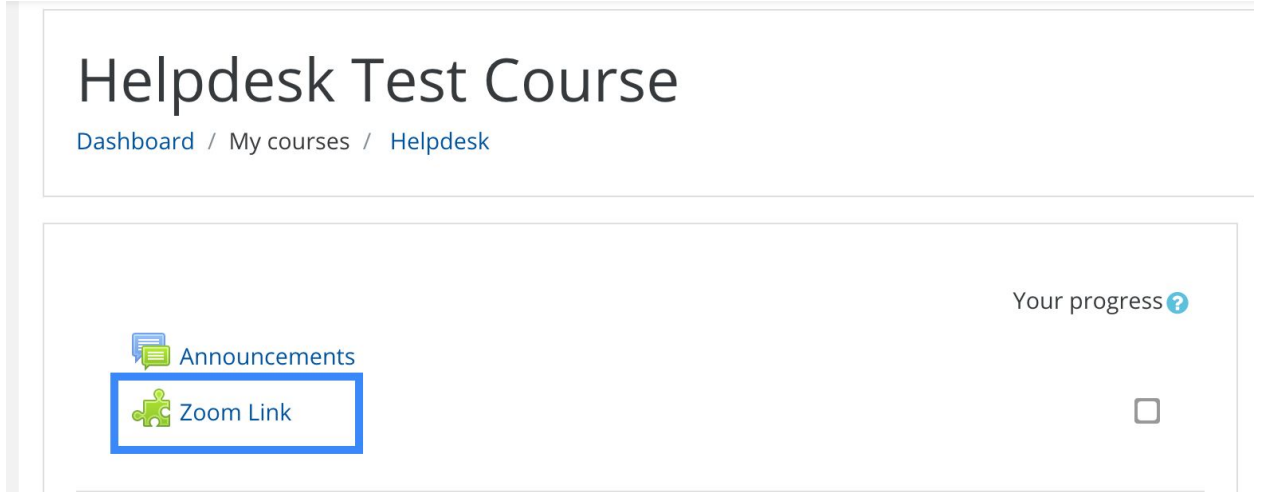


Zoom Instructions

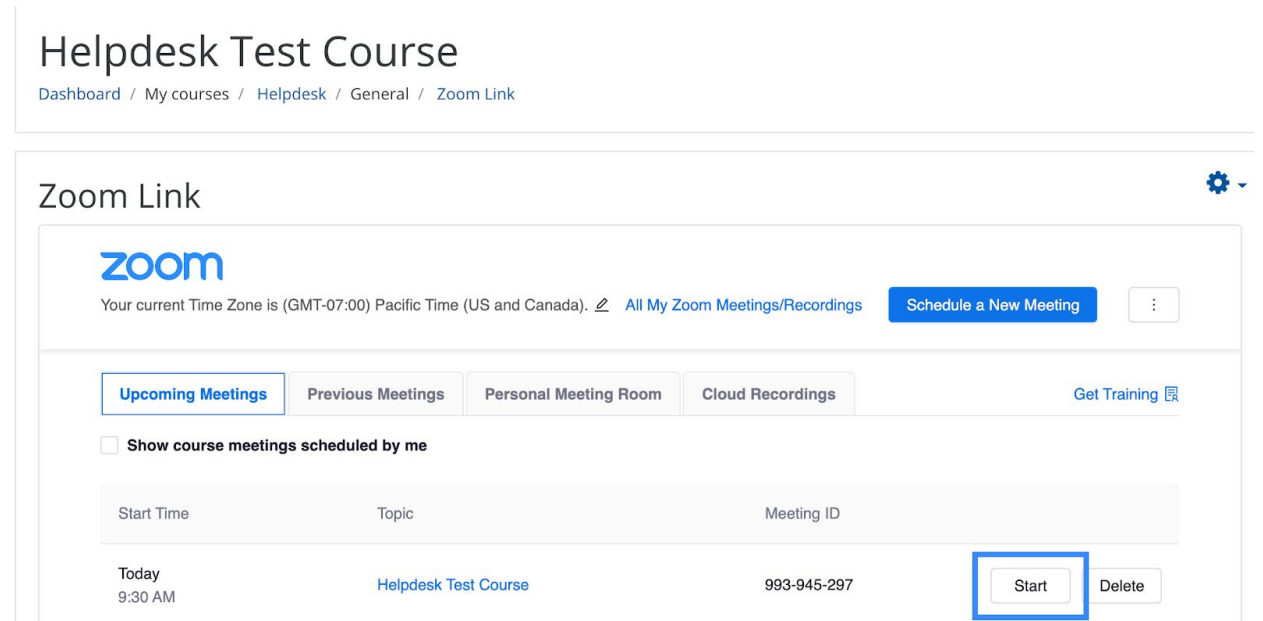
Hi Faculty ~ the Zoom links in your courses will be set up before each class session, so the work on your part is designed to be minimal and easy to do. Here is a step-by-step for signing into Moodle, and accessing the Zoom links.

