

# How to use Zoom in Moodle

Fall 2020

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If you are a Moodle User, here are some actions you must take:

## You must deactivate the “Lea Online Class”

In order to do this, please send a request to the Helpdesk ([helpdesk@dawsoncollege.qc.ca](mailto:helpdesk@dawsoncollege.qc.ca)) asking them to deactivate the Lea Online Class module for you.

**IMPORTANT:** After this, send a message to your students through MIO explaining you'll use Moodle for your courses.

## Share the Zoom Meeting Link in your Moodle course

In Moodle you will need to create a Zoom meeting and share the link in your Moodle course. There are different ways to do this. I'll present you three ways to do that:

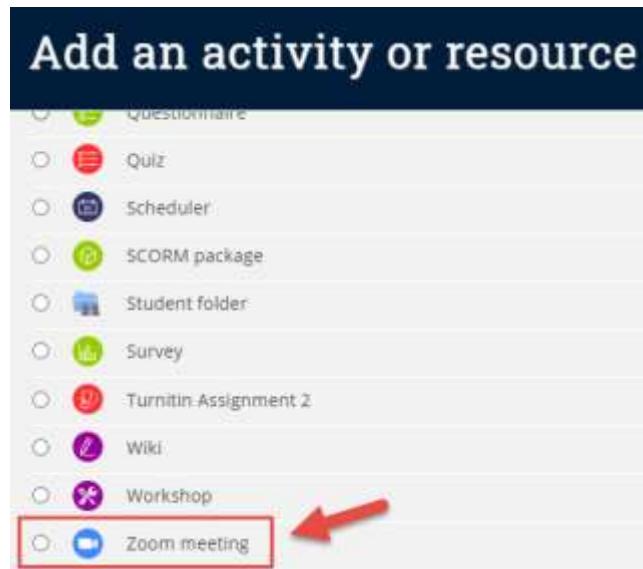
1. Create a Zoom meeting directly from Moodle
2. Create your Zoom link directly from Zoom.us website
3. Use your Personal Zoom Link for all your meetings

## 1. Create a Zoom meeting directly from Moodle

Moodle has a **Zoom plugin** which allows you to create a Zoom meeting directly from there.

In order to create it, follow the steps below:

1. Login to your Moodle course
2. Click “**Turn Editing On**” on the upper menu (click on the little blue gear icon and select it from there)
3. After this, go to the section of your course where you’d like to add the Zoom link and click on “**Add an Activity or Resource**” and select “**Zoom meeting**”.



4. If this is a recurring meeting (a meeting which will repeat itself until the end of your course), select this option. Otherwise select a specific date and time:

○ Adding a new Zoom meeting to Section 13 ○

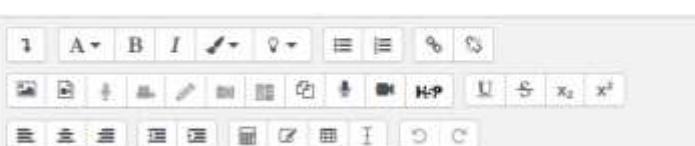
[Expand all](#)

▼ General

Topic 1

Zoom Meeting - August 31st at 10 am

Description



A standard rich text editor toolbar with various formatting options like bold, italic, underline, and alignment.

Display description on course page ?

When:

31   August   2020   10   00   

Duration (minutes):

1   hours  

Recurring ?

Webinar ?

5. After the setup, scroll down and click Save. The Zoom meeting will appear on your Moodle course as a link on the main page now:

