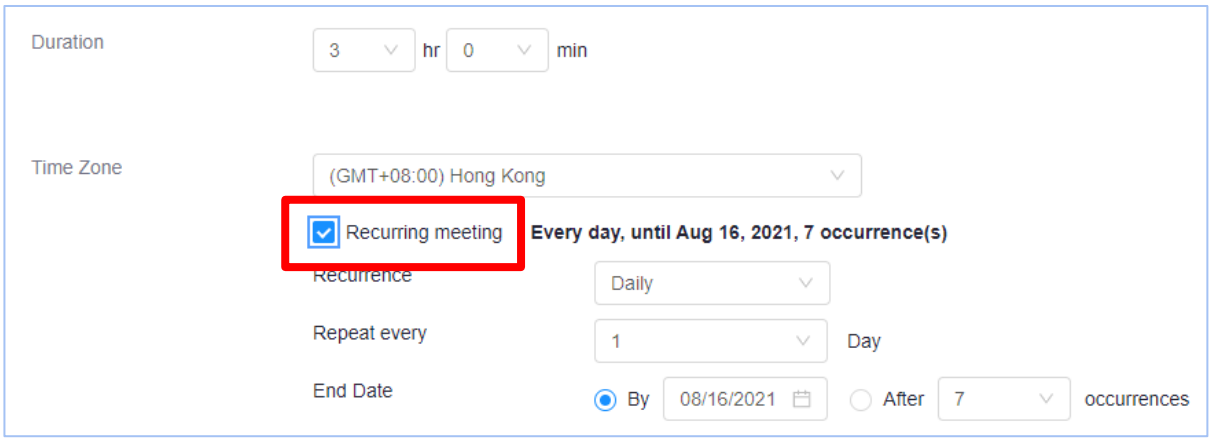
2. Click on the **Schedule a New Meeting**.



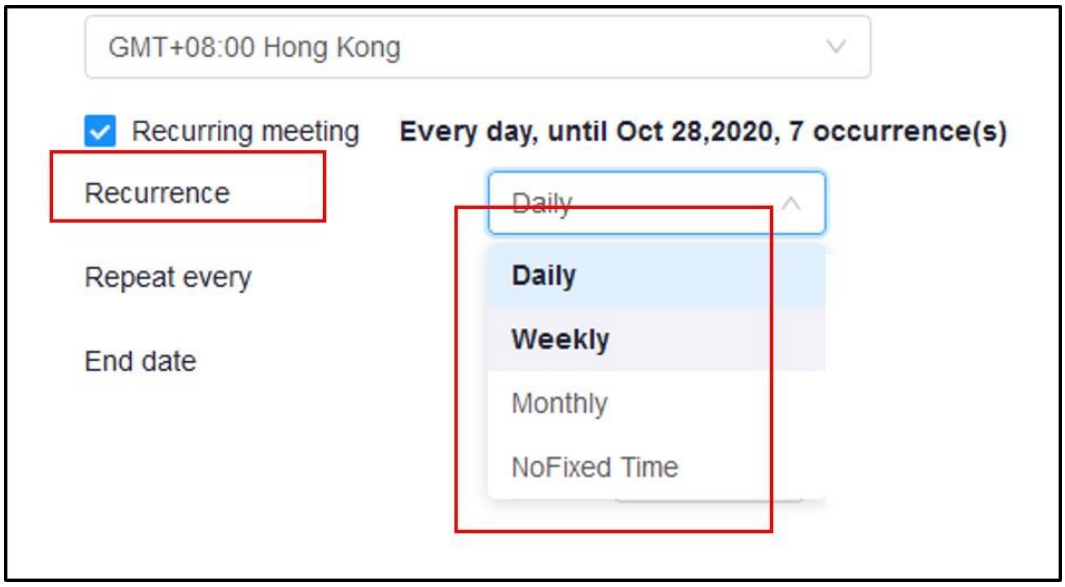
3. Name the meeting name in the **Topic**, set the **Date/Time** and **Duration.**



