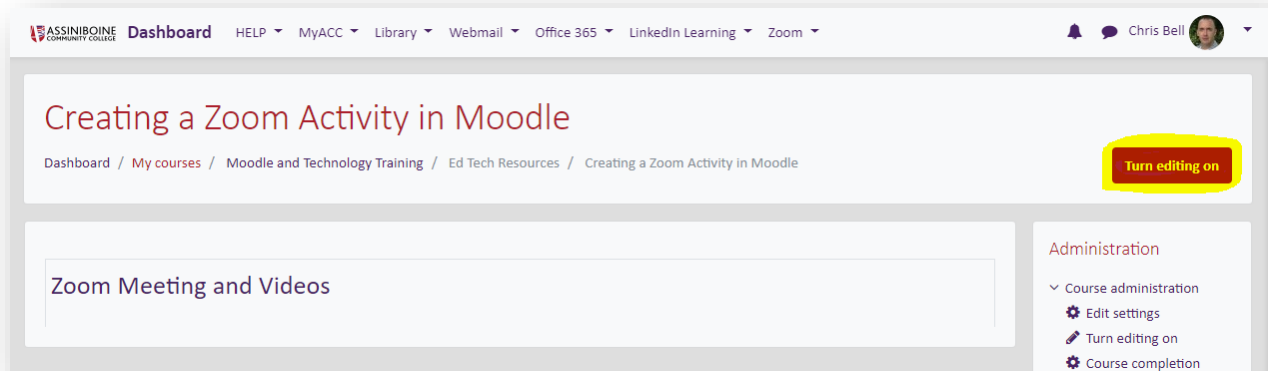
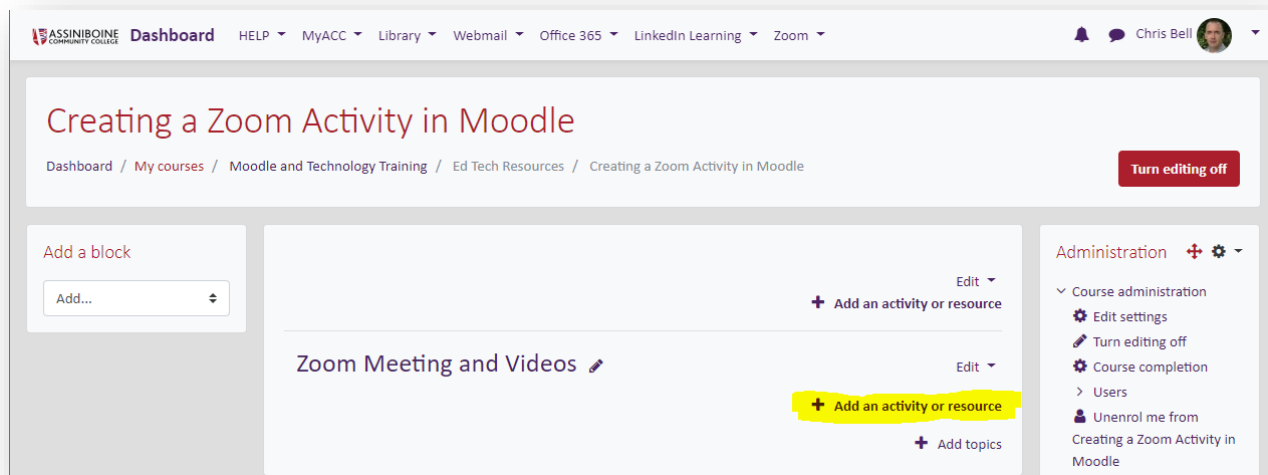


# Creating a Zoom Activity in Moodle

**Step 1:** On the main course page, select the button “Turn editing on”



**Step 2:** In the section where you want to create the Zoom activity, select the link “+ Add and activity or resource”



**Step 3:** Scroll down to the bottom of the Activities list, and check the radio box beside “Zoom meeting”, then select the button “Add”



**Step 4:** In the Topic box, name the Zoom session. We recommend you include the date and time of the session in this box. This session name will appear as a link displayed on the Moodle page.

Adding a new Zoom meeting to Zoom Meeting and Videos

General

Topic:

Description: 

Rich text editor toolbar with options for bold, italic, link, unlink, list, table, etc.