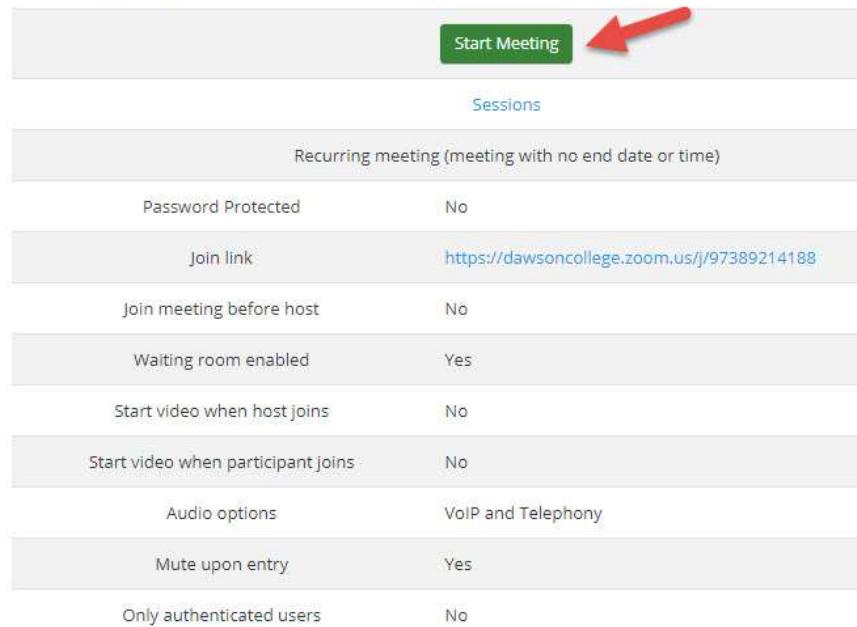
## Topic 13



Zoom Meeting - August 31st at 10 am

6. When you click on it, you'll see a “**Start Meeting**” button. You must click this button at the date and time of your class to start your Zoom meeting.

## Zoom Meeting - August 31st at 10 am



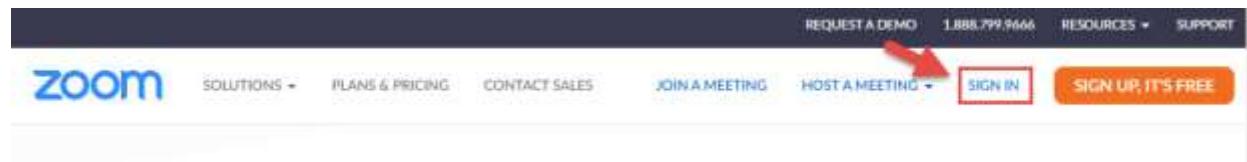
The screenshot shows a Zoom meeting configuration interface. At the top, there is a green 'Start Meeting' button with a red arrow pointing to it. Below this, there is a section titled 'Sessions' with the sub-section 'Recurring meeting (meeting with no end date or time)'. The configuration includes the following settings:

Password Protected	No
Join link	<a href="https://dawsoncollege.zoom.us/j/97389214188">https://dawsoncollege.zoom.us/j/97389214188</a>
Join meeting before host	No
Waiting room enabled	Yes
Start video when host joins	No
Start video when participant joins	No
Audio options	VoIP and Telephony
Mute upon entry	Yes
Only authenticated users	No

## 2. Create your Zoom link directly from Zoom.us website

You can also create your Zoom link directly from Zoom.us. Follow the steps below:

1. Go to <https://zoom.us> and click on “Sign In” at the upper menu:



2. Once inside Zoom.us, click on “Schedule a Meeting” at the upper right menu

The screenshot shows the Zoom Profile page. At the top, there are navigation links: REQUEST A DEMO, 1.888.299.0125, RESOURCES, and SUPPORT. Below the header, the Zoom logo is on the left, followed by SOLUTIONS, PLANS & PRICING, and CONTACT SALES. On the right side of the header, there are buttons for JOIN A MEETING, HOST A MEETING, and a profile picture. A red arrow points to the 'SCHEDULE A MEETING' button, which is highlighted with a red border. The main content area is divided into sections: PERSONAL and ADMIN. The PERSONAL section includes Profile (highlighted with a blue bar), Meetings, Webinars, Personal Audio Conference, Recordings, and Settings. The ADMIN section includes Dashboard, User Management (with a dropdown menu for Room Management), Personal Link, Sign-In Email, and Linked accounts. There are also 'Show' and 'Edit' buttons for various fields.

3. Now you'll create your Zoom meeting. You have the option to create a Zoom meeting for a specific date and time or create a "recurring" meeting (when you have a weekly meeting for example. This will create a unique Zoom link for all the meetings).

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic: My Meeting

Description (Optional): Enter your meeting description

**When:** 31-08-2020 10:00 AM

Duration: 1 hr 0 min

Time Zone: GMT-4 (01 Eastern Time (US and Canada))

Recurring meeting - Every week on Mon, Wed, until Dec 14, 2020, 31 occurrences

Recurrence: Weekly

Repeat every: 1 week

Occurs on:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date:  By: 14/12/2020  After: 7 occurrences

#### 4. Don't forget to check the “Waiting Room”:

Registration  Required

Security  Passcode  Waiting Room 

Video Host  on  off

Participant  on  off

Audio  Telephone  Computer Audio  Both

Dial from Canada: [Edit](#)

