

Self-help Guide for MOODLE Users

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.

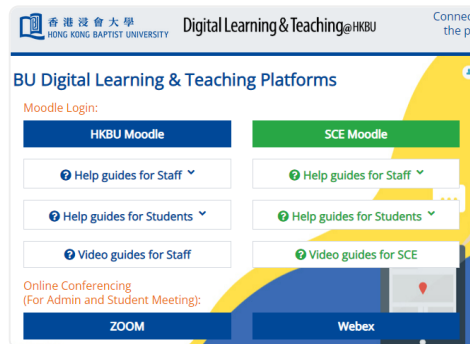
For first-time users

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.

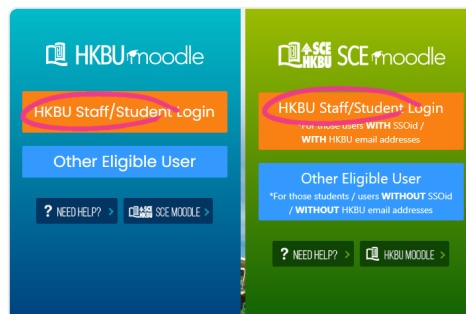
1

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



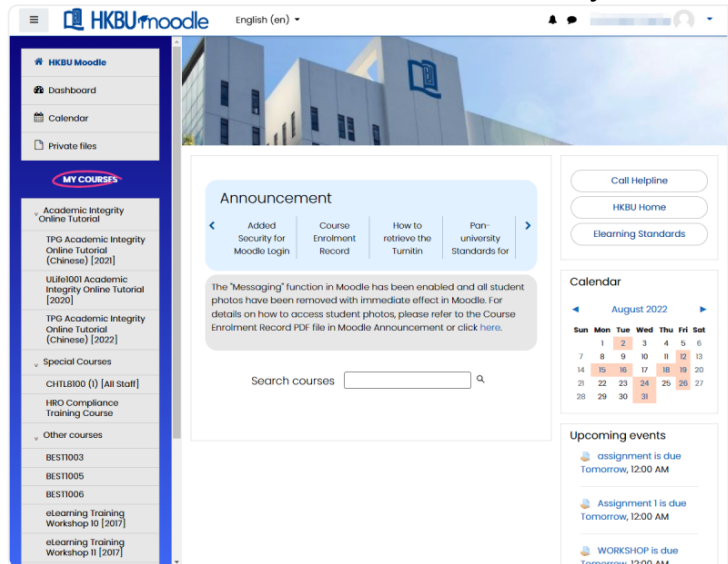
2

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



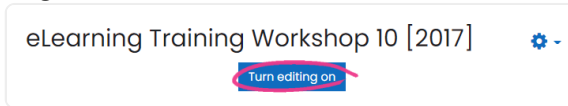
3

Login to Moodle and select the course under My Course



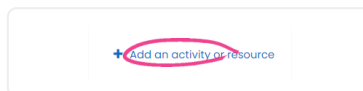
4

Click "Turn editing on"



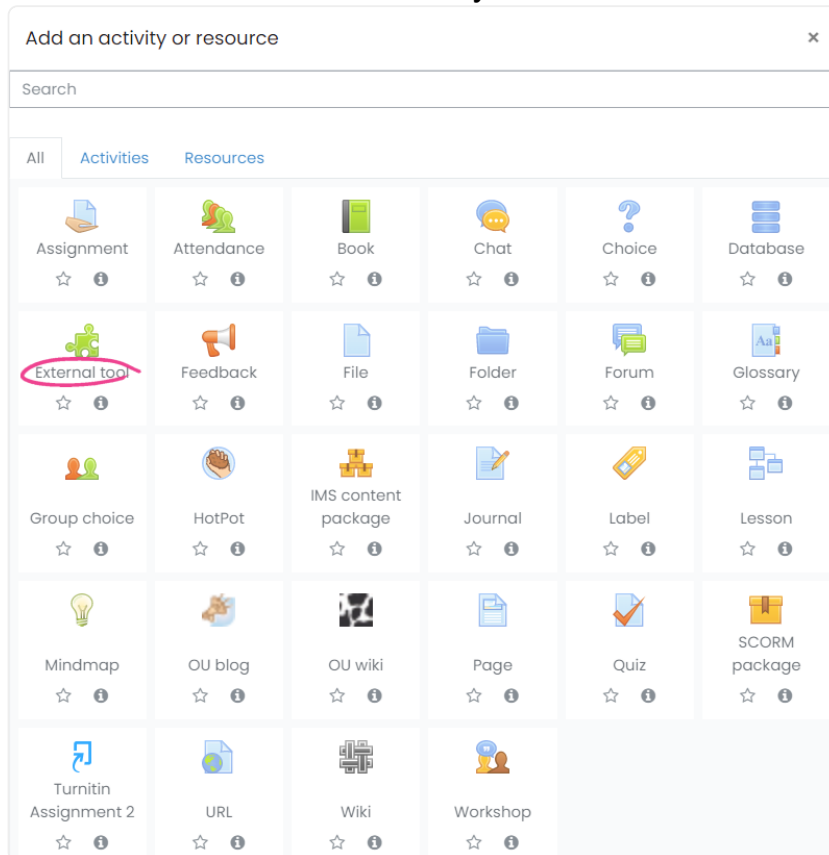
5

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



6

Select "External tool" from the activity list



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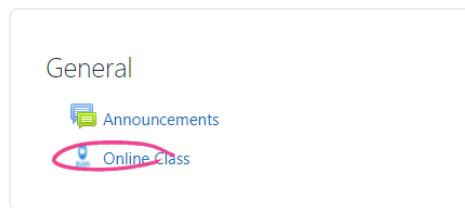
Input the activity name e.g. Online class

