SCHEDULING ONLINE CLASSES VIA ZOOM ON MOODLE (FOR MAC 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.
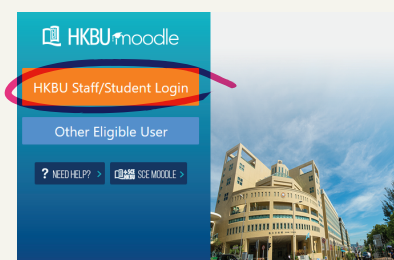
1

Go to https://chtl.hkbu.edu.hk/elearning
For HKBU colleagues : "HKBU Moodle"
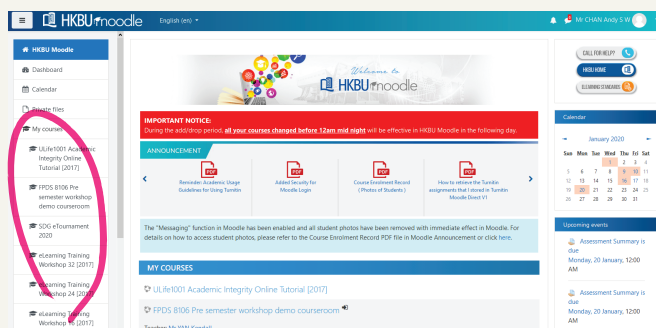For SCE colleagues : "SCE Moodle"
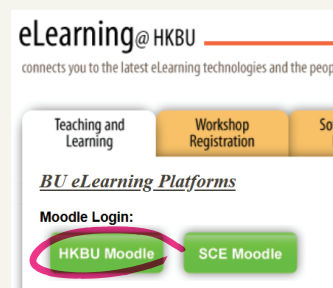
2

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**"

eLearning Training Workshop 10 [2017]

HKBU Moodle / My courses / eLearning Training Workshop 10 [2017]

⚙ ▾

- ⚙ Edit settings
- ✏ Turn editing on
- ▼ Filters
- ⚙ Gradebook setup
- ▤ Outcomes
- 🔖 Backup

General

💬 Announcements

5

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

eLearning Training Workshop 10 [2017]

HKBU Moodle / My courses / eLearning Training Workshop 10 [2017]

⚙ ▾

General ✏   Edit ▾

✛ 💬 Announcements ✏   Edit ▾ 👤

＋ Add an activity or resource
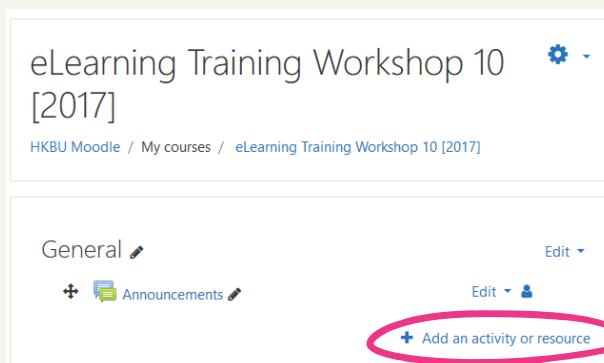
6

Select "External tool" from the activity list

Then click "Add" to confirm

Add an activity or resource ✕

ACTIVITIES

- ○ 📄 Assignment
- ○ Attendance
- ○ 💬 Chat
- ○ ❓ Choice
- ○ 🗄 Database
- ◉ 🧩 External tool
- ○ 💬 Forum
- ○ Aa Glossary
- ○ 👥 Group choice
- ○ ✋ HotPot
- ○ 📝 Journal
- ○ 💡 Mindmap
- ○ OU blog
- ○ OU wiki

The external tool activity module enables students to interact with learning resources and activities on other web sites. For example, an external tool could provide access to a new activity type or learning materials from a publisher.

To create an external tool activity, a tool provider which supports LTI (Learning Tools Interoperability) is required. A teacher can create an external tool activity or make use of a tool configured by the site administrator.

External tool activities differ from URL resources in a few ways:

- External tools are context aware i.e. they have access to information about the user who launched the tool, such as institution, course and name
- External tools support reading, updating, and deleting grades associated with the activity instance
- External tool configurations create a trust relationship between your site and the tool provider, allowing secure communication

Add   Cancel

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7

Enter 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 Exterr

Adding a new External tool

▼ General

Activity name	❶	Online Class
Preconfigured tool	❷	Zoom Video Conferencing
		Automatic, based on tool URL
		Echo360
		Echo360 (demo)
Tool URL	❷	Zoom Video Conferencing

8

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

General ✎

  ✛ 💬 Announcements ✎
  ✛ 🧩 Online Class ✎

9

This step only applies to users who receive the message of "Cookies are not supported."

If you recieve this message, click "Open a new window" to allow ZOOM to open its own browser window/tab. You may ignore the message "Cookies are not supported. Please refresh this page" which appears afterwards.

HKBU Moodle / My courses / FPDS 8104 / Topic 1 / zoom demo

zoom demo ⚙ ▾

zoom   Get Training

Cookies are not supported. Please click
Open a new window.

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Scheduling Online Classes via ZOOM on Moodle (For Mac Users)

11

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 when 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
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 ○ In the cloud
Alternative Hosts	Example: john@company.com, peter@school.edu

[Save] [Cancel]

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12

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]

13

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

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

10

To schedule a 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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