



- News announcements
- Default course forum



- News announcements
- Default course forum



Online Class - Zoom

Create Zoom Meeting

Create Zoom Meeting



Online Class - Zoom

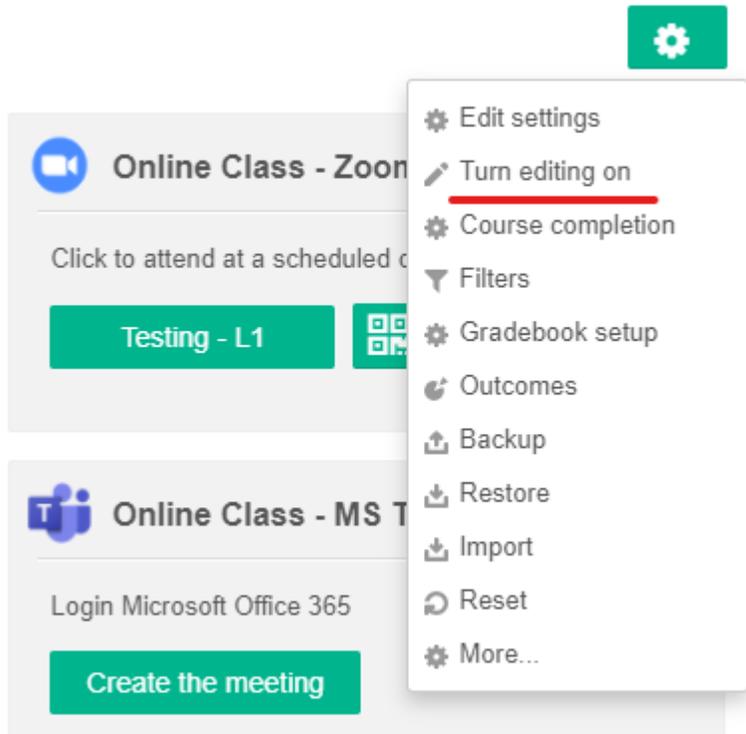
Click to attend at a scheduled class meeting

Start the meeting

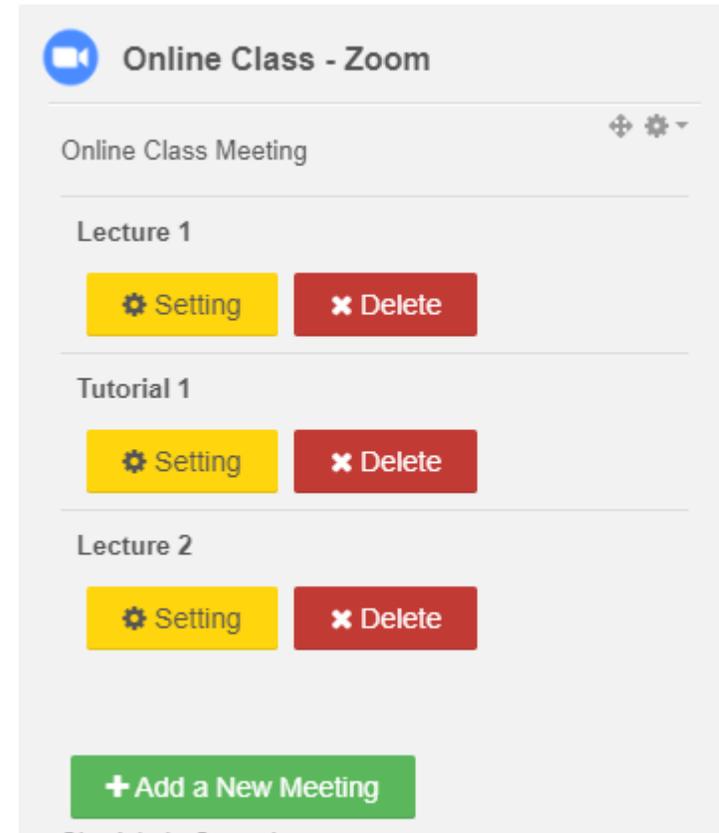


From the Moodle course page, locate the “ZOOM” block from the function column on the right.

