

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 a Moodle course. 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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