



# Zoom - Online Classes

## Faculty Guidebook

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*Zoom is a video conferencing platform that can be utilized to hold meetings, classes, live exam proctoring, and more. This platform allows the user to communicate with others using video, audio and chat messages, as well as interact with the participants through different features such as sharing screen and using polls. Plus, it allows recording the calls on the cloud.*

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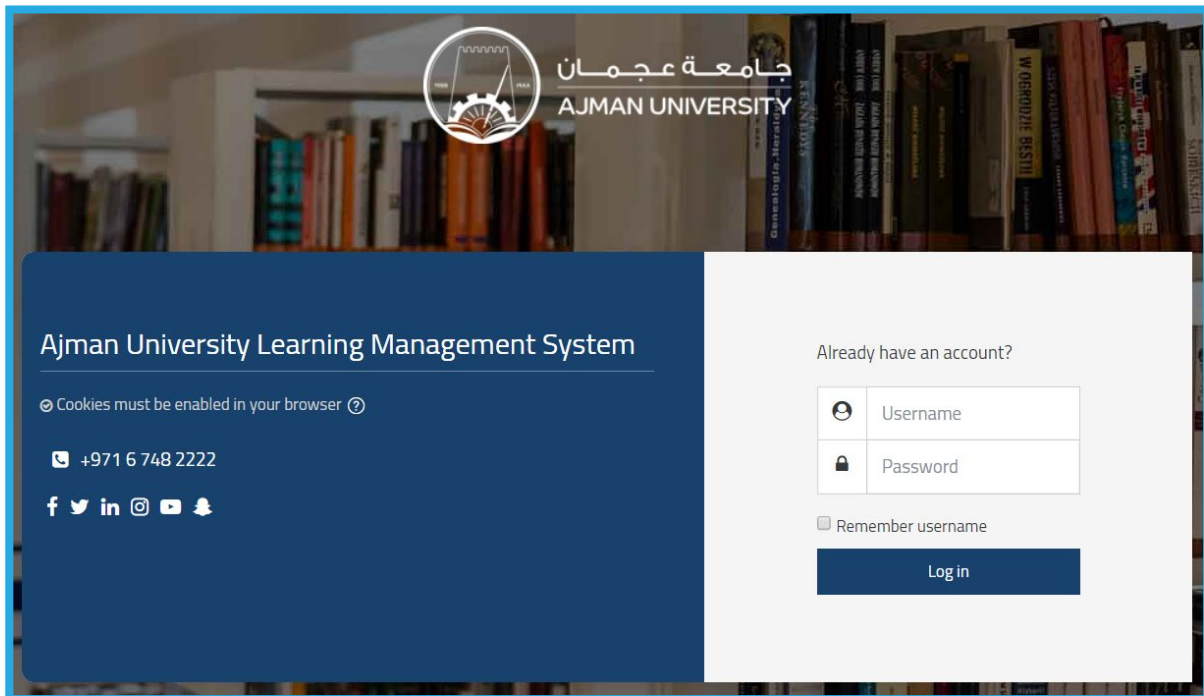
## 1. Introduction

Zoom is a reliable, easy to use platform that is fully integrated with Moodle to host the online classes. This manual explains the procedure of creating and accessing online classes through Moodle.

