

Create and Start Zoom Meetings by LTI Method

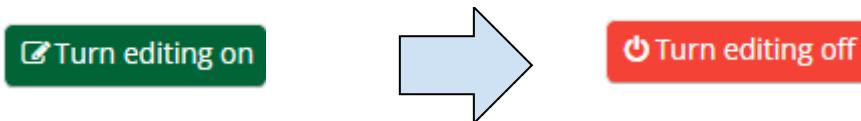
***Remark: If you first time using Zoom, please sign in to EdUHK Zoom portal (<https://eduhk.zoom.us>) to enable your account before create Zoom meeting in Moodle course.

Table of Contents

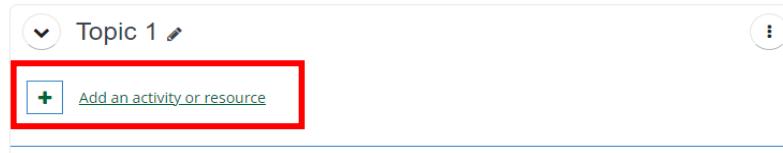
- [Part 1: Add LTI Zoom Meeting Activity](#)
- [Part 2.1: Schedule a Zoom Meeting](#)
- [Part 2.2: Schedule Recurring Zoom Meetings](#)
- [Part 3: Start a Zoom Meeting](#)

Part 1: Adding LTI Zoom Meeting Activity

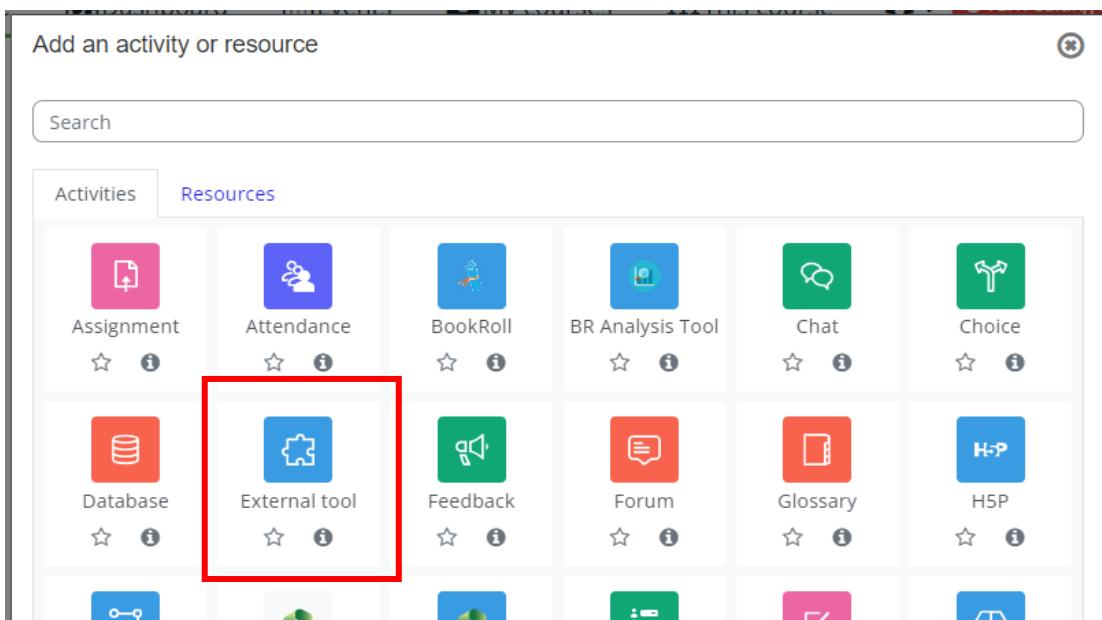
1. In the Moodle course page, click the **Turn editing on** button at the top right corner to enable editing mode, button will change to Turn editing off.



