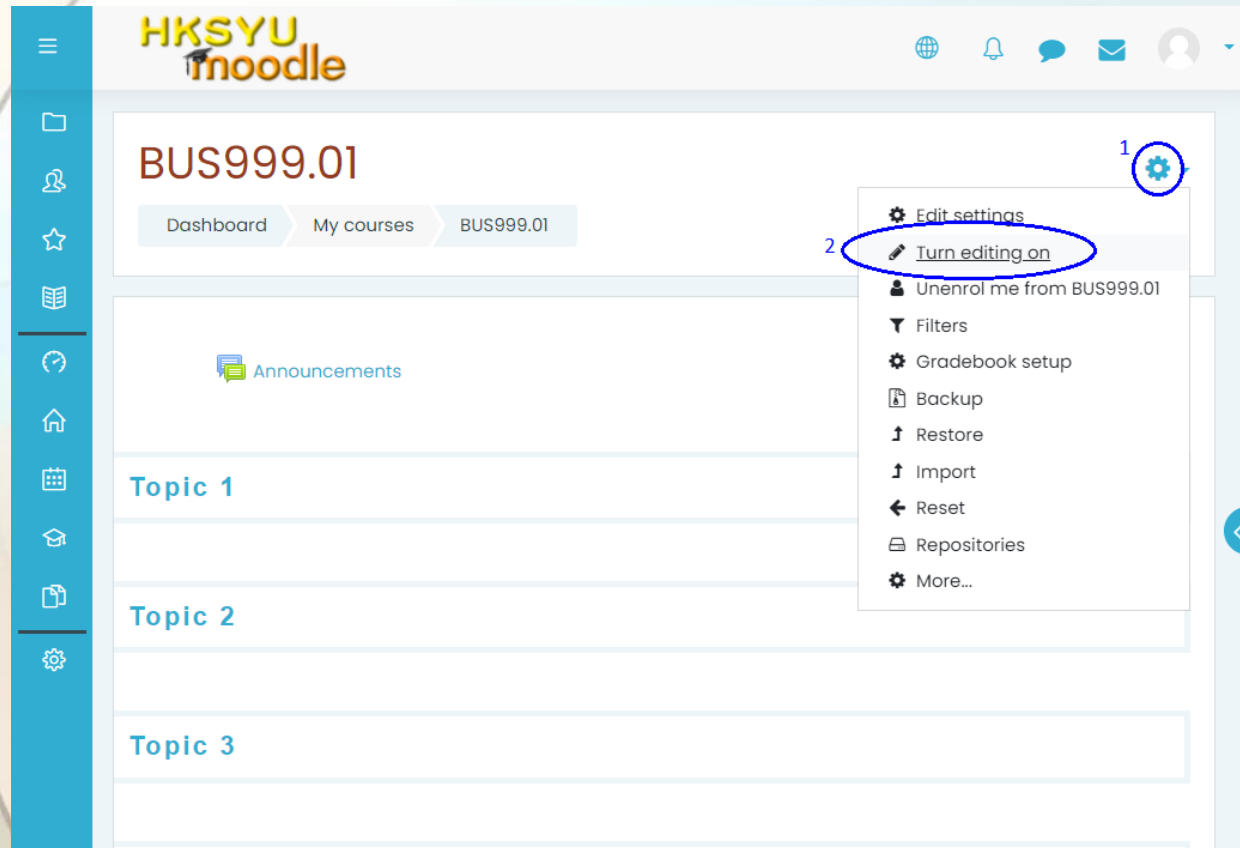



Schedule a Zoom Meeting on Moodle



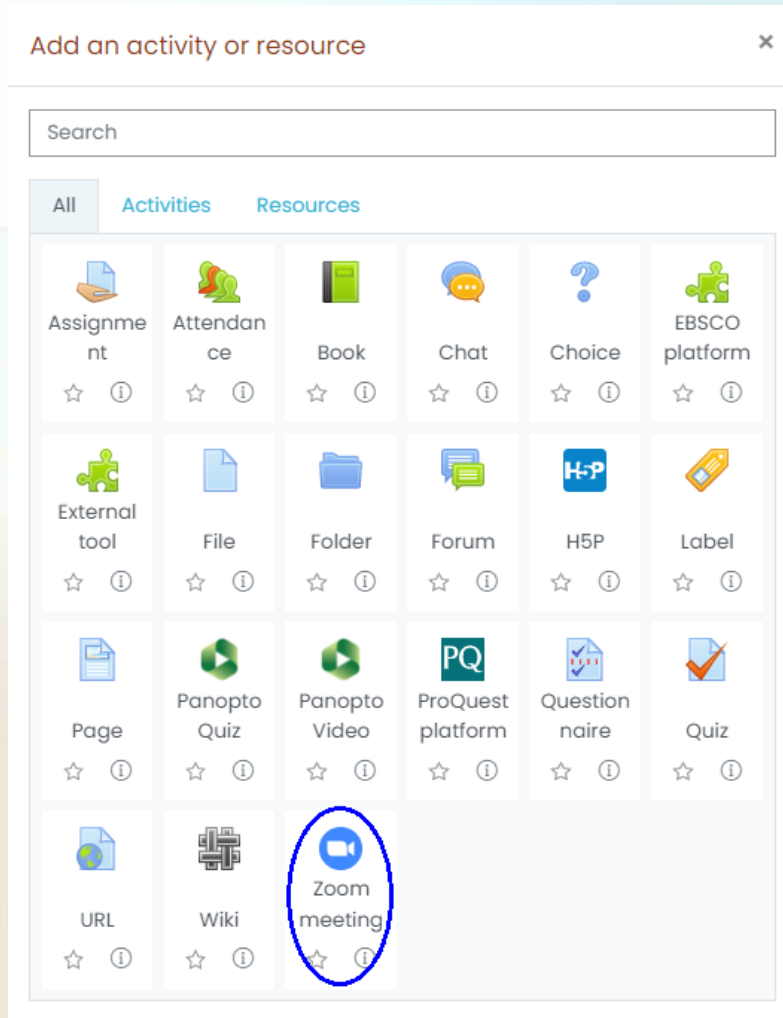
1. Login <https://moodle.hksyu.edu>
2. Go to the course page
3. Click the gear icon 
4. Select “Turn editing on”

Schedule a Zoom Meeting on Moodle

The screenshot shows the Moodle interface for a course titled 'BUS999.01'. The top navigation bar includes the HKSYU Moodle logo and user profile icons. The course breadcrumb is 'Dashboard > My courses > BUS999.01'. The main content area displays a list of activities and resources. The first activity is 'Announcements'. Below it, there are three topics: 'Topic 1', 'Topic 2', and 'Topic 3'. Each topic has an 'Add an activity or resource' button. The button for 'Topic 1' is circled in blue.

1. Click “Add an activity or resource”

Schedule a Zoom Meeting on Moodle



1. Click the button “Zoom meeting”

Schedule a Zoom Meeting on Moodle

The screenshot shows the Moodle interface for scheduling a Zoom meeting. The course is BUS999.01, and the meeting is being added to Topic 1. The 'General' section is expanded, showing the 'Topic' field (circled in blue and labeled '1') and the 'Description' field (circled in blue and labeled '2'). The 'Description' field contains the following text: 'Date: 19 Nov 2021 (Fri)', 'Time: 2:00pm', and 'Password: 128945'. At the bottom of the form, the 'Display description on course page' checkbox (circled in blue and labeled '3') is checked.

HKSYU Moodle

BUS999.01

Dashboard > My courses > BUS999.01 > Topic 1 > Adding a new Zoom meeting to Topic 1

Adding a new Zoom meeting to Topic 1

Expand all

General

Topic 1

Description 2

BUS999.01 Zoom Lecture

Paragraph

Date: 19 Nov 2021 (Fri)

Time: 2:00pm

Password: 128945

