

User guide on creating online class through Moodle

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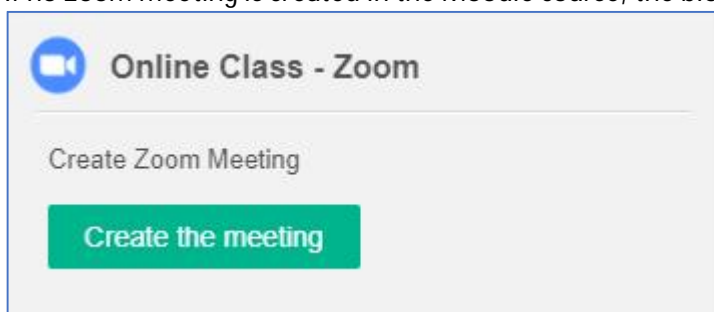
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A. Online Class – Zoom Meeting block

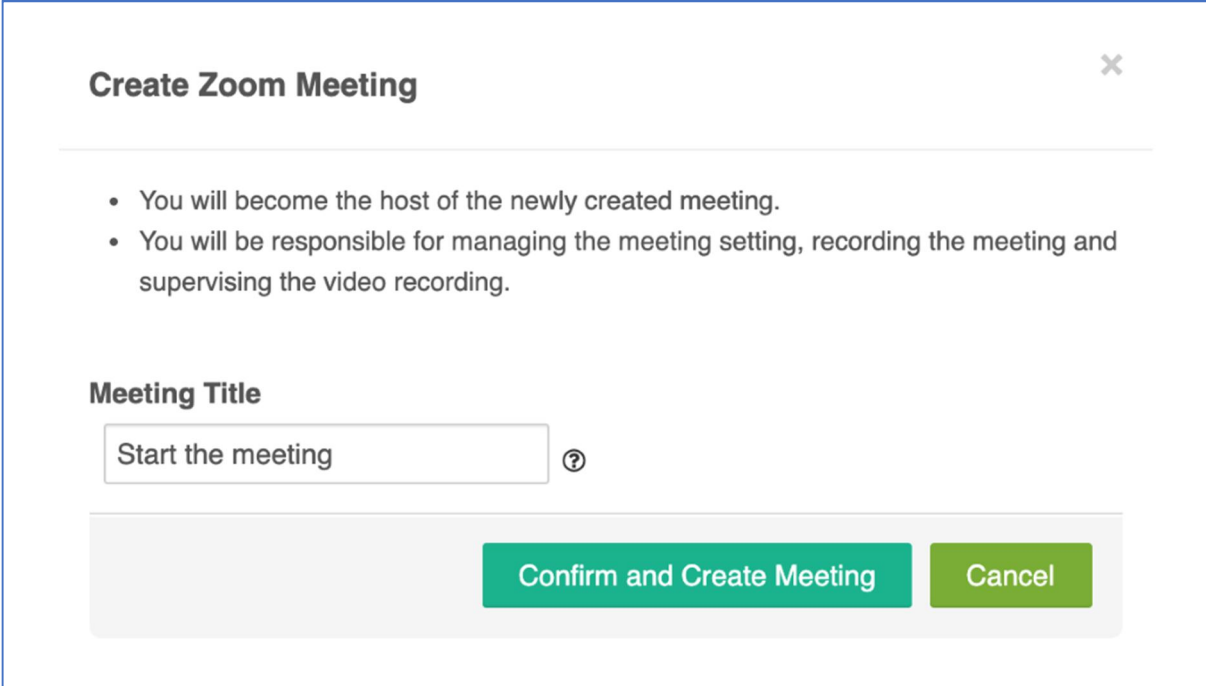
A1. For teacher/TA/Course Admin role

(i) Create Zoom Meeting

If no Zoom meeting is created in the Moodle course, the block shows “Create the meeting” button



When the user click the create the meeting button, a pop-up window is display as shown below. User can input the meeting title for the Zoom meeting, then click confirm to create.



