

Create and Start Zoom Meetings by LTI Method

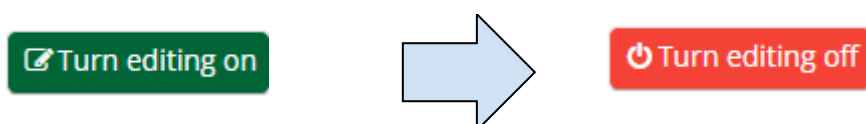
***Remark: If you first time using Zoom, please sign in to EdUHK Zoom portal (<https://eduhk.zoom.us>) to enable your account before create Zoom meeting in Moodle course.

Table of Contents

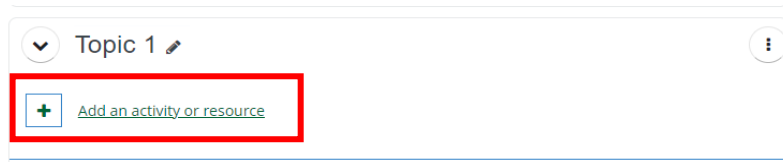
- **Part 1:** Add LTI Zoom Meeting Activity
- **Part 2.1:** Schedule a Zoom Meeting
- **Part 2.2:** Schedule Recurring Zoom Meetings
- **Part 3:** Start a Zoom Meeting

Part 1: Adding LTI Zoom Meeting Activity

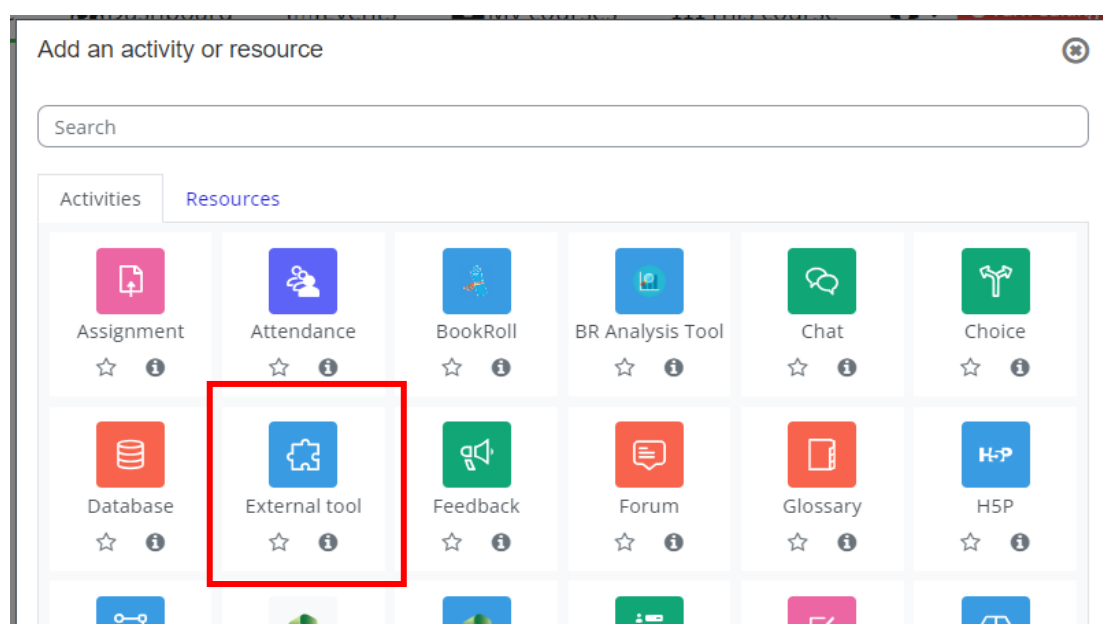
1. In the Moodle course page, click the **Turn editing on** button at the top right corner to enable editing mode, button will change to Turn editing off.



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.

Adding a new External tool to Topic 1

General

Activity name: Zoom online lecture

Preconfigured tool: Automatic, based on tool URL (dropdown menu open showing options: Automatic, based on tool URL, Automatic, based on tool URL, BookRoll, BR Analysis Tool, LTI Zoom Meeting, Panopto Videos)

Tool URL:

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

Save and return to course Save and display Cancel

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.

Topic 1

EXTERNAL TOOL

Zoom online lecture

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

Zoom online lecture

zoom

Your current Time Zone and Language are (GMT+08:00) Hong Kong, English

All My Zoom Meetings/Recordings Schedule a New Meeting

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings

Show my course meetings only

Start Time	Topic	Meeting ID
No Data		

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

Zoom online lecture

Topic

Description (Optional)

When

Duration hr min

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

Security

☒ Passcode
Only users who have the invite link or passcode can join the meeting

☒ Waiting room
Only users admitted by the host can join the meeting

☐ Only authenticated users can join meetings

Video


Host ☐ on ☒ off

Participant ☐ on ☒ off

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

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry 


☐ Use Personal Meeting ID

☐ Record the meeting automatically

☐ Enable additional data center regions for this meeting

Alternative Hosts


Example: mary@company.com, peter@school.edu


 Save

Cancel

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


Zoom online lecture



Your current Time Zone and Language are (GMT+08:00) Hong Kong, English 

[All My Zoom Meetings/Recordings](#)