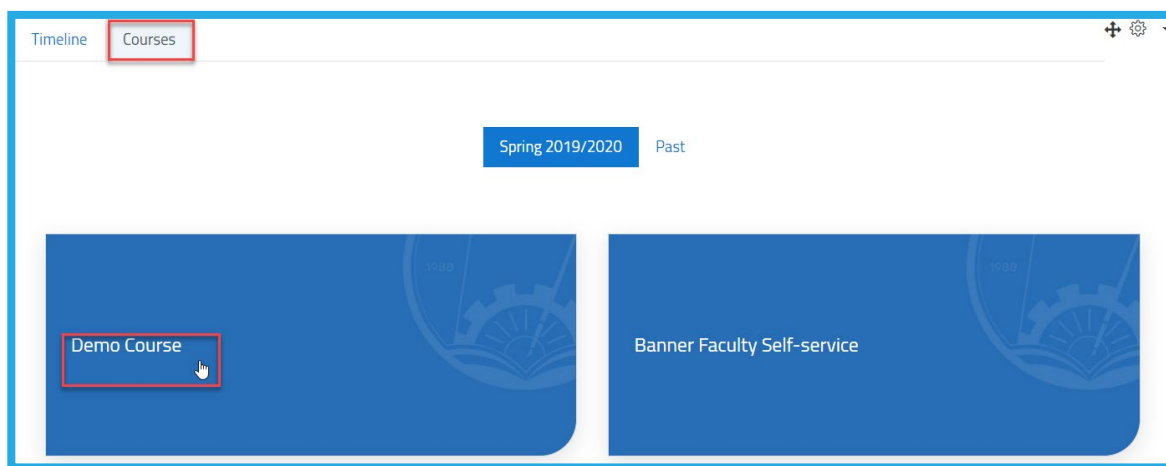
## 2. Access Zoom in the course page

You can access Zoom in the course page by following the below steps:

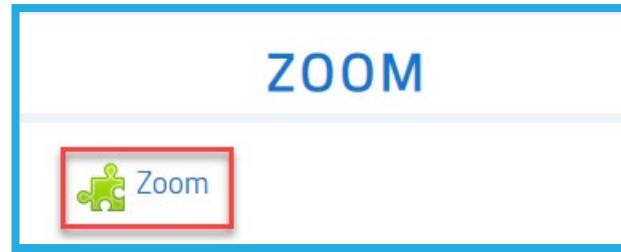
1- Log in to [Moodle](#) using your username without the domain (example: x.lastname, and **not** x.lastname@ajman.ac.ae) and password.



2- Select the course from the Dashboard, as illustrated below:



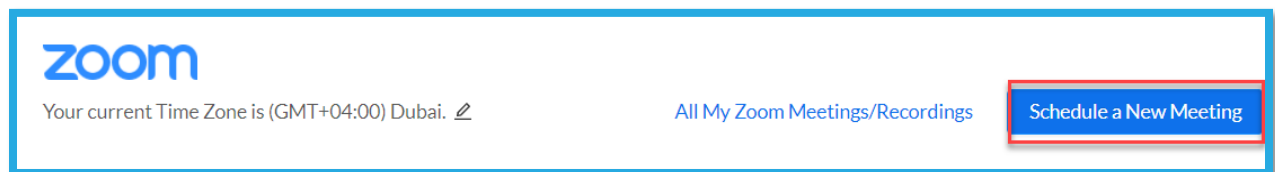
3- Click on the Zoom icon is available under **Zoom** section, as illustrated below:



### 3. Create an Online Class

You can create an online class (zoom meeting) by following the below steps:

1- Once you click on **Zoom** button, click on **Schedule a New Meeting**, as illustrated below:

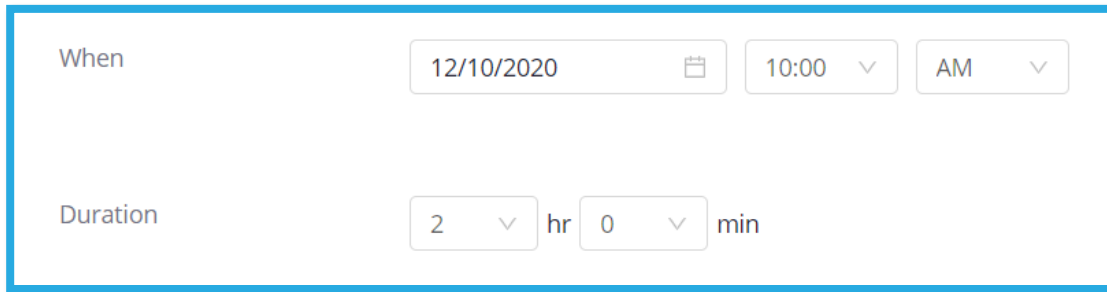


2- Enter the **Topic**, as illustrated below:

A screenshot of the "Schedule a Meeting" form in the Zoom interface. The breadcrumb "Course Meetings > Schedule a Meeting" is at the top. The form has two main input fields. The first field is labeled "Topic" and contains the text "Dr Ahmed - Sun Tue 10:00 AM - 11:00 AM (CRN XYZ123)". The second field is labeled "Description (Optional)" and contains the placeholder text "Enter your meeting description".

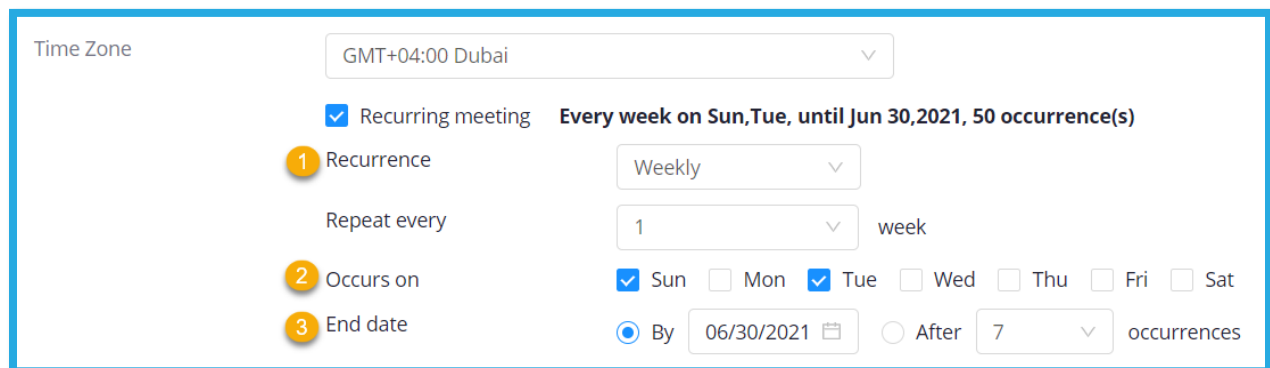
Note: Please follow the same example in the above screenshot and make sure to include the instructor's name, class timing, and CRN. You may include other useful details in the Description.

3- Specify the date, time (**When**) and **Duration**, as illustrated below:



The screenshot shows two input sections. The 'When' section has a date field set to '12/10/2020', a time field set to '10:00', and an AM/PM dropdown set to 'AM'. The 'Duration' section has a field set to '2' hours and '0' minutes.

4- Enable the **Recurring meeting** to create all sessions for the semester and specify the following:



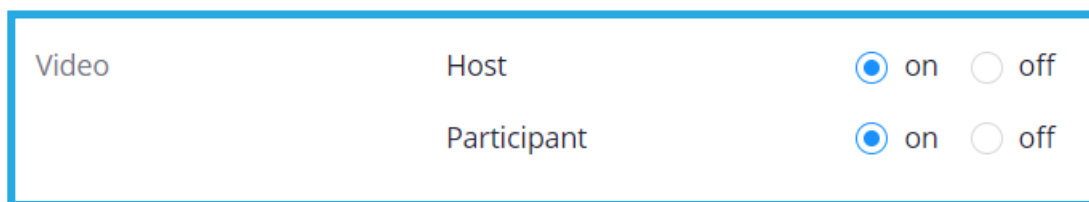
The screenshot shows the 'Recurring meeting' settings. The 'Time Zone' is set to 'GMT+04:00 Dubai'. The 'Recurring meeting' checkbox is checked, with the text 'Every week on Sun,Tue, until Jun 30,2021, 50 occurrence(s)'. The 'Recurrence' dropdown is set to 'Weekly'. The 'Repeat every' field is set to '1' week. The 'Occurs on' section shows 'Sun' and 'Tue' selected. The 'End date' section shows 'By 06/30/2021' selected.

