Zoom Setup Guide for Moodle

Table of Contents

What is Zoom Meeting

Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another screens, all with one easy-to-use platform. Zoom offers quality video, audio, and a wireless screen-sharing performance across Windows.

Zoom is an external tool on Moodle

The main purpose having Zoom meeting option in Moodle is to record voice aided sessions only. Zoom meeting will help lecturers to record and provide a link on Moodle for students' references
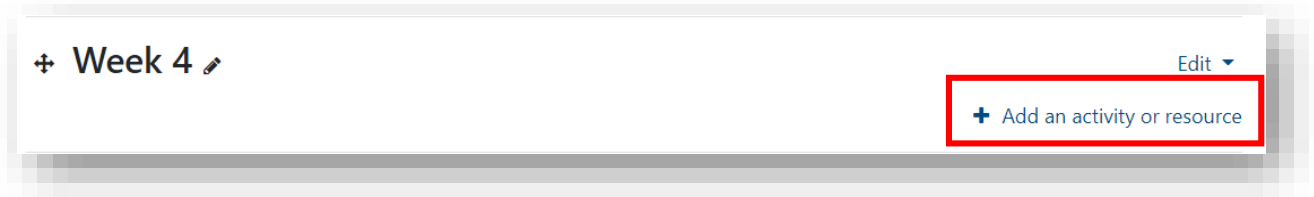
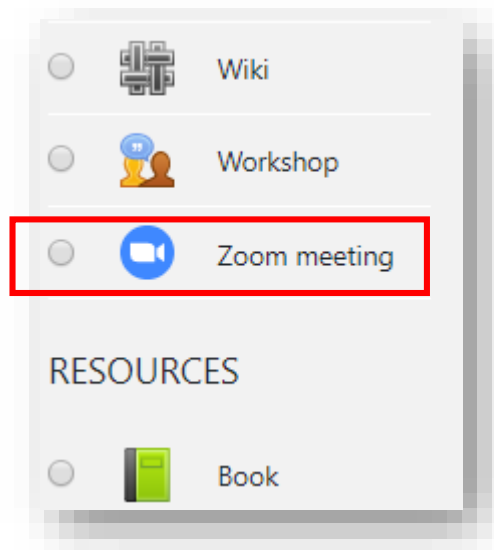# How to Setup Zoom Meeting?

