Scheduling remote lectures using the Zoom meetings manager in the VLE

This guide is for academics who need to use *Zoom meetings manager* in the VLE to hold remote and hybrid lectures.

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

Benefits of the Zoom meetings manager:

▪ Provides an easy way to schedule and manage all Zoom meeting links for a study-unit from one place.

▪ Automates makes Zoom recordings available to students in the VLE, so you don't have to send links after each lecture.

> **Note:**
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> • If you do not want recordings to be automatically available to students, schedule meetings outside the VLE (using the Zoom client or Google Calendar), and share the Zoom meeting links via email or the VLE area's *Announcements* forum.

There are two steps to schedule Zoom meetings using the *Zoom meetings manager*:

A. Add the *Zoom meetings manager* activity to your VLE area. This is a one-time procedure, that is, every VLE area should only have **one** *Zoom meetings manager* activity.

B. Schedule your Zoom lectures / tutorials.

A. Adding the *Zoom meetings manager* link

1. Access the required VLE area. If the *Zoom meetings manager* has already been added, proceed to the next section, Scheduling Zoom sessions.

2. Click the **Start editing** toggle button (top-right corner).

3. Go to the section / subsection where you want to add the *Zoom meeting manager*. **NB:** It is recommended that you add it in the *General* (top-most) section.

   ➢ If you're adding it to a *section*, click the **Add content** (plus) icon and choose **Activity or resource**.

   ➢ If you're adding it to a *subsection*, click the **Add an activity or resource** button.

   The *activity chooser* is displayed.

4. From the *Activities* tab, choose **Zoom meetings manager**.

5. In the **Activity name** field, enter a meaningful name, e.g., *Online lectures*.

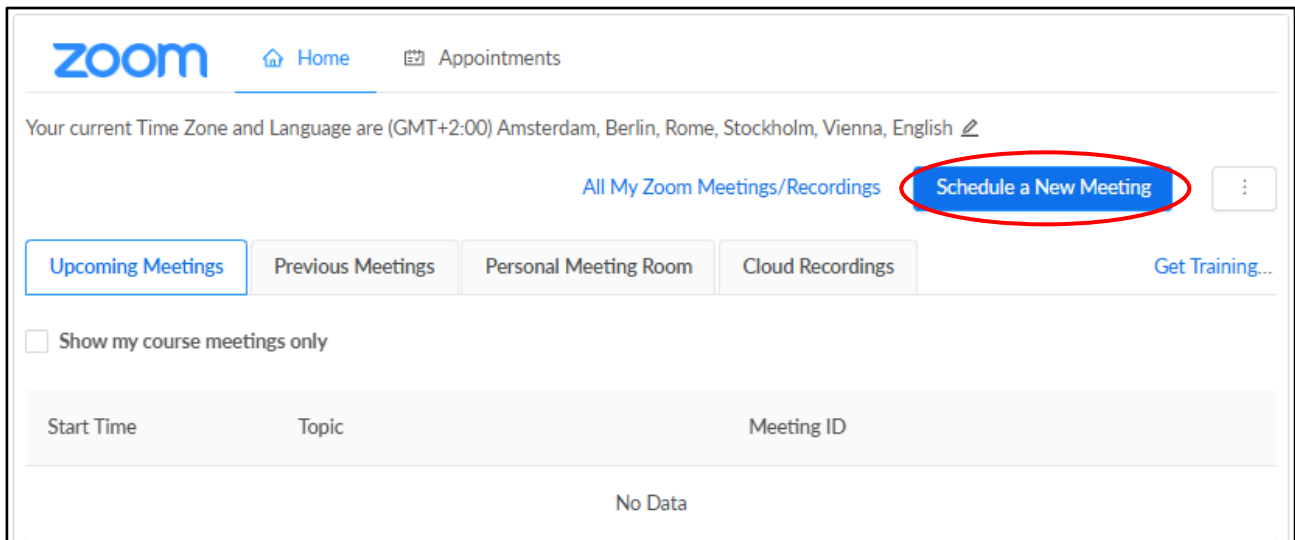6. Scroll down and click the **Save and return to course** button.