1. Change the **Recurrence** to **Weekly**.

2. Specify the days of your class.

3. Enter the end date and make sure it is the same as the end date of the semester.

5- Adjust the video preference for you (host) and the students (participants), as illustrated below:



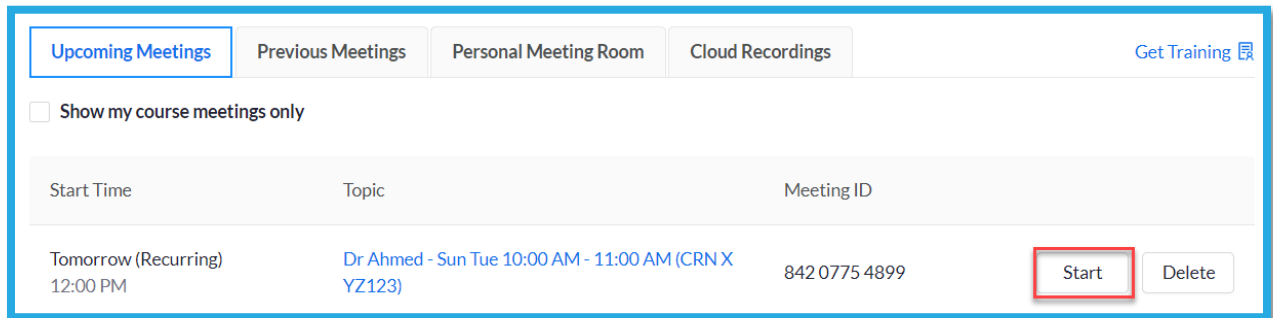
The screenshot shows two rows of video preferences. The first row is for the 'Host' and the second row is for the 'Participant'. Each row has a radio button set to 'on' and a radio button set to 'off'.

6- Click on the **Save** button.

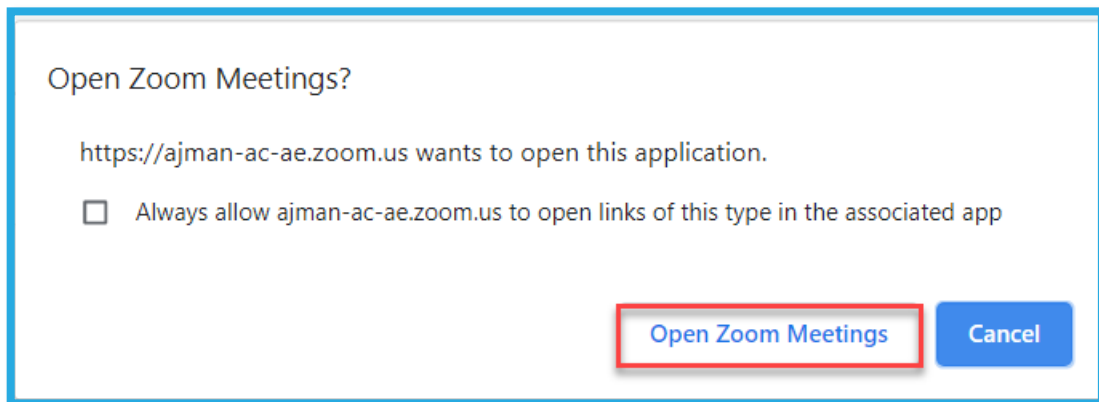
## 4. Access the Online Class

On the exact date and time of the online class, you will be able to access Zoom by following the below steps:

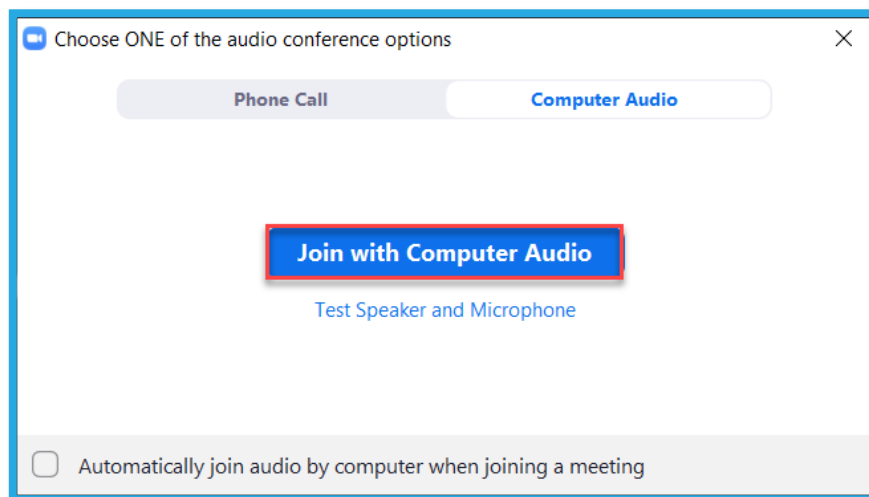
- 1- Enter the course page and click on **Zoom**.
- 2- In the **Upcoming Meetings** section, click on **Start**, as illustrated below:



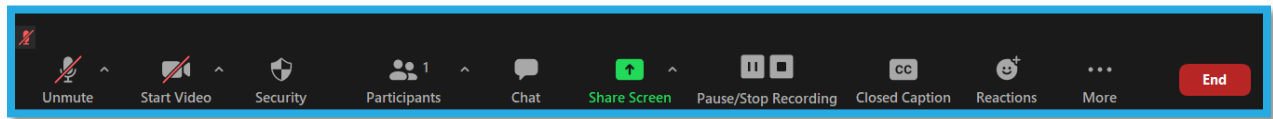
- 3- Click on **Open Zoom Meetings**, as illustrated below:



- 4- Click on **Join with Computer Audio**, as illustrated below:

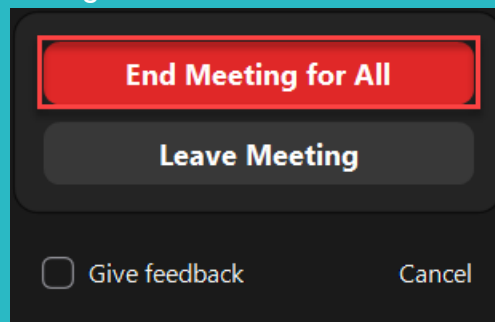


5- You may interact with the students through the following:

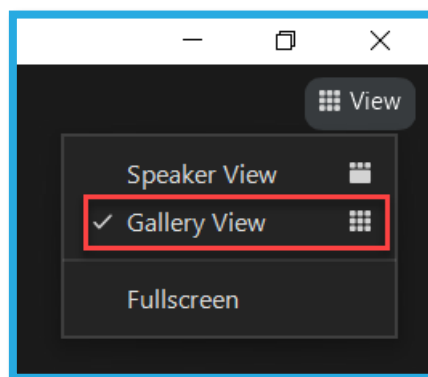


- Mute/Unmute your mic.
- Start/Stop your video.
- View your participants/students.
- Chat with them.
- Share your screen.
- Pause/resume or stop recording.
- End meeting.

Note: When the class is over, click on End (in the red box) and then click on **End meeting for all** to the meeting for the students too.