Create Zoom Meeting ✕

- You will become the host of the newly created meeting.
- You will be responsible for managing the meeting setting, recording the meeting and supervising the video recording.

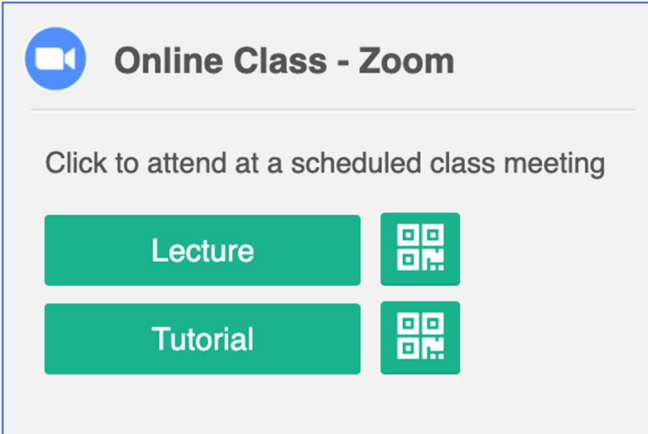
Meeting Title

Start the meeting ?

Confirm and Create Meeting **Cancel**


(ii) Join Zoom Meeting


After Zoom Meeting is created, the teacher/TA/Course Admin/Student can join the meeting either by clicking the Zoom Meeting link button or via the QR code.



Online Class - Zoom

Click to attend at a scheduled class meeting

Lecture 

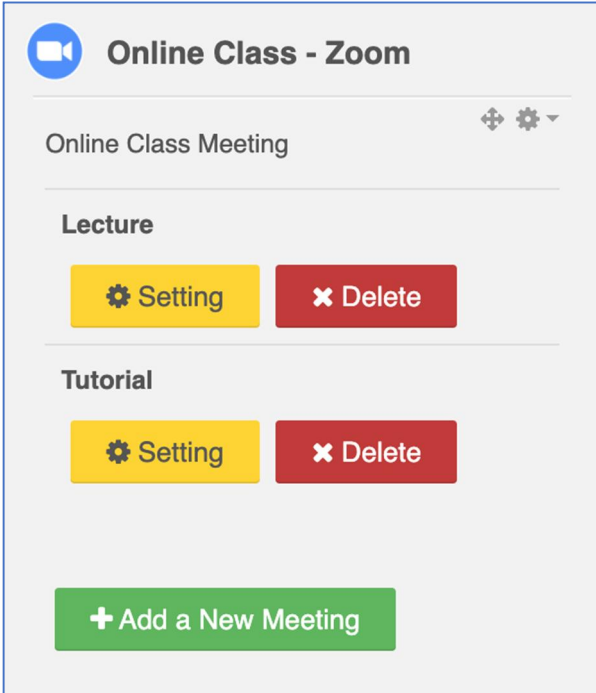
Tutorial 

(iii) Editing Mode of the Zoom Meeting block

When "Turn editing on", the Zoom meeting block will show the setting functions. The user can:

- "Add a New Meeting" - add additional Zoom Meeting
- "Delete" – delete the Zoom Meeting (This only delete the record in Moodle. The actual Zoom Meeting record still exists in <https://hku.zoom.us>.)
- "Setting" – Change meeting title, meeting sorting order and link to Zoom Meeting settings in <https://hku.zoom.us>.

