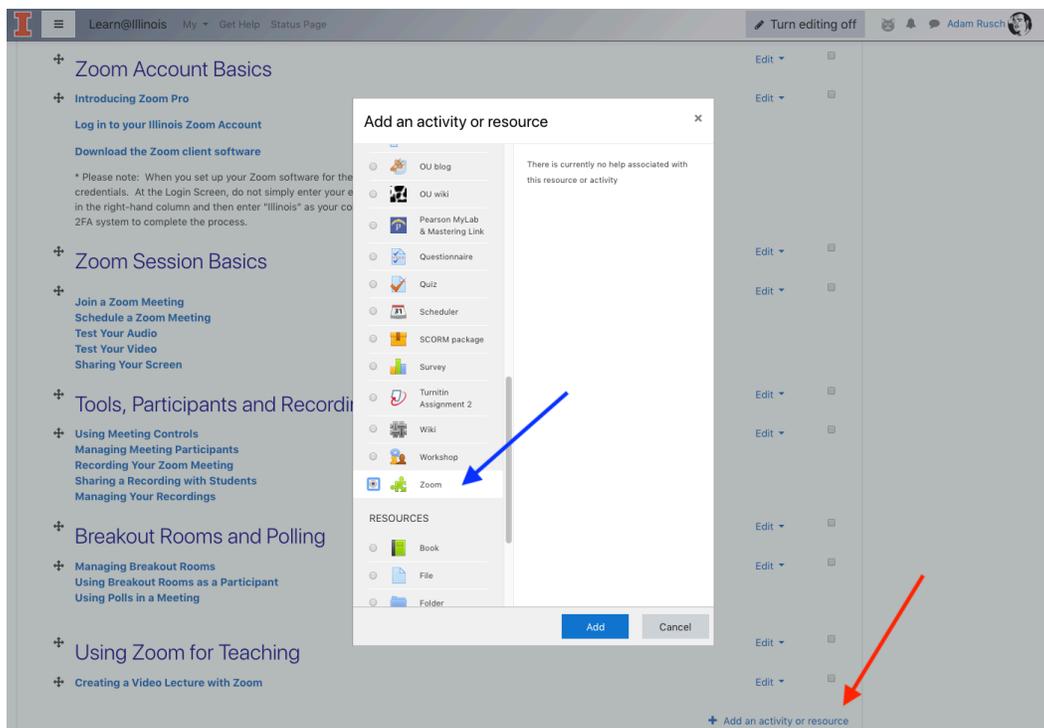


Setting up the Zoom Module

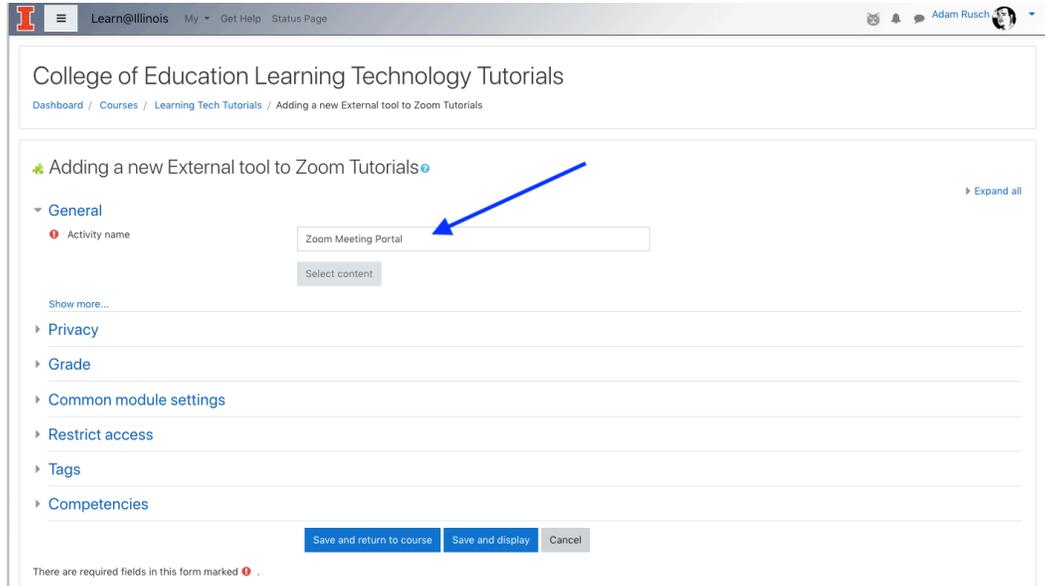
Zoom allows users to schedule and run video conferences with individuals or groups. With a Pro account there is virtually no limit on time and the capacity is large enough to hold everyone enrolled in your class. To facilitate the class schedule for online courses a special integration module has been developed for the Learn@Illinois system.

Please note that in order to use this tool properly you MUST first activate your Illinois Zoom account. Check on <https://go.education.illinois.edu/zoom> for more information.

