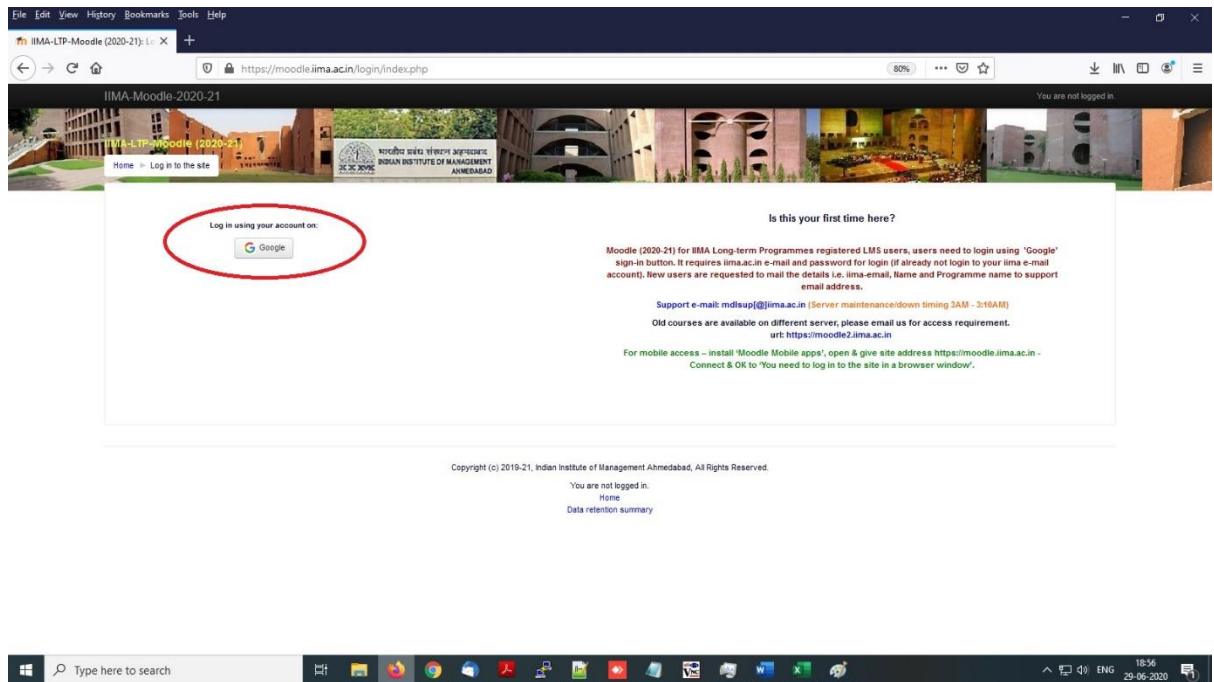


Moodle – Zoom Integration Guide

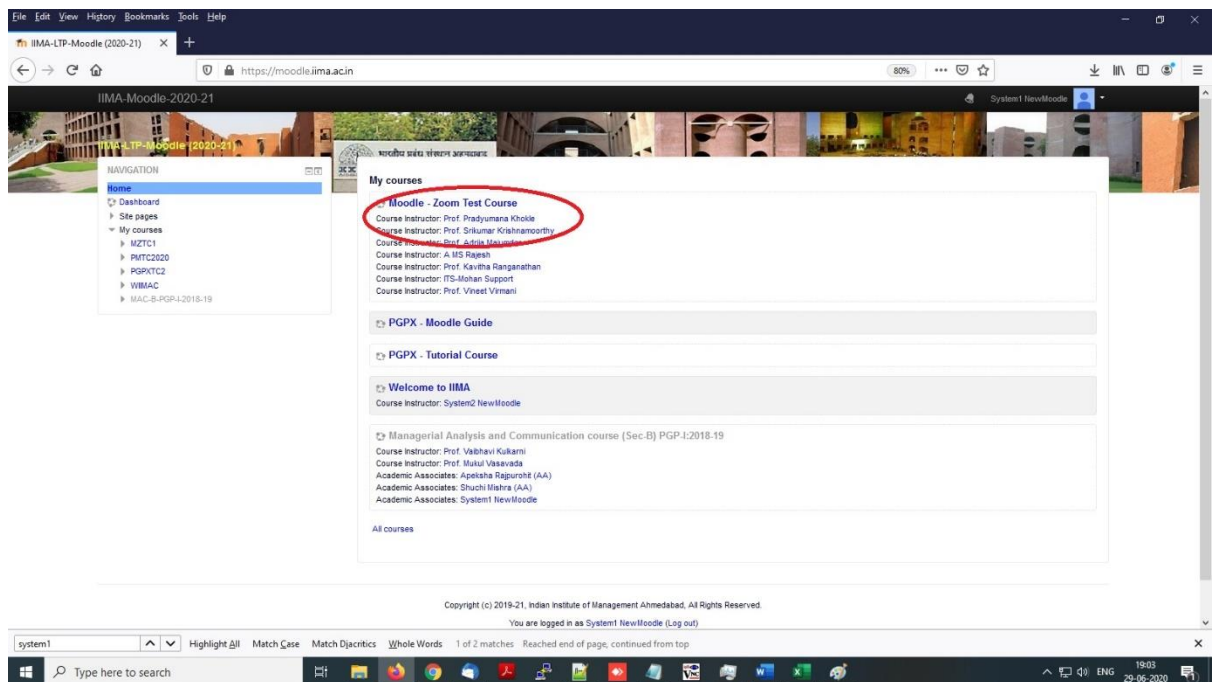
1. Access Moodle URL: <https://moodle.iima.ac.in>
2. Login to your Moodle account with iima email by clicking '[Google]' button (if you are already login with iima email, moodle dashboard page will get open otherwise you need to login with iima email account with your credentials being Google Single sign on). (*ss1)
3. Successful login will list all your courses on moodle dashboard page, click on the course for further details/inside of the course. (*ss2)
4. As per current course template, we have included two hidden activities. One is the 'Office/Contact Time' and other one is 'Discussions Forum'. It may be changed and published/show as per your convenient time and required instructions by editing the activity and details.
5. Click course edit page by clicking - Actions menu (Right top - gear box) – 'Turn editing on' it will turn the screen to 'Edit mode' with various Edit buttons. (*ss3)
6. Add a Zoom meeting activity by clicking on 'Add an activity or resource' button preferably after 'Office/Contact Time'/'Announcement'. (Only a single zoom meeting required per course, 'Course instructor/AAs can Start and End the meeting from the course page and Students/Participants can join the meeting by clicking the meeting Title/link. This activity needs to be created using Professors/ Zoom licenced email login in moodle. (*ss4)
7. Type in the zoom meeting details in activity window page as below: (*ss5)
 1. Topic/Title
 2. Description (if any)
 3. Check for Recurring (for multiple classes)
 4. Keep some password for security reason/stop unauthorize access
 5. Enable (default) Host Video/Participant Video & VoIP only in Audio option (due to security reason)
 6. Please **do not give any Alternative Host for unlicensed/basic user** it will result in error.
 7. Meeting option – Enable join before host (required for breakout rooms features)
8. Save – click 'Save and return to course' at bottom of course page. (*ss6)
9. Once zoom meeting created the link will be listed in course page, you need to turn off Edit mode by clicking 'Turn edit off' button under Action menu. (*ss7)
10. To start Zoom meeting/class click on 'Zoom class title/link' (at back end it connects to zoom meeting creator account due to moodle integration. (*ss8/ss9).

*ss# - Screen shots number (as given below)