Step 1: Sign in to Zoom

Step 2: On your course page, click the **Turn editing on** button at the top right corner to switch to the editing mode.
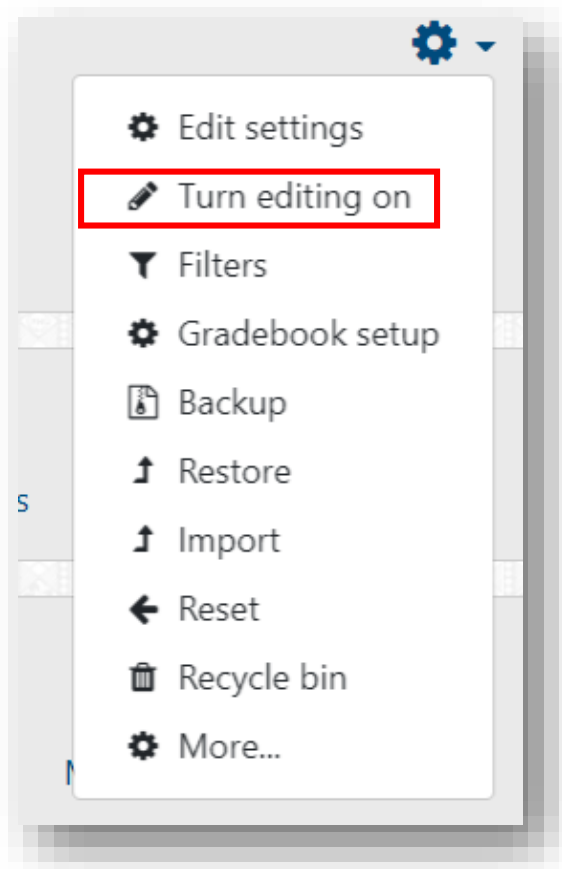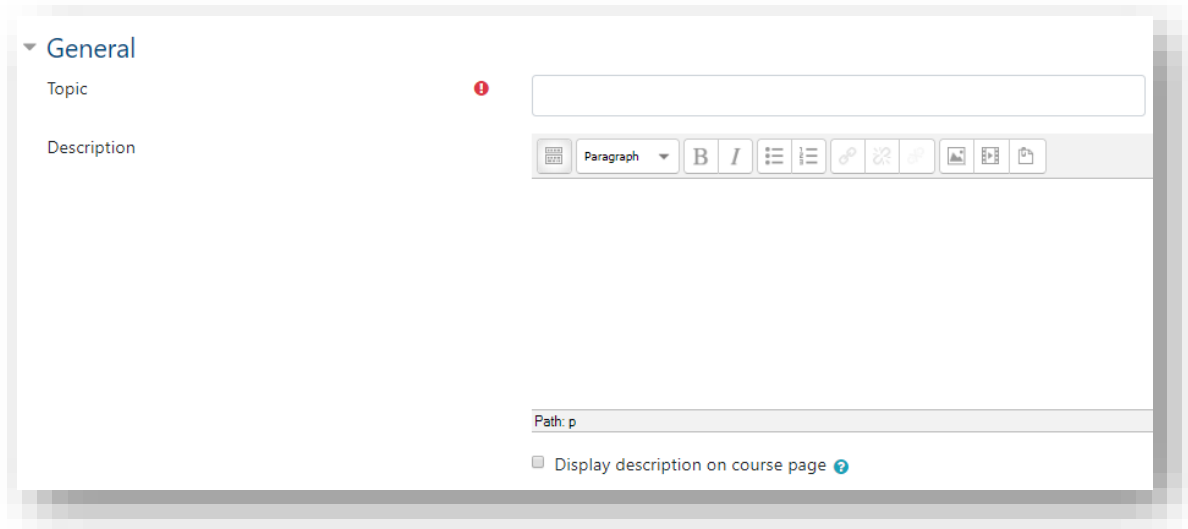
Step 2: Go to Topic or Week
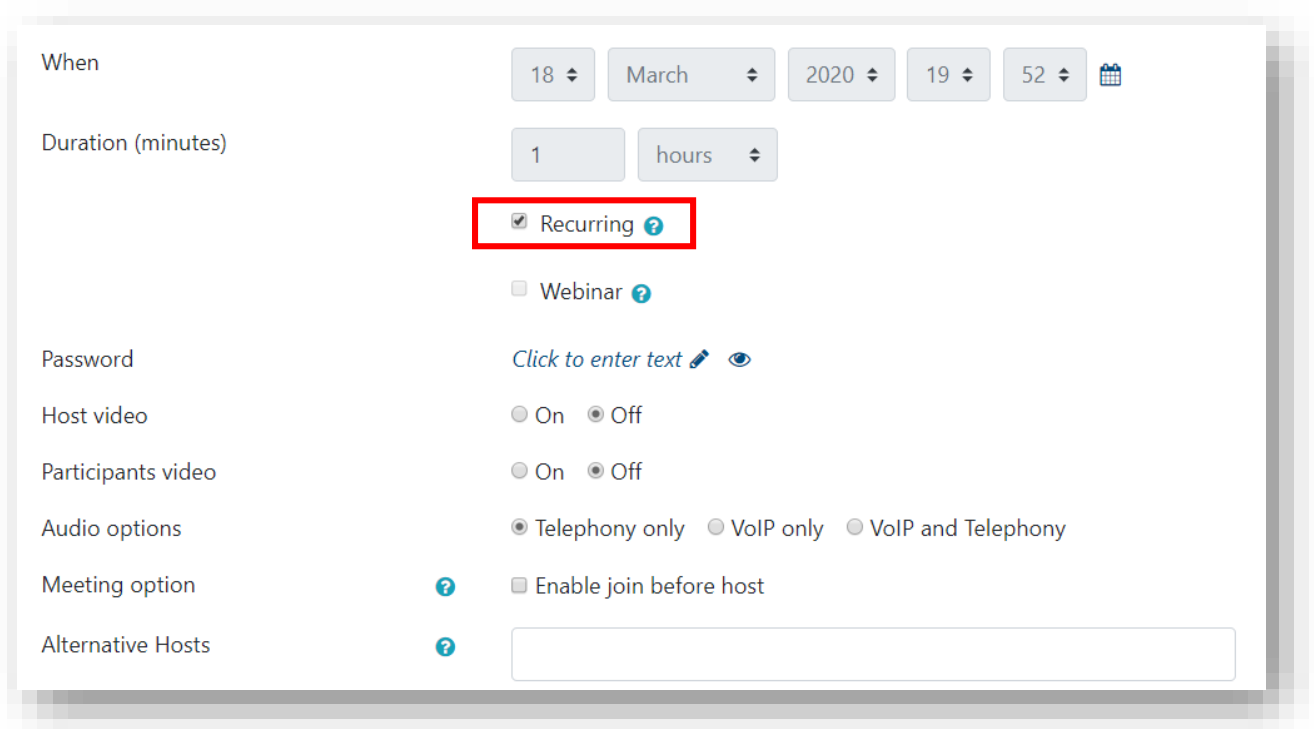Click on **+Add an activity or resource** link.

