

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

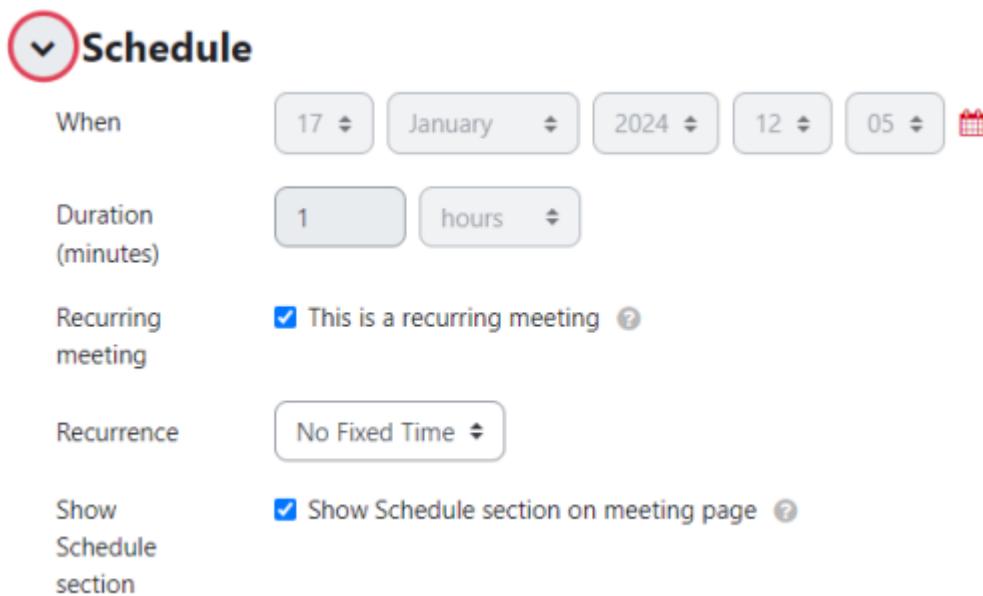
Requirements: You have logged in to [Jade HS Zoom](#) for the first time (with HS access data, „SSO“).

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 resoirce**“, 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' settings for a Zoom meeting. The 'Recurring meeting' checkbox is checked. The 'Recurrence' dropdown is set to 'No Fixed Time'. Other settings include 'When' (17:05, January 2024), 'Duration' (1 hour), and 'Show Schedule section on meeting page' (checked).

Setting	Value
When	17:05, January 2024
Duration	1 hour
Recurring meeting	<input checked="" type="checkbox"/> This is a recurring meeting
Recurrence	No Fixed Time
Show Schedule section on meeting page	<input checked="" type="checkbox"/>

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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