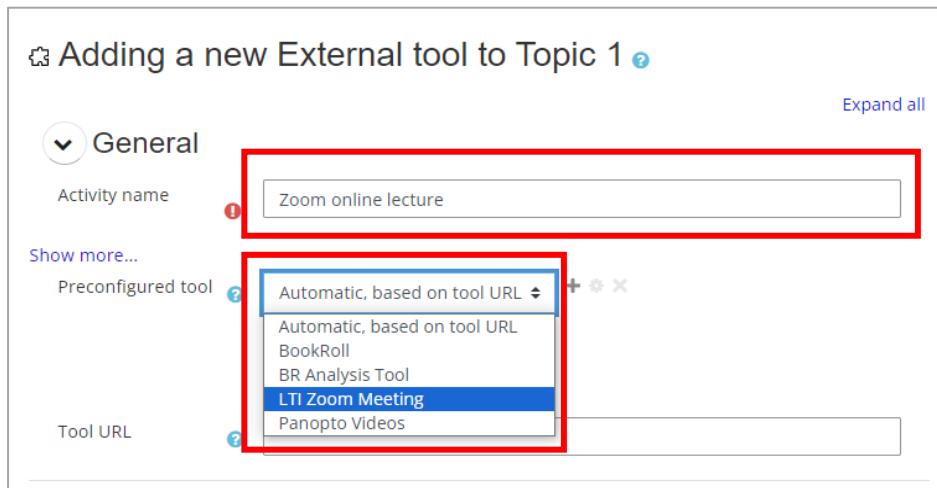
2. Choose a topic, say Topic 1. Click on **+Add an activity or resource** link.



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

Tool URL:

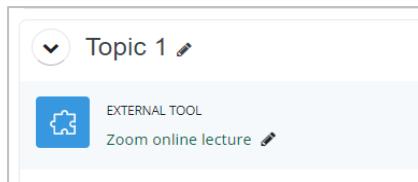
Expand all

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.

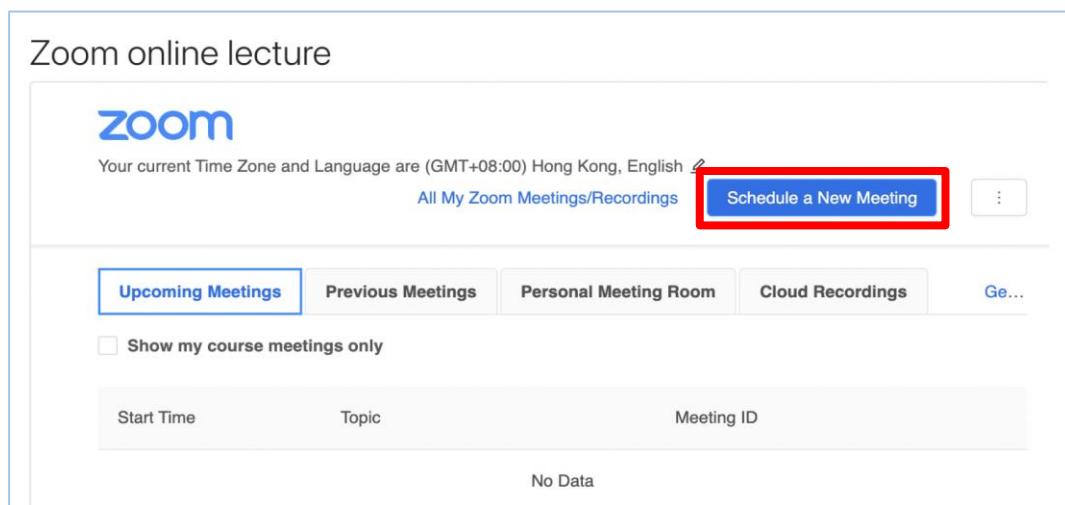


Topic 1

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

Design AR Models in Practice for Beginners

Description (Optional)

Enter your meeting description

When

08/09/2021

3:00

PM

Duration

3

hr

0

min

4. 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

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

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** **Get Training** 

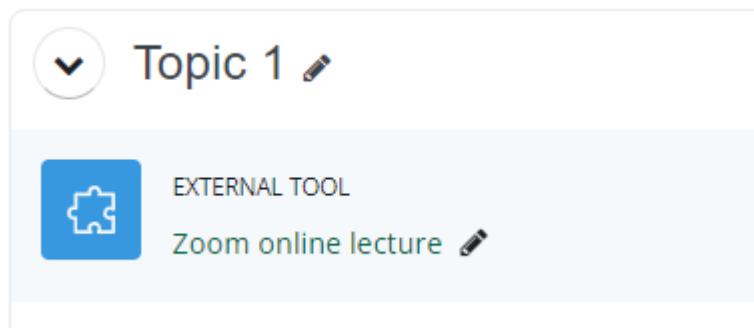
Show my course meetings only

Start Time	Topic	Meeting ID	Actions
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.