Step 3: Select **Zoom meeting** and click the **Add** button.

Step 4: Input a title into the **Topic** text field and instructions into the **Description** textbox.
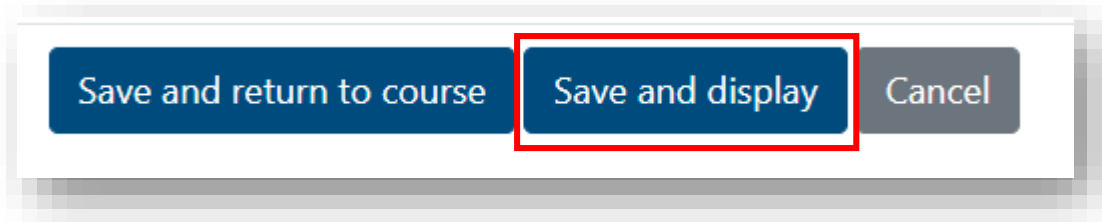
Step 5: Tick on the recurring option, to use the same activity again for recording and to avoid repeatedly adding the Zoom Meeting each week in the particular course.

Step 6: When ready, click the **Save and display** button.

Start Meeting/Recording Steps...

Step 7: To initiate lecture recording, Click on **Start Meeting**.
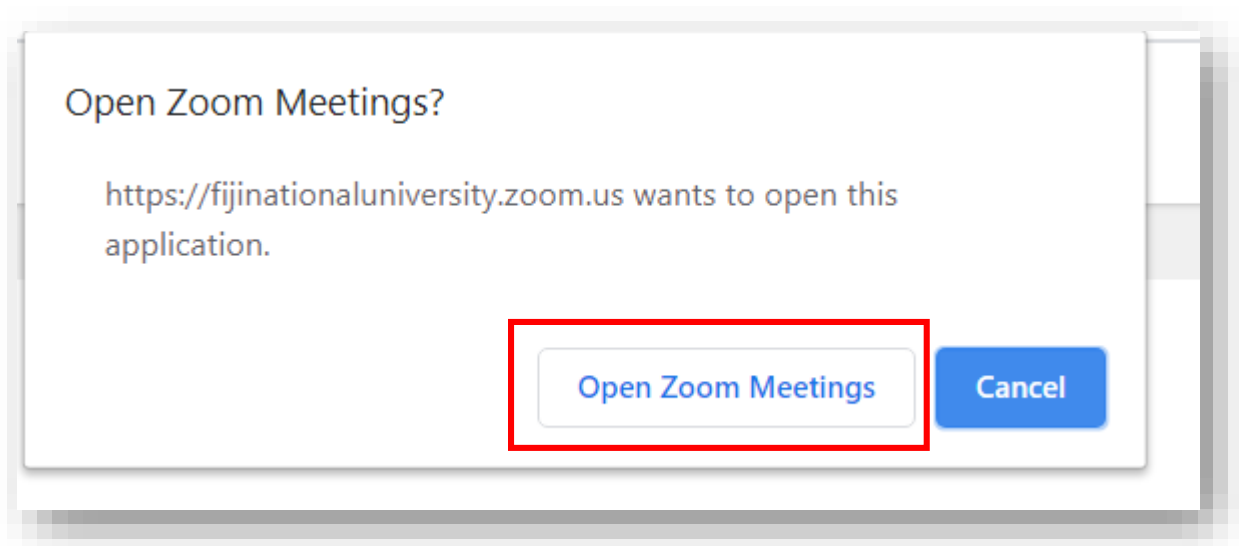
Zoom Test Moodle

