



How to post the Zoom Meeting link on Moodle?

for Tutors

After you have setup your meeting on Zoom, a link will be generated as shown below.

The screenshot displays the Zoom web application interface. The browser's address bar shows the URL `zoom.us/meeting/669394422`. The Zoom logo is in the top left, and navigation links like 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' are in the top center. On the right, there are links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', 'SUPPORT', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button next to a user profile picture.

The left sidebar contains a 'PERSONAL' section with 'Profile', 'Meetings' (highlighted), 'Webinars', 'Recordings', and 'Settings'. Below this is an 'ADMIN' section with expandable options: 'User Management', 'Room Management', 'Account Management', and 'Advanced'. At the bottom of the sidebar is a link to 'Attend Live Training'.

The main content area is titled 'My Meetings > Manage "Module Name"'. It features a 'Start this Meeting' button in the top right. The meeting details are as follows:

- Topic:** Module Name
- Description:** Description of the Face-to-Face content/description.
- Time:** Mar 19, 2020 11:00 PM Dubai
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 669-394-422
- Meeting Password:** × Require meeting password
- Join URL:** `https://zoom.us/j/669394422` (circled in red)
- Copy the invitation:** A button with a copy icon.
- Video:** A table with settings for Host and Participant.

Video	Host	Participant
	Off	Off

A red arrow points from the circled Join URL to the text 'Copy the link'.

Open the Moodle platform and the module concerned.

The screenshot shows the Moodle platform interface for a course titled "IT Essentials". The browser address bar displays "open.ac.mu/oulearn/course/view.php?id=711". The left sidebar contains "Administration" and "Navigation" menus. The main content area shows the course dashboard with a welcome message and a list of resources. A red arrow points to a small gear icon next to the "Tutor Name" header. Another red arrow points to the "Turn editing on" option in the dropdown menu that appears after clicking the gear icon.

Course: IT Essentials

open.ac.mu/oulearn/course/view.php?id=711

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Administration

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank
 - Repositories

Navigation

Dashboard

OUlearn Student Support Services Exam Library My courses Search courses

Dashboard > My courses > OUba013111 / IT1000_C12Y1S1_Feb 20

Hil! Welcome you all. Wish you a fruitful semester ahead. The main objective is to help you become the best

IT Essentials

MODULE SPECIFICATION SHEET (MSS)

Assignment

UNIT 1

UNIT 1 Impact and History of Computers

Tutorial

Tutor Name

- Edit settings
- Turn editing on
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- Filters
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- Backup
- Restore
- Import
- Reset
- Repositories
- More...

Step 1: Click on the small gear

Step 2: Click on Turn Editing on

Step 3: Scroll down on the same page.

After scrolling down

The screenshot shows the Moodle course administration interface for 'IT Essentials'. The left sidebar contains the 'Administration' menu with options like 'Edit settings', 'Turn editing off', 'Course completion', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Backup', 'Restore', 'Import', 'Reset', 'Question bank', and 'Repositories'. The main content area displays a list of topics: 'UNIT 2 Computer Hardware', 'Tutorial', 'Different types of printers', 'Topic 3', and 'Topic 4'. Each topic has an 'Edit' button. Below the topics, there are two '+ Add an activity or resource' buttons. At the bottom of the main content area, there is a '+ Add topics' button. Red annotations highlight 'Topic 3' and the '+ Add topics' button, with a red arrow pointing from the text 'Step 4: Edit a new blank topic (if available) OR if all topics have already been used Add a new topic' to the '+ Add topics' button.

Course: IT Essentials

open.ac.mu/oulearn/course/view.php?id=711¬ifyeditingon=1

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UNIT 2 Computer Hardware Edit

Tutorial Edit

Different types of printers Edit

+ Add an activity or resource

Topic 3 Edit

Step 4: Edit a new blank topic (if available)
OR if all topics have already been used
Add a new topic

+ Add an activity or resource

Topic 4 Edit

+ Add an activity or resource

+ Add topics

©2019 OPEN UNIVERSITY OF MAURITIUS ALL RIGHTS RESERVED, RÉDUIT. 4038200 - ISO RE-CERTIFIED 9001:2015. Moodle Docs for this page