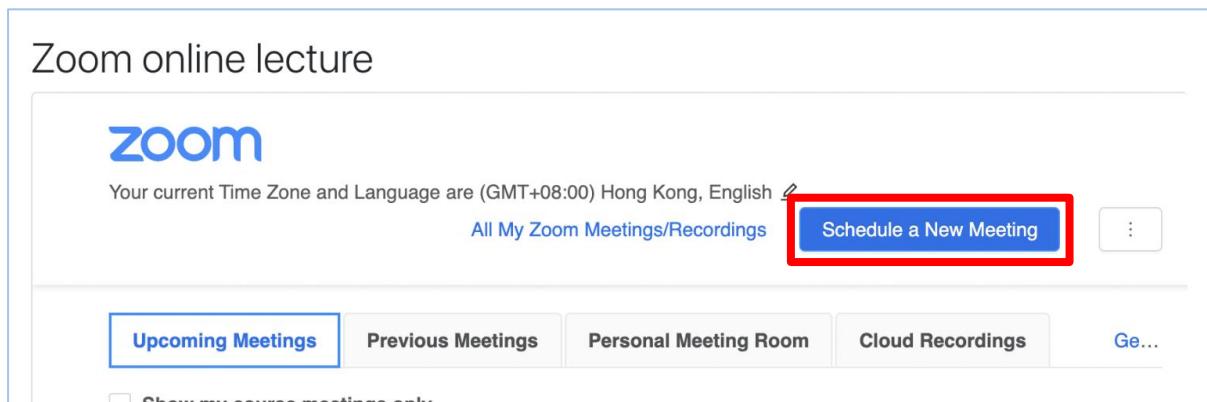


Topic 1

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

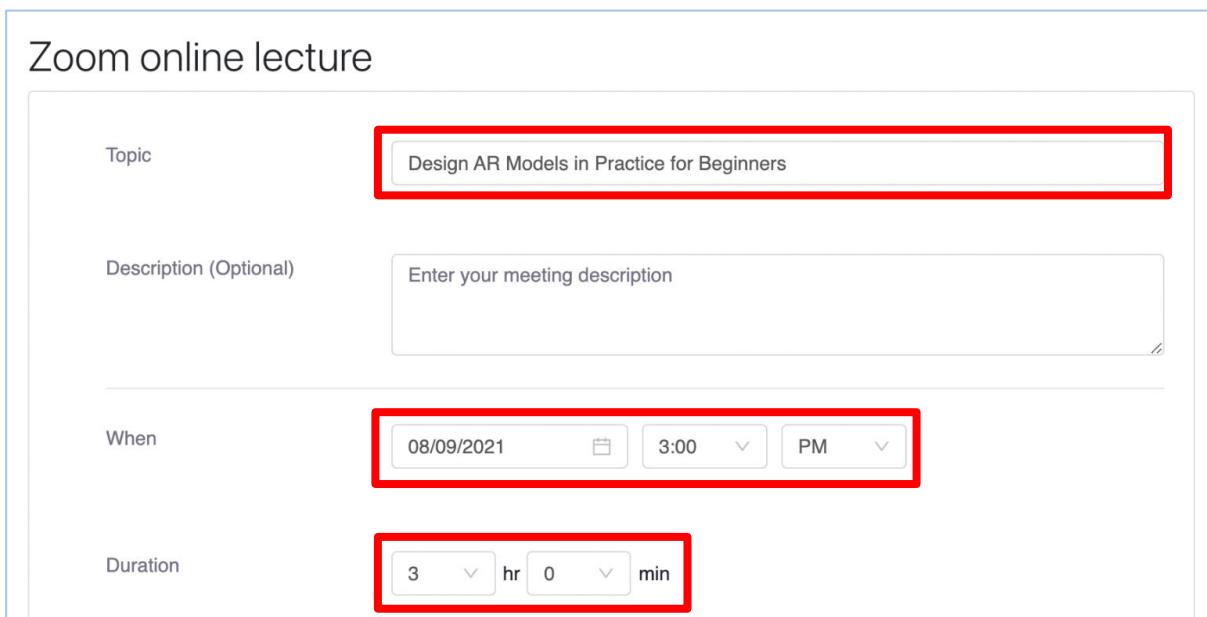
Personal Meeting Room

Cloud Recordings

Ge...