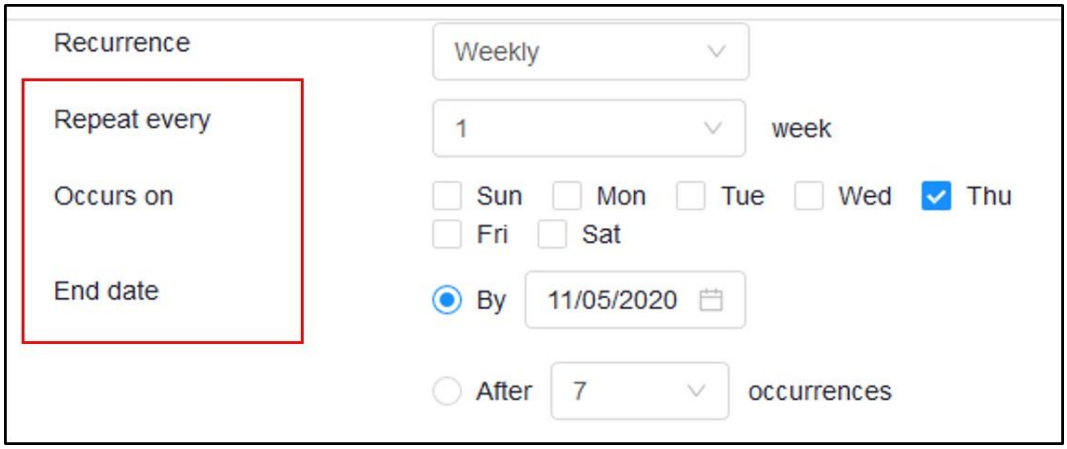
4. Enable the **Recurring meeting.**



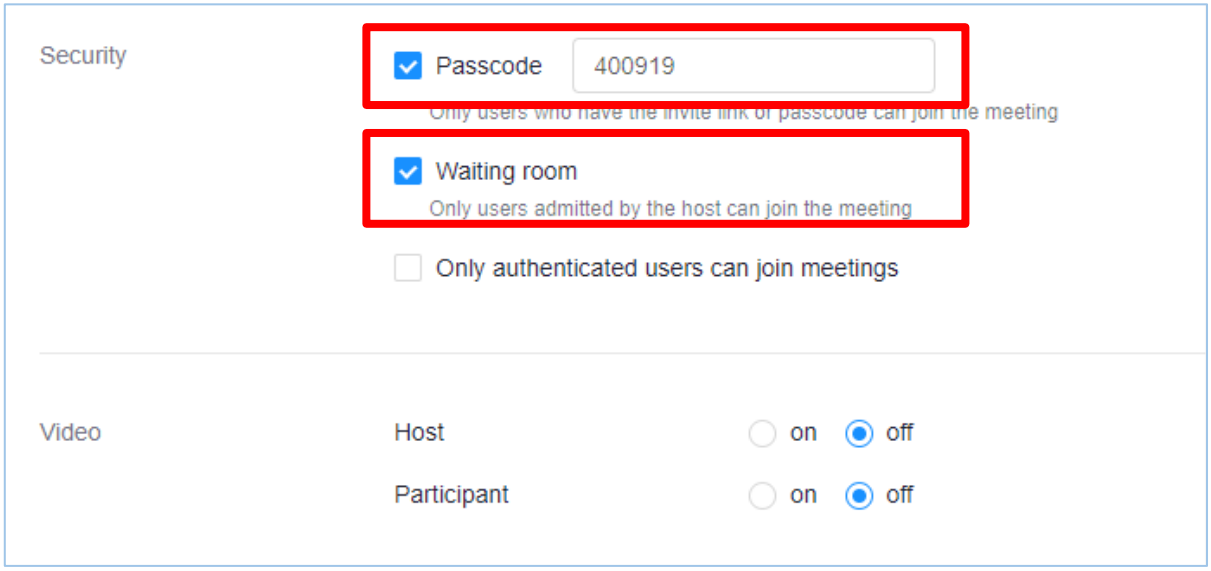
5. Choose the **Recurrence** setting in Daily, Weekly, and Monthly... etc.