Click on “Create Zoom Meeting” or “Start the meeting”.



After creation of the new meeting, select turn editing on from the drop-down menu.



More options will then appear, which allow users to create additional meeting, delete meeting or access the settings.

Setting ×

Meeting Title ?

Sorting ?

Open Zoom Meeting setting in new tab

[🔗 Zoom Meeting Setting](#)

After clicking “Setting” from the previous block, click on “Zoom Meeting Setting”, which will redirect to the settings page from Zoom webpage, as shown in the following.



Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Meetings

Upcoming

Previous

Personal Room

Meeting Templates

Start Time to End Time

Recurring

Recurring

_LAWFAC_0010_2019

Meeting ID: 910 6068 9450

_LAWFAC_0010_2019

Meeting ID: 910 6068 9450

Start

Edit

Delete

The Meeting ID will be shown on the ZOOM meetings page.
It is a unique ID that allows others to join the meeting.

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Edit "_LAWFAC_0010_2019"

Topic

_LAWFAC_0010_2019

Description (Optional)

Online Class of _LAWFAC_0010_2019

 Recurring meeting

Recurrence

No Fixed Time

Meeting ID

 Generated ID 910 6068 9450 Personal Meeting ID 846 456 1710

Security

 Passcode 455664353

Only users who have the invite link or passcode can join the meeting

 Waiting Room

Only users admitted by the host can join the meeting

Video

Host

 on off

Participant

 on off

Audio

 Telephone Computer Audio Both

Meeting Options

 Allow participants to join anytime Mute participants upon entry Require authentication to join

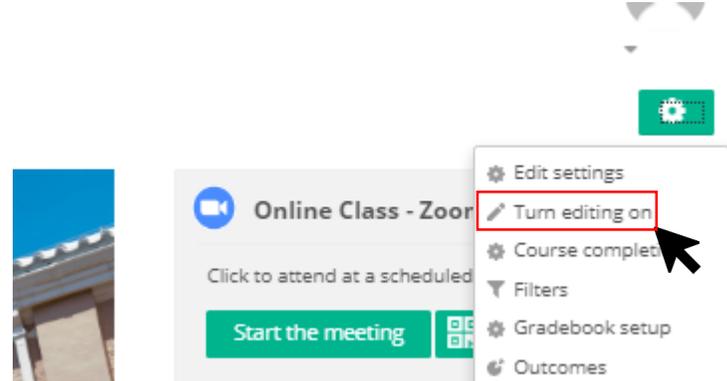
Sign in with HKU SSO

connect.hku.hk.hku.hk [Edit](#) Breakout Room pre-assign Automatically record meeting On the local computer In the cloud Approve or block entry to users from specific regions/countries

Detailed settings of the meeting could be modified from the [HKU Zoom page](#)

- Recurring settings
- Meeting room passcode
- Waiting room
- Video & audio settings
- Participants' permissions
- Authentication for joining
- Meeting recordings

