

# How to use Zoom in Moodle

Fall 2020

By Rafael Scapin

Coordinator of Educational Technology - IST

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:

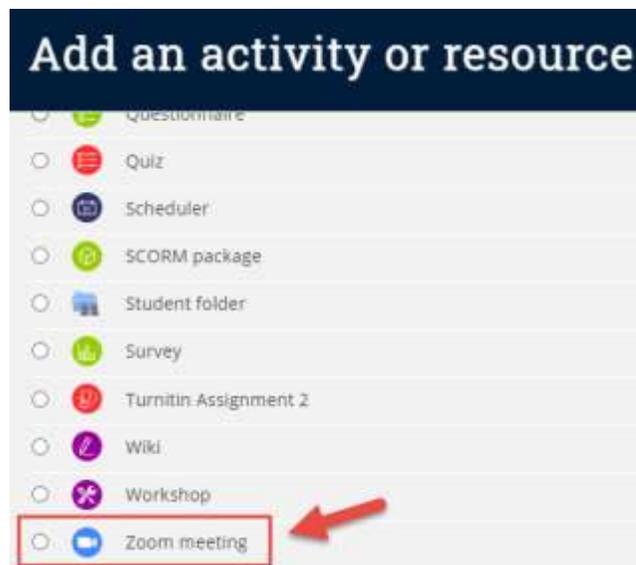
1. Create a Zoom meeting directly from Moodle
2. Create your Zoom link directly from Zoom.us website
3. Use your Personal Zoom Link for all your meetings

## 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:

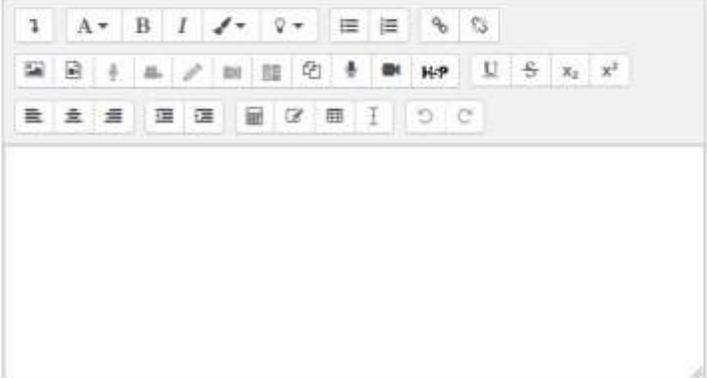
## Adding a new Zoom meeting to Section 13

Expand all

### General

Topic  Zoom Meeting - August 31st at 10 am 

Description



Display description on course page 

When: 31 August 2020 10:00 

Duration (minutes): 1 hours

Recurring 

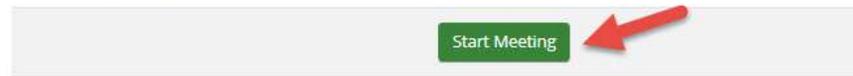
Webinar 

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:



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



Start Meeting

Sessions

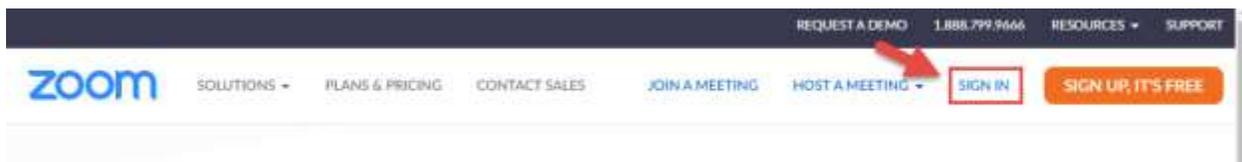
Recurring meeting (meeting with no end date or time)

