Scheduling remote lectures using the Zoom meetings manager in the VLE

The instructions in this guide are aimed at academics that need to use Zoom for P+R and remote lectures.

This guide assumes that you have activated your UM Zoom account and installed the Zoom client on your computer. You can host Zoom meetings through your browser or smartphone/tablet but you may not be able to use all the features available on the Zoom client.

The *Zoom meetings manager* in the VLE is used to schedule P+R lectures and remote lectures.

Benefits of the Zoom meetings manager:

- The *Zoom meetings manager* provides an easy way to schedule and manage all Zoom meeting links for a study-unit from one place.
- The *Zoom meetings manager* will also automate the availability of Zoom recording links in the VLE to students. You will not need to send the Zoom recording links to students after each lecture.

Note:

- If you do not wish to make the recordings automatically available to students, you should schedule the meetings outside the VLE (using the Zoom client or Google Calendar), and then share the Zoom meeting links by email or using the *Announcements* forum in the VLE. Please note that such recordings will be kept in the Zoom Cloud for a period of 1 year from the date of recording.

To schedule Zoom meetings using the *Zoom meetings manager* there are two steps:

1. Add the *Zoom meetings manager* link in the VLE area of the study-unit or class. This needs to be done only once for each VLE area i.e. this is a one-time procedure.
2. Schedule the Zoom sessions for your study-unit.

Adding the *Zoom meetings manager* link

1. Access the study-unit or class area in the VLE where you want to create your *Zoom meetings manager* link. If the *Zoom meetings manager* has already been added in your VLE area, proceed to the next section Scheduling Zoom sessions.
2. Click the **Start editing** toggle button.

3. Click the **Add an activity or resource** button in the relevant section. It is recommended that you add this in the *General* (top-most) section.
4. From the *Activities* tab, choose **Zoom meetings manager**.
5. In the **Activity name** field, enter the text *Zoom P-R & remote lectures*.

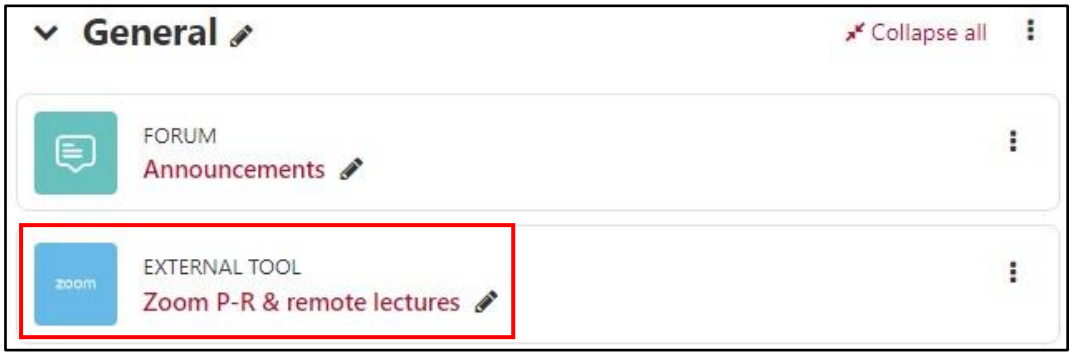
6. Click the **Save and return to course** button.

You have just created a Zoom activity where all your study-unit/class Zoom join links will be.