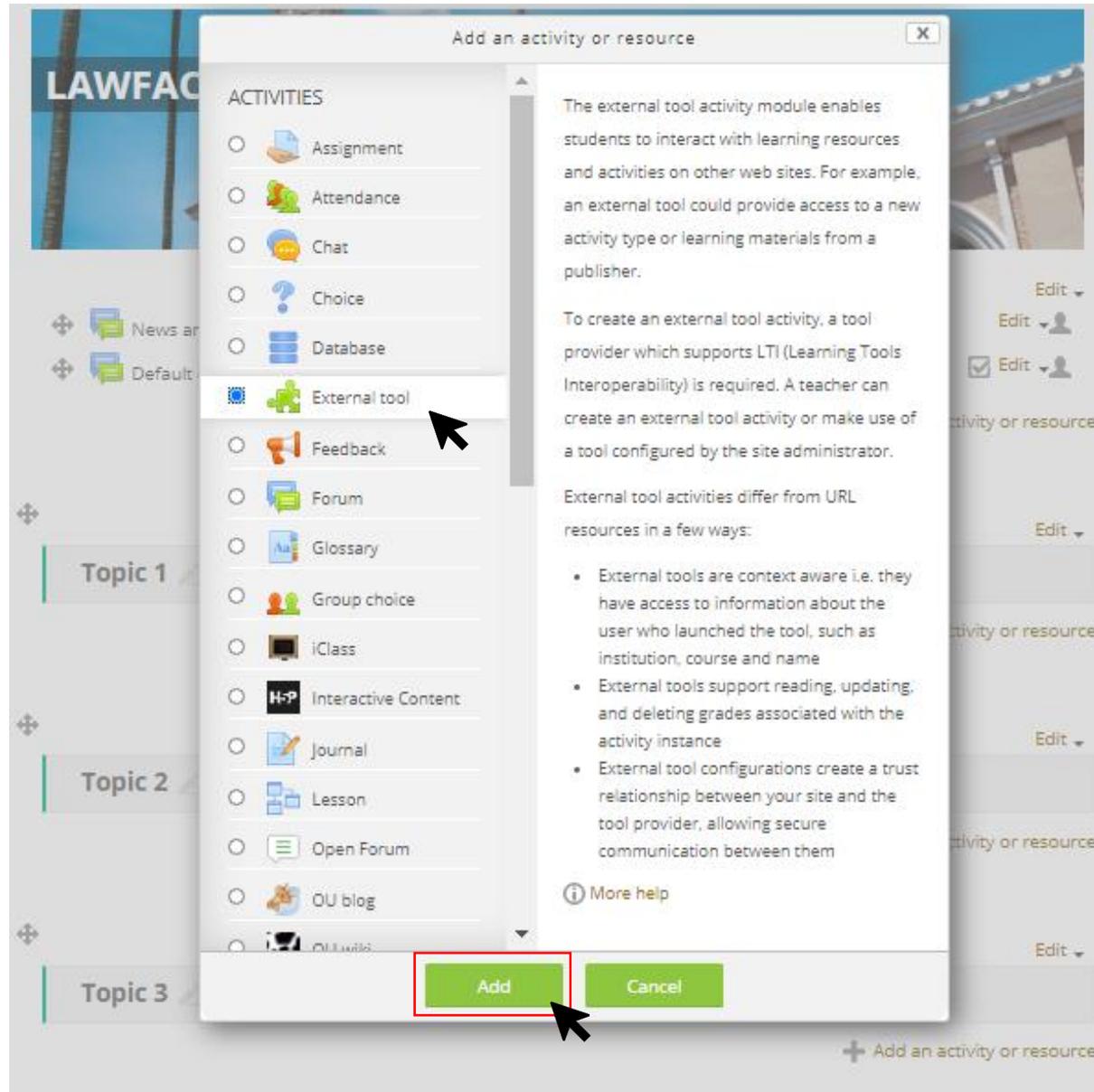
Setting up of external tools is required to facilitate students to access the recordings, and for colleagues to retrieve the Zoom attendance record.



From the Moodle course page, locate the green “gear” icon on the top right of the page. Click on it and select “Turn editing on”.



Under the course title banner, click “Add an activity or resource”.



Select "External tool"
and
click "Add"

Adding a new External tool ?

Personal Data Privacy Issue

If users using external tools that involves passing out any personal data (e.g. student ID, email address, name) to other external systems Personal Data (Privacy) Ordinance (https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html). If no per tools are reduced to, for most part, considerations of a technical nature rather than a legal nature.

For scheduling Zoom meetings under Moodle, there is no need to select the option "only authenticated users can join" as teachers and i entering the Zoom meetings.

General

* Activity name

Preconfigured tool

Select content

Show more...

Competencies

Save and return to course

Save and display

Cancel

Input "Zoom" as the Activity name.

Choose "Zoom Meeting" as the Preconfigured tool.

Then click "Save and return to course".



Click on the “Zoom” tab which was just created.