Schedule a New Meeting




Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Get Training](#) 

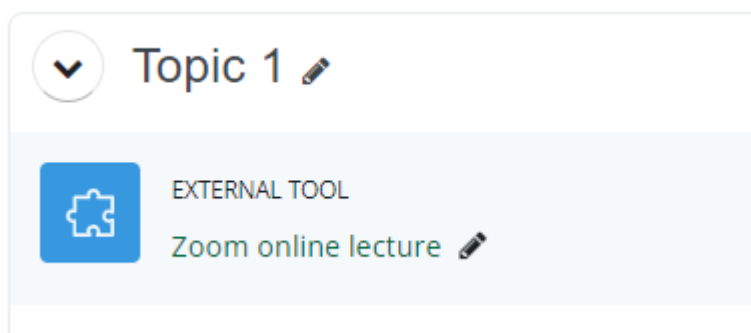
☐ Show my course meetings only

Start Time	Topic	Meeting ID		
Today 3:00 PM	Design AR Models in Practice for Beginners	916 1833 2438	Start	Delete

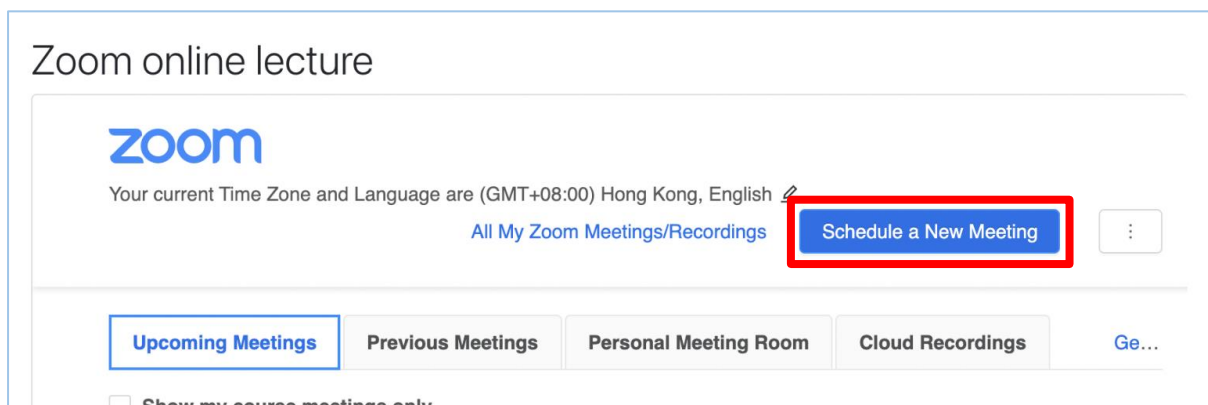
Remark: when the meeting time is met, teacher can click the **Start** button to start the meeting.

Part 2.2: Schedule Recurring Zoom Meetings

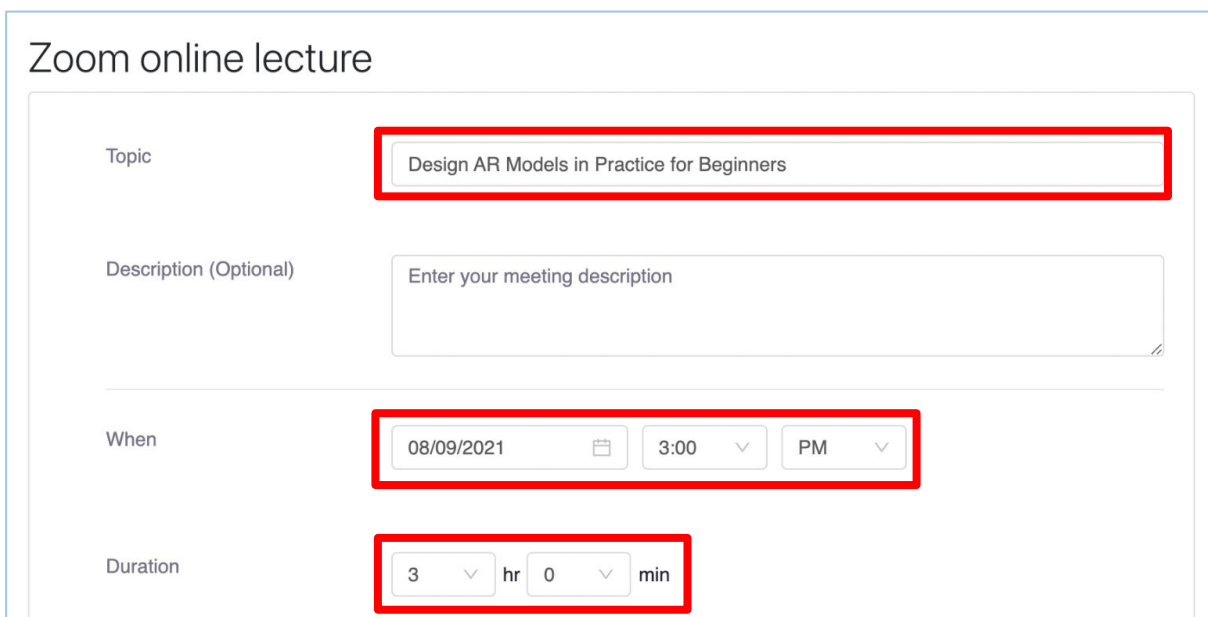
1. Click on the **LTI Zoom Meeting link**, such as Zoom online lecture and wait for the Zoom panel.