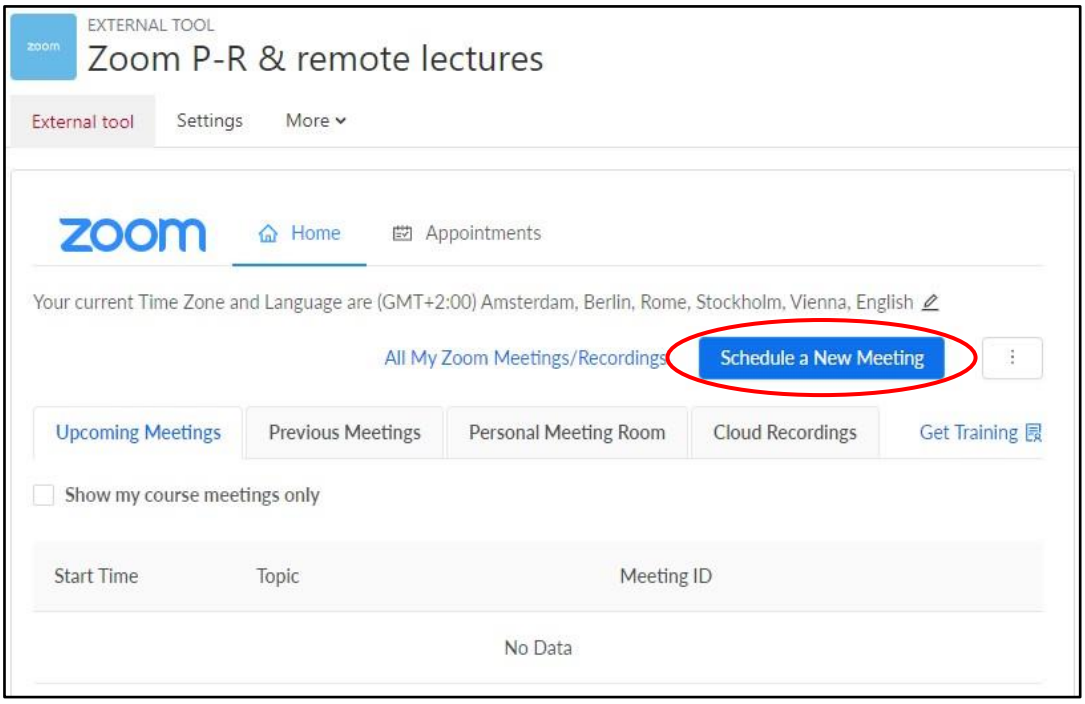
'Scheduling remote lectures using the Zoom meetings manager in the VLE' is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit http://goo.gl/R8rwUW.

Scheduling Zoom sessions

1. Access the *Zoom meetings manager* activity, 'Zoom P-R & remote lectures' in the VLE area.

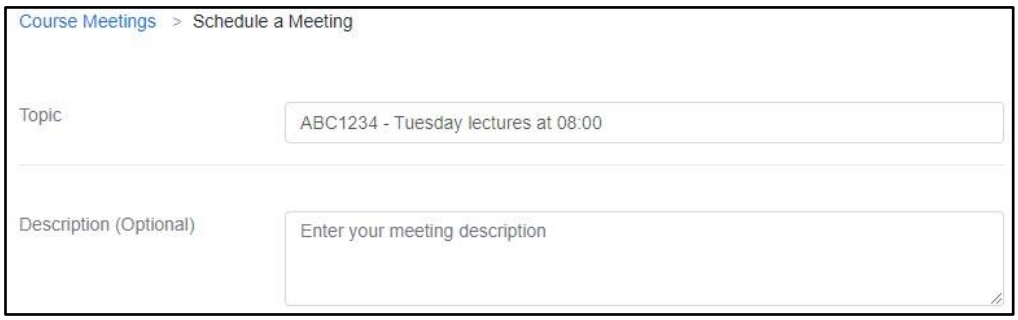


This will display the *Zoom meetings manager*.



- Upcoming Meetings – lists the scheduled meetings
- Previous Meetings – lists the completed meetings
- Personal Meeting Room – used to schedule *ad hoc* meetings
- Cloud Recordings – lists the recorded meetings. Recorded lectures will be automatically available to students from this tab.

2. Click the **Schedule a New Meeting** button.
3. In the **Topic** field, enter a name for your Zoom meeting e.g. *ABC1234 - Tuesday lectures at 08:00*.



'Scheduling remote lectures using the Zoom meetings manager in the VLE' is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit http://goo.gl/R8rwUW.

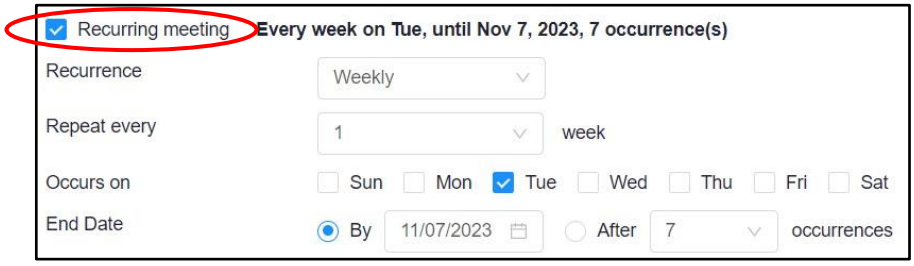
4. In the **When** field, set the date (mm/dd/yyyy) and the start time (12-hour) of your Zoom session, e.g. *09/26/2023*, *8:00 AM*. Note that you may also click on the *Calendar* icon for easy reference.