Zoom

zoom

Your current Time Zone is (GMT+08:00) Hong Kong. [↗](#)

All My Zoom Meetings/Recordings [Schedule a New Meeting](#)

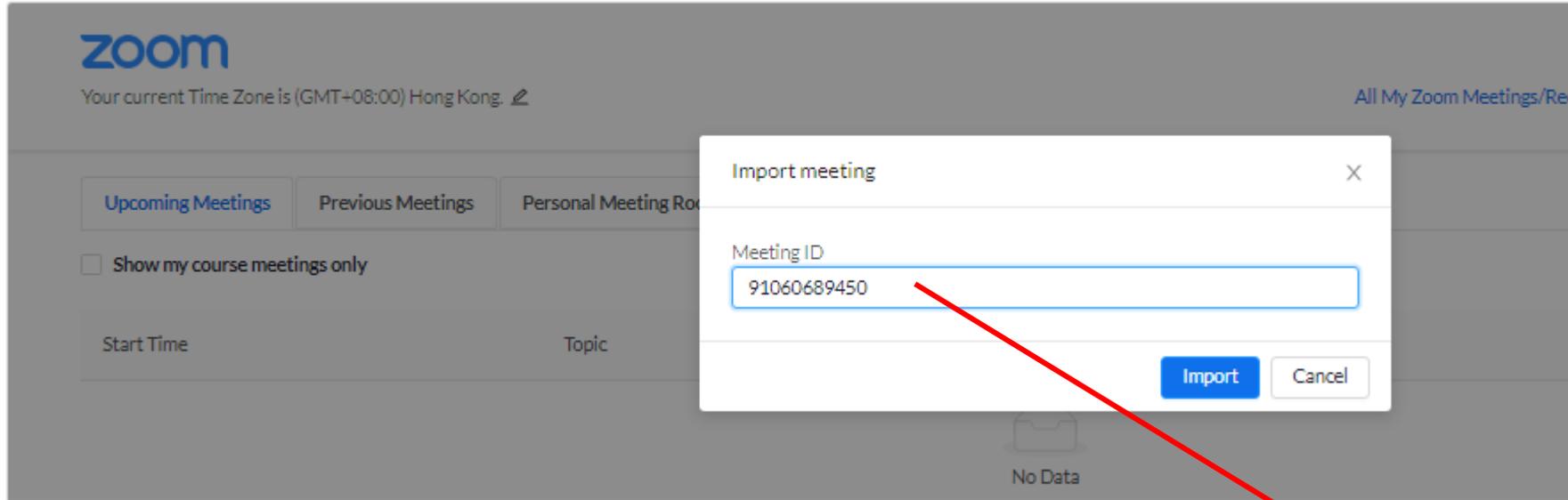
Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings

Show my course meetings only

Start Time	Topic	Meeting ID
No Data		

A new window should now appear, open the drop-down menu on the top right corner and select “Import meeting”.

Zoom



Enter the meeting ID
and click "Import".

Zoom

The screenshot shows the Zoom web interface. At the top left is the Zoom logo and the text "Your current Time Zone is (GMT+08:00) Hong Kong." At the top right are links for "All My Zoom Meetings/Recordings", a blue "Schedule a New Meeting" button, and a menu icon. Below this is a navigation bar with tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings", along with a "Get Training" link. A checkbox labeled "Show my course meetings only" is present. The main content is a table with columns for "Start Time", "Topic", and "Meeting ID". A single row is highlighted with a red border, showing "Recurring" in the Start Time column, "_LAWFAC_0010_2019" in the Topic column, and "910 6068 9450" in the Meeting ID column. To the right of this row are "Start" and "Delete" buttons. At the bottom right of the table are navigation arrows and a page number "1".

zoom

Your current Time Zone is (GMT+08:00) Hong Kong. [↗](#)

All My Zoom Meetings/Recordings [Schedule a New Meeting](#) [⋮](#)

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

Show my course meetings only

Start Time	Topic	Meeting ID	
Recurring	_LAWFAC_0010_2019	910 6068 9450	Start Delete

< 1 >

The meeting topic and ID should now appear on the screen.

And now everything is set!