

Zoom Instructions

Hi Faculty ~ the Zoom links in your courses will be set up before each class session, so the work on your part is designed to be minimal and easy to do. Here is a step-by-step for signing into Moodle, and accessing the Zoom links.

1. Navigate to **moodle.jessup.edu** and sign in to Moodle
2. Click on your **Dashboard** and go to your course
3. Under the *Announcements* portion of the Moodle shell, you will find your **Zoom Link**

The screenshot shows the Moodle interface for a course named "Helpdesk Test Course". The user is logged in as Kaitey Vasquez. The left sidebar contains navigation options: Helpdesk, Participants, Badges, Competencies, Grades, Dashboard, Site home, Calendar, Private files, My courses, Testing Restore, Helpdesk, and Site administration. The main content area displays a calendar of Zoom links for the course. The calendar shows dates from September 13 to October 24. The Zoom Link is listed for each week. The right sidebar contains sections for Online Support, Panopto, Search forums, and Latest news.

William Jessup University

Kaitey Vasquez

Helpdesk Test Course

Dashboard / My courses / Helpdesk

Announcements

Zoom Link

Your progress

September 13 - September 19

September 20 - September 26

September 27 - October 3

October 4 - October 10

October 11 - October 17

October 18 - October 24

Online Support

For assistance with technical issues, please click here.

Online Support Center

Panopto

This course has not yet been provisioned. Provision Course

Search forums

Go

Advanced search

Latest news

Exciting news about Open LMS + LTG!


4. Click on the Zoom Link

5. Find the meeting that has the time / date of your course and click “Start.”

Helpdesk Test Course

[Dashboard](#) / [My courses](#) / [Helpdesk](#) / [General](#) / [Zoom Link](#)

Zoom Link



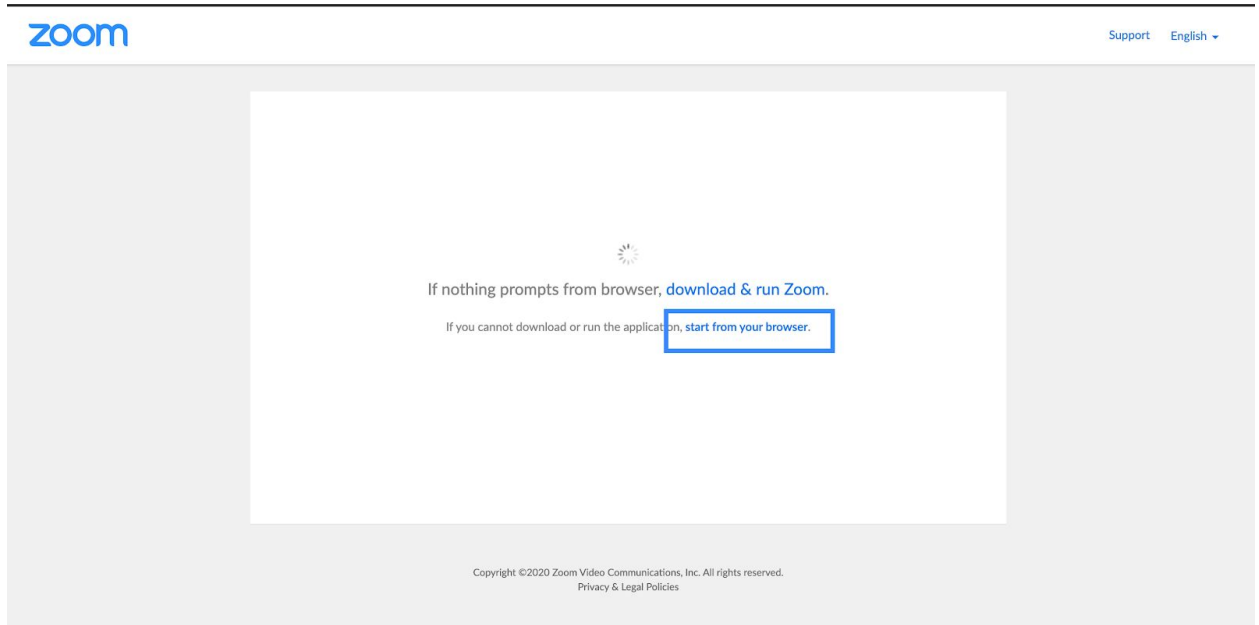
Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada). [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) ⋮

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

Show course meetings scheduled by me

Start Time	Topic	Meeting ID	
Today 9:30 AM	Helpdesk Test Course	993-945-297	Start Delete

