

Self-help Guide for MOODLE Users

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.

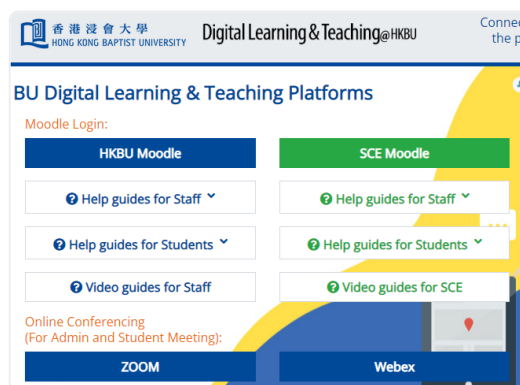
For first-time users

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.

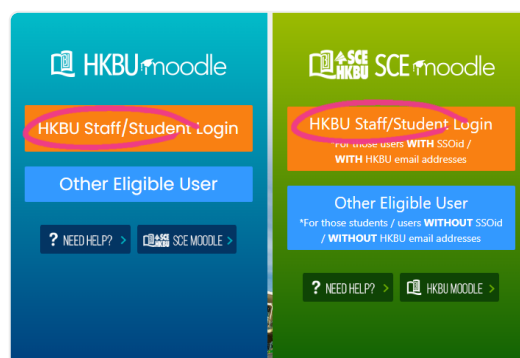
1

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



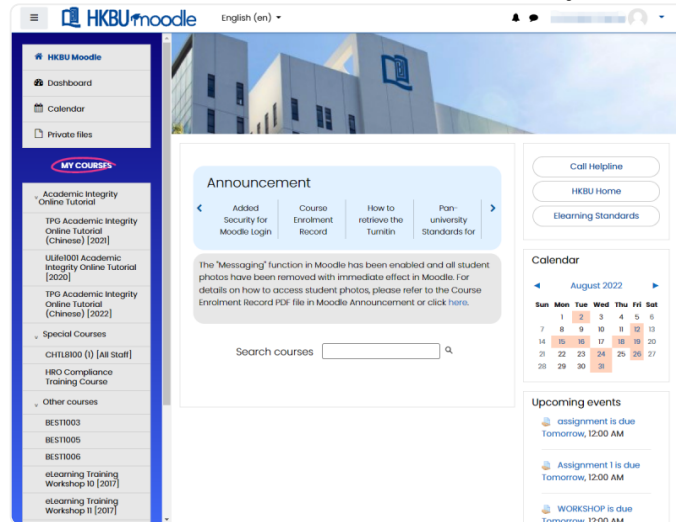
2

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



3

Login to Moodle and select the course under My Course



4

Click "Turn editing on"

eLearning Training Workshop 10 [2017]

Turn editing on

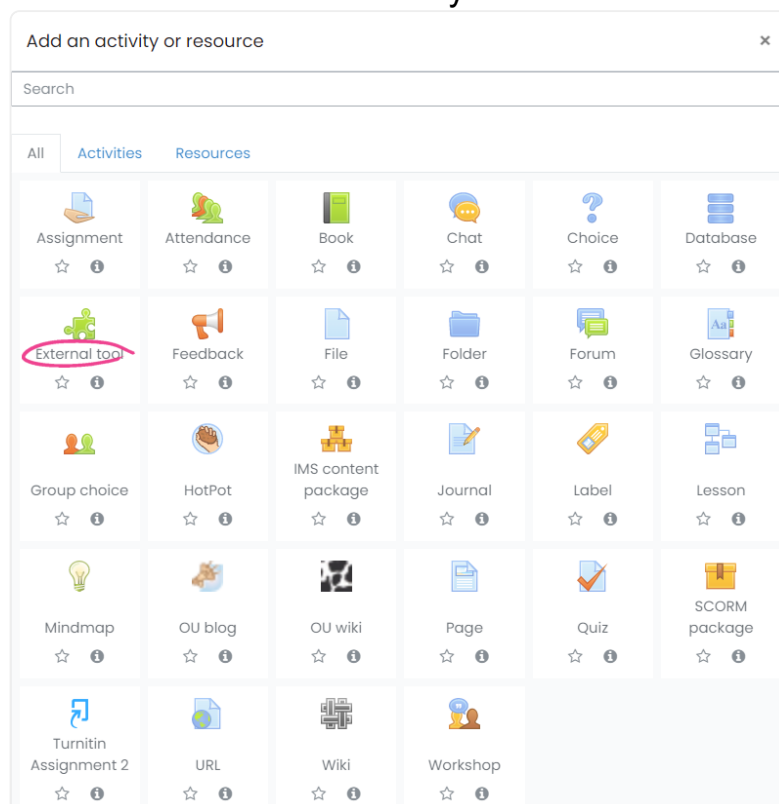
5

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

+ Add an activity or resource

6

Select "External tool" from the activity list



7

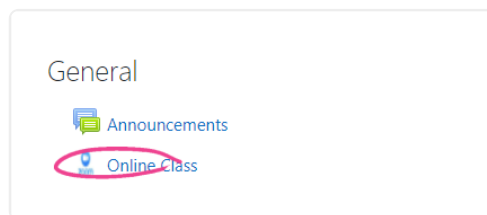
Input the activity name e.g. Online class