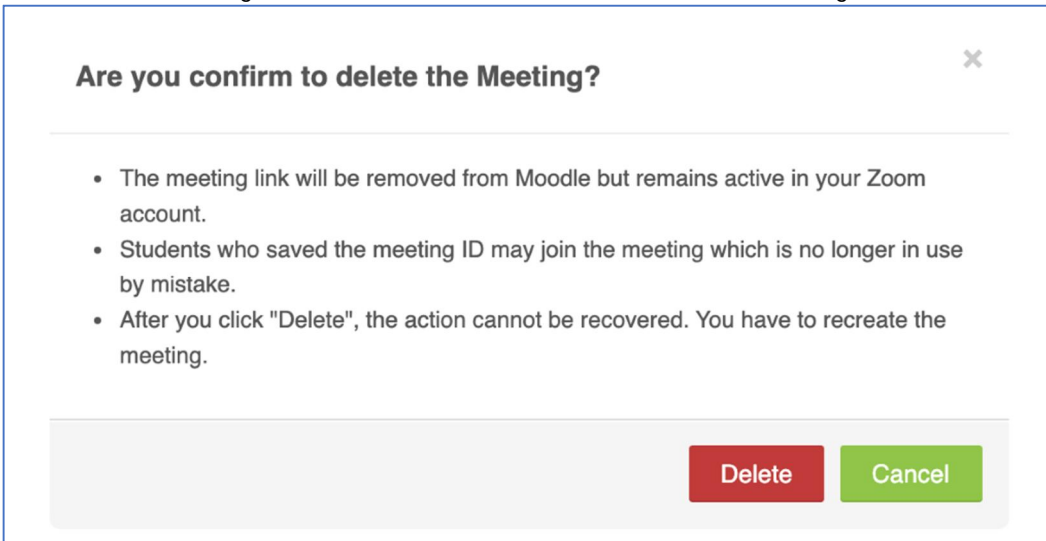
"Add a New Meeting"



The screenshot shows a user interface for managing Zoom meetings. At the top, there is a blue header with a camera icon and the text "Online Class - Zoom". Below this, the text "Online Class Meeting" is displayed with a plus icon, a gear icon, and a dropdown arrow. The interface is divided into two sections: "Lecture" and "Tutorial". Each section contains a yellow "Setting" button with a gear icon and a red "Delete" button with an 'x' icon. At the bottom of the interface, there is a green button with a plus icon and the text "Add a New Meeting".

"Delete" Meeting

If the user is the host of the meeting, the follow popup box is shown to remind the user that the actual Zoom Meeting is still exist, but this will delete the Zoom meeting record in Moodle only.

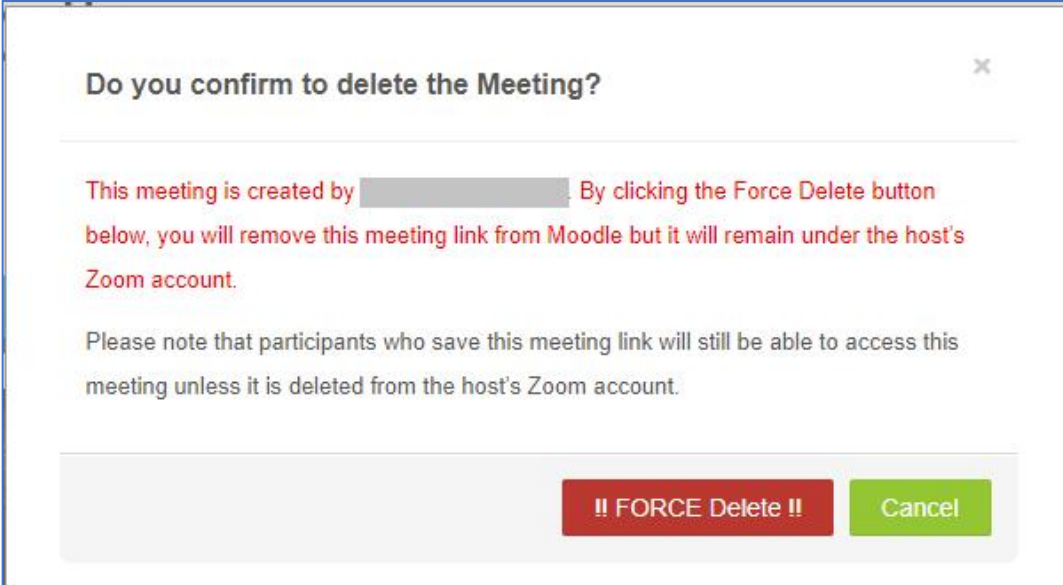


The screenshot shows a confirmation popup box with a close button (x) in the top right corner. The title of the popup is "Are you confirm to delete the Meeting?". Below the title, there is a list of three bullet points:

- The meeting link will be removed from Moodle but remains active in your Zoom account.
- Students who saved the meeting ID may join the meeting which is no longer in use by mistake.
- After you click "Delete", the action cannot be recovered. You have to recreate the meeting.

At the bottom of the popup, there are two buttons: a red "Delete" button and a green "Cancel" button.

If the user is not the host of the meeting, the following popup box is shown to remind that he/she is deleting a meeting record which is belong to another user.



Do you confirm to delete the Meeting? ✕

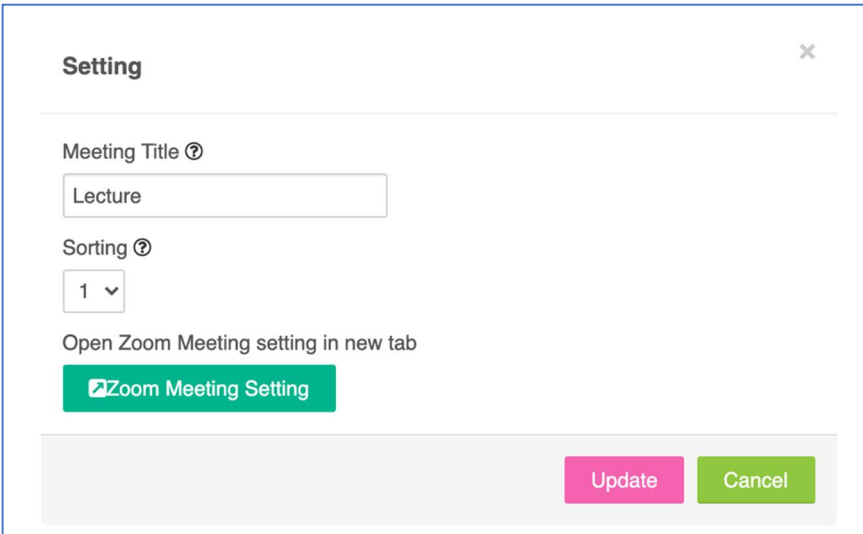
This meeting is created by . By clicking the Force Delete button below, you will remove this meeting link from Moodle but it will remain under the host's Zoom account.

Please note that participants who save this meeting link will still be able to access this meeting unless it is deleted from the host's Zoom account.

!! FORCE Delete !! Cancel

“Setting” of the Zoom Meeting block

The user can update meeting title (the topic at hku.zoom.us will be updated accordingly.), sorting order and click the link to show the Zoom Meeting setting in <https://hku.zoom.us> (if the user is the host)



Setting ✕

Meeting Title ⓘ

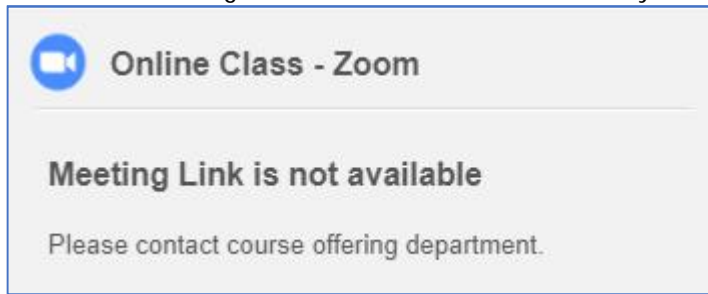
Sorting ⓘ

Open Zoom Meeting setting in new tab
[Zoom Meeting Setting](#)