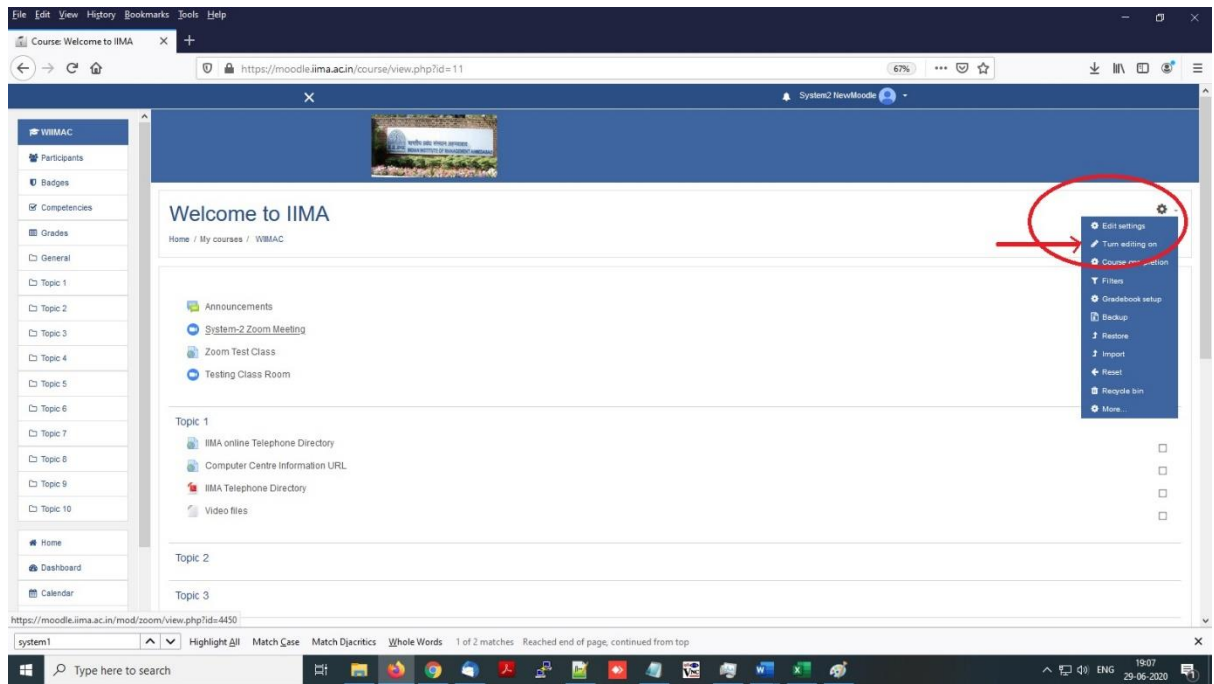
A. Screenshot (ss1):



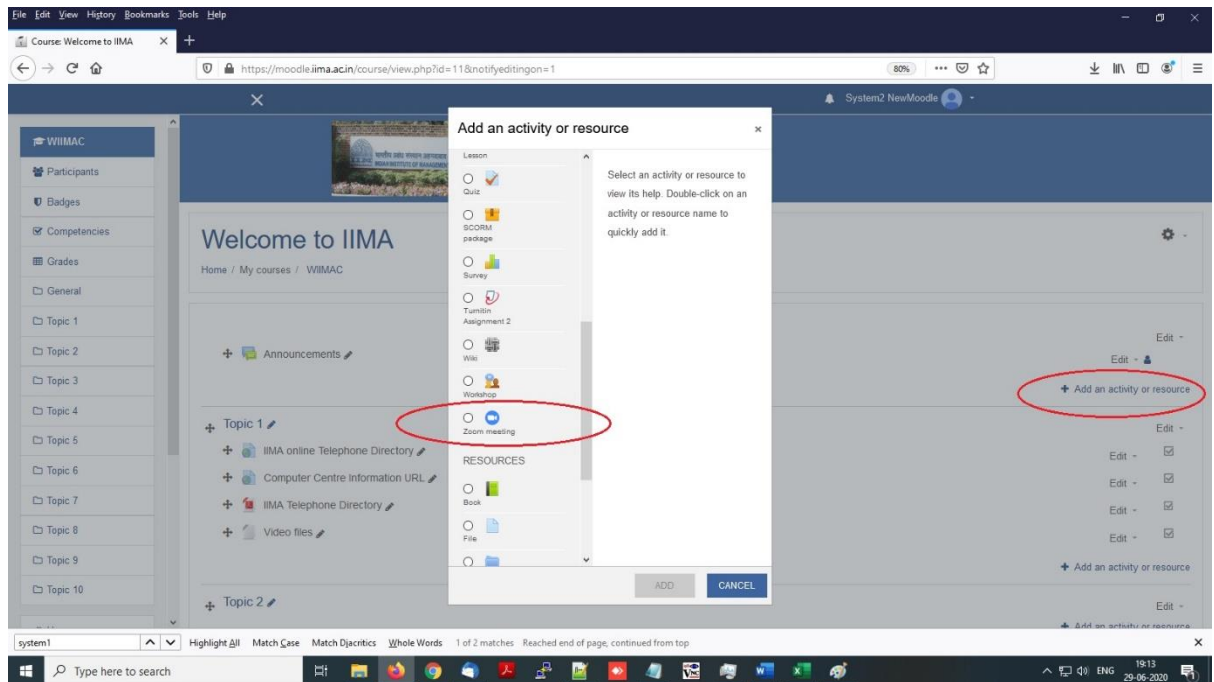
B. Screenshot (ss2):