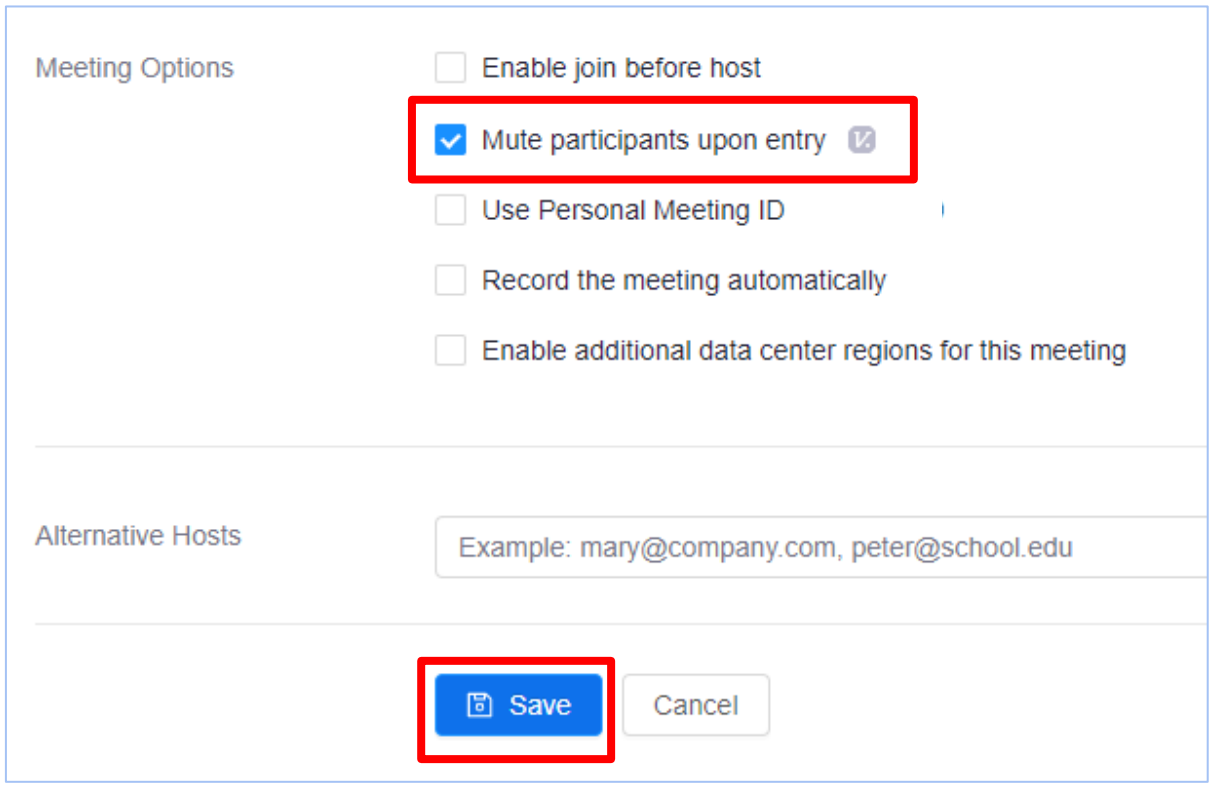
6. Enter **Repeat every**, **Occurs on** and **End date (by date or by occurrences).**



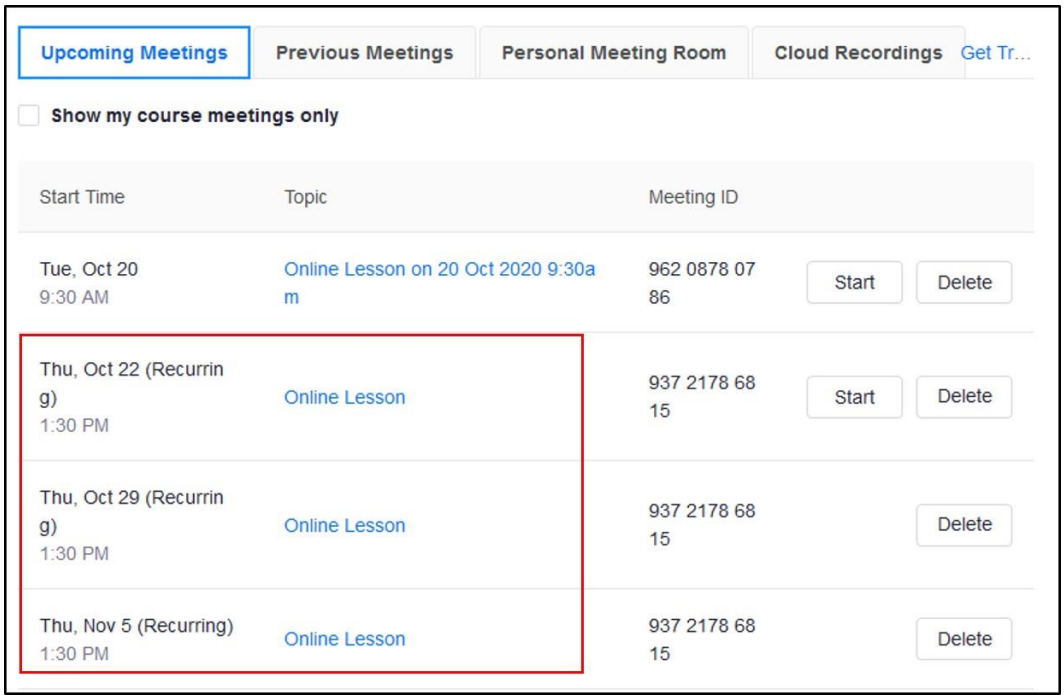
7. Revise the **Passcode** or enable the **Waiting Room** if necessary.



