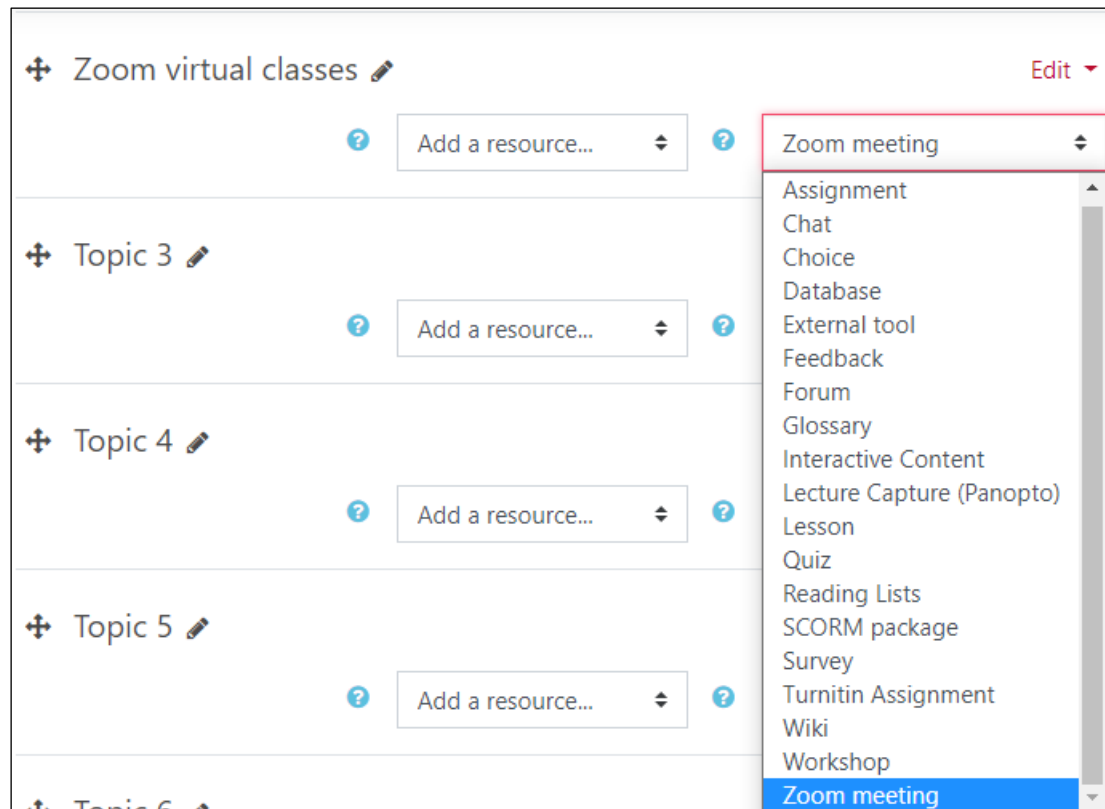


## Scheduling your Zoom session/meeting in the VLE

Before you start scheduling Zoom Sessions/Meetings in the VLE, you are required to activate your Zoom Account at: <https://universityofmalta.zoom.us>.

1. Access the study-unit or class area in the VLE where you want to create your Zoom session.
2. Click the **Turn editing on** button.
3. Click the **Add an activity** drop-down menu in the section where you want to create the Zoom session and choose **Zoom meeting**.



4. In the **Topic** field, enter the name of the meeting e.g. *Lecture 5 – 16th March*.

The screenshot shows the 'Adding a new Zoom meeting' form. The 'General' section is expanded, and the 'Topic' field contains the text 'Lecture 5 - 16th March'. There is a red exclamation mark icon next to the field, indicating a warning or error.

5. In the **When** field, set the date of the Zoom session e.g. *16 March* and set the start time of the lecture e.g. *10:00*.

The screenshot shows the 'When' field with a date and time selection interface. The date is set to 16 March 2020 and the time is set to 10:00. There is a calendar icon next to the time field.

6. Set the **Duration** of the session e.g. *1 hours*.

**Note:**

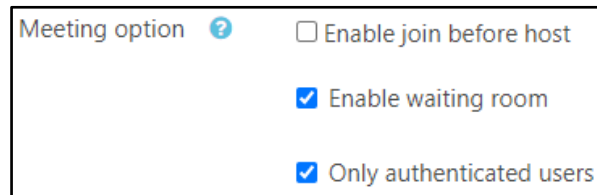
- If your meeting runs over the set duration, the session will **not** automatically stop. You can continue the meeting for as long as necessary. However, if you leave the Zoom session after the set duration, you will not be able to join the session again.
- You may also set the *Zoom meeting* activity to be **Recurring**. In such case, you will be able to use the same *Zoom meeting* activity at any day and time.

7. For additional security reasons, you can use a **Password**. This will create a *Join Meeting* link with an embedded password. The link will enter the password automatically for the invited participants. Otherwise, you can simply untick the **Require meeting password** option.

8. Set the **Host video** and **Participant video** settings preferences. As a default, these settings are set to **On**.

9. In **Audio options** select **VoIP and Telephony**. It is recommended that you leave the **Mute upon entry** option ticked.

10. When scheduling your new virtual class, it is recommended that you keep the *Meeting option* settings as default, that is, **Enable join before host** is disabled (unticked), while both **Enable waiting room** and **Only authenticated users** are enabled (ticked).



The screenshot shows the 'Meeting option' settings in Zoom. It includes a help icon (question mark) next to the title. There are three options listed: 'Enable join before host' with an unchecked checkbox, 'Enable waiting room' with a checked checkbox, and 'Only authenticated users' with a checked checkbox.

**Note:**

- These settings will ensure that when you start a meeting, anyone who is not using the UM IT account will be placed into a waiting room and marked as 'Guest'. As the host, you can choose to admit unauthenticated participants by clicking the **Admit** button next to their name.
- If students enter the meeting before you have started it, you will receive an email notification informing you that your meeting attendees are waiting.

11. Click the **Save and return** button. This will create the Zoom activity in the VLE.



12. 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 session. 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 timetable. Those students who will be following the lecture online should enter the VLE shortly before the lecture starts and click the respective Zoom meeting activity.*