

# Teaching session with Zoom

You can use Zoom for:

- online lectures with students
- open exercise sessions
- one-to-one student guidance (eg. thesis guidance)
- open reception hours



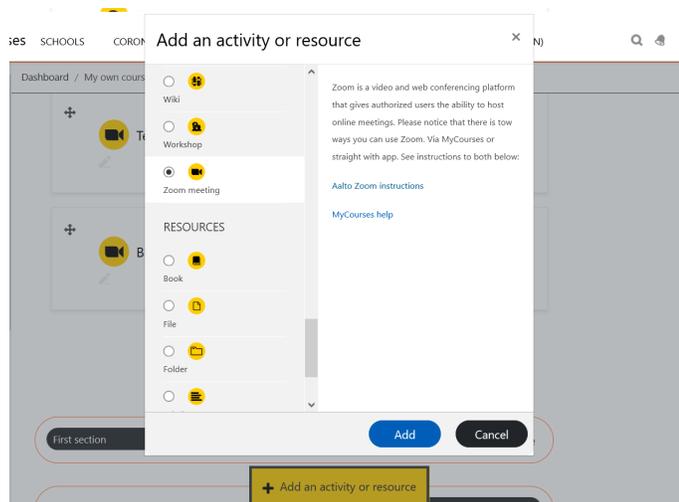
## Prerequisites:

Before adding Zoom activity to your course, please make sure that you have took Zoom into use and signed in with your Aalto credentials. Take a look at these steps: <https://www.aalto.fi/en/services/zoom-quick-guide>

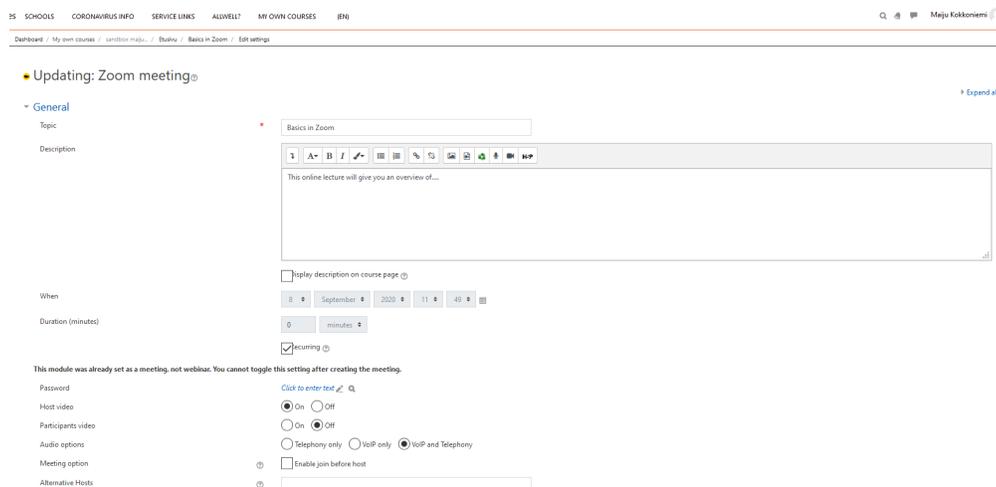
## How to set up Zoom activity in course page

First, go to your course page.

Turn editing on *Add an activity or resource* in the activities list, select "Zoom meeting" and press Add button.



Schedule either one-time or recurring session in the next page.



## Session Configurations

Setting	Description
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Topic	Title of your session that will be shown to students
Description	Description of your session
Display description on course page	If enabled, the description above will be displayed on the course page just below the link to the activity or resource.
When	Set the Month, Date, Year, Hour and Minute of your session
Duration (Minutes)	How long your session will last
Recurring	Create a session with no end date (i.e., the meeting "room" is always open/available. Recurring sessions do not show up in the calendar.
Webinar	This option is only available to pre-authorized Zoom accounts.
Password	Setting a password for your session will require users to enter the password before joining
Host Video	Choose whether host's video should be on or off when entering the session
Participants Video	Choose whether a student's video should be on or off when entering the session
Audio Options	Choose whether students can join the session by phone, over the computer or use both options.
Enable join before host	Join before host allows students to join the session before the host joins, or when the host cannot attend the session.
Alternative Hosts	The alternative host option allows you to schedule sessions and designate another user on the same account to start it if you are unable to. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the session.

When you are done, click "**Save and display**". If you scheduled one-time session, the session shows up in the calendar in the course home page. Recurring sessions do not show up in the calendar. Do not forget to inform students where the session takes place, or any changes in the timetable. We recommend adding information in the course home page.

You can grade sessions by setting grading in settings. It will create a column in Grader report.

Please keep in mind that you can also create a session in Zoom web portal and copy and paste the link to your course page.

## How students can join Zoom session

Students have an automatic access to the session after they have logged in to MyCourses and the course page. Students can join the session by clicking "**Start meeting**" button. When joining, students can launch Zoom either from a web browser or from a client software.

If students use Zoom for the first time, we recommend that they sign in with their Aalto credentials by following these steps: <https://www.aalto.fi/en/services/zoom-quick-guide>

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*For more information about Zoom, visit:*

- Adding a new Zoom activity in Moodle: [https://github.com/ucla/moodle-mod\\_zoom/wiki/Adding-a-new-Zoom-meeting-Activity](https://github.com/ucla/moodle-mod_zoom/wiki/Adding-a-new-Zoom-meeting-Activity)
- Aalto Zoom web portal: <https://aalto.zoom.us/>
- Zoom tutorials: <https://www.aalto.fi/en/services/zoom-video-tutorials>
- Zoom Quick Guide: <https://www.aalto.fi/en/services/zoom-quick-guide>
- Zoom Quick Guide in Finnish: <https://www.aalto.fi/fi/palvelut/zoom-pikaopas>

