

SCHEDULING ONLINE CLASSES VIA ZOOM ON MOODLE (FOR WINDOWS USERS)

Note:

For the best experience, please make sure you open the ZOOM plugin by using **Firefox** or **Chrome**, and **WITHOUT logging into any email system** at the same time.

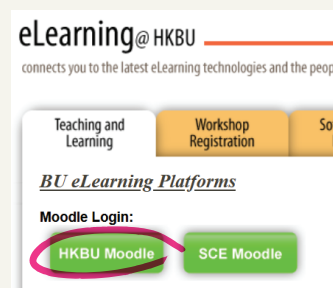
For first-time users

You are required to acquire the HKBU ZOOM Pro License by logging into <http://hkbu.zoom.us> with your SSOid.

If you already have a ZOOM account, you will be asked to migrate that account to the HKBU one. The migration is a one-off process and you will receive a confirmation email from ZOOM (“Switch to the new account”) after it is done.

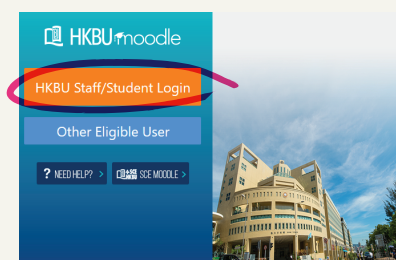
1

Go to <https://chtl.hkbu.edu.hk/elearning>
For HKBU colleagues : “HKBU Moodle”
For SCE colleagues : “SCE Moodle”



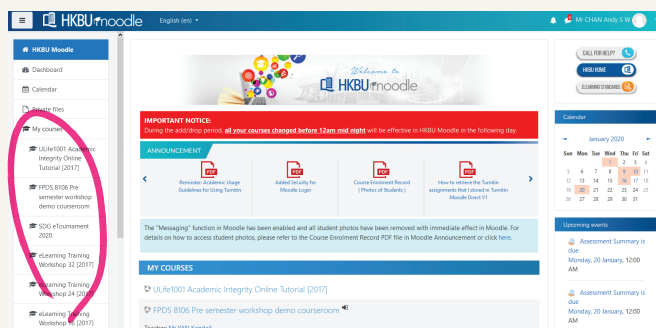
2

Click “HKBU Staff/Student Login”
and enter your SSOid and Password




3

Login to Moodle and select
the course under My Course



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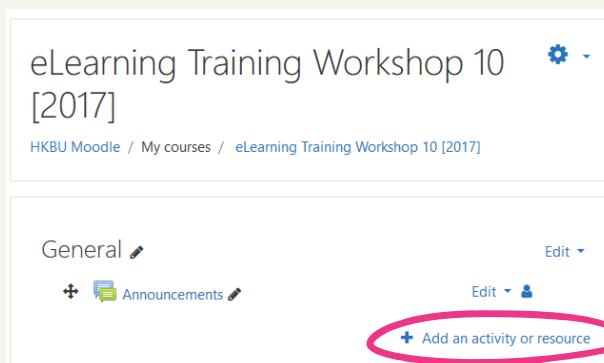
4

Click  and then “**Turn editing on**”



5

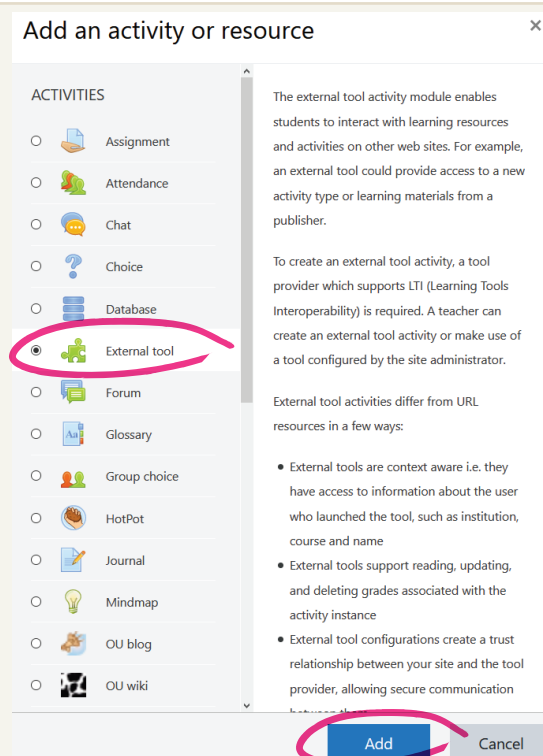
Click “Add an activity or resource” to add a new activity for your course