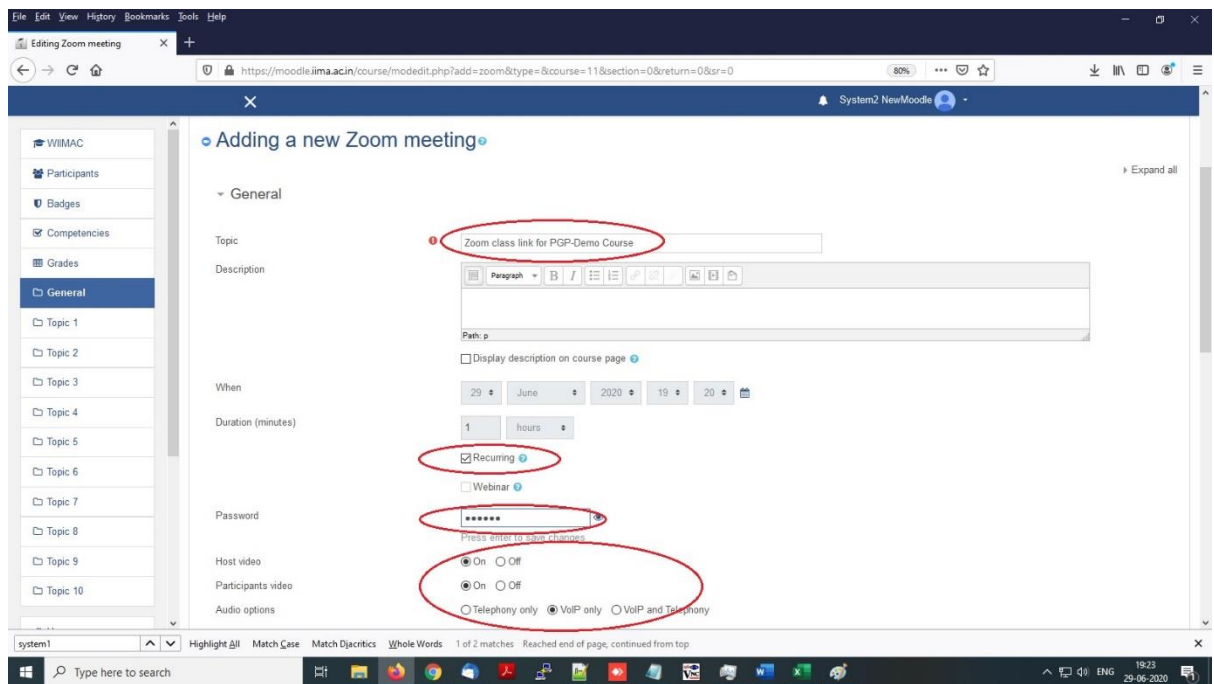
C. Screenshot (ss3):