6. The meeting will open a new tab. When the new tab opens, click “open in browser”



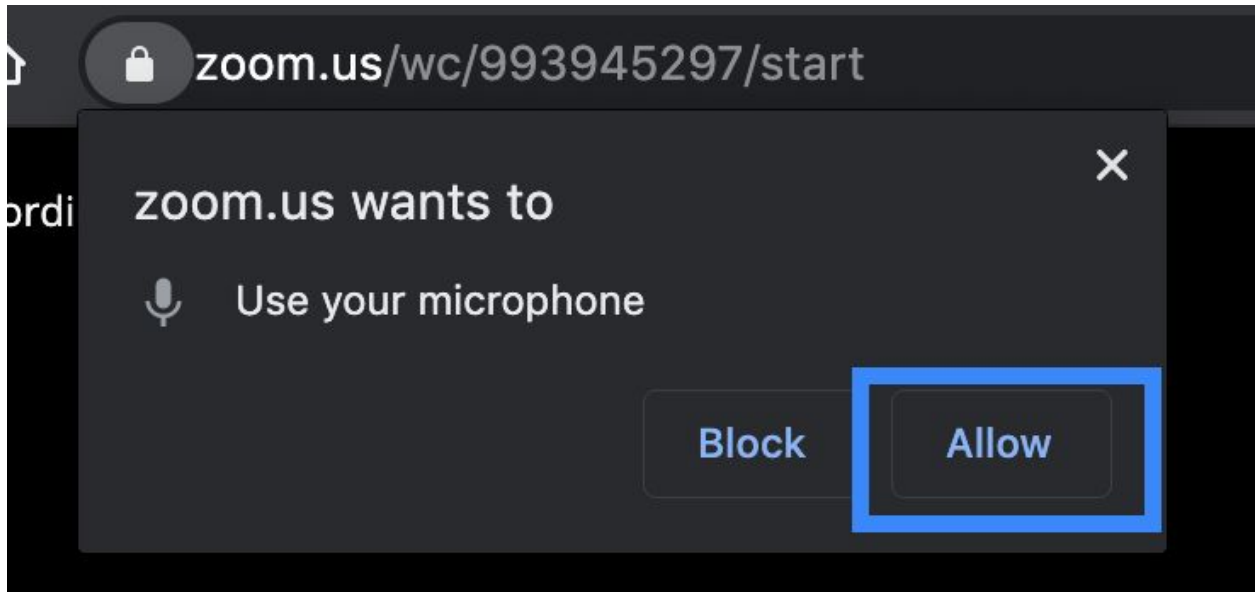
zoom [Support](#) [English](#)

If nothing prompts from browser, [download & run Zoom](#).

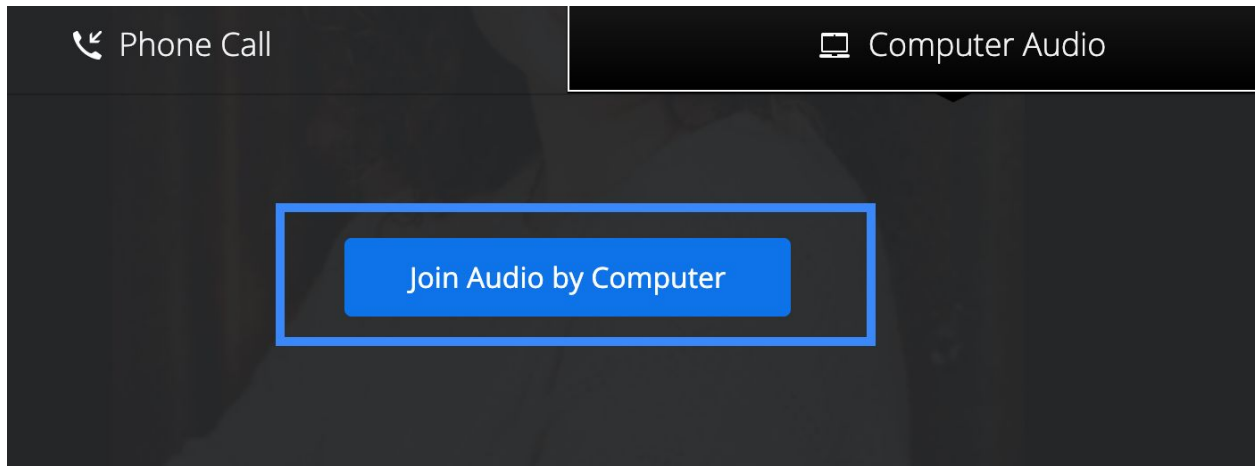
If you cannot download or run the application, [start from your browser](#).

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7. The meeting is now set to start. You will need to allow the microphone and camera on your device to have access to zoom. This is how it looks on some computers:



8. Connect using your **computer audio**. Note: if your computer does not have a microphone you can call the number provided.



9. The meeting has started, your profile picture or camera view should be showing.
10. The menu bar at the bottom is where you can use features including:

- Putting your microphone / camera on mute
- Checking to see the meeting participants
- Sharing your screen (participants can also do this to give presentations)
- Chatting with students
- Pausing the recording for a lunch break
- Setting up breakout sessions



11. At the end of the meeting, click “leave meeting.” The recording will show on the Moodle page a few hours later.