**Step 5:** If you are having a single meeting, match the When and Duration (minutes) drop down boxes to accommodate your class day, time, and period of time. In this case, the meeting will be available 24 hours a day, 7 days a week – this is called a “Recurring” meeting. Though the class will only meet at the designated day and time, no further configuration will be necessary. To enter the meeting, you and the students just need to click on the Zoom link on the Moodle course page.

Also, you can allow students into the meeting before you start the meeting or not – in this example, students are able to join before the teacher starts the meeting because the “Enable join before host” box has been checked.

When: 30 March 2020 11:40

Duration (minutes): 1 hours

☒ Recurring

☐ Webinar

Password: [Click to enter text](#)

Host video: ☒ On ☐ Off

Participants video: ☒ On ☐ Off

Audio options: ☐ Telephony only ☐ VoIP only ☒ VoIP and Telephony

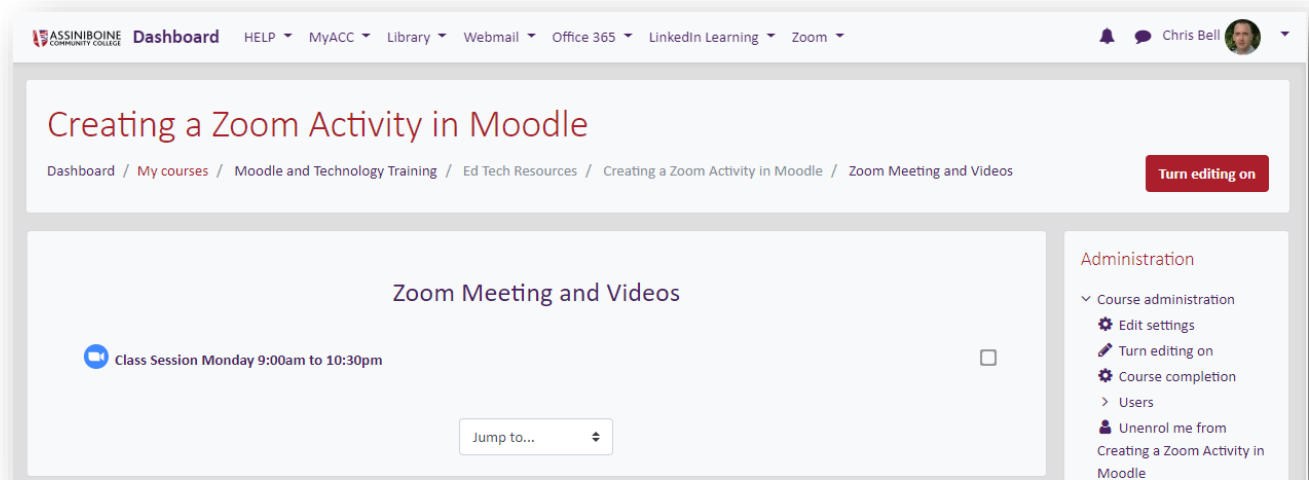
Meeting option: ☒ Enable join before host

Alternative Hosts:

**Step 6:** Leave all the defaults as is, and at the bottom of the page, select the button “Save and return to course”.

[Save and return to course](#) [Save and display](#) [Cancel](#)

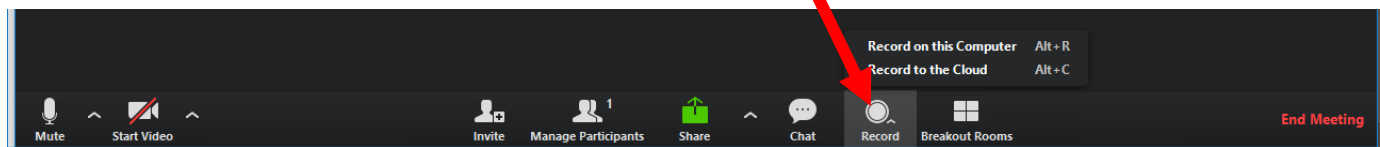
The Zoom meeting will now appear on the course page. You and your students just click on the link to enter the meeting.



## Saving a Zoom Recording

**Step 1:** Start the Zoom meeting.

**Step 2:** On the Zoom control bar, select the button “Record”



Option 1: *Record to this Computer*

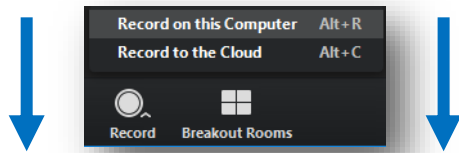
Selecting this option will record the movie file to your computer (usually in the Documents folder, and Zoom creates another folder called “Zoom”). The recording is saved in a file with the date and time of the recording.