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



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

A screenshot of the 'Zoom online lecture' form. The form has four main sections: 'Topic' with a text input field containing 'Design AR Models in Practice for Beginners'; 'Description (Optional)' with a text area containing 'Enter your meeting description'; 'When' with a date picker set to '08/09/2021', a time picker set to '3:00', and a dropdown menu set to 'PM'; and 'Duration' with a dropdown menu set to '3', a unit selector set to 'hr', a dropdown menu set to '0', and a unit selector set to 'min'. The 'Topic', 'When', and 'Duration' sections are highlighted with red rectangles.

4. Enable the **Recurring meeting**.

Duration hr min

Time Zone

☒ **Recurring meeting** **Every day, until Aug 16, 2021, 7 occurrence(s)**

Recurrence

Repeat every Day

End Date ☒ By ☐ After occurrences

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

☒ **Recurring meeting** **Every day, until Oct 28,2020, 7 occurrence(s)**

Recurrence

Repeat every

End date

Daily

Weekly

Monthly

NoFixed Time

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

Recurrence

Repeat every week

Occurs on ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☒ Thu ☐ Fri ☐ Sat

End date ☒ By ☐ After occurrences

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

Security

☒ Passcode

400919

Only users who have the invite link or passcode can join the meeting

☒ Waiting room

Only users admitted by the host can join the meeting

☐ Only authenticated users can join meetings

Video

Host

☐ on ☒ off

Participant


☐ on ☒ off

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

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry



☐ Use Personal Meeting ID

☐ Record the meeting automatically

☐ Enable additional data center regions for this meeting

Alternative Hosts

Example: mary@company.com, peter@school.edu

 Save

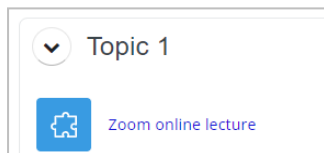
Cancel

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

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings Get Tr...				
<input type="checkbox"/> Show my course meetings only				
Start Time	Topic	Meeting ID		
Tue, Oct 20 9:30 AM	Online Lesson on 20 Oct 2020 9:30a m	962 0878 07 86	<button>Start</button>	<button>Delete</button>
Thu, Oct 22 (Recurrin g) 1:30 PM	Online Lesson	937 2178 68 15	<button>Start</button>	<button>Delete</button>
Thu, Oct 29 (Recurrin g) 1:30 PM	Online Lesson	937 2178 68 15	<button>Delete</button>	
Thu, Nov 5 (Recurring) 1:30 PM	Online Lesson	937 2178 68 15	<button>Delete</button>	


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.

Zoom online lecture



Your current Time Zone and Language are (GMT+08:00) Hong Kong, English 

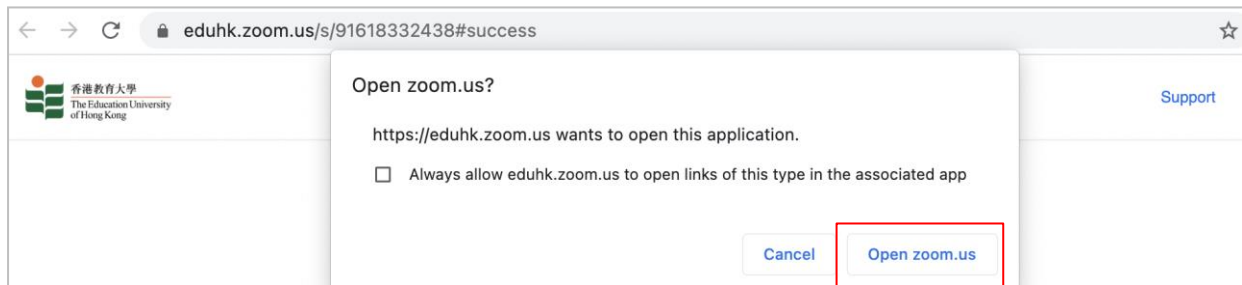
[All My Zoom Meetings/Recordings](#) Schedule a New Meeting 

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings [Get Training](#) 

☐ Show my course meetings only

Start Time	Topic	Meeting ID		
Today 3:00 PM	Design AR Models in Practice for Beginners	916 1833 2438	Start	<button>Delete</button>

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.