Creating a Zoom Meeting In Myplace

This article runs through how to create a Zoom Meeting for Teaching activities in Myplace.
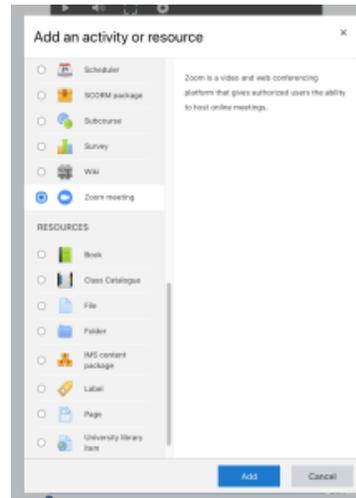
1. Go to your class site

You should navigate to the class in Myplace that you are adding the activity to and **Turn Editing On**

2. Add an activity or resource

Select the **Zoom Meeting** activity and click **OK**

## 3. Activity Settings

There are a number of settings:

- Name: this should clearly describe the purpose of the meeting activity (e.g. Tuesday Lectures). You may wish to include the **P assword** for the meeting here so students can see it from the course page
- Description: Further details
- When: If the meeting is a one-off meeting you can specify the times. If you want to re-use the space (e.g. for scheduled lectures), tick the **Recurring** box.
- Password: A random password that participants need to enter is generated but you can change this to a different one. **A password is mandatory.**

  ⊘ At present the Password is **not** displayed to participants.

  Whilst the password **might** be embeded in the Join Meeting link, this might not always be the case, and as the Host it is up to you to ensure that this detail is made available either in the Activity name or description.

- **Host Video**: On
- **Participants Video:** This is up to your choice, for a lecture you may wish this disabled
- **Audio Options** : The default is VoIP & Telephony
- **Mute upon entry:** Checked
- Meeting Options:
  - **Enable join before host:** Unchecked
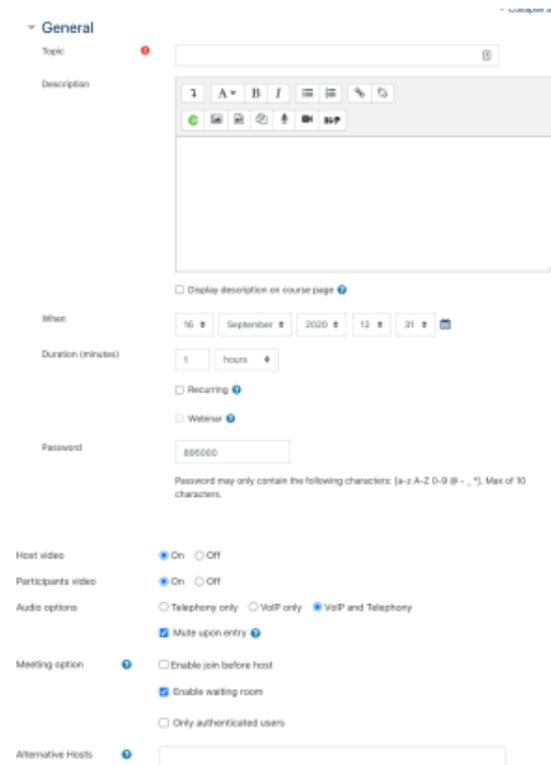
- **Enable waiting room**: This will allow you hold the participants outside of the main room until you are ready for them (see Zoom Support Site for more information)
- **Only authenticated Users:** Checked. This will force students to log in to Zoom. **This is recommended, especially if you are pre-assigning breakout rooms**. Y
- **Alternate Hosts:** Normally the user who creates the meeting is the Host and has to start the meeting. You can add the email address of other users who may start the meeting on behalf of the Host.

> ✅ Zoom allows attendees to join a meeting **without** logging into Zoom. However they will not be mapped to pre-assigned breakout rooms.
>
> All staff and students have Zoom accounts with Strathclyde so there is *almost* no case where **Only Authenticated Users** is unchecked.

Once you have set the meeting parameters click on the **Save and return to class** or **Save and display**

4. Schedule meeting for

In the activity setting, there is an option that allows you to schedule a meeting on behalf of another user who has assigned you scheduling privilege.

- **Schedule meeting for:** Choose the user you want to **Schedule For** from the dropdown menu. The user will become the host.

> ⚠ The users who will be doing the scheduling first need to be given the privilege via Zoom's setting by the people they will be scheduling on behalf. This needs done at http://strath. zoom.us. To learn how to set up this scheduling privilege please follow Setting up scheduling privilege.

Note: The user who will be doing the scheduling needs to be **enrolled** in Myplace class by tutor to be able to schedule meetings on behalf of other users.

If you needed to change the host, on your class page select **Edit settings** from the dropdown menu.

- In the activity setting, check **Change host**.
- Choose the user you want to **Schedule For** from the dropdown menu.
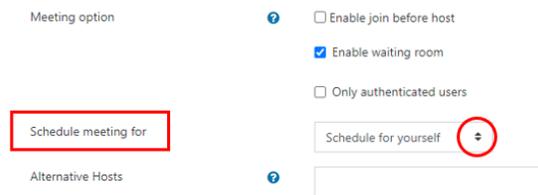
5. Meeting Details

If you clicked on **Save and Display** you will see the details of the meeting (if you clicked on **Save and return to class** you would be returned to the class's main page).

If you are the **Host** for the meeting (i.e. created it) you will see all of the details of the class.

You can start the meeting at the appropriate time by clicking on the **Start Meeting** button.

20/21 Test Site

My Test meeting

	Start Meeting
	Sessions
Add to calendar	📅 Download iCal
Start Time	Wednesday, 16 September 2020, 12:50 PM
Duration (minutes)	5 mins
Password Protected	Yes
Password	895000
Join link	https://strath.zoom.us/j/96035121965?pwd=Mjl4YndaQnFGNGxmandNWXJnRnZMZz09
Join meeting before host	No
Waiting room enabled	Yes
Start video when host joins	Yes
Start video when participant joins	Yes
Audio options	VoIP and Telephony
Mute upon entry	Yes
Only authenticated users	No
Status	In progress
	All meetings

Host Meeting Details

As a student you will see the meeting information with a **Join Meeting** button.

> ⚠️ At present the Password is **not** displayed to participants.
>
> Whilst the password **might** be embeded in the Join Meeting link, this might not always be the case, and as the Host it is up to you to ensure that this detail is made available either in the Activity name or description.

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My Test meeting

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Audio options	VoIP and Telephony
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Only authenticated users	No
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Student Meeting Details

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