Option 2: *Record to the Cloud*

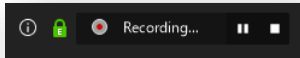
Selecting this option will record the movie file to the cloud. Once you stop recording, the movie file is rendered in the cloud – and once complete an email is sent to your account address. The time it will take to get that email depends on the length of the video (rendering time). In the email you will be sent a link that allows you to share the video with others as a link, or to download the video file to your computer.

If you have a powerful computer with lots of space on the storage disk, save to your computer. Otherwise, save to the Cloud.

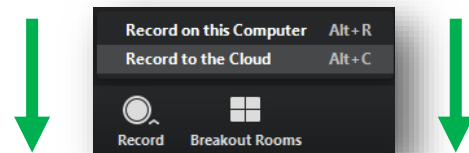
## Select Record on this Computer



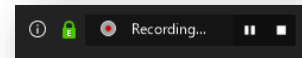
You will see recording has start in the top left corner of the Zoom meeting window. Pause the video by selecting the pause icon. Stop the recording by selecting the square icon.



## Select Record to the Cloud



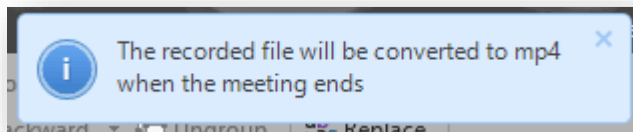
You will see recording has start in the top left corner of the Zoom meeting window. Pause the video by selecting the pause icon. Stop the recording by selecting the square icon.



For both recording methods, the controls are also available in the Zoom control bar.

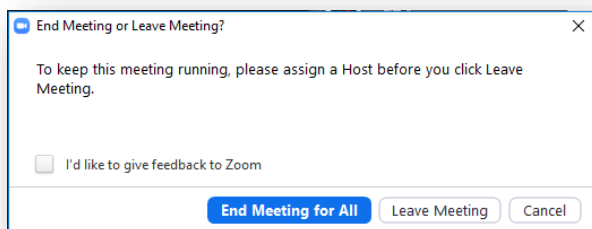


Once you stop recording, this message will pop up in the top left of your screen.



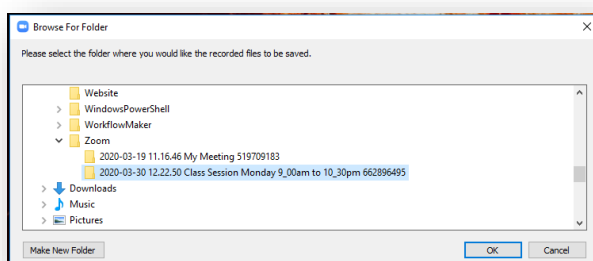
Select End Meeting.

On the pop-up, select “End Meeting for All”

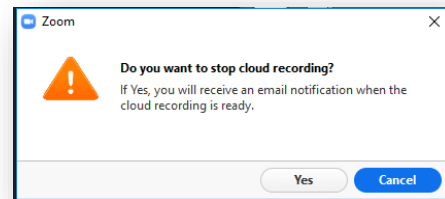


If you are asked if you want to convert the video – select YES

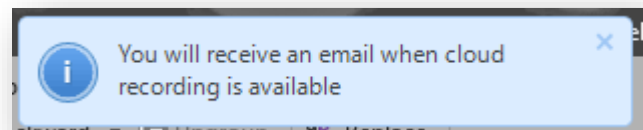
Select where you want the file to be saved.



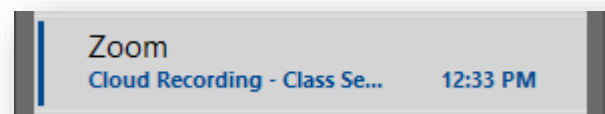
Once you stop recording, this message will pop up in the top left of your screen. Select “Yes”



This message will pop up in the top left of your screen.