	Start Meeting
Sessions	
Recurring meeting (meeting with no end date or time)	
Password Protected	No
Join link	https://fijinationaluniversity.zoom.us/j/987758892
Join meeting before host	No
Start video when host joins	No
Start video when participant joins	No
Audio options	Telephony only
All meetings	

Step 8: Click on the **Open Zoom Meeting** to launch the Zoom Meeting/Application.

Open Zoom Meetings?

https://fijinationaluniversity.zoom.us wants to open this application.

Open Zoom Meetings   Cancel

Step 9: Click on **Join with Computer Audio**
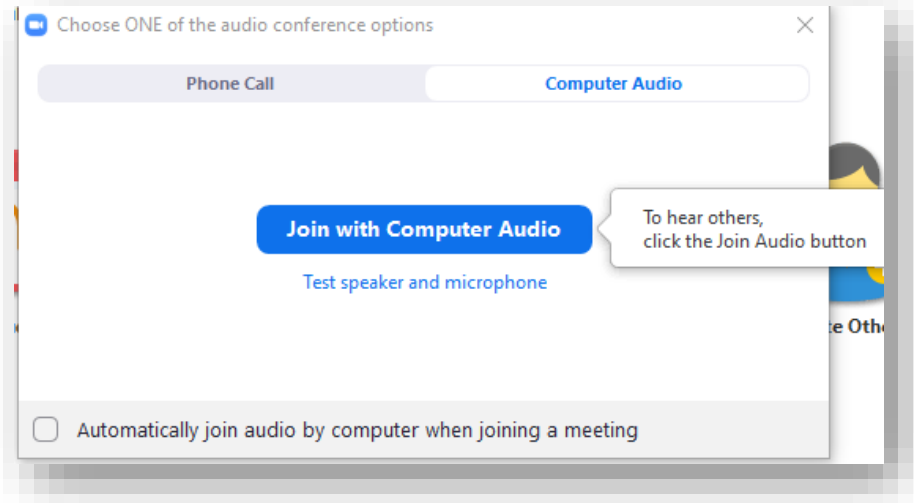
Zoom Meeting Window will open, as shown below:
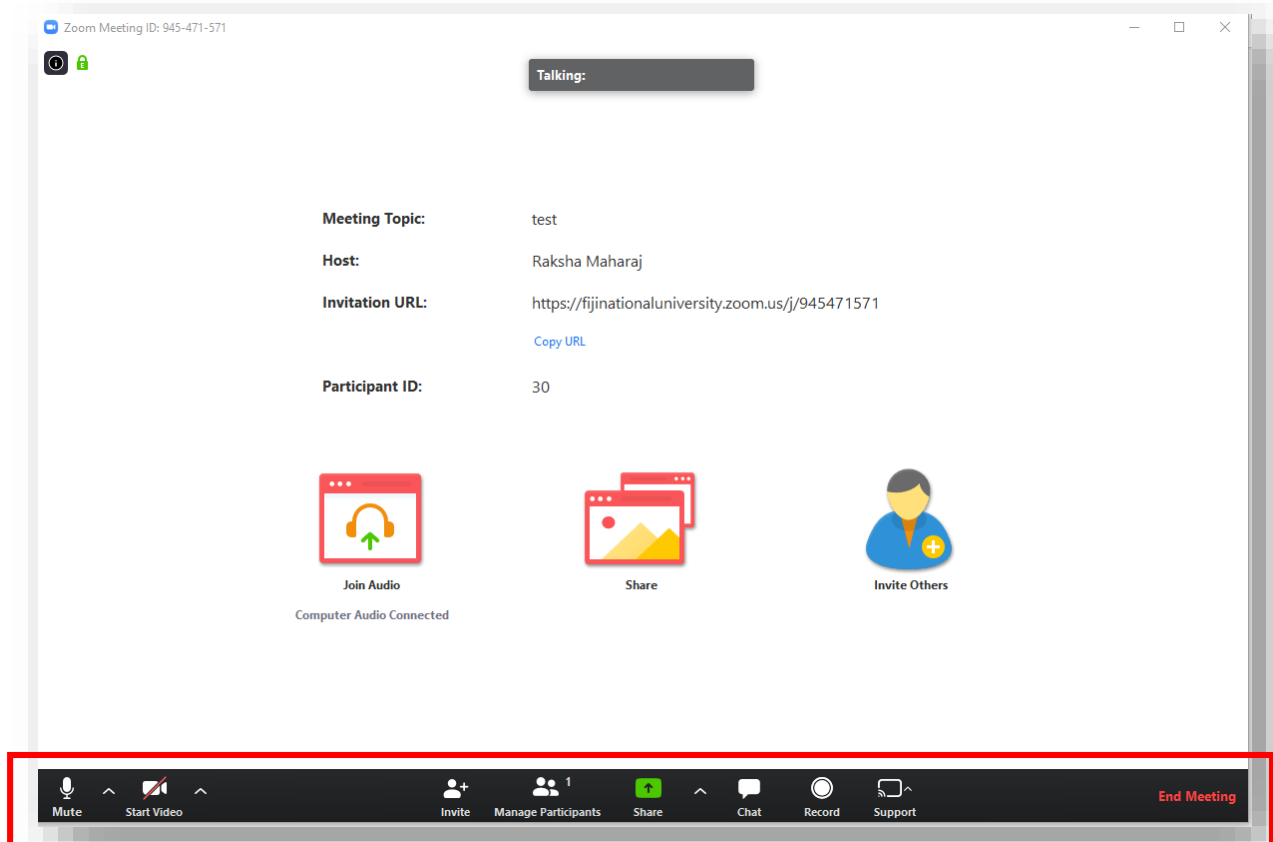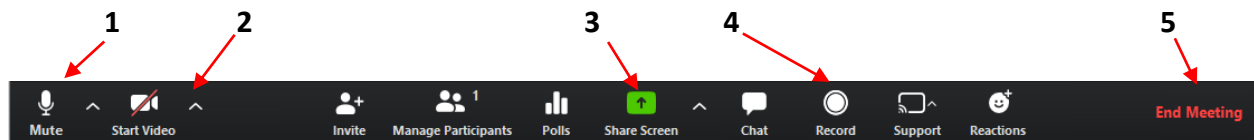
1. **Mute/Unmute**: This allows you to mute or unmute your microphone. Audio Controls (click **^** next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer.
2. **Start/Stop Video**: This allows you to start or stop your own video. Video controls (click **^** next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using.
3. **Share Screen** : You will be able to select the desktop or application you want to share.
4. **Record:** to start recording the lecture.
5. **End Meeting** : to end the lecture.

