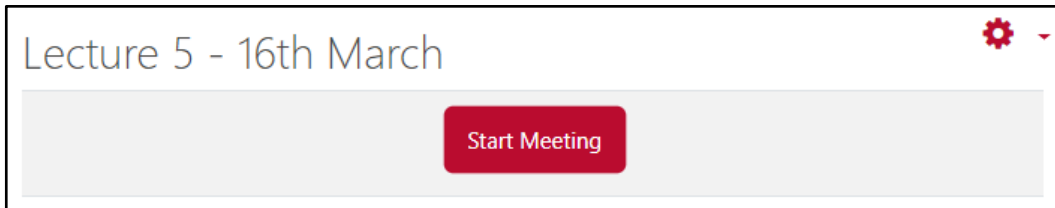
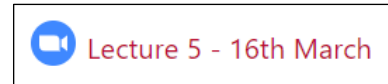


Starting a Zoom session in the VLE

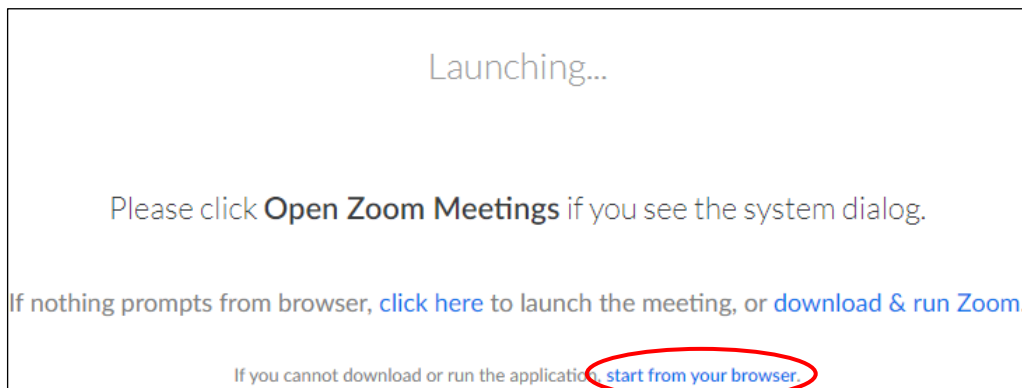
1. Access the VLE area where you have set the Zoom session.
2. Click to access the *Zoom meeting* activity e.g. *Lecture 5 – 16th March*.
3. Click the **Start Meeting** button to start the session.



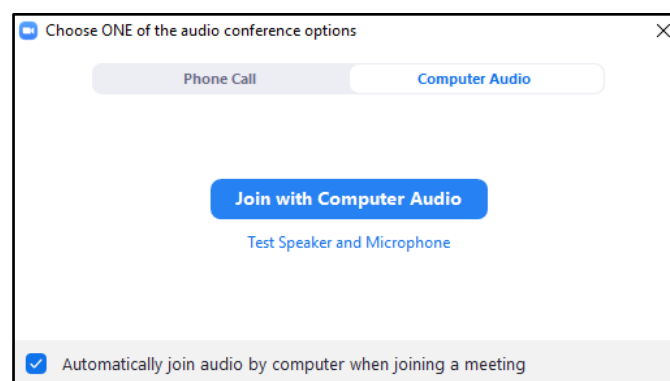
4. The *Open Zoom Meetings?* dialog box is displayed. Click the **Open Zoom Meetings** button to launch the *Zoom Client* app and start your meeting.

Note:

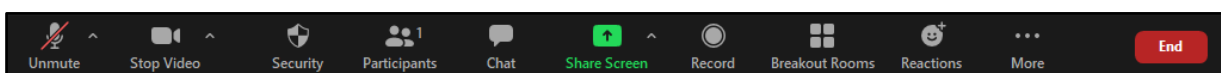
- If you do not have the *Zoom Client* app installed on your computer, you will first be prompted to download the *Zoom Client*. It is recommended that you follow the instructions to [install the software](#) and make sure that you are [signed in to the Zoom client](#). If you cannot download and/or install *Zoom Client*, you can still start the meeting from your browser.



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



6. In the Zoom meeting screen at the bottom, you have following options:



Click the **Unmute** icon so that your students can hear you talking.