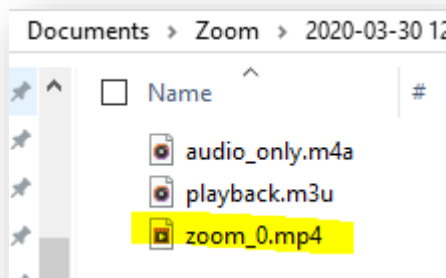
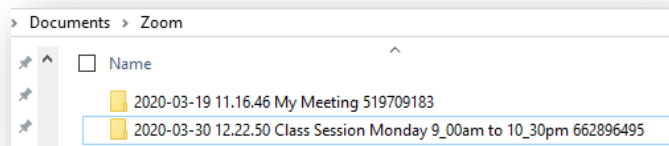
Some time later, you will find an email in your inbox from Zoom.



You will see 2 links – one is for your eyes only, and lets you download or delete the movie file. The other link is to the movie that would be watched by students. This link can be embedded into Moodle or emailed to students.

## If you Recorded on this Computer

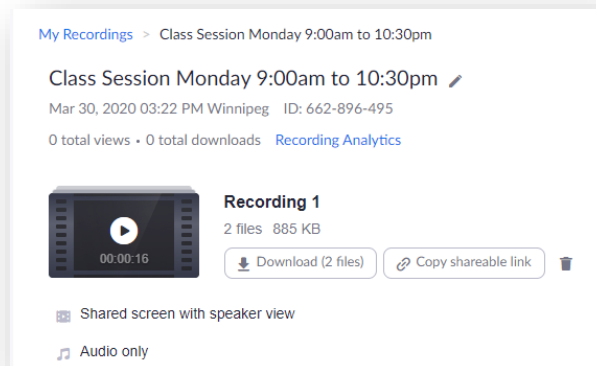
When you navigate to the folder, you will see a file like this:



We recommend you change the file name to match the class session name. As you have more of these recorded, it may become confusing if they are all named "zoom\_0"

## If you Recorded to the Cloud

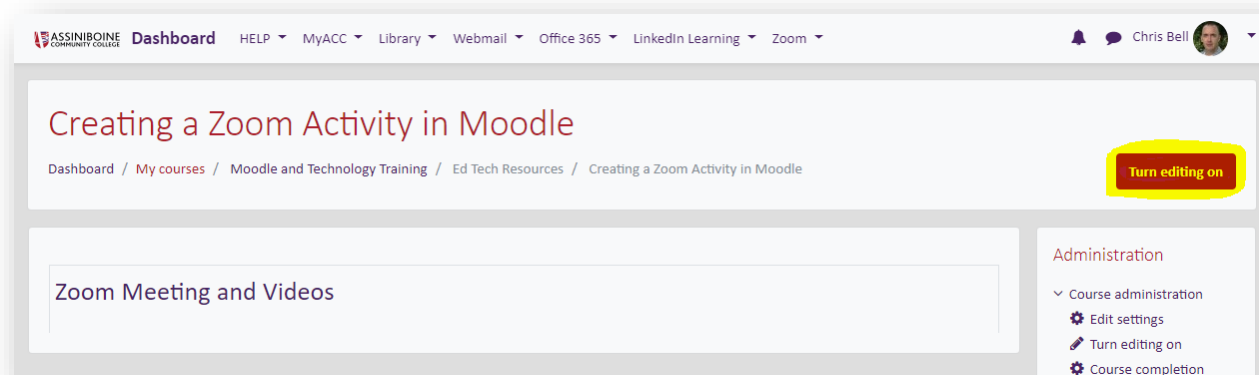
When you click on the teacher link, it will look like this.