Select “Zoom Video Conferencing” under the Preconfigured tool box

Click “Save and return to course”

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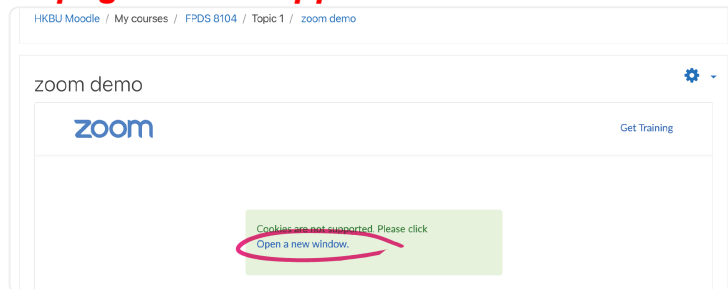
After saving the configurations, click the activity to set up a ZOOM online class



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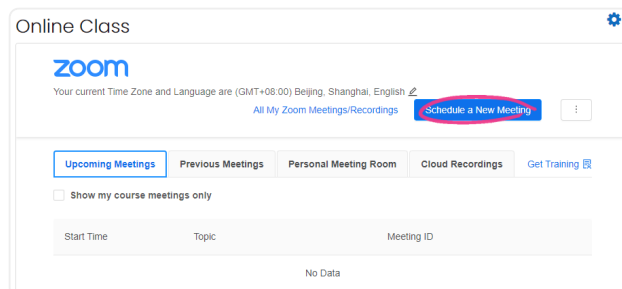
**** This step only applies to users who receive the message of “Cookies are not supported.”**

If you receive 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.



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



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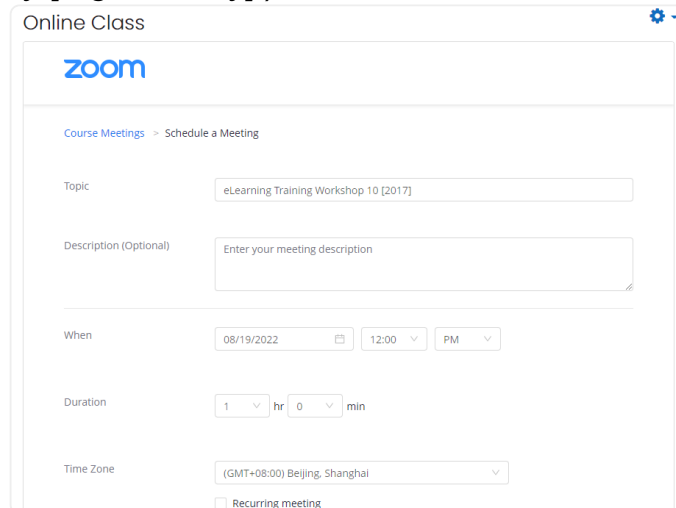
To set up a ZOOM online class (a "meeting"):

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].)

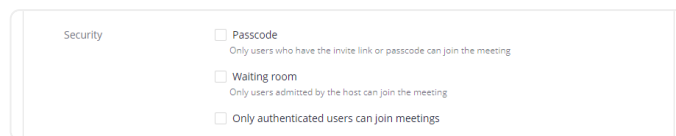


The screenshot shows the 'Schedule a Meeting' form in a Zoom interface. The form includes the following fields and options:

- Topic:** eLearning Training Workshop 10 (2017)
- Description (Optional):** Enter your meeting description
- When:** 08/19/2022, 12:00 PM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT+08:00) Beijing, Shanghai
- Recurring meeting:**

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.



The screenshot shows the 'Security' section of the Zoom meeting options. It includes the following options:

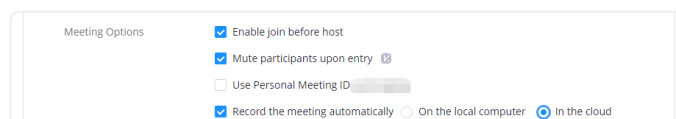
- Passcode**
Only users who have the invite link or passcode can join the meeting
- Waiting room**
Only users admitted by the host can join the meeting
- Only authenticated users can join meetings**

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).



The screenshot shows the 'Meeting Options' section of the Zoom meeting options. It includes the following options:

- Enable join before host**
- Mute participants upon entry**
- Use Personal Meeting ID**
- 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

Invite Attendees Join URL: <https://hkbu.zoom.us/j/...> 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
 Record the meeting automatically in the cloud

Delete this Meeting Edit 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 and Language are (GMT+08:00) Beijing, Shanghai, English

All My Zoom Meetings/Recordings

Show my course meetings only

Start Time	Topic	Meeting ID
Today 1:00 PM	eLearning Training Workshop 10 [2017]	<input type="button" value="Start"/> <input type="button" value="Delete"/>