<http://www.open.ac.mu> university@open.ac.mu

Reset user tour on this page

Dashboard

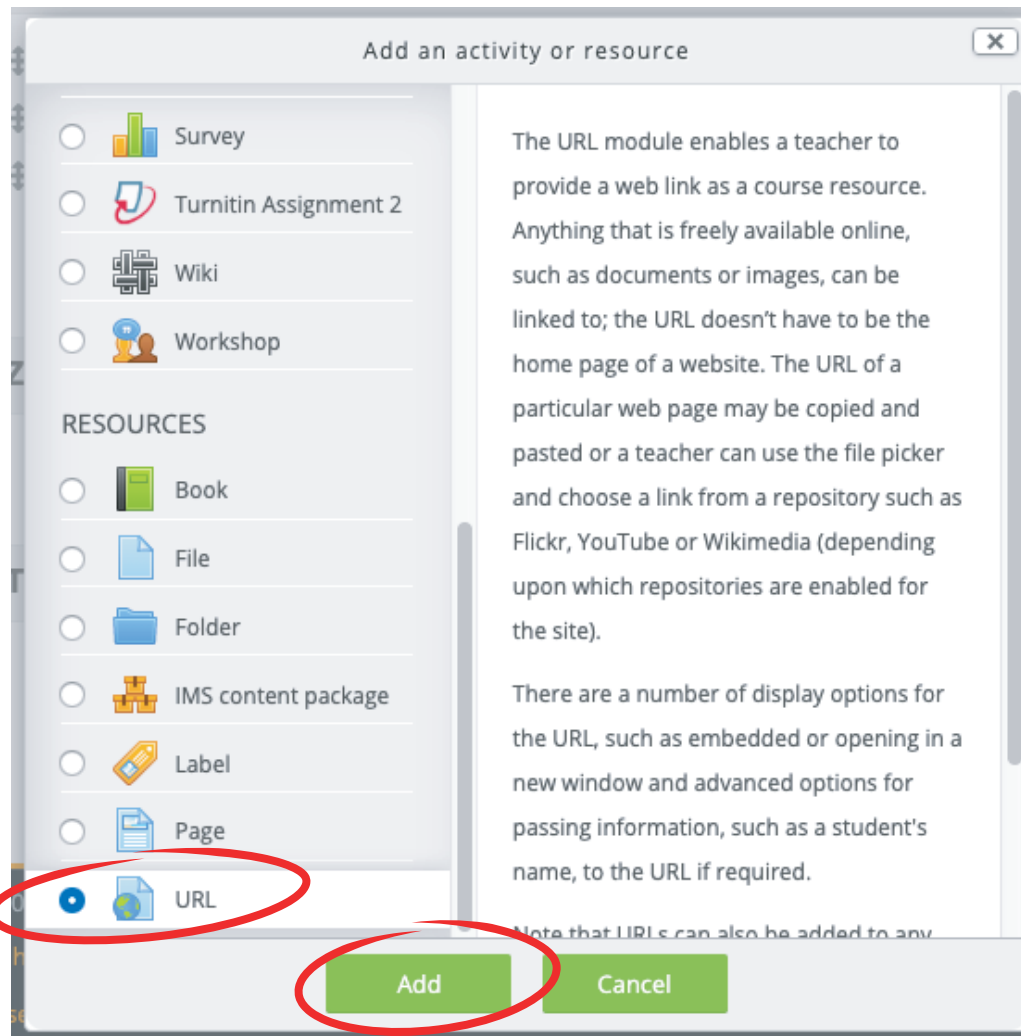
Editing a Blank Topic and Adding an activity or resource

The screenshot displays a user interface for editing topics. It features three horizontal topic bars, each with a drag handle on the left, a title, an edit icon (a small pen), and an 'Edit' button on the right. Below each topic bar is a plus sign followed by the text 'Add an activity or resource'.

- Topic 3:** The first topic bar has the title 'Topic 3'. A red circle highlights the edit icon, and a red arrow points from it to the text 'Step 5: Click on the small pen to edit the topic Title'.
- Blank Topic:** The second topic bar has a blue tooltip that reads 'Escape to cancel, Enter when finished' and an empty text input field.
- Zoom Meeting LINK:** The third topic bar has the title 'Zoom Meeting LINK'. A red circle highlights the 'Add an activity or resource' button, and a red arrow points from it to the text 'Step 6: Click on Add an activity or resource'.

Adding the Zoom Meeting URL/Link

Step 7: Select URL



Step 8: Click Add

Adding the Zoom Meeting URL/Link

Adding a new URL to Zoom Meeting LINK

► Expand all

▼ General

* Name

Click here to join the Zoom Meeting

Step 9: Give a Name

* External URL

Choose a link...

Description

Rich text editor toolbar with icons for text formatting (bold, italic, underline, list, link, unlink, image, video, audio, document) and a large text area for description.

Step 10: Paste the Zoom URL/Link Here

You may describe the content of your Zoom meeting here.

