

# Adding a Zoom Meeting Area to a Moodle Course



Zoom web based conferencing system allows you to add a virtual meeting room to any of your Moodle courses. You can use this to meet with your students virtually for a formal class, a one-on-one meeting, or for small group work. This stable link will be available to you and your students throughout your course for as many meetings as you need to have. The instructor is automatically the meeting host and can meet and record for up to 40 minutes at a time with your basic account.

**Important:** All faculty must register their account at [Albright.zoom.us](https://albright.zoom.us) prior to using this service for the first time. Use your Albright login credentials to create the account. You can then immediately logout and follow the steps below to add a Zoom meeting room to any Moodle course.

1. Go to your course and find the section where the meeting link should appear  
+ [Add an activity or resource](#)

2. Choose External Tool and click Add



3. Give the Online Meeting room a name and choose Zoom from External Tool Type drop down menu

## Adding a new External tool

### General

Activity name\*

External tool type  + @ x

Launch URL

Launch container

4. Hit Save and return to course.

## To Launch a Meeting

5. Click the Zoom activity to start a meeting  
Depending on what browser you use, you may be prompted to launch the Zoom Meetings application. When prompted, press OK or Launch Activity. There may be a box to check so your choice is remembered for future meetings.
6. Choose Join Audio by Computer and make sure your camera and microphone are plugged in. Note that using video is optional – you can just use this for audio calls too.

## Other Information:

- Press Record to record the meeting locally. This will save to your computer as an mp4 after the meeting ends. You can upload the recording to your course using Kaltura. The recording will be saved in a Zoom folder on your computer. All recordings are organized in folders and labeled with the course name and date. The individual recording in the folder should be an .mp4 file and the name of it will be playback. This is the file that you upload to your course through Kaltura. It is recommended you change the name of the file.

Name	Date modified	Type	
2017-07-18 10.01.33 Idea Exchange 56056...	9/5/2017 10:02 AM	File folder	audio_only
2017-09-08 16.46.31 ENG 101 655613656	9/8/2017 4:49 PM	File folder	playback
2017-09-08 16.54.58 ENG 101 655613656	9/8/2017 4:58 PM	File folder	zoom_0

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- Students can use this meeting room without you but they may not record their meetings as they are not hosts.
- This link can be used as many times as you wish to hold meetings.
- Students will be prompted to enter their name. It will automatically pick up your name as you are the meeting host.
- Zoom is accessible on MacOS, Windows, iOS, and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing.
- [Albright.zoom.us](http://Albright.zoom.us) is another way for you and your students to use Zoom. Anyone on campus can create a basic account on this site and create scheduled meetings outside of Moodle.
- If you need more than 40 minutes for a Zoom meeting, contact [edtech.help@albright.edu](mailto:edtech.help@albright.edu) for information on obtaining a temporary pro account.