

HOW CAN I HOLD ONLINE MEETINGS?

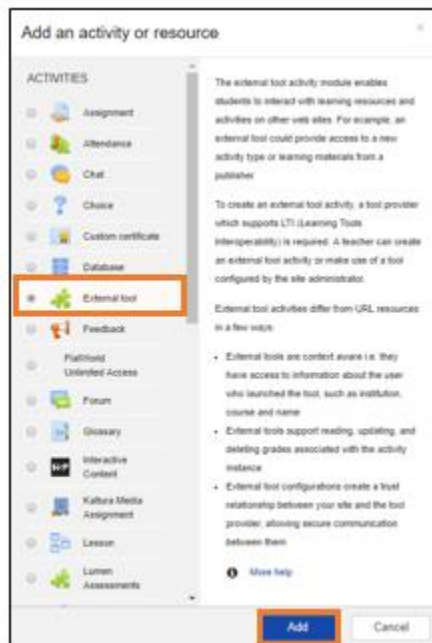
Online meetings are a great way to connect with students and help them with course challenges. You might hold a live session to review before an exam or answer questions on a big assignment. The first step is to create an online meeting room for your class.

If you haven't used Zoom previously, you'll first need to go to [zoom.albright.us](https://zoom.us). Log in using your LionLink (Albright network) credentials to activate your Albright account.

Then in your Moodle course, go to the section of your course page where you want to create the online meeting room. Click [Add an activity or resource](#).

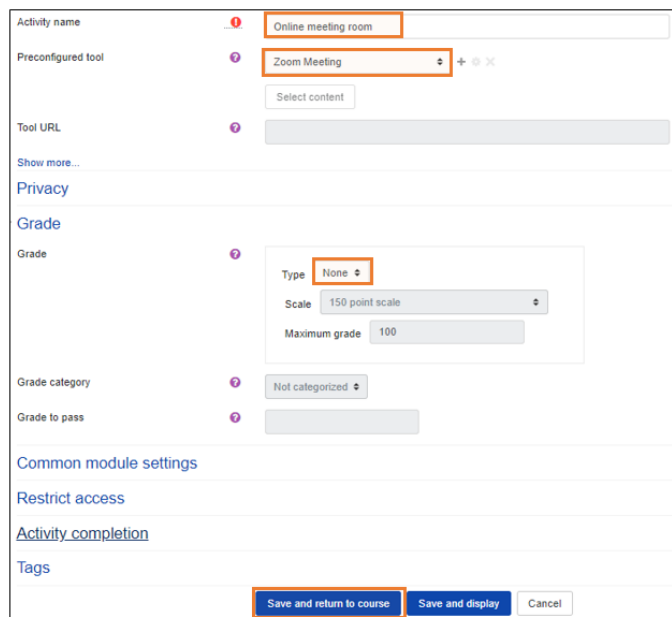


Click [Add external tool](#).



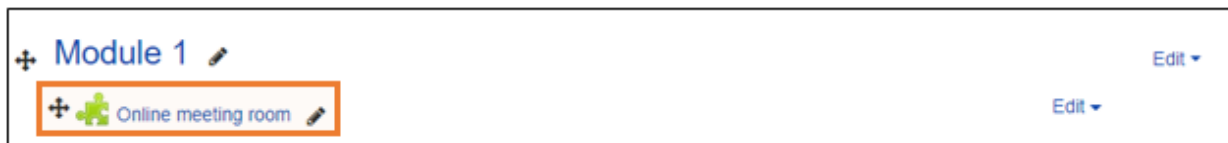
Fill in the [Activity name](#) field. This name will appear on the course page as a link to the meeting. In the drop down menu, choose Zoom meeting. For Grade, choose none unless you want participation to be graded. At the bottom of the page, click [Save and return to course](#).

HOW CAN I HOLD ONLINE MEETINGS?

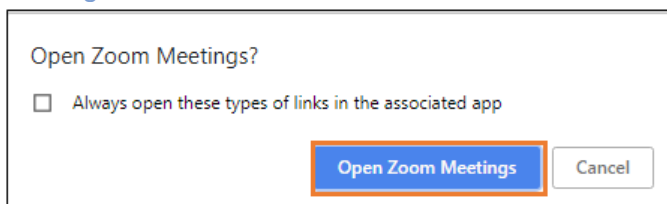


The screenshot shows the Moodle activity settings page for an "Online meeting room". The "Activity name" field is set to "Online meeting room". The "Preconfigured tool" is set to "Zoom Meeting". The "Grade" section is expanded, showing "Type" set to "None", "Scale" set to "150 point scale", and "Maximum grade" set to "100". The "Grade category" is set to "Not categorized". At the bottom, the "Save and return to course" button is highlighted with a red box.

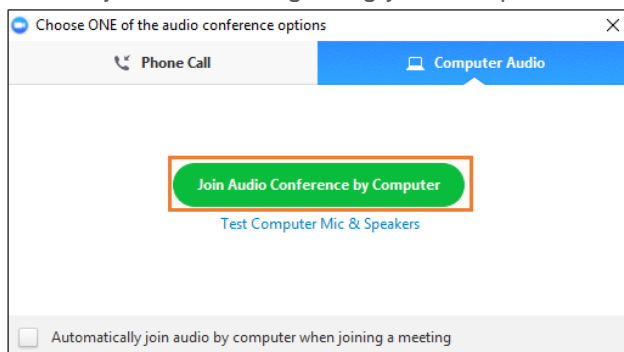
You will now see the link on your course page.



When you want to hold a meeting, click on the link. You'll be prompted to *Open Zoom meetings*. **Click** that button.

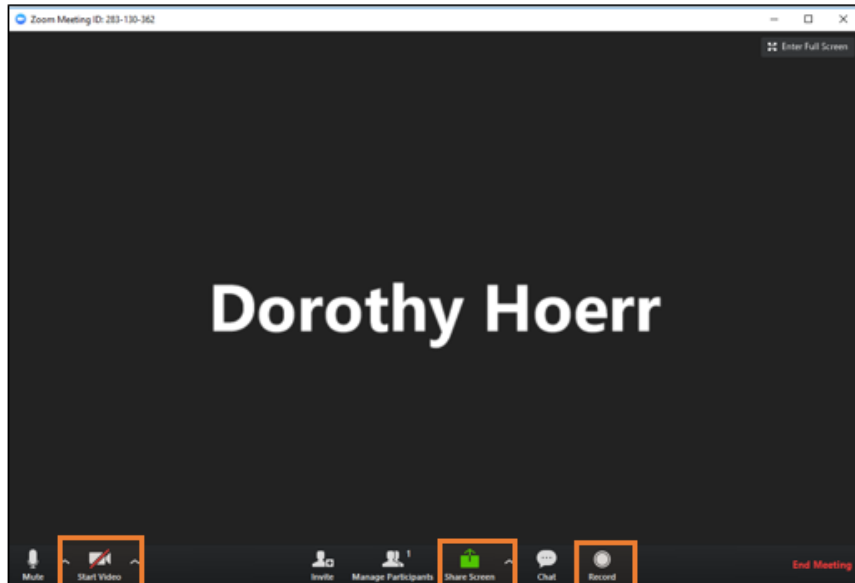


Click to join the meeting using your computer audio.



HOW CAN I HOLD ONLINE MEETINGS?

Hover your mouse at the bottom of the screen to see the tool bar. You can choose to display your webcam or share your screen. **Click** *Record* to record the meeting for students to review later.



When the meeting is over, click End meeting.