SCHEDULING ONLINE CLASSES VIA ZOOM ON MOODLE (FOR WINDOWS USERS)

Note:
For the best experience, please make sure you open the ZOOM plugin by using Firefox or Chrome, and WITHOUT logging into any email system at the same time.

For first-time users
You are required to acquire the HKBU ZOOM Pro License by logging into http://hkbu.zoom.us with your SSOid.

If you already have a ZOOM account, you will be asked to migrate that account to the HKBU one. The migration is a one-off process and you will receive a confirmation email from ZOOM (“Switch to the new account”) after it is done.

1. Go to https://chtl.hkbu.edu.hk/elearning
   For HKBU colleagues: “HKBU Moodle”
   For SCE colleagues: “SCE Moodle”

2. Click “HKBU Staff/Student Login” and enter your SSOid and Password

3. Login to Moodle and select the course under My Course
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4. Click  and then “Turn editing on”

5. Click “Add an activity or resource” to add a new activity for your course

6. Select “External tool” from the activity list
   Then click “Add” to confirm
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7. Input the **activity name**
   e.g. Online class
   Select “Zoom Video Conferencing” under the **Preconfigured tool** box
   Click “Save and return to course”

8. After saving the configurations, click the activity to set up a ZOOM online class

9. To schedule new ZOOM online class, click “Schedule a New Meeting”
To set up a ZOOM online class (a "meeting"):

**Topic**: Enter a descriptive name for your meeting in the “Topic” box e.g. eLearning Training

**When**: Enter the date and starting time of the meeting.

**Duration**: Enter the duration of the meeting. (Optional: Select Recurring meeting if you want this meeting to be held regularly [e.g., weekly].)

**Meeting Options**

**Require meeting password**: You can enable and set your meeting password here if required. Participants will be required to enter the password before joining your scheduled meeting if you enable it.

**Enable join before host**: Allow participants to join the meeting without your presence or before you join.

**Mute participants on entry**: Enable this if you want to mute all participants as they join the meeting.

**Use Personal Meeting ID**: Enable this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.

**Record the meeting automatically**: Enable this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recording).

*The recorded meetings saved on the cloud will be removed after 120 days due to limited cloud storage. Please backup the recordings to the local computer after use.*
11. Confirm the details of the online class (meeting)

12. You can start running the online course by clicking “Start” any time before the scheduled period