Show my course meetings only

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



Zoom online lecture

Topic

Design AR Models in Practice for Beginners

Description (Optional)

Enter your meeting description

When

08/09/2021 3:00 PM

Duration

3 hr 0 min

4. Enable the **Recurring meeting**.

Duration hr min

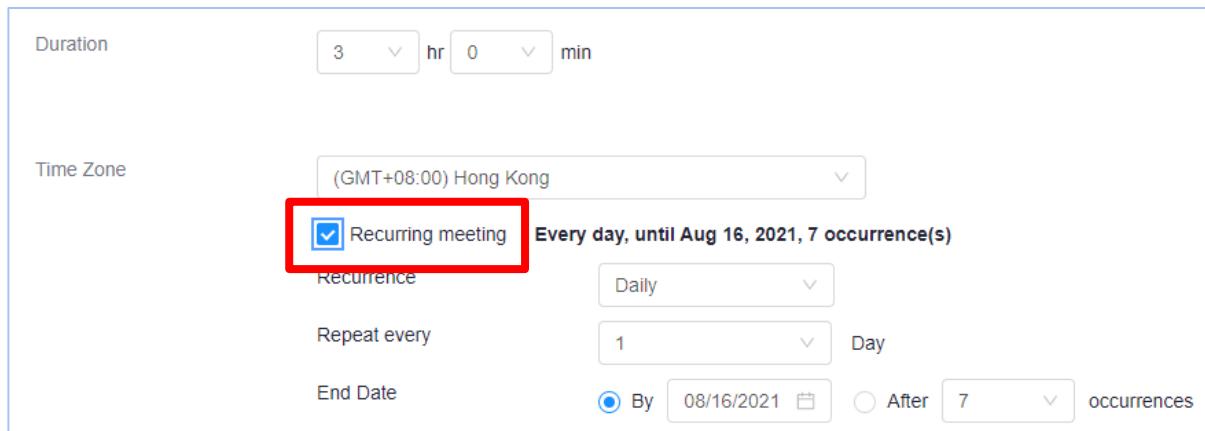
Time Zone

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.

