## Starting a Zoom session in the VLE

The instructions in this guide are aimed at academics that need to use Zoom for P+R 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. Zoom P+R & remote lectures*.
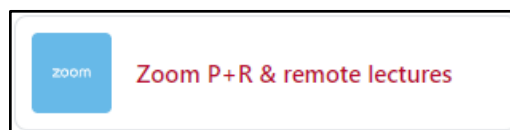
The *Zoom meetings manager* lists all scheduled meetings under the **Upcoming Meetings** tab.

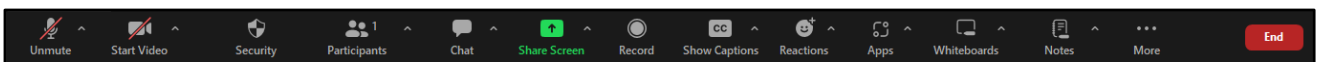3. Click the **Start** button adjacent to the respective Zoom meeting.

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.
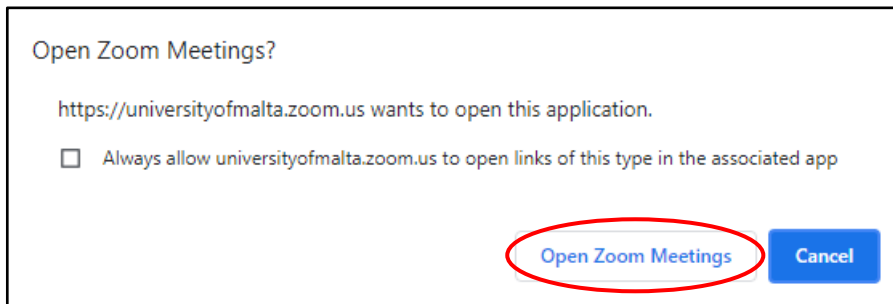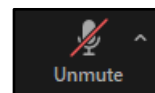

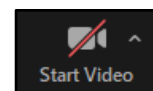5. If prompted, click the **Join with Computer Audio** button.
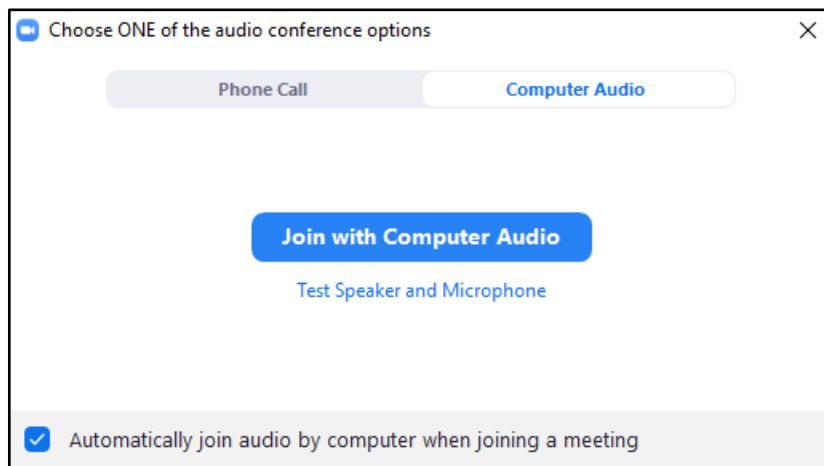
6. In the Zoom meeting screen at the bottom, you have the following options:
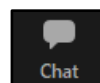

    Click the **Unmute** icon so that your students can hear you talking.

    You can click the **Start/Stop 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.
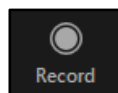
Note:

- 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.

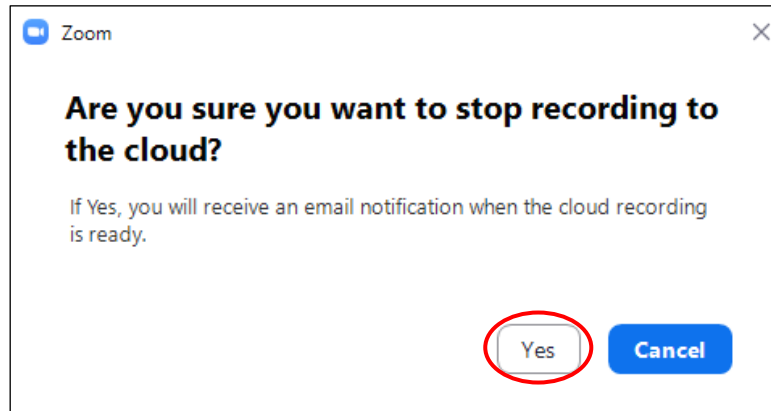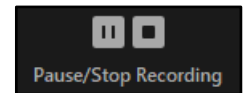9. You may click the **Pause Recording** button anytime during the recording. Remember to click the **Resume Recording** button when you're ready to continue with your recording.

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

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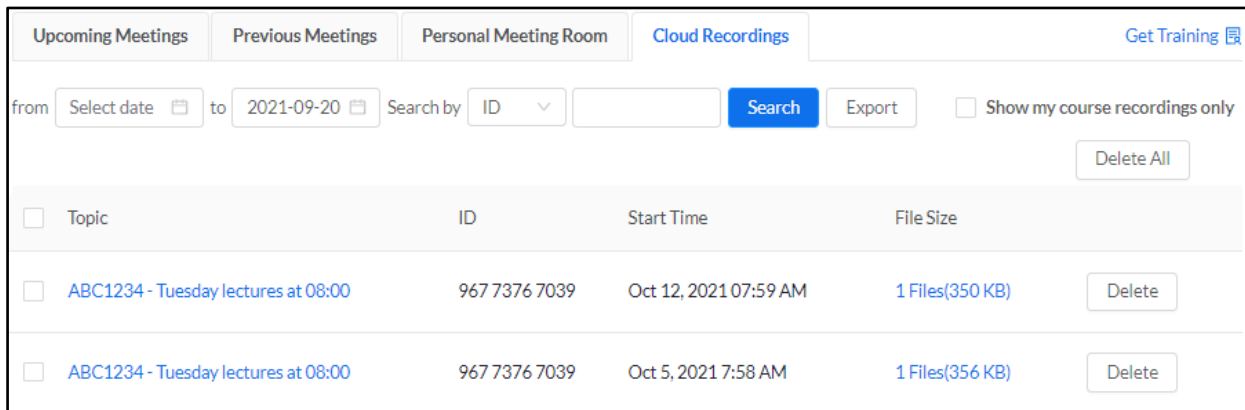
12. At the end of the Zoom session, click the **End** button and choose **End Meeting for All**.
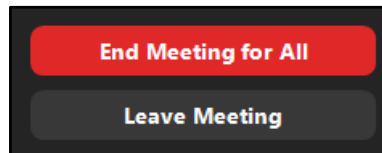
Note:

- 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 listed on the left side of the screen.

    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.

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings		Get Training

from [Select date] to [2021-09-20] Search by [ID ∨] [   ] [**Search**] [Export]   ☐ Show my course recordings only

[Delete All]

☐	Topic	ID	Start Time	File Size	
☐	ABC1234 - Tuesday lectures at 08:00	967 7376 7039	Oct 12, 2021 07:59 AM	1 Files(350 KB)	Delete
☐	ABC1234 - Tuesday lectures at 08:00	967 7376 7039	Oct 5, 2021 7:58 AM	1 Files(356 KB)	Delete

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

- A copy of the Zoom recording is also made available to students in the respective Panopto study-unit folder. Once in Panopto, the lecture recordings will remain available to students for two academic years. 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.