

# Zoom Meeting

With Zoom web conferences can be held from within moodle.

Please also see the notes on [Web conferences](#) in general and [Zoom](#) in particular.

## 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:** A date and time selector with dropdowns for 17, January, 2024, 12, and 05, followed by a calendar icon.
- Duration (minutes):** A dropdown set to 1 and a unit selector set to hours.
- Recurring meeting:** A checkbox labeled 'This is a recurring meeting' which is checked.
- Recurrence:** A dropdown menu set to 'No Fixed Time'.
- Show Schedule section:** A checkbox labeled 'Show Schedule section on meeting page' which is checked.

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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