Path: p

3 Display description on course page

1. Fill in “Topic”
2. Fill in “Description”
3. Tick the checkbox “Display description on course page”

Schedule a Zoom Meeting on Moodle

1. Set the date, time and duration
2. Tick “This is a recurring meeting” if meeting repeats regularly
3. Choose “weekly” to set how often it occurs
4. Set Repeat Every 1 week
5. Use “No fixed time” if date and time is not specified
6. Set the End date or occurrences
7. Optional – tick “require meeting passcode”
8. Optional – set a passcode

Schedule a Zoom Meeting on Moodle

HKSYU Moodle

Media

Host video On Off

Participants video On Off

Audio options Telephone only Computer audio only Computer audio and Telephone

Audio default Mute participants upon entry

Host

Alternative Hosts can start Zoom meetings and manage the Waiting Room.

Alternative Hosts 1

Grade

Common module settings

Restrict access

Competencies

2

1. Enter the email address at “Alternative Hosts” if a Co-host is assigned for the meeting (Optional)
2. Click “Save and return to course”

Schedule a Zoom Meeting on Moodle



The screenshot shows the Moodle course interface. At the top left is the HKSYU Moodle logo. A navigation menu on the left contains icons for home, user profile, star, book, refresh, home, calendar, graduation cap, document, settings, and folder. The main content area shows three topics: Topic 1, Topic 2, and Topic 3. Under Topic 1, there is a Zoom meeting titled "BUS999.01 Zoom Lecture" with details: Date: 19 Nov 2021 (Fri), Time: 2:00pm, and Password: 128945. Each topic has an "Add an activity or resource" button and an "Edit" dropdown menu.

1. The zoom meeting schedule has been set up
2. Click the gear icon
3. Click “Turn editing off”