Record

First click on "**Record**" to start recording the lecture**.** Second click on "**Share**" to share the screen content such as PowerPoint Presentations.

Step 10: Once the lecturer has completed the recording.

At the bottom of the Zoom Meeting page (move your mouse over the page), you can click the **Stop Recording** button. Also, Click **End Meeting** to stop the meeting and click **End Meeting for All**.

Step 11: After recording, zoom auto compresses file size and coverts video to MP4 taking up less space, this will take a bit of time depending on the file size.
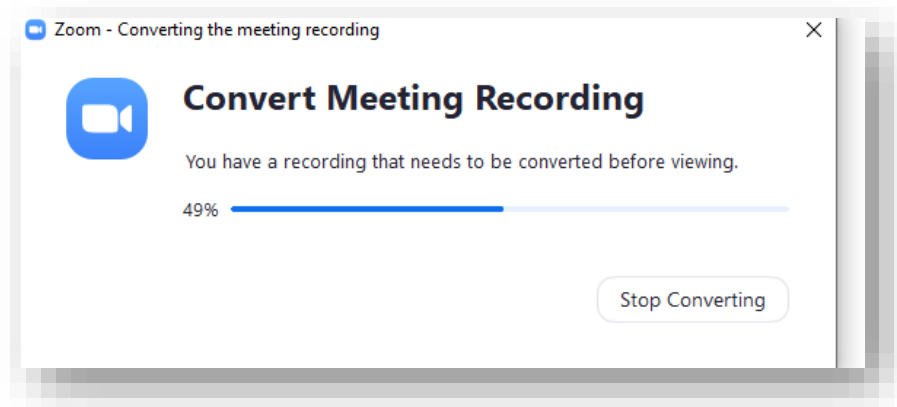
The video will be saved in the default path under **Document\Zoom** as mp4 file after the end of the meeting. Lecturers can **upload the file from Document\Zoom in Moodle**. Once done, the video can be viewed by students through Moodle, where students will be able to access the recorded video.