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Select “External tool” from the activity list

Then click “Add” to confirm



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Input the **activity name**

e.g. Online class

Select “Zoom Video Conferencing” under the **Preconfigured tool box**

Click “Save and return to course”

eLearning Training Workshop 10 [2017]
 HKBU Moodle / My courses / eLearning Training Workshop 10 [2017] / Adding a new External tool

Adding a new External tool

General

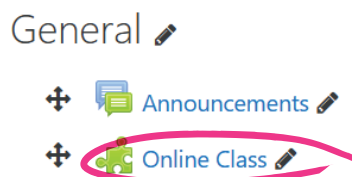
Activity name: Online Class

Preconfigured tool: Zoom Video Conferencing

Tool URL: Echo360 (demo)

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After saving the configurations, click the activity to set up a ZOOM online class



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To schedule new ZOOM online class, click “Schedule a New Meeting”

Online Class

zoom

Your current Time Zone is (GMT+08:00) Hong Kong.

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
No Data		

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To set up a ZOOM online class (a "meeting"):

Topic: Enter a descriptive name for your meeting in the "Topic" box e.g. eLearning Training

When: Enter the date and starting time of the meeting.

Duration: Enter the duration of the meeting. (Optional: Select Recurring meeting if you want this meeting to be held regularly [e.g., weekly].)

Meeting Options

Require meeting password: You can enable and set your meeting password here if required. Participants will be required to enter the password before joining your scheduled meeting if you enable it.

Enable join before host: Allow participants to join the meeting without your presence or before you join.

Mute participants on entry: Enable this if you want to mute all participants as they join the meeting.

Use Personal Meeting ID: Enable this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

Record the meeting automatically: Enable this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).

The recorded meetings saved on the cloud will be removed after 120 days due to limited cloud storage. Please backup the recordings to the local computer after use.

Online Class

zoom

Course Meetings > Schedule a Meeting

Topic: eLearning Training Workshop 10 (2017)

Description (Optional): Enter your meeting description

When: 01/17/2020 8:00 PM

Duration: 1 hr 0 min

Time Zone: GMT+08:00 Hong Kong

☐ Recurring meeting

Registration: ☐ Required

Video: Host ☐ on ☒ off; Participant ☐ on ☒ off

Audio: ☐ Telephone ☐ Computer Audio ☒ Both

☐ Require meeting password

☒ Enable join before host

☒ Mute participants upon entry

☐ Use Personal Meeting ID 8477461018

☐ Enable waiting room

☒ Record the meeting automatically ☒ On the local computer ☐ In the cloud

Alternative Hosts: Example: john@company.com, peter@school.edu

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Confirm the details of the online class (meeting)

Online Class

zoom

Course Meetings > Manage "Online Class Lesson 1"

Topic Online Class Lesson 1

Time Jan 17, 2020 8:00 PM Hong Kong

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 714-917-387

Invite Attendees Join URL: <https://hkbu.zoom.us/j/714917387>

Video Host off
Participant off

Audio Telephone and Computer Audio

Meeting Options

- ☐ Require meeting password
- ☒ Enable join before host
- ☒ Mute participants upon entry
- ☐ Use Personal Meeting ID 8477461018
- ☐ Enable waiting room
- ☒ Record the meeting automatically on the local computer

[Delete this Meeting](#) [Edit this Meeting](#) [Start this Meeting](#)

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You can start running the online course by clicking "Start" any time before the scheduled period

Online Class

zoom

Your current Time Zone is (GMT+08:00) Hong Kong. [🔗](#)

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 8:00 PM	Online Class Lesson 1	714-917-387

[Start](#) [Delete](#)