Select “Zoom Video Conferencing” under the Preconfigured tool box

Click “Save and return to course”

8

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”

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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

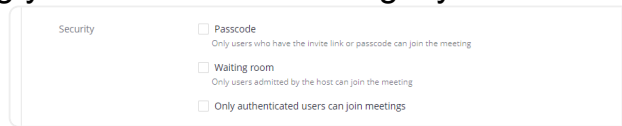
When: Enter the date and starting time of the meeting.

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

Passcode: 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.



Security

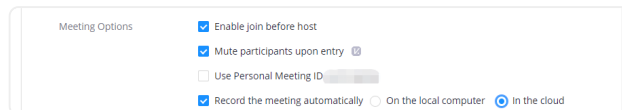
- ☐ Passcode
Only users who have the invite link or passcode can join the meeting
- ☐ Waiting room
Only users admitted by the host can join the meeting
- ☐ Only authenticated users can join meetings

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).



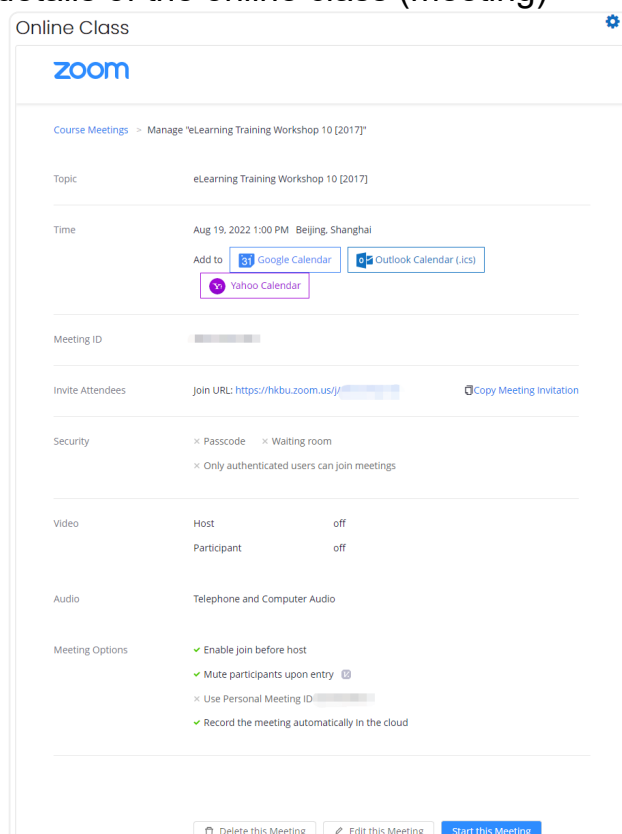
Meeting Options

- ☒ Enable join before host
- ☒ Mute participants upon entry ⓘ
- ☐ Use Personal Meeting ID [REDACTED]
- ☒ Record the meeting automatically ☐ On the local computer ☒ In the cloud

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.

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Confirm the details of the online class (meeting)



Online Class

zoom

Course Meetings > Manage "eLearning Training Workshop 10 [2017]"

Topic: eLearning Training Workshop 10 [2017]

Time: Aug 19, 2022 1:00 PM Beijing, Shanghai

Add to: ☒ Google Calendar ☒ Outlook Calendar (.ics) ☒ Yahoo Calendar

Meeting ID: [REDACTED]

Invite Attendees: Join URL: [https://hkbu.zoom.us/j/\[REDACTED\]](https://hkbu.zoom.us/j/[REDACTED]) [Copy Meeting Invitation](#)

Security: ☒ Passcode ☒ Waiting room
☒ Only authenticated users can join meetings

Video: Host: off
Participant: off

Audio: Telephone and Computer Audio

Meeting Options: ☒ Enable join before host
☒ Mute participants upon entry ⓘ
☒ Use Personal Meeting ID [REDACTED]
☒ Record the meeting automatically in the cloud

[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