Upload the Video on Moodle

Once the video is converted and saved at the default path **Document\Zoom.** The lecturer can than upload the file/recorded video on Moodle.

The default upload size for Teachers is 100MB. Zoom auto compresses the file size and coverts video to MP4, taking up less space such as 1hour voice aided session takes less than 50MB. If presentation believed to be more than 1.5hrs it is better to record multiple sessions.

Single video can be uploaded by resource type : **Label or File**
Multiple/Part video can be upload by resource type **: Folder**

Steps:

1. Go the course on Moodle
2. Turn Editing on
3. Go to the particular week or tab
4. Click on **+Add an activity or resource** link.
5. Choose the resource type (file, folder or label).
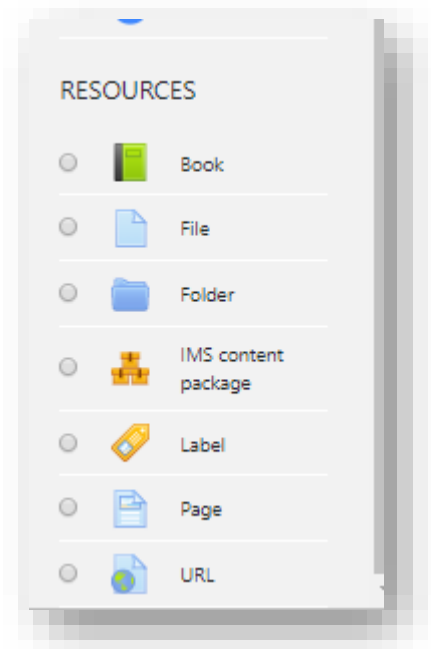
6. Select the video from the path **Document\Zoom** and upload.
7. Once done, click on **Save and return to course.**

What happens when you get disconnected from the Zoom Meeting?

If you lost internet connection or for some reason got disconnected from the recording as the Host, Zoom will try to automatically reconnect you, however after few seconds it will show an error message as below.
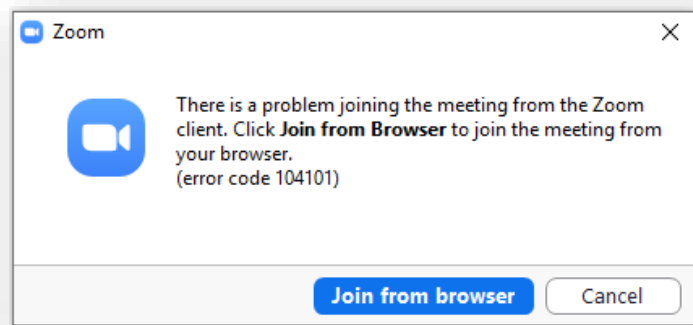
Once you have gained internet connectivity, Click on **Cancel** and go back to your Moodle page. Click on **Start Meeting to re-join to your meeting**.
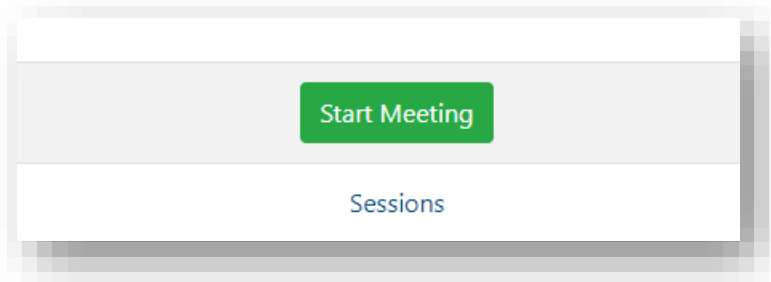
If you were recording the lecture, the first part will get converted and saved. Now you will once again have to click on **Record**.

Support:

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