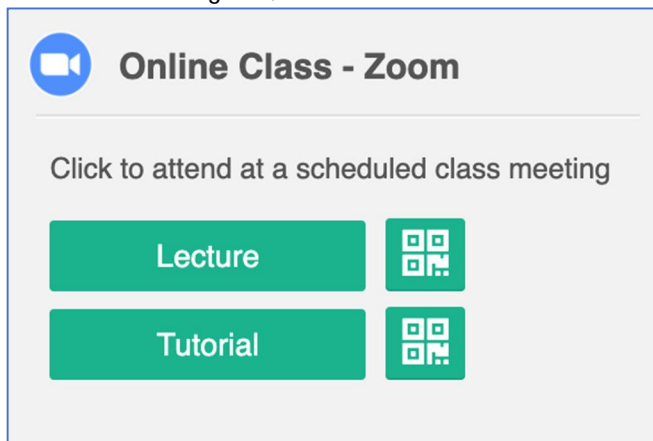
Update Cancel

A2. For student to join Zoom Meeting

If no Zoom meeting is created for the Moodle course yet, the block shows no meeting link available.



If there is meeting link, the student can click the button or scan QR code to join the meeting.

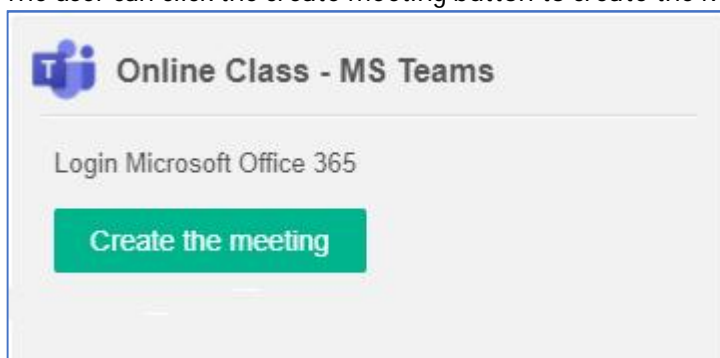


B. Online Class – MS Teams block

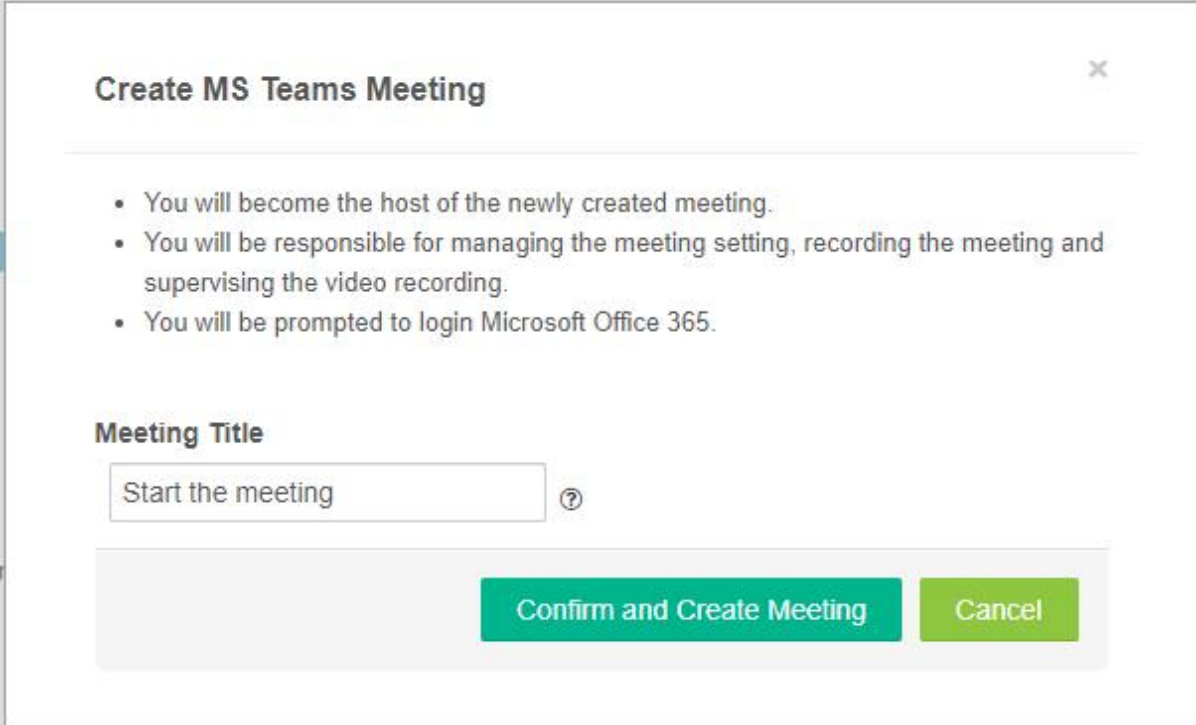
B1. For teacher/TA/Course Admin role

(i) Create MS Teams Meeting

The user can click the create meeting button to create the MS Teams meeting.



Only course short name will be shown in the meeting. The meeting title is for the block only.



Create MS Teams Meeting ×