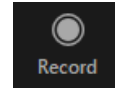
You can click the **Start/Stop Video** icon if you need to enable/disable your webcam.



7. You can use the chat function with your participants.



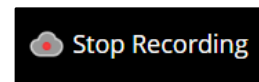
8. If you wish to record the meeting, click the **Record** icon.



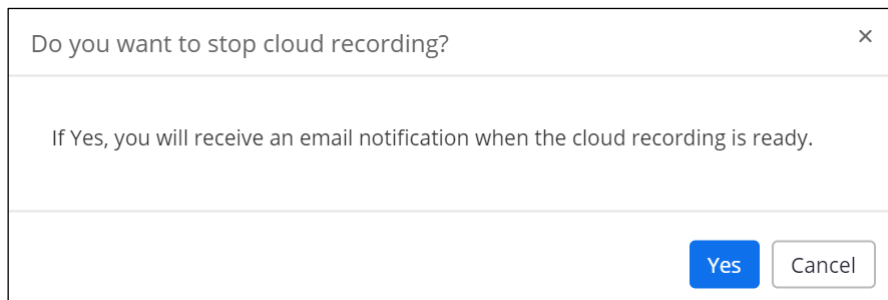
Note:

- You may wish to record your online lecture sessions so that students who are unable to connect and attend the live sessions can watch them later.
- The students will always be alerted that the meeting is being recorded, even if they join the Zoom meeting late.

9. To stop recording the session, click the **Stop Recording** icon.



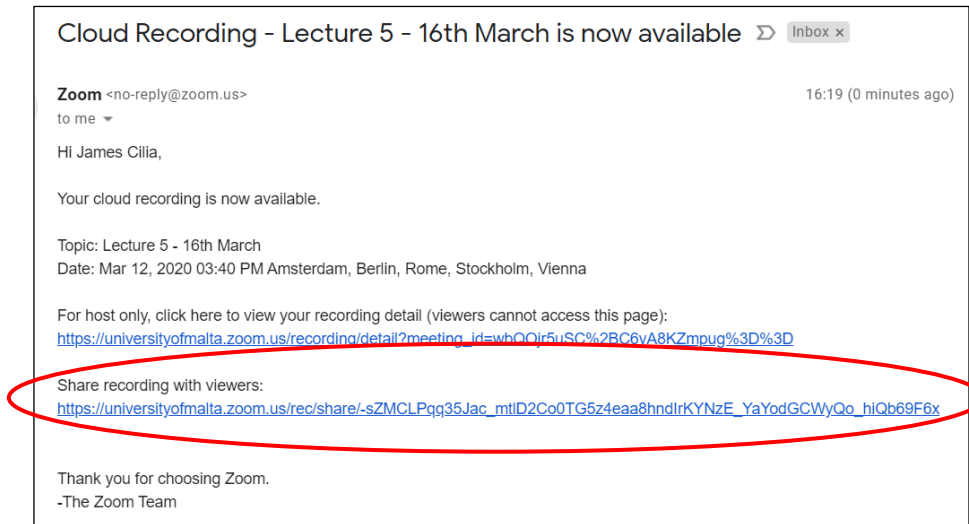
10. The following message will be displayed. Click the **Yes** button.



11. At the end of the Zoom session, click the **End Meeting** button.

Sharing a Zoom session recording in the VLE

After the meeting has ended, you will receive an email informing you that the recording is ready together with a link to the recording. Recordings are usually available to share within 2 hours. You can share the recording link that is intended for viewers, highlighted in the image below, in the respective VLE area using either the *Announcements* forum or the *URL* resource, as per instructions below.



To share the Zoom recording link via a *URL* resource in the VLE:

1. Copy the Zoom recording link available for viewers in the received email.
2. Access the required VLE area and click the **Turn editing on** button (top right corner).
3. Click the **Add a resource** drop-down menu within the topic / week where you want to add the recording link and choose **URL**. The *Adding a new URL* page is displayed.
4. In the **Name** field enter the name and / or date of the Zoom session recording.
5. In the **External URL** field, paste the link you copied in step 1.
6. Click the **Save and return to course** button.

