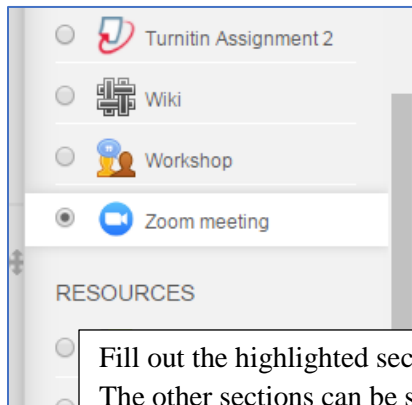


Adding the Zoom Activity to your Moodle Course

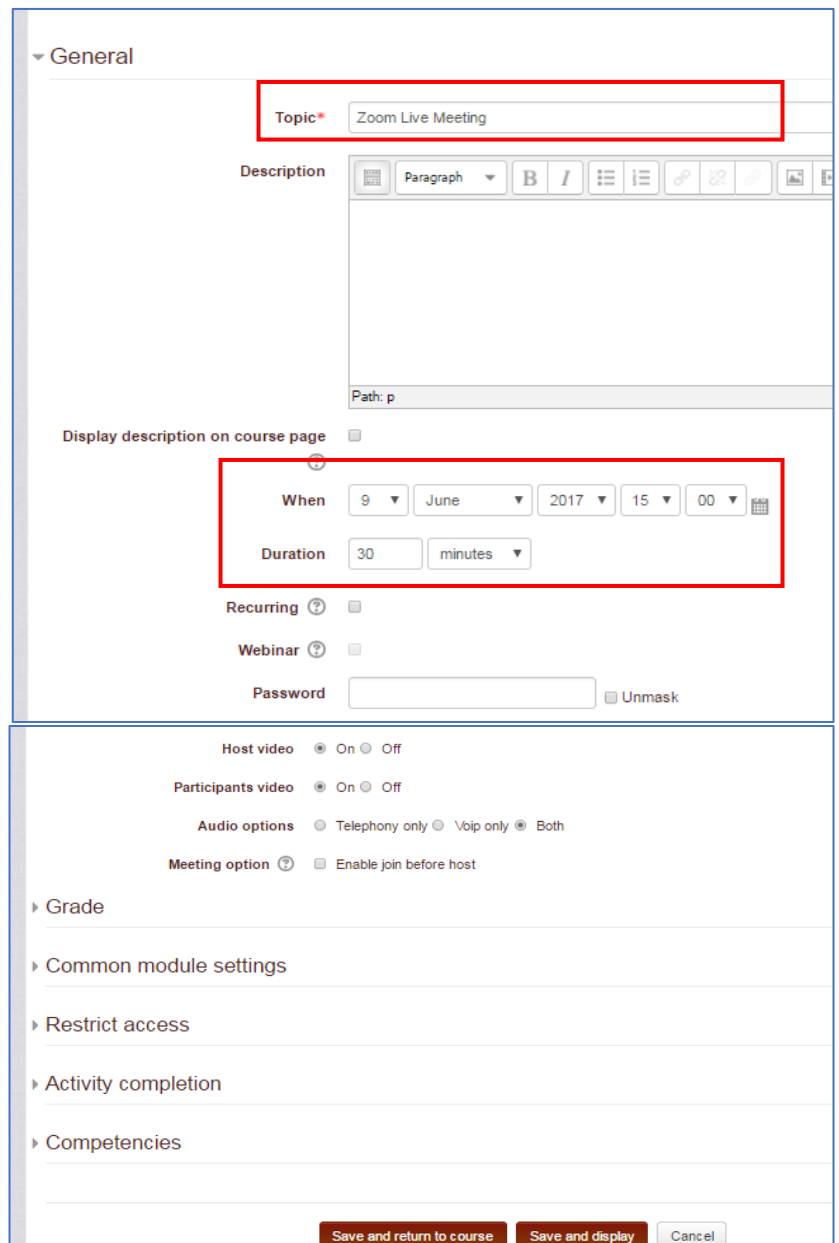
You will need to have a licensed Zoom account set up prior to setting up Moodle.