You have just created a Zoom activity where all your study-unit Zoom meeting links will be listed.

B. Scheduling Zoom sessions

1. Access the *Zoom meetings manager* activity.
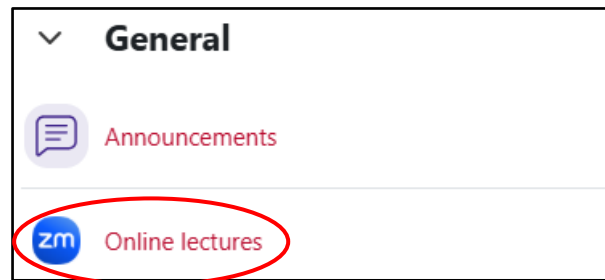
This will display the *Zoom meetings manager*.

- Upcoming Meetings – lists the scheduled meetings

- Previous Meetings – lists the completed meetings

- Personal Meeting Room – can be 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*.

4. In the **When** field, set the date (mm/dd/yyyy) and the start time (12-hour) of your Zoom session, e.g., *09/26/2025*, *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.
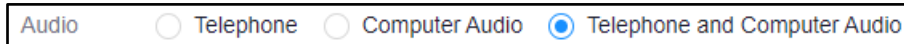
7. If you are setting up Zoom for a weekly lecture, tick the **Recurring meeting** option. Upon ticking this option, further settings will be displayed to adjust accordingly.

   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 2025/26, the first semester ends week starting 12 January 2026, while the second semester ends week starting 25 May 2026.

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.

12. For *Video*, set the **Host** and **Participant** settings preferences. By default, these settings are set as **On**.
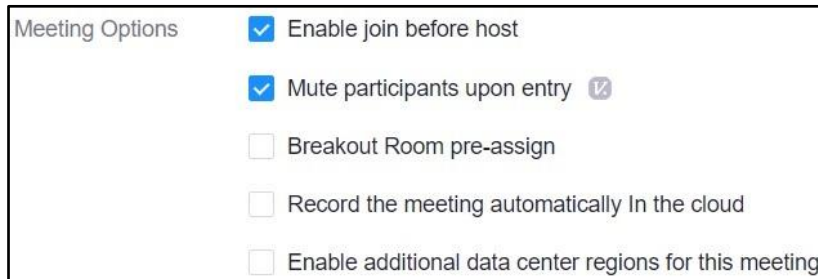
13. For *Audio*, leave the default option, **Telephone and Computer Audio**.

Audio	○ Telephone	○ Computer Audio	● 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.

Meeting Options	☑ Enable join before host
	☑ Mute participants upon entry 🅥
	☐ Breakout Room pre-assign
	☐ Record the meeting automatically In the cloud
	☐ Enable additional data center regions for this meeting

Important!

- 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.