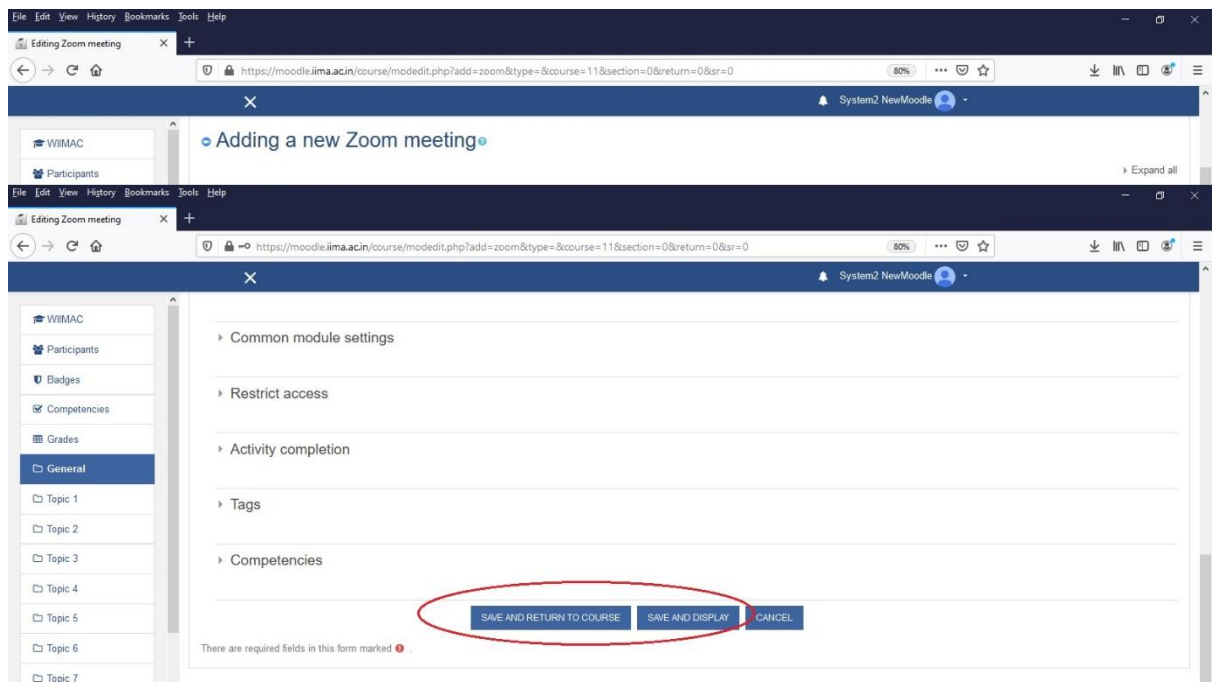
D. Screenshot (ss4):



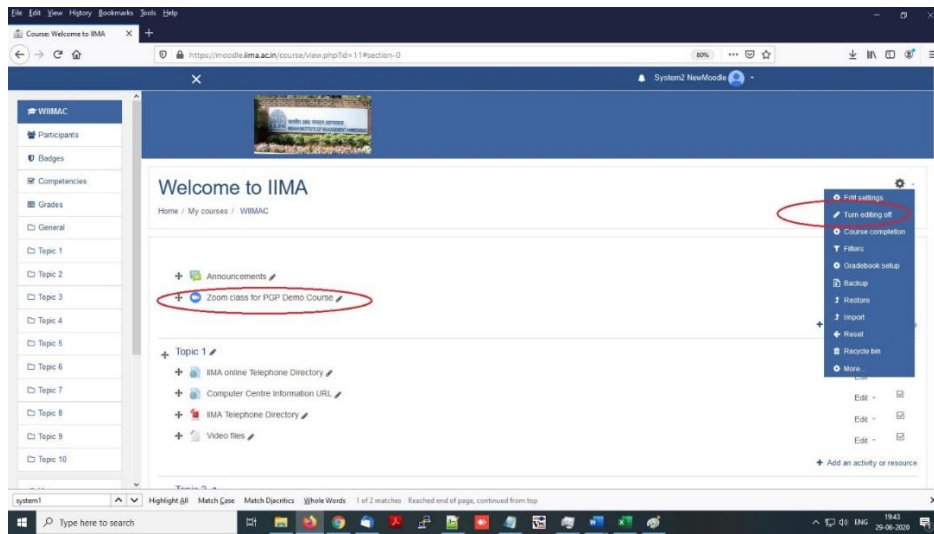
E. Screenshot (ss5):



F. Screenshot (ss6):



G. Screenshot (ss7):



H. Screenshot (ss8 & ss9):