1. Log into your Moodle course and Turn on editing
2. Click **Add an activity or resource** and add the Zoom activity
3. Fill in name, date, time, and duration for your meeting
4. Scroll to the bottom and **Save**

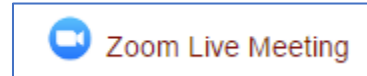


Fill out the highlighted sections
The other sections can be set as needed.

If you choose “enable join before host” participants will be allowed to join no more than 5 minutes before the host.

A screenshot of the Moodle activity configuration form for a Zoom meeting. The form is divided into several sections. The 'General' section is expanded and contains the following fields: 'Topic' (with the value 'Zoom Live Meeting'), 'Description' (with a rich text editor toolbar), 'Path: p', 'Display description on course page' (checkbox), 'When' (date and time picker set to 9:00 AM on June 15, 2017), 'Duration' (30 minutes), 'Recurring' (checkbox), 'Webinar' (checkbox), and 'Password' (checkbox with 'Unmask' option). Below the 'General' section are sections for 'Host video', 'Participants video', 'Audio options', and 'Meeting option' (with 'Enable join before host' checkbox). At the bottom of the form are buttons for 'Save and return to course', 'Save and display', and 'Cancel'.

When you are ready for your meeting, click on the **Zoom link** on your Moodle course page



5. Click on the **Start Meeting button** to launch the Zoom meeting application

Zoom Live Meeting

[Start Meeting](#)