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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 about the scheduled Zoom sessions. You may use text similar to the following:
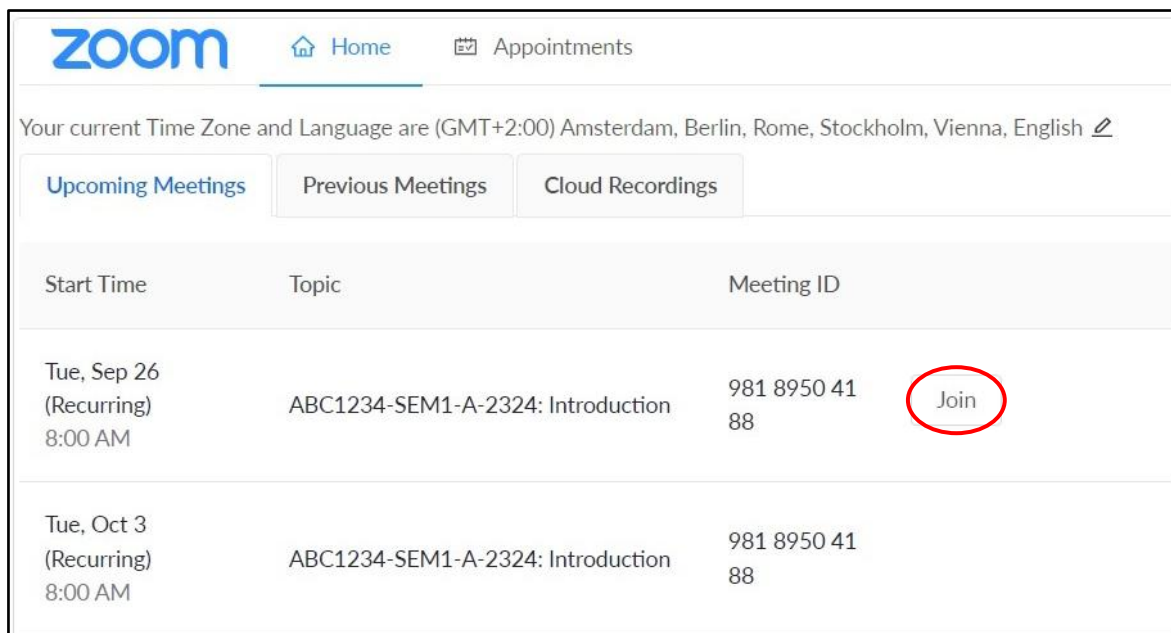
    *Note that the Zoom meeting for our next lecture has been scheduled in the VLE area as per our time-table. Access the VLE area shortly before the lecture starts, click the Zoom meeting activity and access the respective link available under the **Upcoming Meetings** tab.*

    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.

- If you do not want recordings to be automatically available to students, schedule meetings outside the VLE (using the Zoom client or Google Calendar), and share the Zoom meeting links via email or the VLE area's *Announcements* forum.

- If you wish to back up your Zoom lecture recordings to the corresponding Panopto study-unit folder, make sure you have enabled automatic import on your UM Panopto account. You can use the features of Panopto to edit your recordings and view the learning analytics (e.g., student engagement with recordings).

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.
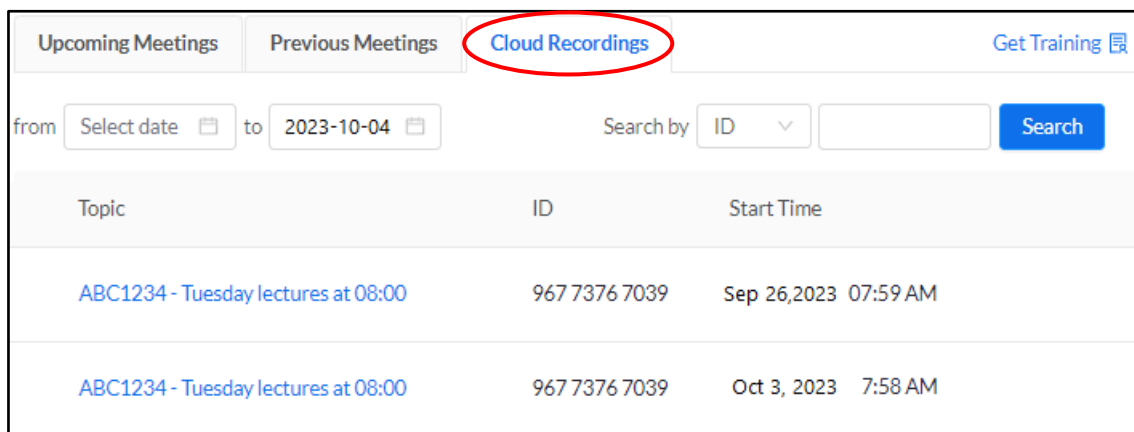

To access the Zoom recordings, students may simply click the **Cloud Recordings** tab and then click to access the respective meeting recording.