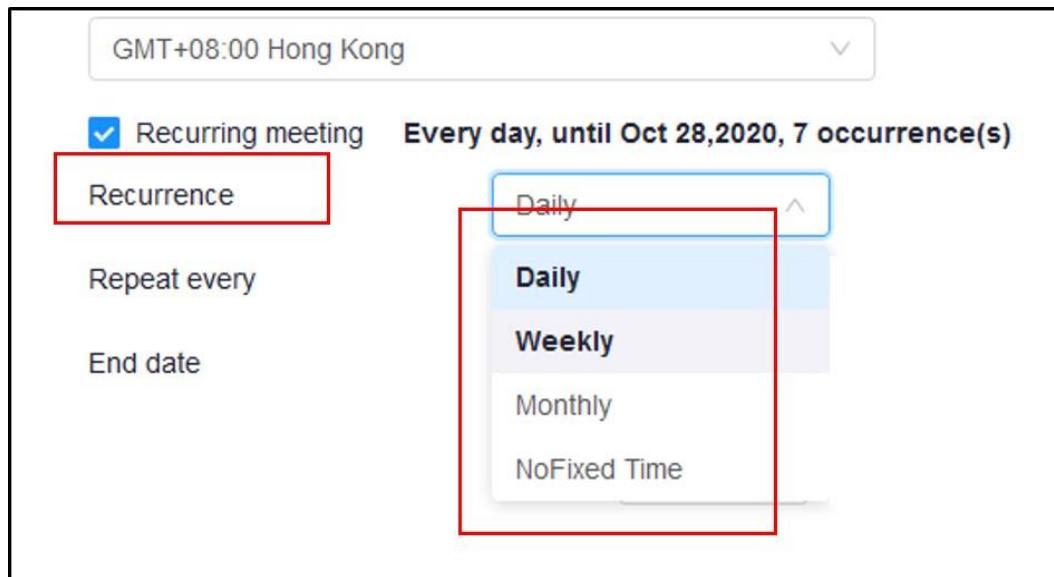
GMT+08:00 Hong Kong

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

Recurrence

Repeat every

End date



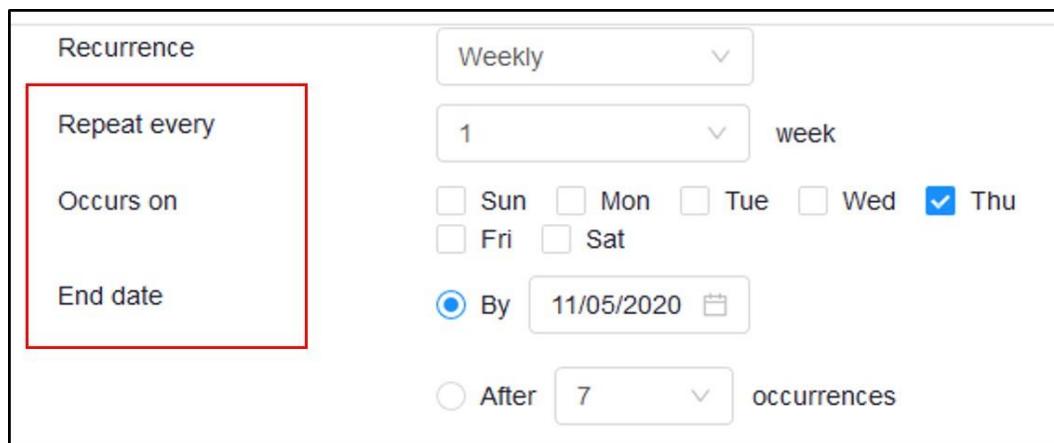
6. Enter **Repeat every, Occurs on** and **End date** (by date or by occurrences).

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	<input checked="" type="checkbox"/> Passcode 400919 Only users who have the invite link or passcode can join the meeting
	<input checked="" type="checkbox"/> Waiting room Only users admitted by the host can join the meeting
	<input type="checkbox"/> Only authenticated users can join meetings
Video	Host <input type="radio"/> on <input checked="" type="radio"/> off
	Participant <input type="radio"/> on <input checked="" type="radio"/> off

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

Meeting Options	<input type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry  <input type="checkbox"/> Use Personal Meeting ID <input type="checkbox"/> Record the meeting automatically <input type="checkbox"/> Enable additional data center regions for this meeting
Alternative Hosts	Example: mary@company.com, peter@school.edu
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

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

Upcoming Meetings

Previous Meetings Personal Meeting Room Cloud Recordings Get Tr...

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 (Recurring) 1:30 PM	Online Lesson	937 2178 68 15	<button>Start</button> <button>Delete</button>
Thu, Oct 29 (Recurring) 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

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

Topic 1

Zoom online lecture

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

Zoom online lecture

zoom

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

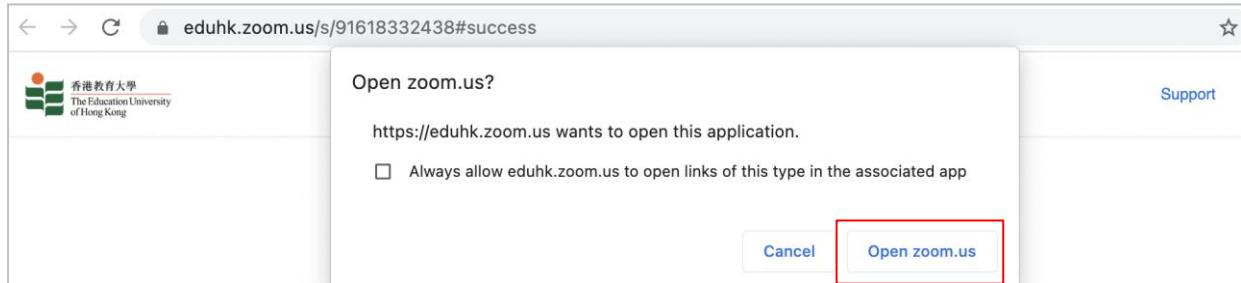
All My Zoom Meetings/Recordings Schedule a New Meeting ⋮

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings 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	<button>Start</button> <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.