

# Zoom Meeting

With “**Zoom**” web conferences can be held from within Moodle.  
Please also have a look at the general notes on [Zoom](#).

## Create a Zoom meeting in Moodle

Requirements: You have logged in to [Jade HS Zoom](#) for the first time (with HS access data, “SSO”).

### Add and configure Zoom meeting in Moodle:

1. Activate “**Edit mode**” (select the slider in the top right-hand area).
2. “**Add an activity or resource**”, the selection opens.
3. Select “**Zoom Meeting**” (at the bottom of the list).
4. Make the settings.
  - “**Title**” (mandatory field), appears on the course main page.
  - “**Recurring meeting**”, if the meeting room is used several times.
5. Finish with “**Save and return to course**”.

## Recurring meetings in Moodle

For weekly recurring meetings in Zoom, select the “This is a recurring meeting” option.

The screenshot shows the 'Schedule' section of the Moodle Zoom meeting configuration. It includes the following fields and options:

- When:** 17, January, 2024, 12, 05 (with a calendar icon).
- Duration (minutes):** 1, hours.
- Recurring meeting:**  This is a recurring meeting ?
- Recurrence:** No Fixed Time ↕
- Show Schedule section:**  Show Schedule section on meeting page ?

Then you can set the frequency of the “**Recurring meeting**”, e.g. weekly.  
The series meetings will then appear under “**Timeline**” and in the “**Calendar**” on the student dashboard. These meeting can only open on the set date.  
A recurring meeting with the “**No Fixed Time**” option can be started at any time. However, it will not

appear on the dashboard.

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