Note:
- The date is set in American format.

5. Set the **Duration** of the session, e.g. *2 hr 0 min*.
6. Make sure the **Time Zone** is set up correctly, as required.

Note:
- If your meeting runs over the set duration, the session will **not** end automatically. You can continue the meeting for as long as necessary.

7. If you are setting up Zoom for a weekly lecture, tick the **Recurring meeting** option. Upon ticking this option, further settings will be displayed to adjust accordingly.

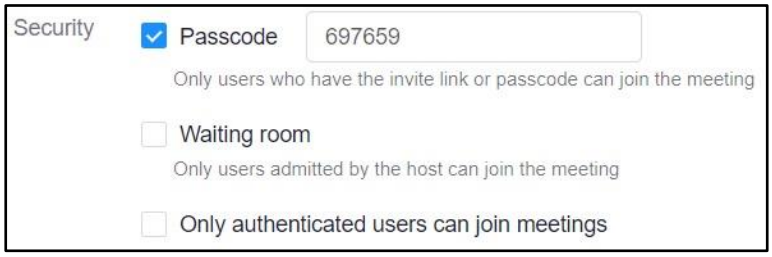


   a. Set the **Recurrence** and **Repeat every** settings as required.
   b. For the **Occurs on** setting, tick the week day/s when the session will be recurring.
   c. For the **End Date** setting, you may either choose **By** when the last session will take place by entering a date (mm/dd/yyyy). Otherwise, you can determine the number of occurrences required by enabling the **After x occurrences** setting accordingly.

   Note that for academic year 2023/24, the first semester ends week starting 15 January 2024, while the second semester ends week starting 27 May 2024.

8. Leave the **Registration** setting unticked.

9. For additional security reasons, you can use a **Passcode**. This will create a *Join Meeting* link with an embedded password. The link will enter the password automatically for students. Otherwise, you can simply untick the **Passcode** option.
10. Untick the **Waiting room** option if you would like all participants to be admitted immediately. Leave the **Waiting room** option ticked if you would like to control when a participant joins the meeting.
11. Tick the **Only authenticated users can join meetings** option if all attendees have a UM IT Account. Otherwise, leave this option unticked.

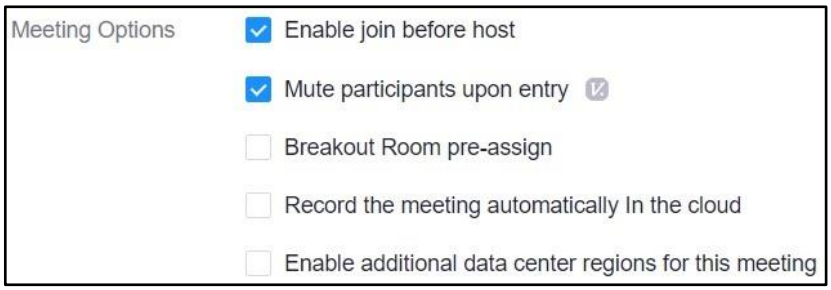


'Scheduling remote lectures using the Zoom meetings manager in the VLE' is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit http://goo.gl/R8rwUW.

12. For *Video*, set the **Host** and **Participant** settings preferences. By default, these settings are set as **On**.

13. For *Audio*, leave the default option, **Telephone and Computer Audio**.

14. For *Meeting Options*, it is recommended that you tick the option **Enable join before host**, and that you leave the **Mute participants upon entry** ticked.



Note:

- When scheduling a Zoom session for hybrid teaching (via a Zoom room), it is very important that the setting **Enable join before host** is **not** ticked. If you tick this option, no one will be assigned as *host* during the meeting, that is, you will not have full host controls via the control tablet.

15. If you would like to designate another host to start the meeting on your behalf, enter their UM email address in the **Alternative Hosts** field.
16. Click the **Save** button. The meeting/s will be displayed under the **Upcoming Meetings** tab.
17. It is recommended that you inform the students via the *Announcements* forum (located at the top of the study-unit area in the VLE) about the scheduled Zoom sessions. You may use text similar to the following:

    Note that the Zoom meeting for our next lecture has been scheduled in the VLE area as per our time-table. Those students who will be following the lecture remotely should enter the VLE shortly before the lecture starts, click the Zoom meeting activity and access the respective link available under the ***Upcoming Meetings*** *tab.*