Meeting Options  Enable join before host

Mute participants upon entry 

Only authenticated users can join

[Sign in with your Dawson email](#)

dawsoncollege.qc.ca [Edit](#)

Breakout Room pre-assign

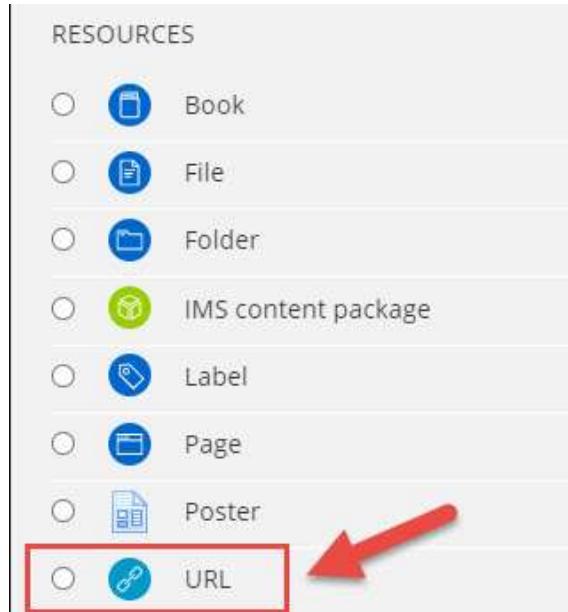
Record the meeting automatically

#### 5. After this click **Save** and then you'll have your Zoom link. Now you must share this link inside your Moodle course:

My Meetings < Manage "My Meeting"

Topic	My Meeting
Time	Aug 31, 2020 10:00 AM Eastern Time (US and Canada) Every week on Mon, Wed. until Dec 14, 2020, 31 occurrence(s) <a href="#">Show all occurrences</a>
Add to:	<a href="#">Google Calendar</a> <a href="#">Outlook Calendar (.ics)</a> <a href="#">Yahoo Calendar</a>
Meeting ID	[REDACTED]
Security:	<input checked="" type="checkbox"/> Passcode <input checked="" type="checkbox"/> Waiting Room
Invite Link:	<a href="https://dawsoncollege.zoom.us/j...">https://dawsoncollege.zoom.us/j...</a> 
Video	Host: Off Participant: Off

6. Now go back to your Moodle course, click “Turn Editing On”, go to the section where you’d like to add the link and click on “Add an activity or resource”. There you’ll scroll until the end and select “URL”.



7. Paste the Zoom link you got from Zoom.us, scroll down the page and click **Save**:

## ● Adding a new URL to Topic 14

[▶ Expand all](#)

### ▼ General

Name 

Zoom Meeting - August 31st at 10 am

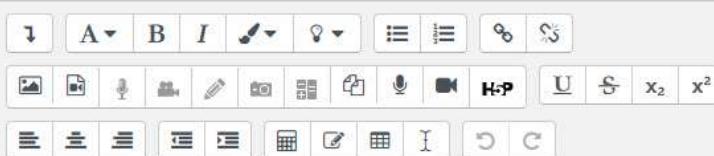
External URL 

<https://dawsoncollege.zoom.us/j/>



[Choose a link...](#)

Description:



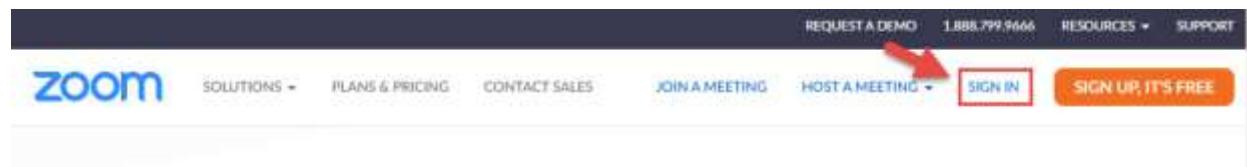
Display description on course page 

### 3. Use your Personal Zoom Link for all your meetings

You can create your personal Zoom link in Zoom and use it for all your meetings. This way you won't need to create a Zoom meeting for every class or use the recurring meeting.