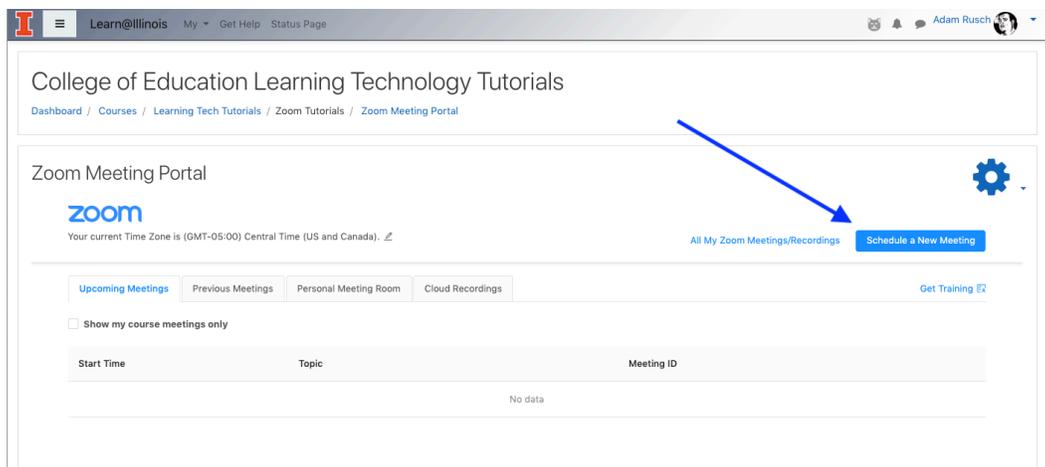
Begin by opening your course page in Edit mode and clicking the “Add an Activity or Resource” (Red Arrow) link in the appropriate module. In the pop-up menu, scroll to the bottom of the Activities list and select the “Zoom” resource (Blue Arrow). Click the “Add” button to finish.



On the next screen you will be asked to set up the Zoom module. The only thing you really need to do here is set the name (Blue Arrow). We recommend using something descriptive like “Zoom Meeting Portal” because the name you give the module will appear on your Moodle course page as the link for students to use. Click “Save and Display” to open your new module.



When you open the module for the first time you may notice that it looks very similar to your own Zoom Meetings list. This is the list specifically for your Moodle page. However, if you Schedule a New Meeting for your course it will be associated both with this module and with your own Zoom Schedule. In other words, it will show up on this list for everyone to see as well as your personal Meetings list.



Click the “Schedule a New Meeting” button (Blue Arrow) to set up your course sessions.

Learn@Illinois My Get Help Status Page Adam Rusch

College of Education Learning Technology Tutorials

Dashboard / Courses / Learning Tech Tutorials / Zoom Tutorials / Zoom Meeting Portal

Zoom Meeting Portal

Course Meetings > Schedule a Meeting

Topic: College of Education Learning Technology Tutorials **Weekly Meeting**

Description (Optional): Enter your meeting description

When: 06/13/2019 6:00 PM

Duration: 2 hr 0 min

Time Zone: GMT-05:00 Central Time (US and Canada)

Recurring meeting **Every week on Thu, until Jul 24, 2019, 6 occurrence(s)**

Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 07/23/2019 After 7 occurrences

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; Enable waiting room; Record the meeting automatically

Alternative Hosts: hendrix2@illinois.edu

On the Schedule a Meeting screen you will find that the “Topic” of the meeting has been pre-filled with the name of the Moodle course (Red Arrow). We recommend you add a descriptor like “Weekly Meeting” or whatever would be helpful for your course. This will be the title that students see in the meeting link.

Next, set the date, time, and duration of the meeting. You will find the option to set up a Recurring Meeting (Blue Arrow) so that schedule will be set for each session of your course.

For the Meeting Options (Purple Arrow), we recommend you “Enable join before host” so that students can enter the meeting early. It is also helpful to “Mute participants upon entry” so that their microphones aren’t on by default.

If you have a Teaching Assistant or Co-Instructor who will be helping to run your meeting, you will want to list them as an Alternate Host (Green Arrow). Make sure they have activated their Illinois Zoom account or else the system won't recognize them. It is important that you list the @illinois.edu email address of your Alternate Host because the sessions can only be hosted by the Illinois domain. If the Alternate Host joins the meeting before you, he or she will be made the Host of the meeting. However, as the person who scheduled the meeting you will always be able to reclaim Host privileges from them by clicking "Reclaim Host" on the Participants window in the Zoom app.