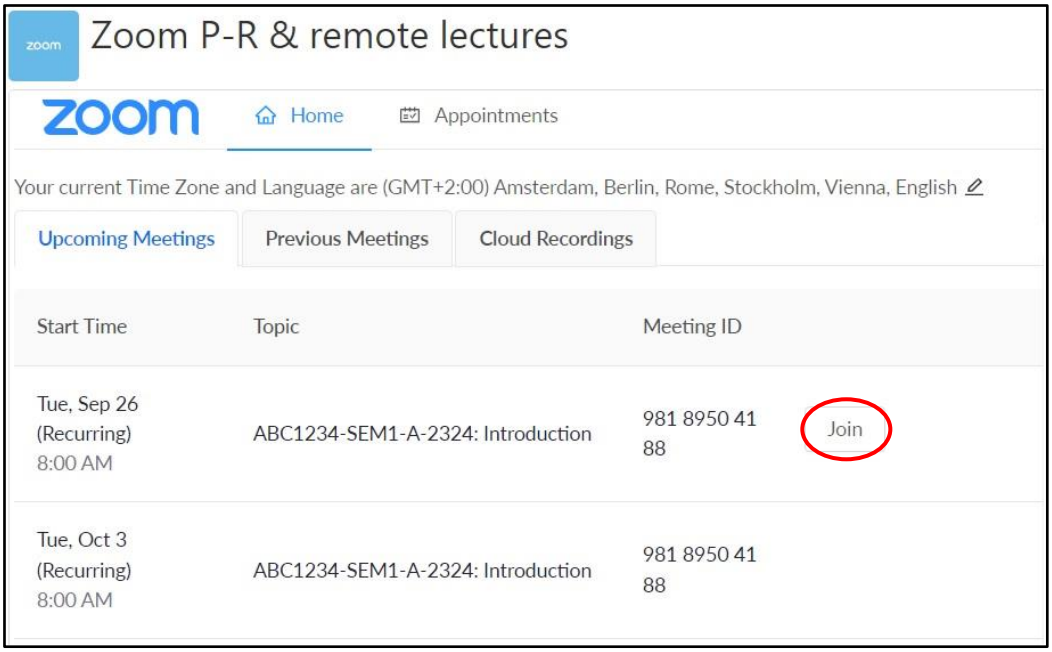
    You may refer to the Sending announcements [PDF] quick guide for detailed instructions.

Note:

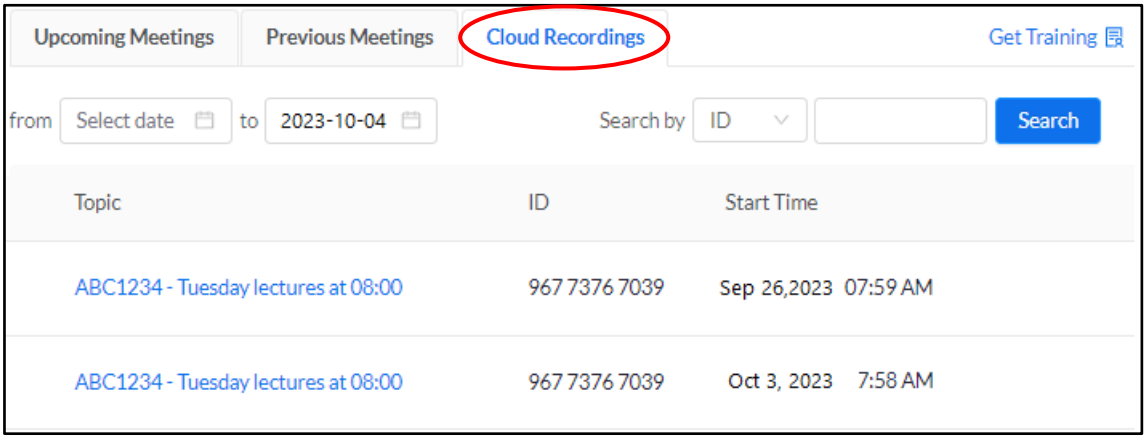
- If you record a lecture scheduled via the VLE *Zoom meetings manager*, the recording will automatically be available to students under the **Cloud Recordings** tab. Moreover, a copy of the recording is also made available to students in the respective Panopto study-unit folder. Once in Panopto, the lecture recordings will remain available to students for two academic years. You can use the features of Panopto to edit your recordings and view the learning analytics (e.g. student engagement with recordings).
- If you wish to record your Zoom session but do not want the recording to be made available to students, you should not schedule your Zoom sessions from the VLE. Schedule a Zoom meeting from Google Calendar or the Zoom client, and share the Zoom meeting link in the VLE via the *Announcements* forum.