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.
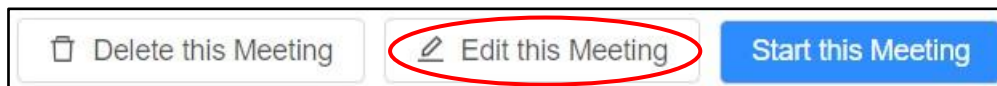
1. Access the *Zoom meetings manager*.
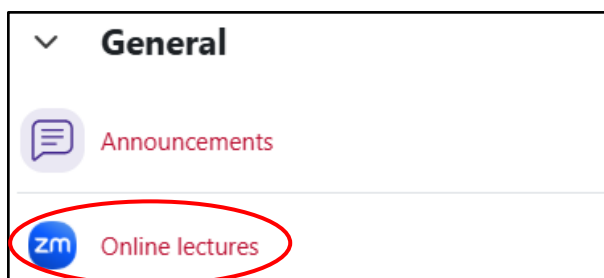
   All scheduled meetings are listed within the *Zoom meetings manager*. Current and future meetings are listed under the **Upcoming Meetings** tab.
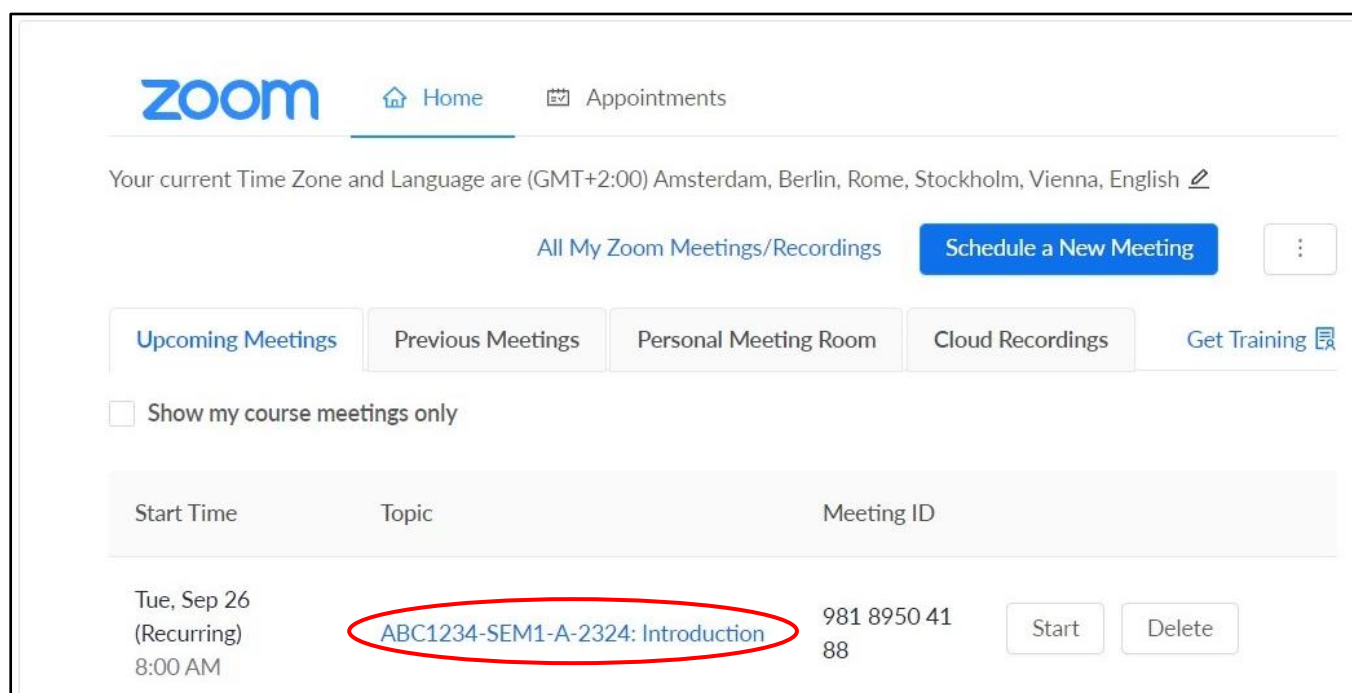
2. Click on the Zoom meeting link.

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.