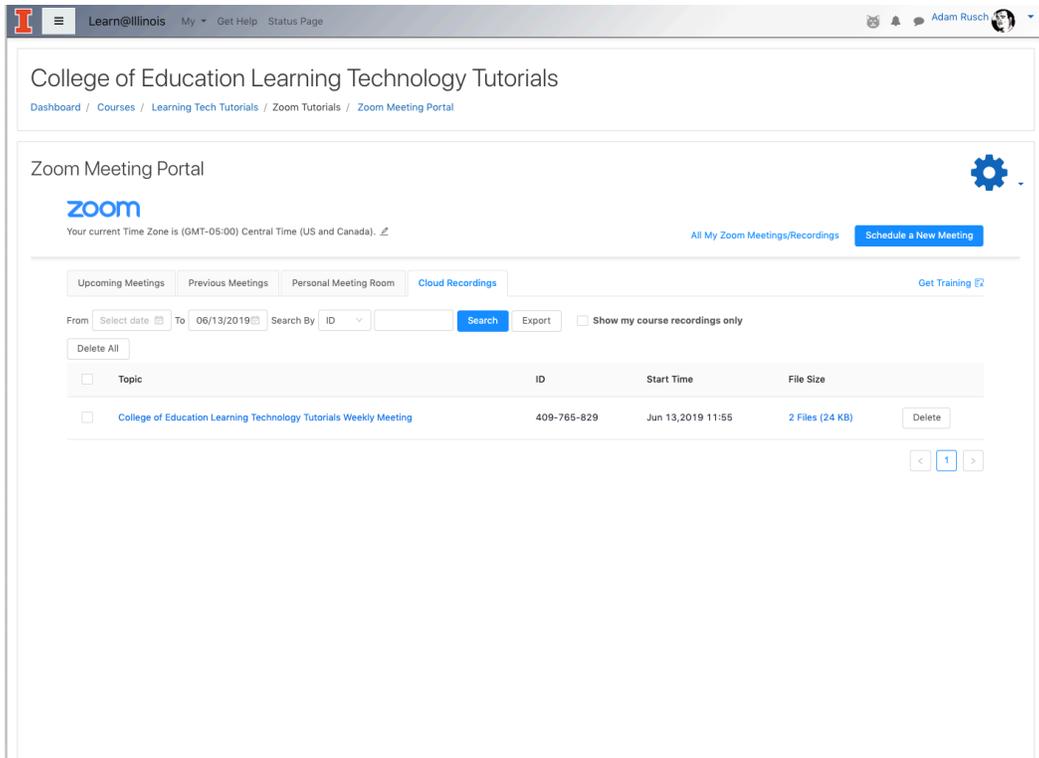
Once everything is set up, click the "Save" button. The meeting will be scheduled and you will be shown a summary page of your settings. Go back to the navigation menu (Orange Arrow) at the top of the page and click on the "Zoom Meeting Portal" link (or whatever you named your module) to return to the Meetings list.

In Screen Shot below, you can see that the Zoom module now lists the Upcoming Meetings. You can schedule more meetings with the Schedule a New Meeting Button (Blue Arrow). The organizational tabs (Green Arrow) allow you switch between types of meetings and archives. The Previous Meetings tab allows you to see information about the previous meetings while the archived recordings of those meetings are stored in the Cloud Recordings tab.

The screenshot shows the Zoom Meeting Portal interface. At the top, there is a navigation bar with the Illinois logo, a menu icon, and the text "Learn@Illinois My Get Help Status Page". Below this is the page title "College of Education Learning Technology Tutorials" and a breadcrumb trail: "Dashboard / Courses / Learning Tech Tutorials / Zoom Tutorials / Zoom Meeting Portal". The main content area is titled "Zoom Meeting Portal" and features the Zoom logo and the text "Your current Time Zone is (GMT-05:00) Central Time (US and Canada)". There are two buttons: "All My Zoom Meetings/Recordings" and "Schedule a New Meeting". Below these are tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". A red arrow points to the "Upcoming Meetings" tab. A green arrow points to the "Previous Meetings" tab. A blue arrow points to the "Schedule a New Meeting" button. Below the tabs is a table of upcoming meetings with columns for "Start Time", "Topic", and "Meeting ID". The table contains several rows of recurring meetings. A red arrow points to the "Start Time" column header. At the bottom right, there is a pagination control showing "1" in a box.

Start Time	Topic	Meeting ID	
Today (Recurring) 6:00 PM	College of Education Learning Technology Tutorials Weekly Meeting	409-765-829	Start Delete
Thu, Jun 20 (Recurring) 6:00 PM	College of Education Learning Technology Tutorials Weekly Meeting	409-765-829	Delete
Thu, Jun 27 (Recurring) 6:00 PM	College of Education Learning Technology Tutorials Weekly Meeting	409-765-829	Delete
Thu, Jul 4 (Recurring) 6:00 PM	College of Education Learning Technology Tutorials Weekly Meeting	409-765-829	Delete
Thu, Jul 11 (Recurring) 6:00 PM	College of Education Learning Technology Tutorials Weekly Meeting	409-765-829	Delete
Thu, Jul 18 (Recurring) 6:00 PM	College of Education Learning Technology Tutorials Weekly Meeting	409-765-829	Delete

Inside the Cloud Recordings tab you can see the list of archived recordings. The recording displayed in the Screen Shot below has 2 files available. The first will be a video recording (with text chat transcript accompanying it) for anyone who wants to see the most complete version of the meeting. The second is a recording of the audio only.



Cloud Recordings will be available for 120 days which means that students should be able to review weekly class meeting recordings for the duration of the semester. If you would like to make the recordings available longer you will need to upload the file to a platform like Illinois Media Space. The IT Partners at Education Learning Design Team can help you with that process and documentation is available.

Those are the basics for setting up Zoom Class Meetings. If you need more information, contact the IT Partners at Education or visit the College of Education Zoom Resource Page: <https://go.education.illinois.edu/zoom>