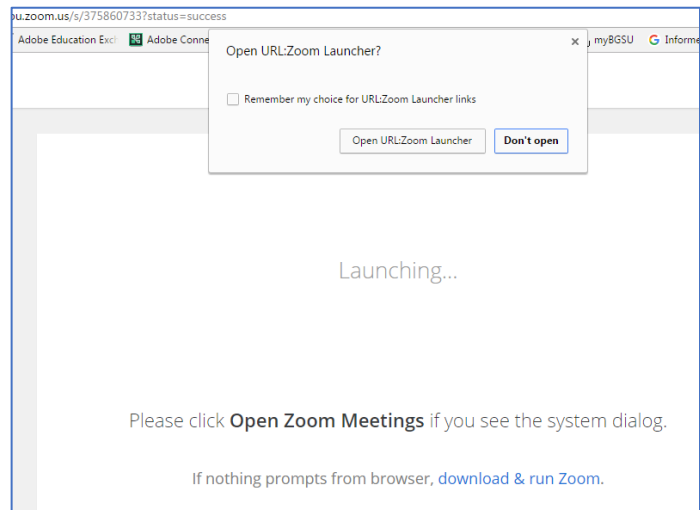
Sessions

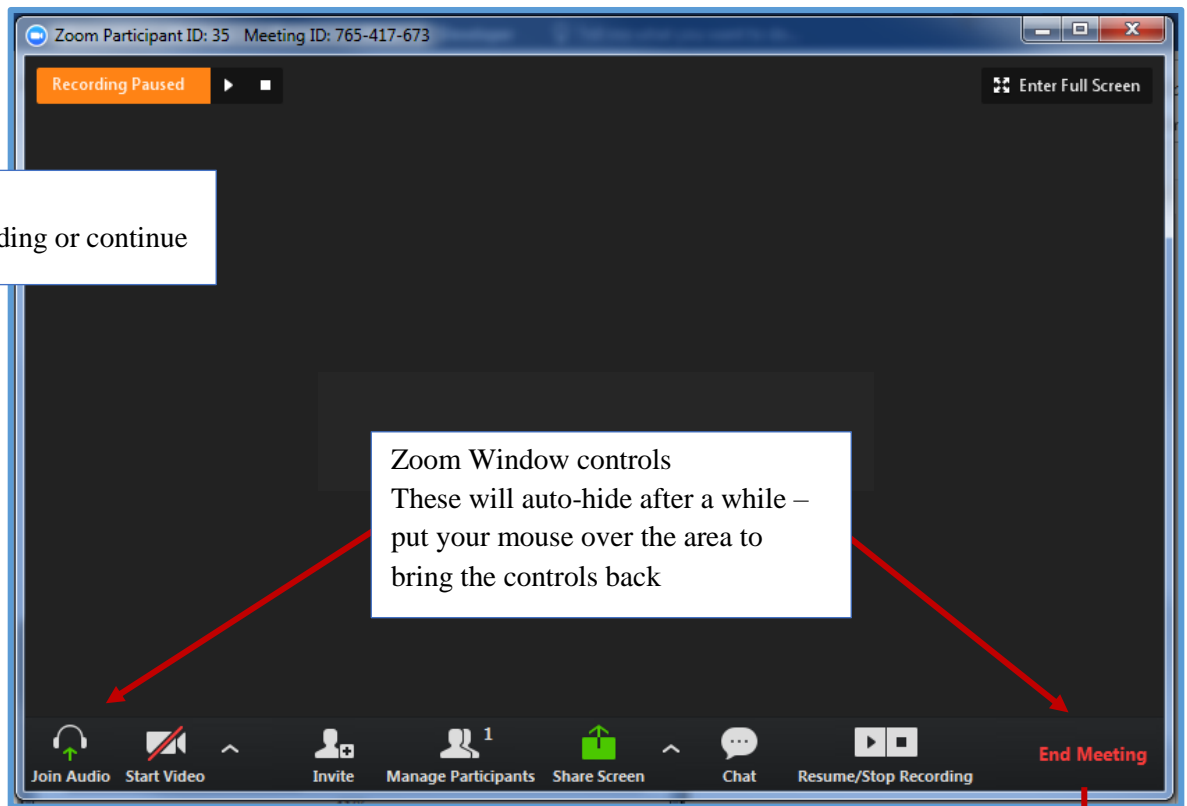
Start Time	Friday, 9 June 2017, 3:30 PM
Duration	1 hour
Password Protected	No
Join link	https://sbu.zoom.us/j/375860733
Join meeting before host	No
Start video when host joins	Yes
Start video when participant joins	Yes
Audio options	both
Status	In progress

[All meetings](#)

6. Click Open Zoom Launcher, if or when it pops up

7. Continue on next page



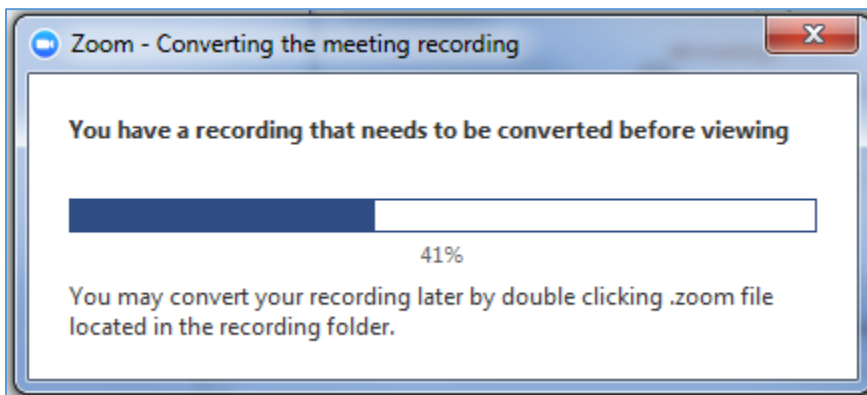


Recording Status

Click to pause recording or continue

Zoom Window controls

These will auto-hide after a while – put your mouse over the area to bring the controls back



When you have finished the meeting, click on the **End Meeting** button.

The dialog box on the left will come up as the video and recording are processed.

Once the process completes, the folder on your computer will open up so you can see the recordings.

This is the recording to upload online.

To upload to MY.SBU – follow the instructions found in the document: **Uploading files to mysbu media and linking in Moodle**