In order to do this, follow the steps below:

1. Go to <https://zoom.us> and click on “Sign In” at the upper menu:



2. Once inside Zoom.us, click on “Profile” at the left menu and then you must click on “Customize” on the line where you read “Personal Link”:

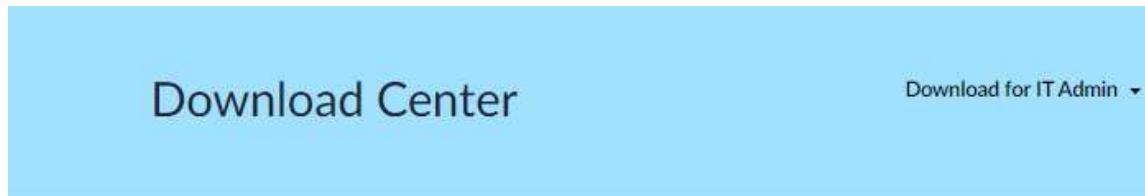
The screenshot shows the Zoom user profile settings page. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a user icon. On the left, a sidebar lists 'PERSONAL' and 'ADMIN' sections with various options like Meetings, Webinars, Personal Audio Conference, Recordings, Settings, Dashboard, User Management, Room Management, Account Management, and Advanced. The main area displays personal information: a blurred profile picture, Department (Account No.), Personal Meeting ID (with 'Change' and 'Delete' buttons), Personal Link (a long URL starting with <https://dawsoncollege.zoom.us/j/p...>), Sign-in Email (mc\*\*\*@dawsoncollege.qc.ca), and User Type (Licensed). Capacity is listed as 300. There are 'Edit' buttons for most fields and a 'Customize' link next to the Personal Link. A red box highlights the 'Profile' button in the sidebar, and another red box highlights the 'Customize' link.

Now you have your personal Zoom link. You can use it for any meetings and for your courses. In order to add it to your Moodle course, please follow the steps explained on the previous item.

## INSTALLING THE ZOOM DESKTOP CLIENT

An easy way to manage your Zoom account is by installing the **Zoom Desktop Client** into your computer.

In order to do this, go to <https://zoom.us/download> and click on **Download** under “Zoom Client for Meetings”.



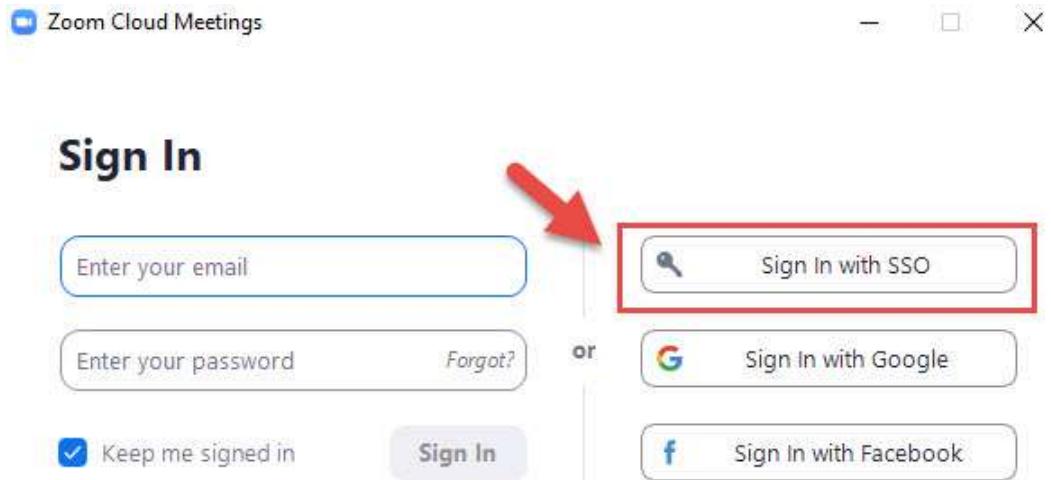
### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