6- You may display the students through a gallery view, as illustrated below:

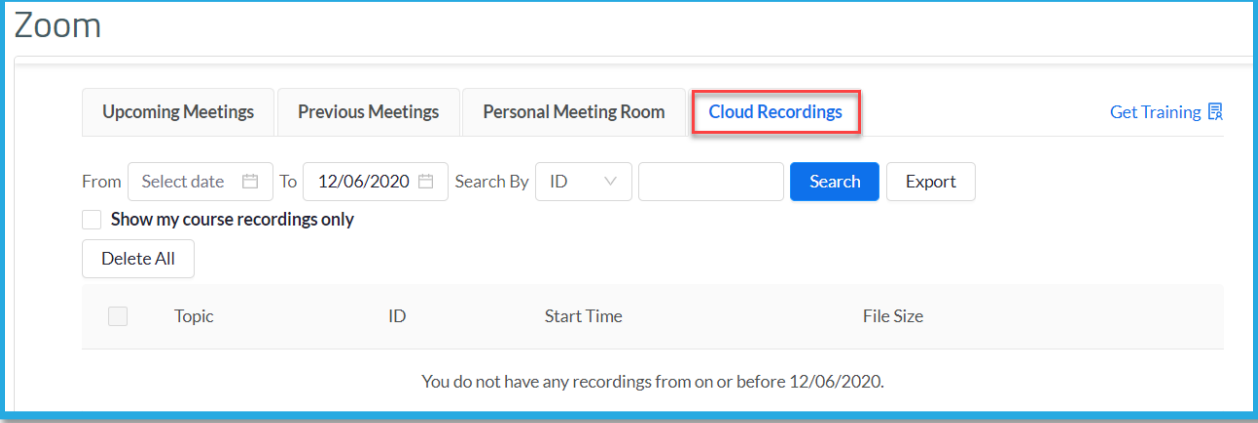


Note: You can learn more about Zoom features inside the class (the virtual room) through [this](#) manual.



## 5. Access the cloud recordings

To view your recordings, go the course and click on **Zoom** activity, and then click on **Cloud Recordings** as illustrated below:



Zoom

Upcoming Meetings Previous Meetings Personal Meeting Room **Cloud Recordings** [Get Training](#)

From  To  Search By

☐ Show my course recordings only

Topic	ID	Start Time	File Size
You do not have any recordings from on or before 12/06/2020.			

In this tab you will be able to filter the recordings by date range, search by ID, view, and download the recordings, noting that the students can only view the recordings.

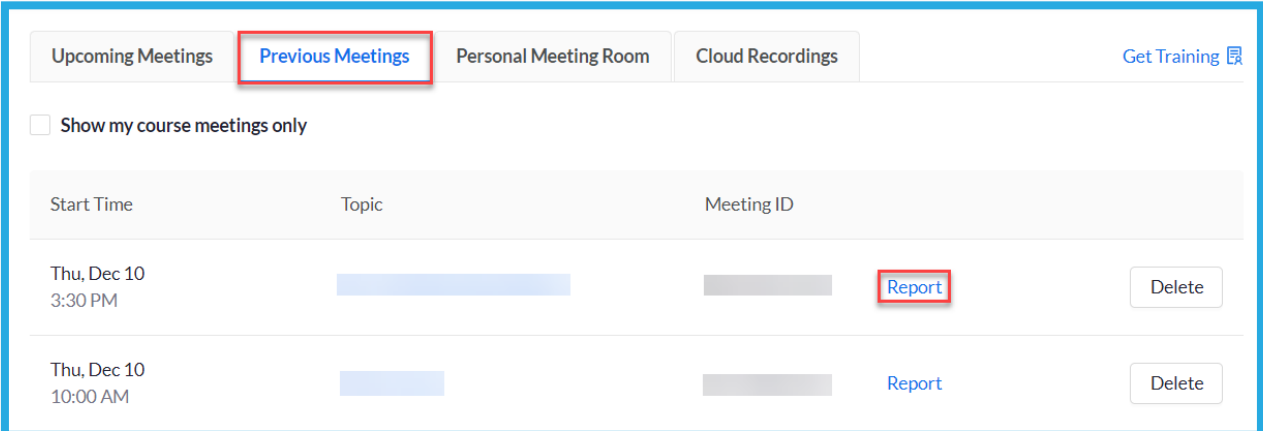
**Note:** The sessions are recorded automatically, once you enter the virtual room.