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

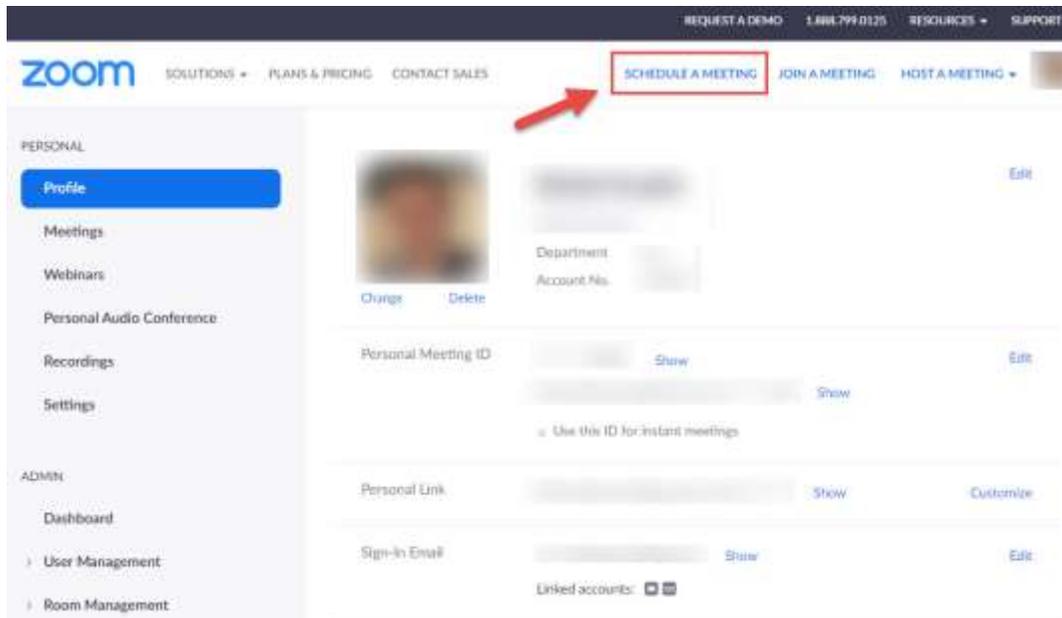
## 2. Create your Zoom link directly from Zoom.us website

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



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:

Description (Optional):

When:

Duration:  hr  min

Time Zone:

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

Recurrence:

Repeat every:  week

Occurs on:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date:  By:   After:  occurrences

4. Don't forget to check the "Waiting Room":

Registrations:  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  
  
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) [Show all occurrences](#)

Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: [REDACTED]

Security:  Passcode  Waiting Room

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

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”**.

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Page
- Poster
- 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

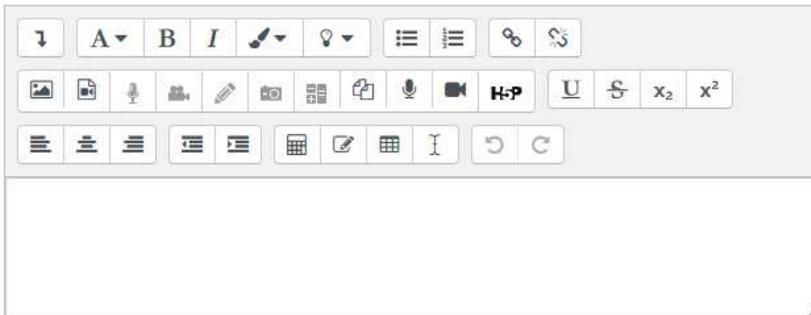
### General

Name  Zoom Meeting - August 31st at 10 am

External URL 

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":

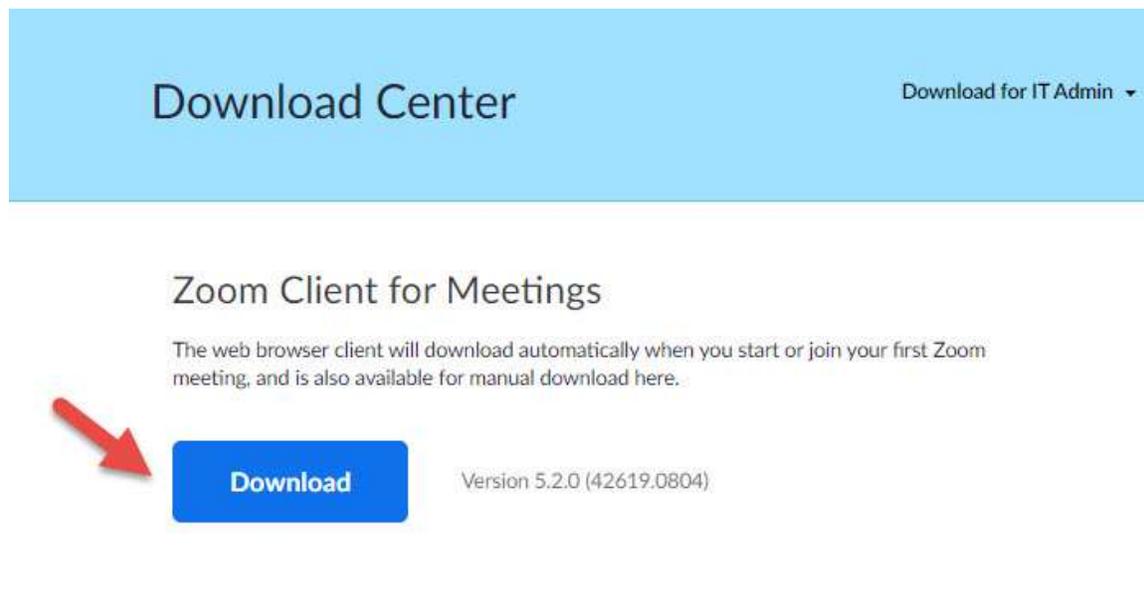
The screenshot shows the Zoom user interface. At the top left is the Zoom logo. To its right are links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the top right, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', followed by a user profile picture. A left-hand navigation menu is visible, with 'PERSONAL' selected. Under 'PERSONAL', the 'Profile' option is highlighted with a red box and a red arrow pointing to it. Below this, there are sections for 'Meetings', 'Webinars', 'Personal Audio Conference', 'Recordings', and 'Settings'. Under 'ADMIN', there are links for 'Dashboard', 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area shows the user's profile information, including a profile picture, name, and department. Below this, there are fields for 'Personal Meeting ID', 'Personal Link', 'Sign-In Email', 'User Type', and 'Capacity'. The 'Personal Link' field is highlighted with a red box, and a red arrow points to the 'Customize' button next to it.