Save and return to course

Save and display

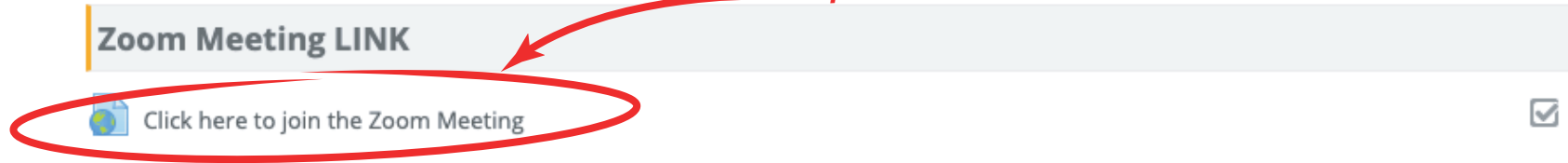
Cancel

Step 11: Save and return to course

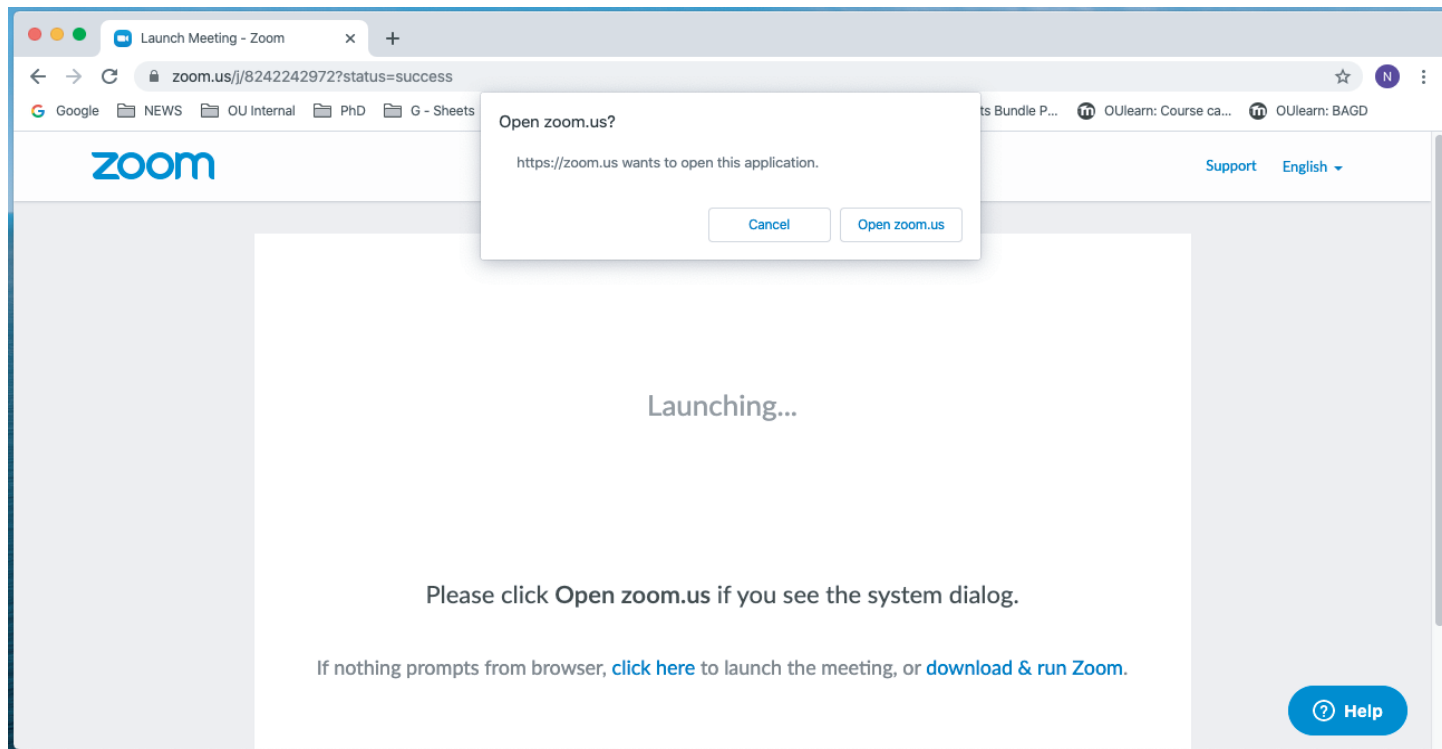
Testing the Link

Before continue, Repeat Step 2, and Turn Editing Off

Step 12: Click on the URL created.



A new window will open where the Zoom meeting should start as shown below



**More
Zoom tutorials
are available
here:**

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

OR

<https://www.youtube.com/user/ZoomMeetings/videos>

Open University
of Mauritius



Thank You