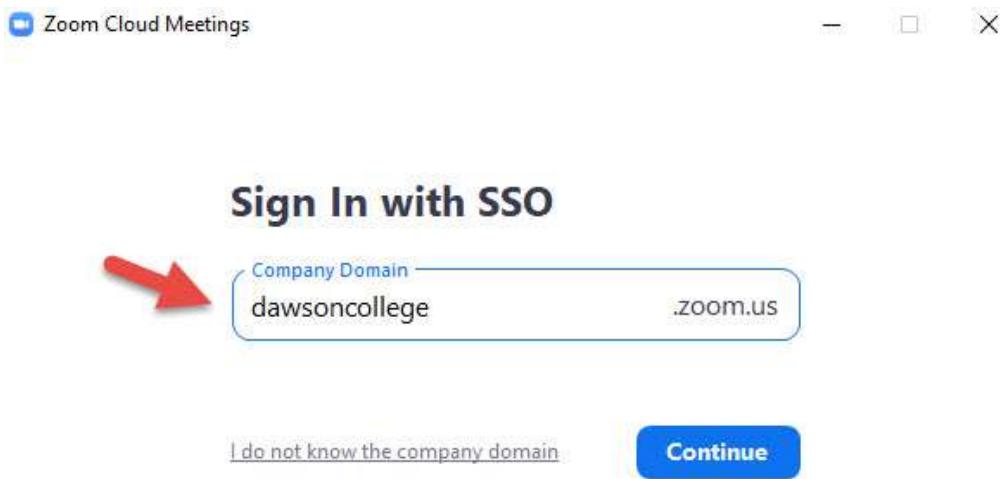
**Download**

Version 5.2.0 (42619.0804)

When you start your **Zoom Desktop Client**, you'll see a pop-up. You must choose “Sign in with SSO” (you'll be prompted to use your Dawson credentials there):



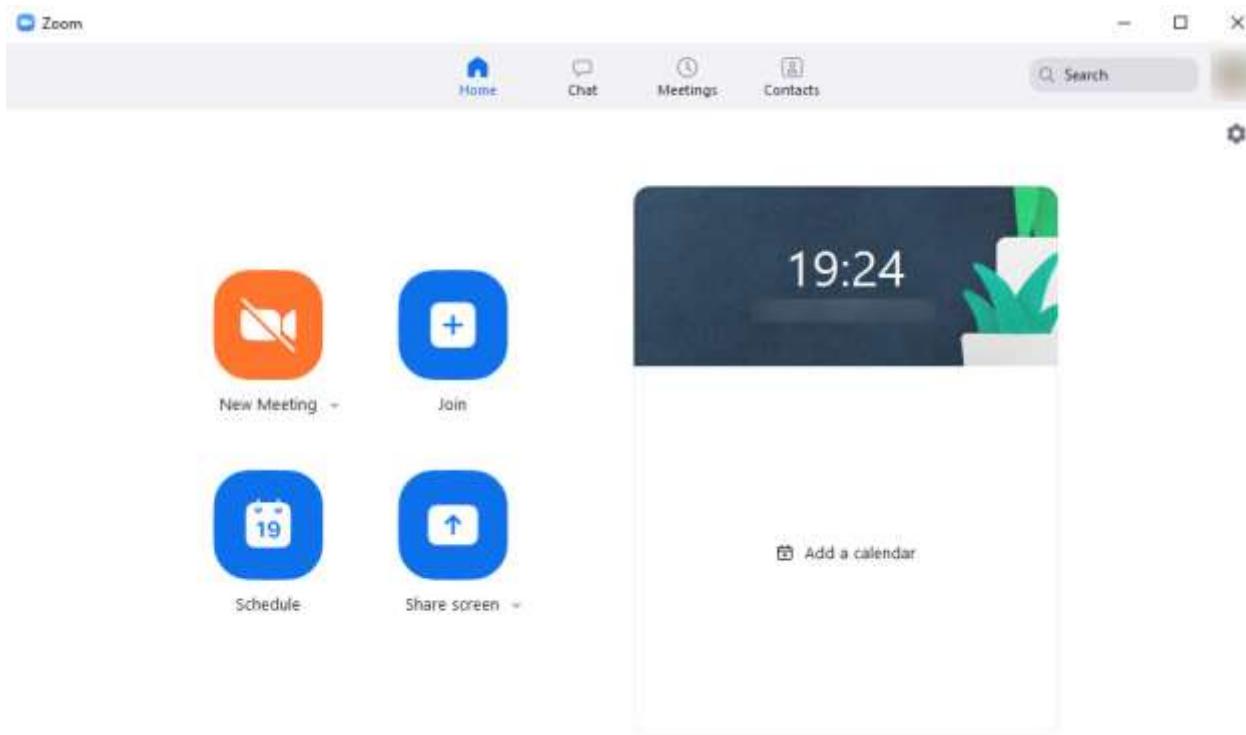
After this you must type “**dawsoncollege**” for the company domain:



Then you must enter your Dawson email address and your password (the same you use to access My Dawson Portal):



After this, you'll see the Zoom Desktop Client:



When you click “**New Meeting**” you can start an instant meeting using your personal link.

## **QUESTIONS?**

If you have any questions, please send an email to:

**Rafael Scapin:** [rscapin@dawsoncollege.qc.ca](mailto:rscapin@dawsoncollege.qc.ca)