'Scheduling remote lectures using the Zoom meetings manager in the VLE' is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit http://goo.gl/R8rwUW.

When students access the *Zoom meetings manager*, they will see all scheduled meetings organised under the **Upcoming Meetings** tab, as shown below. Students simply need to click the **Join** button adjacent to the respective meeting to join the lecture remotely.



To access the Zoom recordings, students may simply click the **Cloud Recordings** tab and then click to access the respective meeting recording.



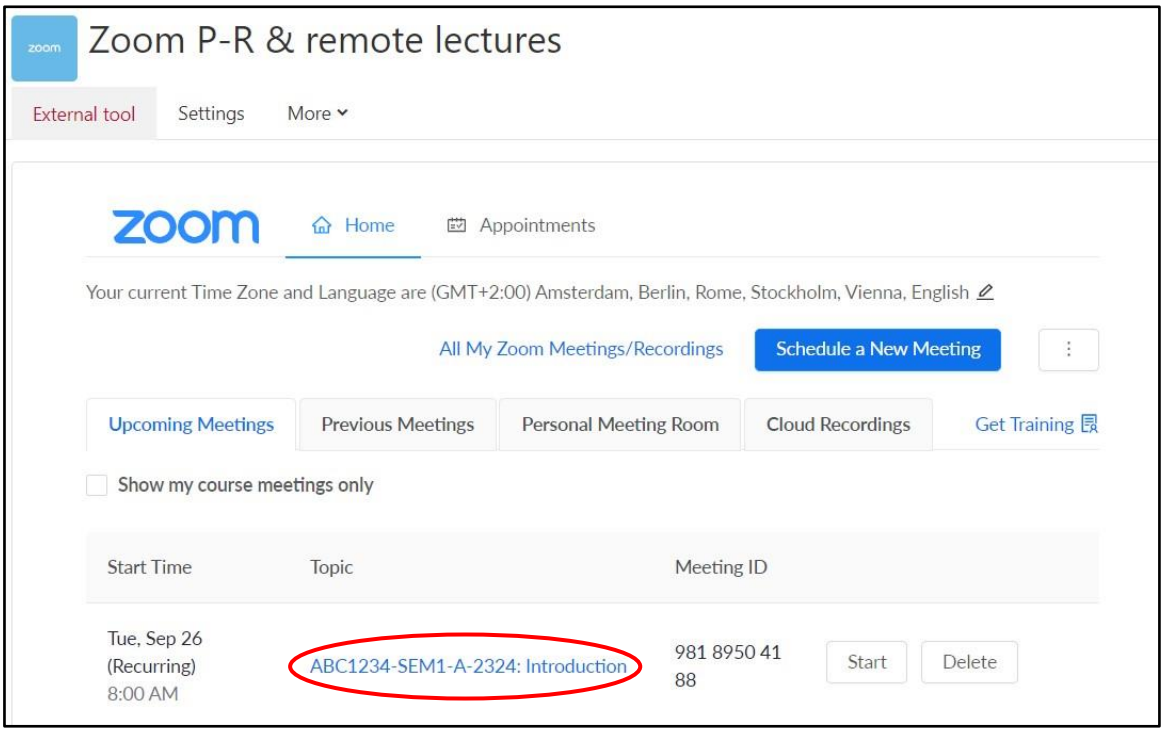
'Scheduling remote lectures using the Zoom meetings manager in the VLE' is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit http://goo.gl/R8rwUW.

Editing a scheduled Zoom meeting

If you simply need to update an existing Zoom meeting, for example, if an online lecture has been rescheduled and you need to update the date and time, this can be easily updated as instructed below.

1. Access the *Zoom meetings manager*.

All scheduled meetings are listed within the *Zoom meetings manager*. Current and future meetings are listed under the **Upcoming Meetings** tab.



2. Click on the Zoom meeting link.
3. Scroll down to the bottom of the page and click the **Edit this Meeting** button.

4. Update the required setting/s. You may refer to the Scheduling Zoom sessions section above.
5. Click the **Save** button.

Note:

- Other Zoom guides are available.

'Scheduling remote lectures using the Zoom meetings manager in the VLE' is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit http://goo.gl/R8rwUW.