## 6. Access the attendance report

You can access the attendance report by following the below steps:

1- Enter the course page and click on **Zoom**.

2- Under the **Previous Meetings** section, you will have a list with all the previous sessions where you will be able to access the reports by clicking on **Report**, as illustrated below:



Upcoming Meetings **Previous Meetings** Personal Meeting Room Cloud Recordings [Get Training](#)

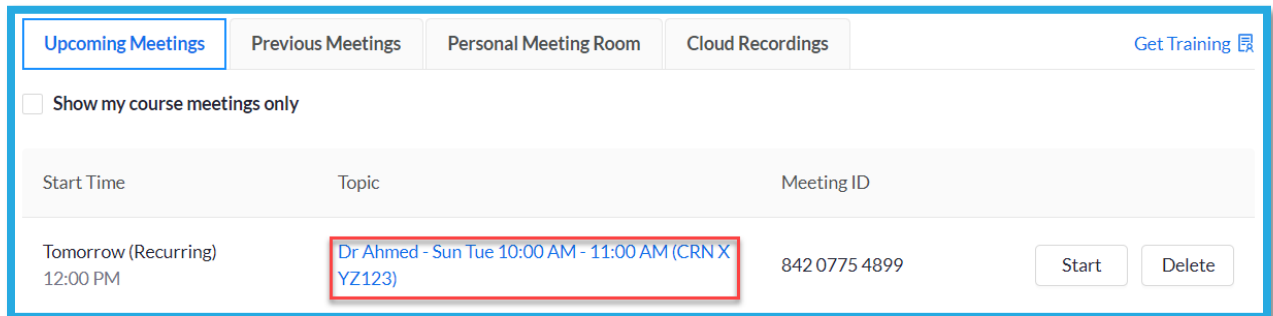
☐ Show my course meetings only

Start Time	Topic	Meeting ID		
Thu, Dec 10 3:30 PM			<b>Report</b>	Delete
Thu, Dec 10 10:00 AM			Report	Delete

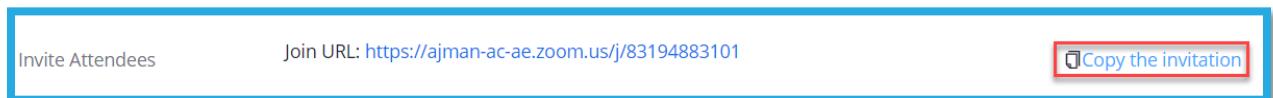
## 7. Special Case: Set up Zoom for courses with multiple course codes

To set up Zoom meeting for courses with multiple course codes, please follow the below steps:

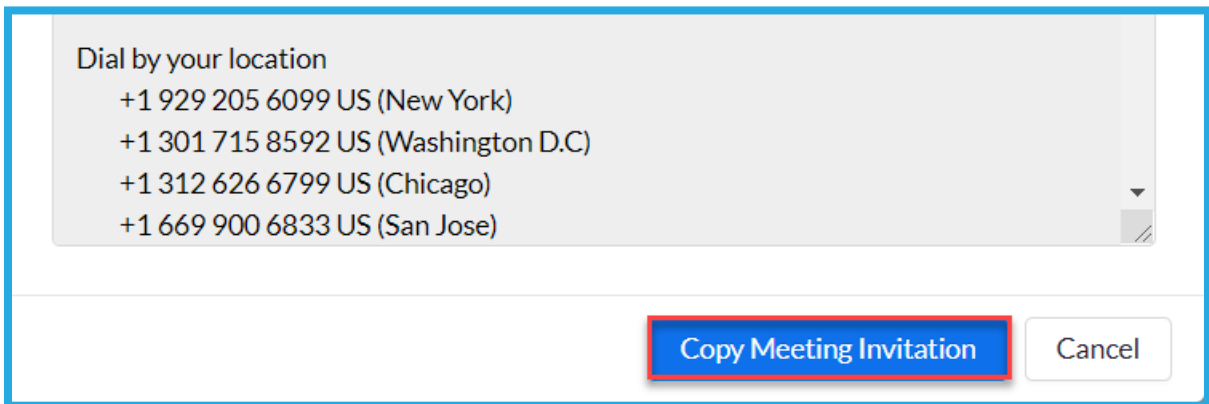
1- In the course where you have already set up Zoom as described in [section 3](#), click on **Zoom** and then click on the specific session, as illustrated below:



2- Click on **Copy the Invitation**, as illustrated below:



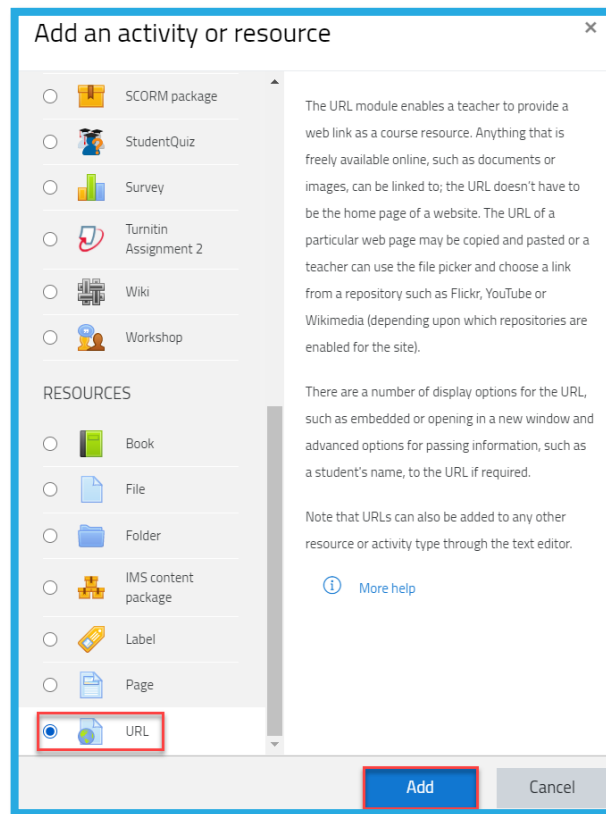
3- Click on **Copy meeting invitation**, as illustrated below:



4- Go to the course where you would like to paste the meeting link.

5- Turn editing on and click on **Add an activity or resource**.

6- Choose URL, and click on the **Add** button, as illustrated below:



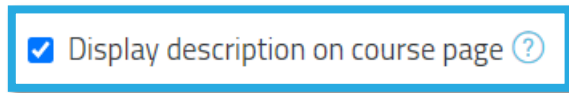
7- In the **Name** field enter the same topic as mentioned in step 2 of [section 3](#).

8- Paste the copied details to the **Description**.

9- Copy the link available in the **Description** to the **External URL** field, as illustrated below:

The image shows a "General" form with three main sections: "Name", "External URL", and "Description". The "Name" field contains the text "Online Exam Link". The "External URL" field contains the URL "https://ajman-ac-ae.zoom.us/j/83194883101", which is highlighted with a red box and labeled with a "2" and "Paste it here" button. The "Description" field contains a rich text editor with a toolbar. The text inside the editor is "X is inviting you to a scheduled Zoom meeting." followed by "Topic: Online Exam", "Time: Dec 10, 2020 10:00 AM Dubai", and "Join Zoom Meeting". At the bottom of the text area, the same Zoom URL is present, highlighted with a red box and labeled with a "1" and "Copy this link" button.

10- Click on the **Display description on course page**, as illustrated below:



11- Click on **Save and return to course**.