

Why Do This?

Adding Zoom meetings will allow real-time communications between class members, which can be a useful addition to the usual asynchronous online environment, for example allowing activities such as: online office hours, project team meetings, letting students interact with people and places around the world, bringing remote subject-matter experts into the online classroom, and others.

1. If you have not already, click on the **Turn Editing On** button in the upper right corner of the screen.



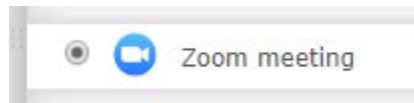
Turn editing on

2. In the topic area where you wish to add a Zoom web conferencing activity, locate the **Add an activity or resource** link and click on it.



+ Add an activity or resource

3. This will open the Add an activity or resource dialog box. Scroll down and locate the **Zoom meeting** button.



Click on the button to activate it and click on the **Add** button at the bottom of the dialog box. The **Adding a Zoom Meeting** screen will open. There are a variety of choices to make here, including:

- a. **Topic** – put in an appropriate title.
 - b. **Description** – more details if required.
 - c. **Display description on course page** button – maybe good if there is more than one Zoom in a section.
 - d. **When** – date and time.
 - e. **Recurring** – you can create recurring meetings – for example online office hours.
 - f. **Webinar** – for use with very large one-to-many presentations. Please contact Media Production Services to learn more about this option.
 - g. **Password** – worried about unauthorized entry, use a password. Just make sure you write it down somewhere.
 - h. **Host video** button – do you want to be seen, or just heard?
 - i. **Participants video** button – do you want to see the others, or just hear them?
 - j. **Audio options** – generally leave this on the default **Both**.
 - k. **Meeting option – enable join before host** – do you want your students to be able to join the meeting before you “arrive”?
4. The **Grading** section would allow you to grade students’ performance in the web conference.
 5. When you have completed the settings, click on the **Save and Display** button at the bottom of the screen and double-check your settings. For more information on web conferencing with Zoom, please contact Media Production Services (MPS) at mps@csusm.edu.