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**”.



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):

## Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in

or



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

## Sign In with SSO

Company Domain

dawsoncollege .zoom.us

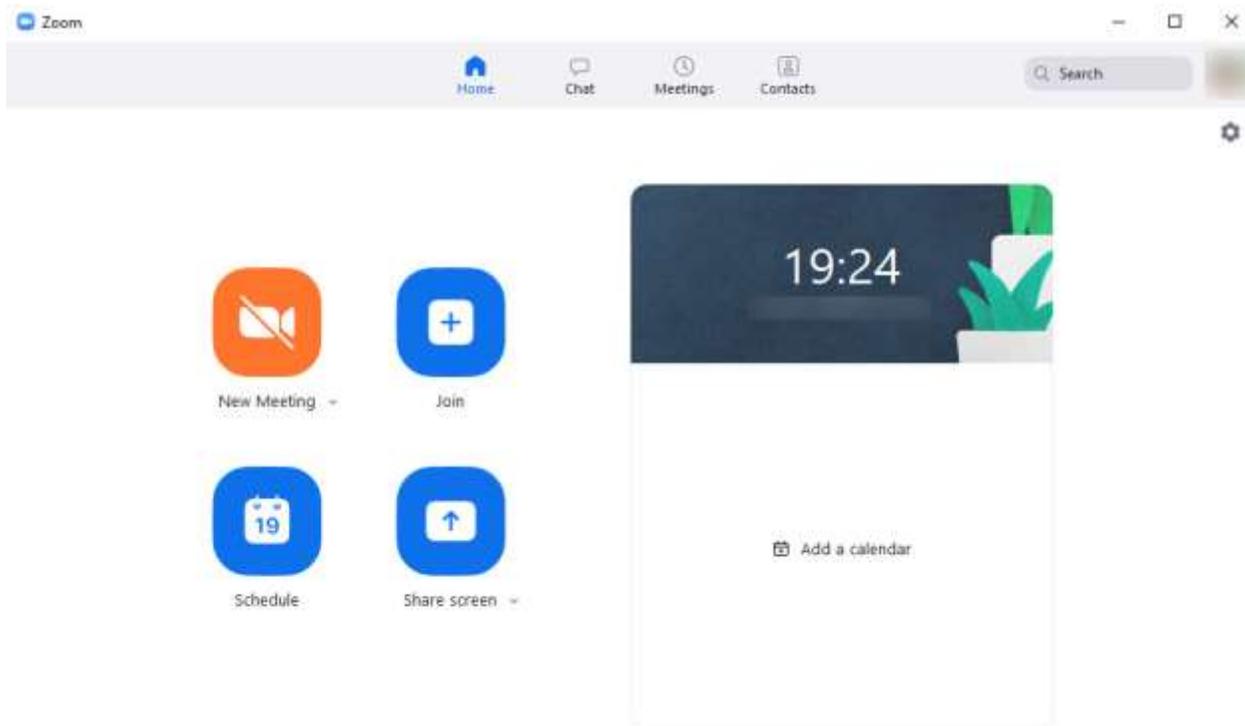
[I do not know the company domain](#)



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)