8. Set the **Meeting Options**, add **Alternative Hosts** (optional), click **Save** button.

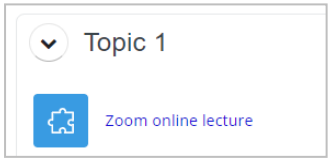


7. Recurring Zoom meetings will show under the **Upcoming Meetings** tab.

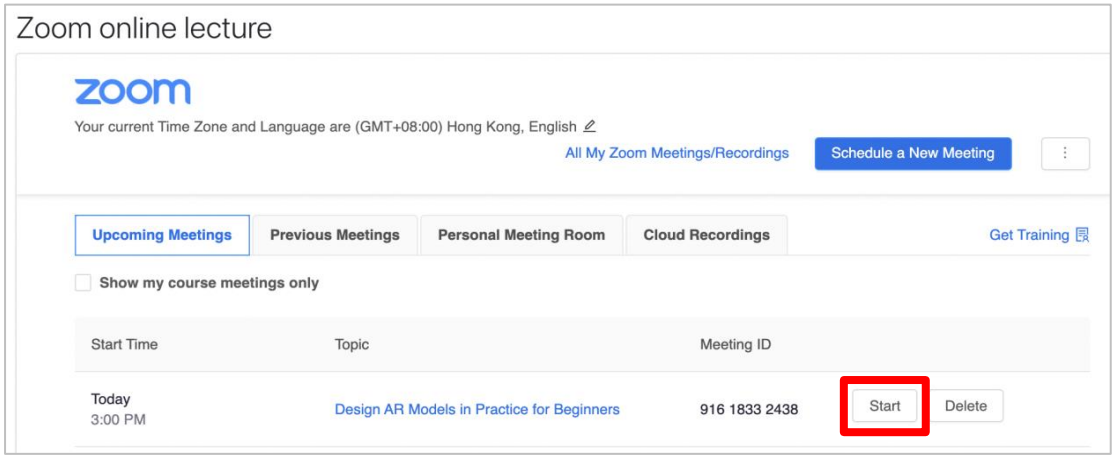


Part 3: Start a Zoom Meeting

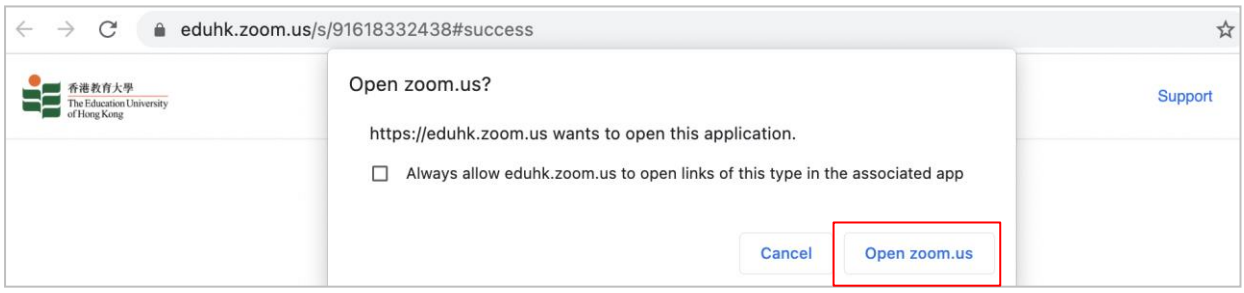
1. Click on the **LTI Zoom Meeting link**, such as Zoom online lecture and wait for the Zoom panel.



2. Click the **Start** button under the **Upcoming Meetings** tab.



3. Click **Open Zoom Meetings** in the pop-up or click Launch Meeting to start meeting with Zoom application.



Remark: when the Zoom meeting ended, **attendance report / poll report** will be shown under the Previous Meetings tab for teacher (host). The **cloud-based recording** will be released to both teacher and students after processing. Sign in to the EdUHK Zoom portal (https://eduhk.zoom.us) to amend the settings of the cloud-based recording in sharing, download and expiry date.