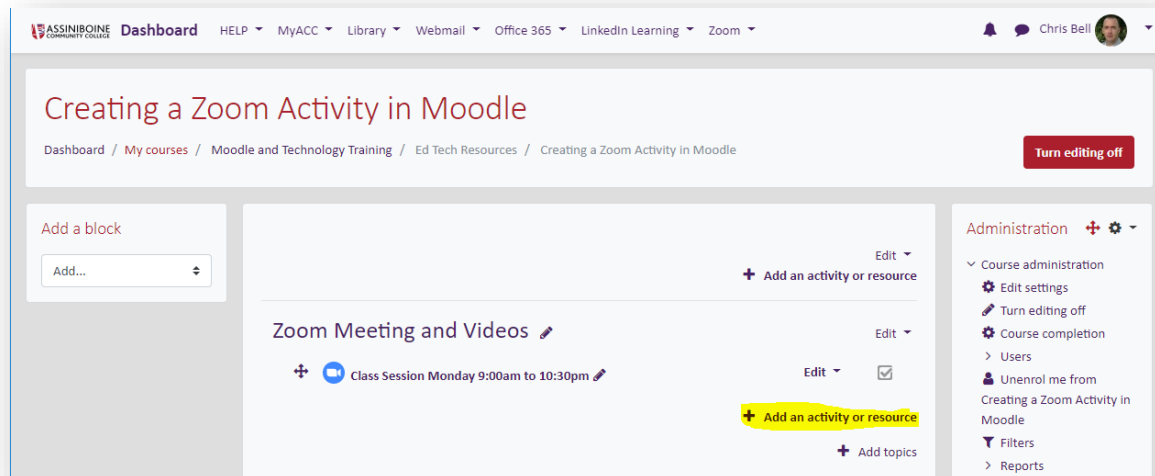
Download the movie file and save to your computer where you will be able to find it!

## Embedding a Movie in Moodle

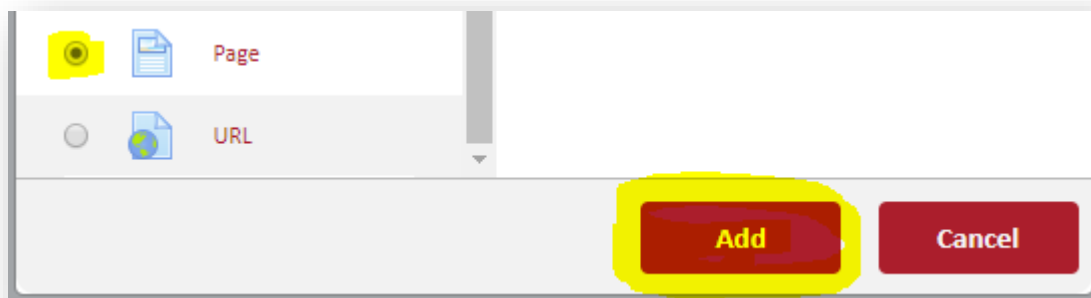
**Step 1:** On the main course page, select the button "Turn editing on"



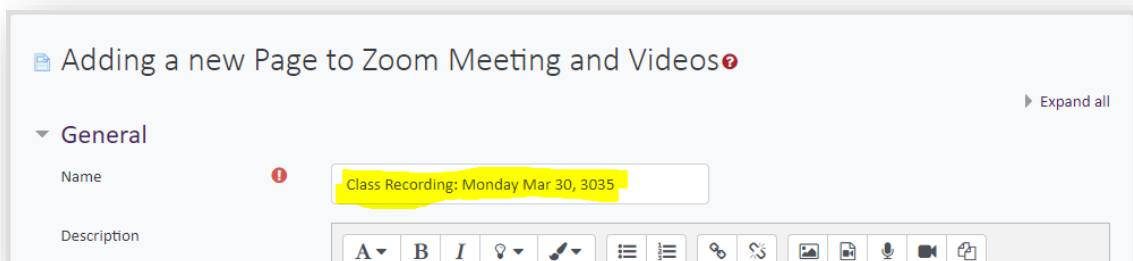
**Step 2:** In the section where you want to embed the video, select the link “+ Add and activity or resource”



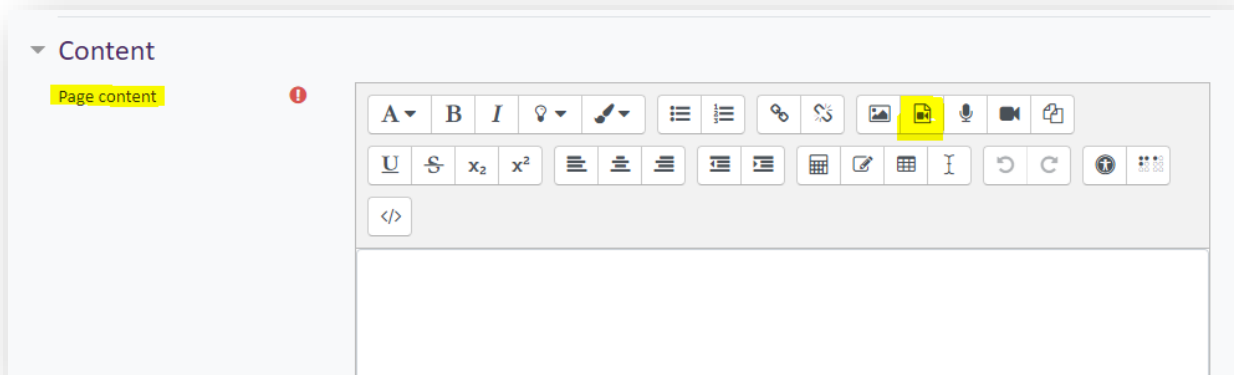
**Step 3:** Scroll to the bottom of the Activities/Resources pop-up, and select the radio button beside Page. Then select the button “Add”



