Starting a Zoom session in the VLE

The instructions in this guide are aimed at academics that need to use Zoom for hybrid 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.

- already scheduled Zoom sessions in the VLE as per instructions available in the Scheduling remote lectures using the Zoom meetings manager in the VLE [PDF] guide.

1. Access the VLE area where you have set the Zoom session.

2. Click to access the *Zoom meetings manager* activity, *e.g., Online lectures*.

The *Zoom meetings manager* lists all scheduled meetings under the **Upcoming Meetings** tab.

3. Click the **Start** button adjacent to the respective Zoom meeting.

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.
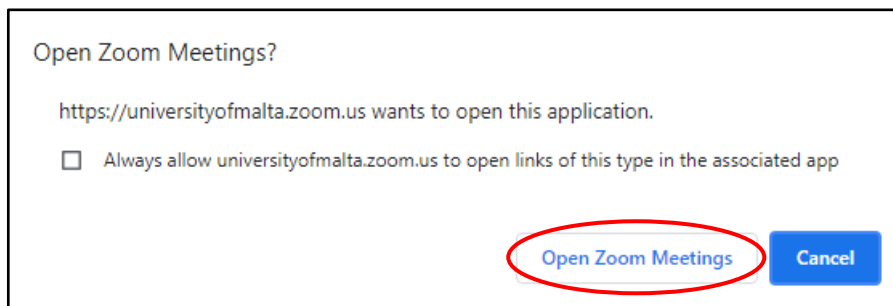
5. If prompted, click the **Join with Computer Audio** button.
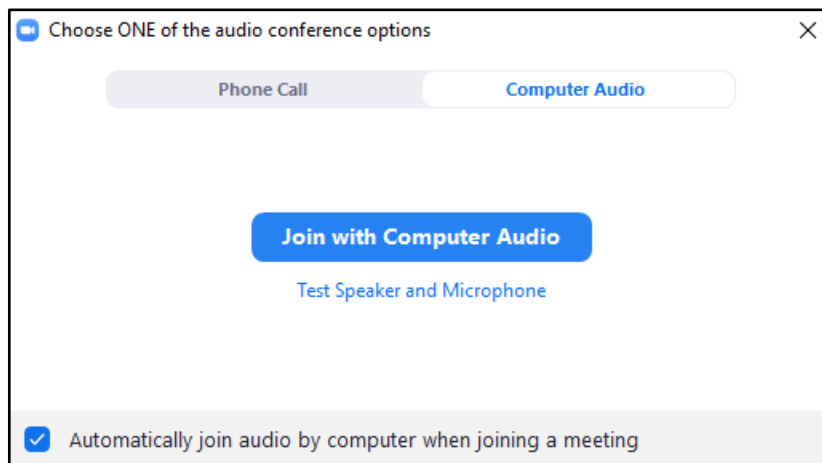
6. In the Zoom meeting screen at the bottom, you have the following options:
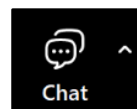

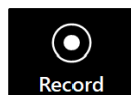Click the **Audio** icon so that your students can hear you talking.

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

7. You can use the **Chat** function with your participants.

8. To record the session, click the **Record** icon.

Note:

- International students who are unable to travel to attend the lecture and remote students who experience technical difficulties will benefit from recorded sessions. Furthermore, recorded lectures will serve as a revision aid for students.

- The students will always be alerted that the meeting is being recorded, even if they join the Zoom meeting late.

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9. You may click the **Pause recording** button anytime during the recording. Remember to click the **Resume recording** button when you're ready to continue with your recording.

10. To stop recording the session, click the **Stop recording** icon.

11. A confirmation dialog box will be displayed. Click the **Yes** button.
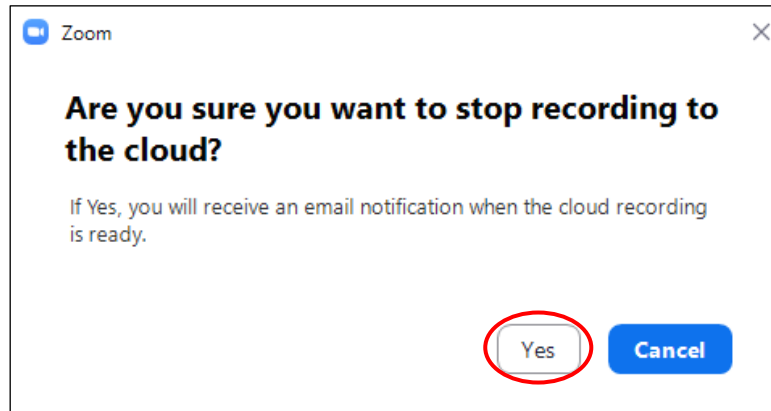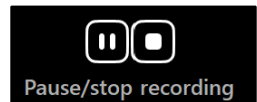
12. At the end of the Zoom session, click the **End** button and choose **End Meeting for All**.
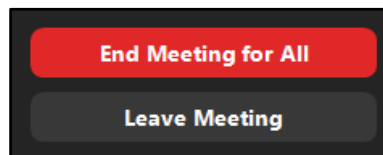
Note:

- If you have the Zoom client installed, you may skip steps 1 to 4 above and start the Zoom meeting via the Zoom client.

  a) Open the Zoom client.

  b) Click the **Meetings** button available at the top.

  c) Click on the respective meeting.

  d) Click the **Start** button.

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. A notification is also sent to you via email.

- As per the retention of Zoom recordings, Zoom Cloud recordings will be kept for a period of 1 year from the date of recording.

- If you wish to back up your Zoom lecture recording 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).

  By default, recordings added to the Panopto study-unit folder are immediately available to students. If you wish to hide a recording from students, please refer to the Managing recordings availability for students [PDF] Panopto guide.

- Other Zoom guides are available.