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 course page for 'Helpdesk Test Course'. The breadcrumb trail is 'Dashboard / My courses / Helpdesk'. Under the 'Announcements' section, there is a 'Zoom Link' button with a puzzle piece icon, which is highlighted with a blue rectangular box. To the right, there is a 'Your progress' indicator with a question mark icon and a small square checkbox.

4. Click on the Zoom Link
5. Find the meeting that has the time / date of your course and click "Start."

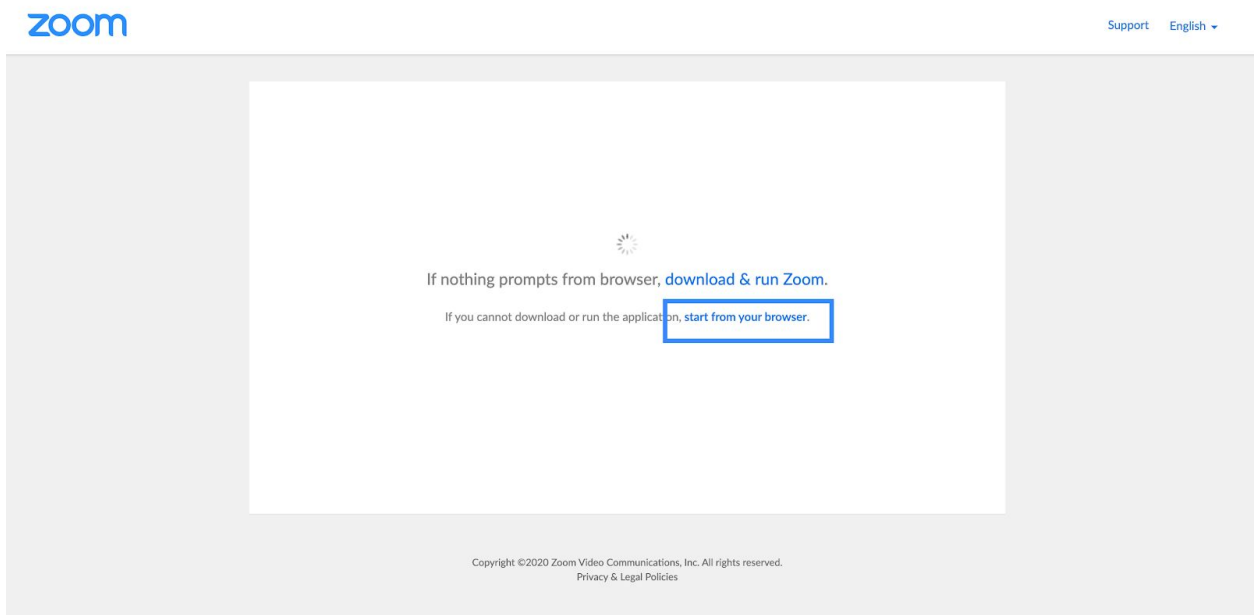


The screenshot shows the Zoom web interface for 'Helpdesk Test Course'. The breadcrumb trail is 'Dashboard / My courses / Helpdesk / General / Zoom Link'. The page title is 'Zoom Link'. The Zoom logo is visible, along with the text 'Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada)'. There is a 'Schedule a New Meeting' button and a menu icon. Below this, there are tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Cloud Recordings'. A checkbox labeled 'Show course meetings scheduled by me' is checked. A table lists the meeting details:

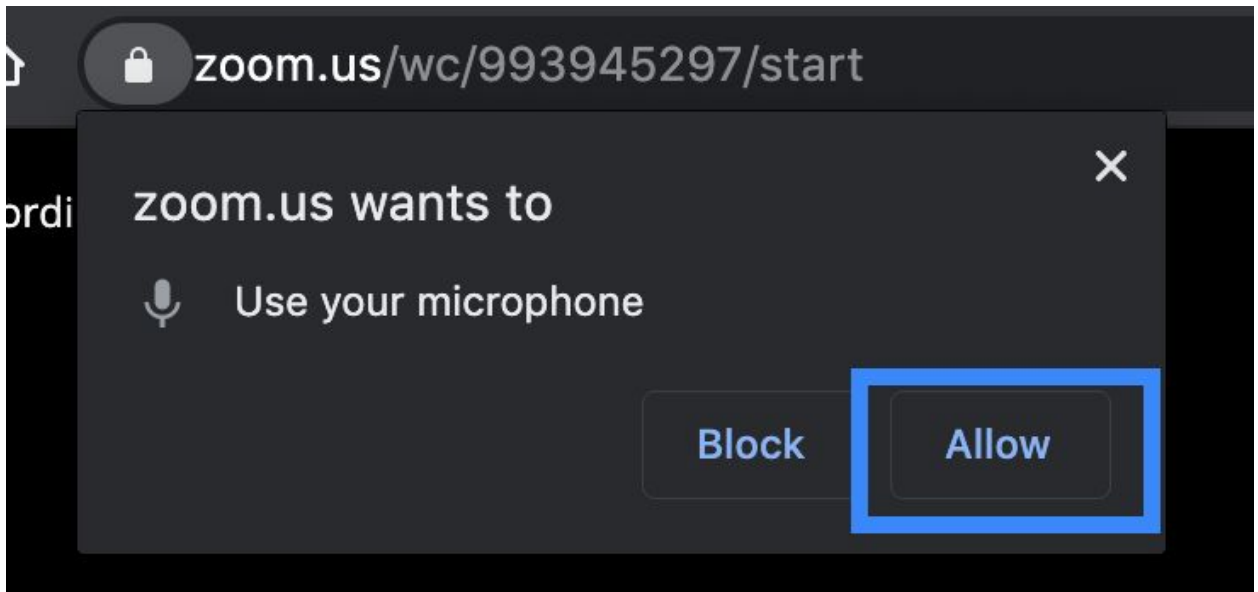
Start Time	Topic	Meeting ID	
Today 9:30 AM	Helpdesk Test Course	993-945-297	Start Delete

The 'Start' button in the table is highlighted with a blue rectangular box.

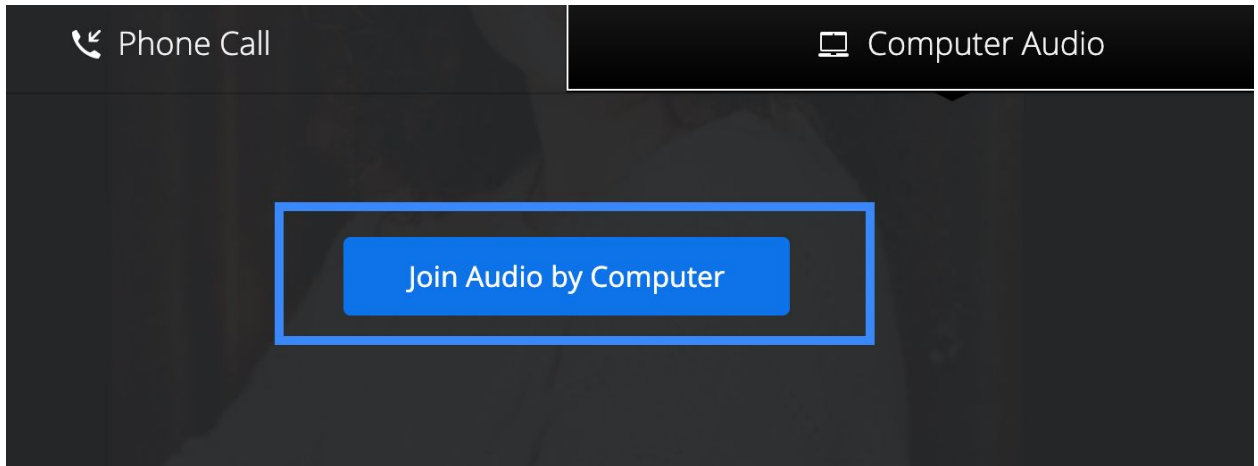
6. The meeting will open a new tab. When the new tab opens, click **“open in browser”**



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.