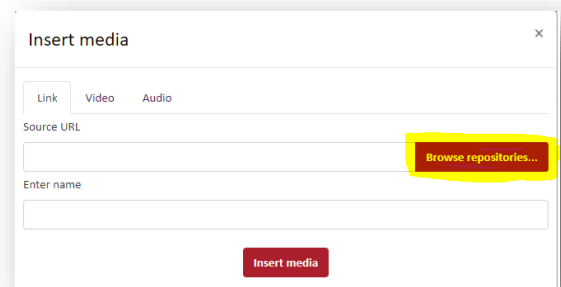
**Step 4:** Name the Page (as you want it to appear to students on the main course page)



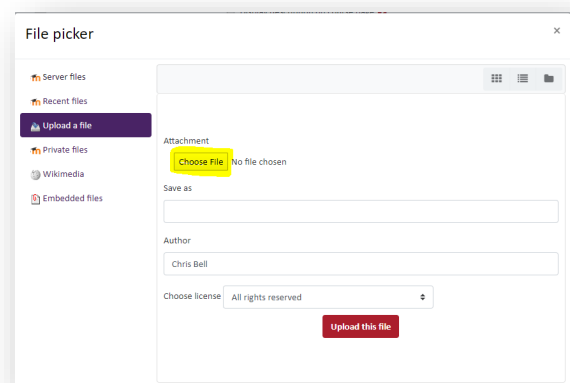
**Step 5:** In the Page content section, select the “Insert audio/video file” icon.



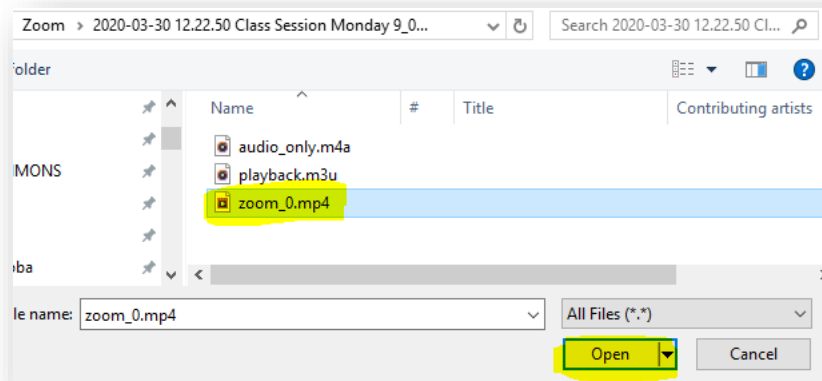
**Step 6:** Select the button “Browser repositories...”



**Step 7:** Select the button “Choose File”



**Step 8:** Navigate your computer's file system until you find the movie file, click on the file name, and then click on the button “Open”



**Step 9:** Note that the file name is now displayed.

Select the button “Upload this file”

File picker

Server files  
Recent files  
**Upload a file**  
Private files  
Wikimedia  
Embedded files

Attachment  
Choose File zoom\_0.mp4

Save as

Author  
Chris Bell

Choose license All rights reserved

**Upload this file**

**Step 10:** Select the button “Insert media”

Insert media

Link Video Audio

Source URL  
https://online.assiniboine.net/draftfile.php/121629/user/draft/55410637? Browse repositories...

Enter name  
zoom\_0.mp4

**Insert media**

**Step 11:** Note the file name appears in the content box.

Select the button “Save and return to course”

Content

Page content

zoom\_0.mp4

Appearance  
Common module settings  
Restrict access  
Activity completion  
Tags  
Competencies

**Save and return to course** Save and display Cancel

**End of Sheet**