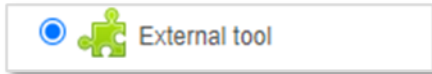


Zoom Moodle Integration Quick Guide

Step 1 – Schedule Your Zoom Meeting

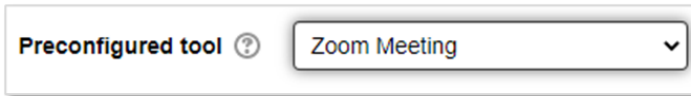
1. **Log** into your **Moodle course**.
2. **Turn on editing**.
3. **Click Add an activity or resource**.
4. **Select External tool**.



5. **Click the Add button**.



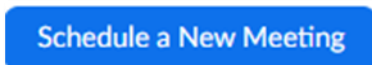
6. **Enter a name** in the **Activity name field**. This text will be displayed on your Moodle course page.
7. **Select Zoom Meeting** from the **Preconfigured tool drop-down**.



8. **Click the Save and display button** at the bottom of the screen.



9. **Click the Schedule a New Meeting button** at top-right of the screen.

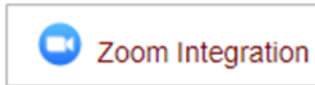


10. **Configure the Topic** (name), **When** (start time), and meeting **Duration**.
11. Configure addition meeting settings (optional) or retain default settings.
12. **Click the blue Save button** to save your meeting settings.

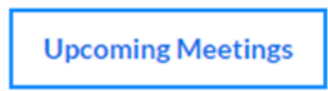


Step 2 – Start Your Zoom Meeting

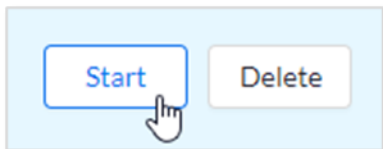
1. **Log** into desired **Moodle course**.
2. **Click the Zoom external tool link** (previously created in Step 1 above).



3. **Click the Upcoming Meetings tab**.

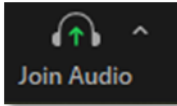


4. **Click the Start button** to the right of the desired meeting topic.

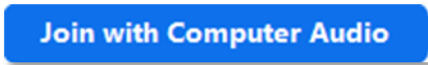


Step 3 – Connect to Meeting Audio

1. Click the **Join Audio** button at the far left of the meeting toolbar at the bottom of the screen.

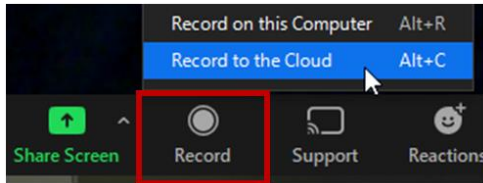


2. Click the **Join with Computer Audio** button.

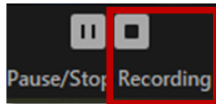


Step 4 – Record Your Zoom Meeting

1. Click the **Record** button on the meeting toolbar.



2. Select **Record to the Cloud**.
3. To stop recording, click the **Stop** button on the meeting toolbar.



Step 5 – Share Your Zoom Recording

* Note that Zoom Cloud Recordings may take 1 to 2 hours to process before being available for sharing/viewing, especially for longer meetings.

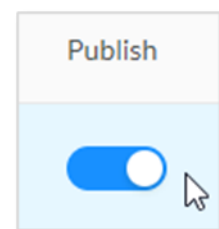
1. Log into your **Moodle course**.
2. Click the **Zoom external tool link**.



3. Click the **Cloud Recordings** tab at the top.



4. Toggle the **Publish** button to the "On" position (i.e. right and blue).



** Participants in the Moodle course can now click on the Zoom external tool link and view the published meeting recording. All published meeting recordings will appear underneath the Cloud Recording tab.

*** Only meetings scheduled and started from within Moodle will appear under the Cloud Recordings tab in Moodle. Therefore, it is imperative that meetings are schedule and started from within Moodle, NOT through the Zoom desktop app or your Zoom account at Zoom.us.