- You will become the host of the newly created meeting.
- You will be responsible for managing the meeting setting, recording the meeting and supervising the video recording.
- You will be prompted to login Microsoft Office 365.

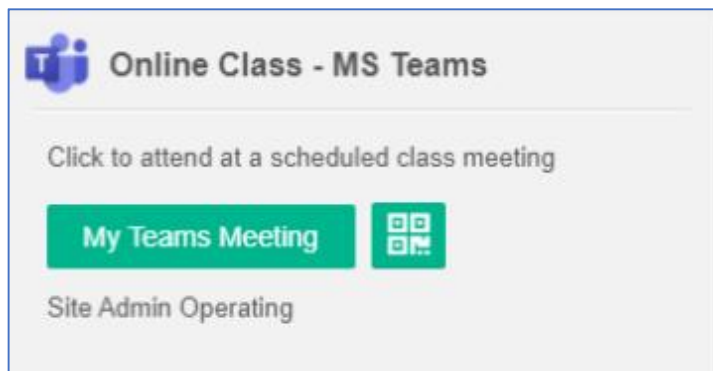
Meeting Title

Start the meeting ?

Confirm and Create Meeting **Cancel**

(ii) Join MS Teams Meeting

After MS Teams Meeting is created, the teacher/TA/Course Admin/Student can join the meeting either by clicking the MS Teams Meeting link button or via the QR code.

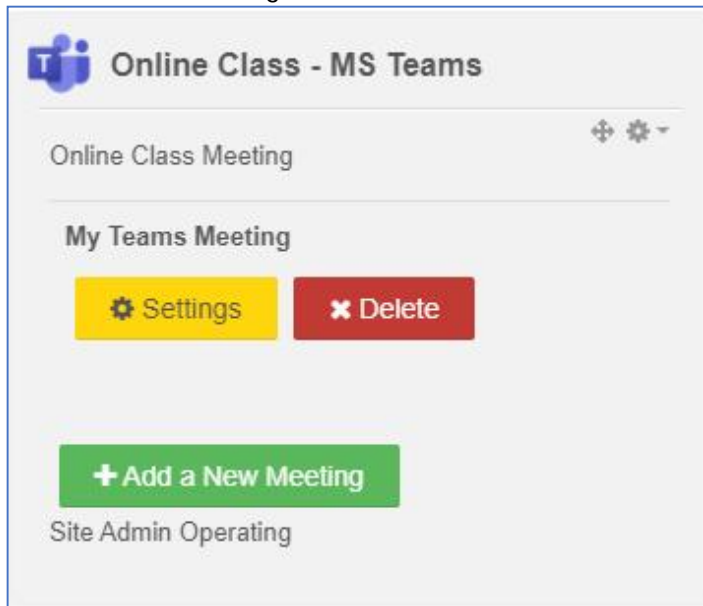


(iii) Editing Mode of the MS Teams Meeting block

When "Turn editing on", the MS Teams meeting block will show the setting functions. The user can:

- "Add a New Meeting" - add additional MS Teams Meeting
- "Delete" – delete the MS Teams Meeting (This only delete the record in Moodle. The actual Zoom Meeting record still exists in <https://hku.zoom.us>.)
- "Setting" – Change meeting title, meeting sorting order and link to MS Teams Meeting settings

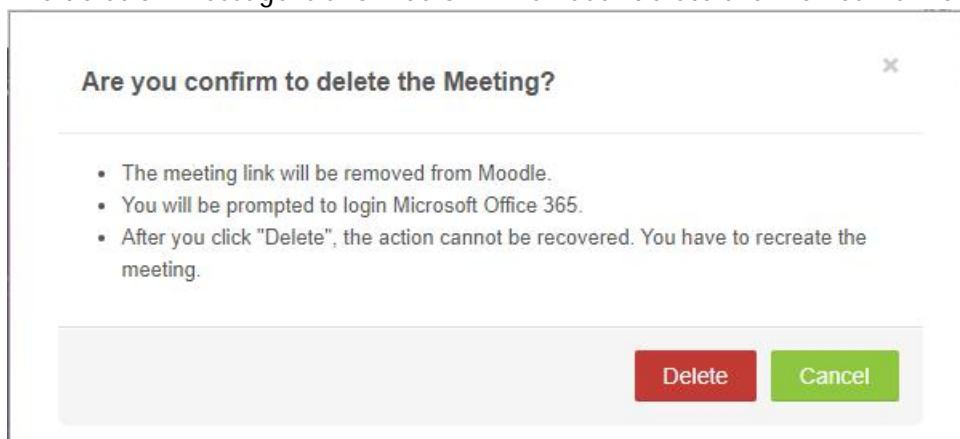
“Add a New Meeting”



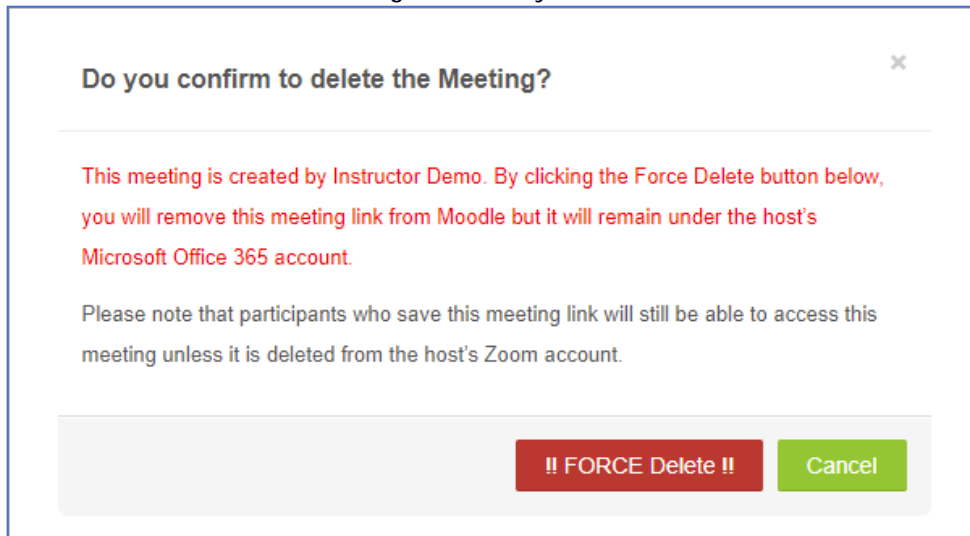
“Delete” Meeting

For MS Teams, the meeting record will be removed in Moodle and MS Teams server. However, the meeting link is still active if user joining it again. There is no way to completely to remove a MS Teams meeting.

The deletion message is show below when user delete the MS Teams meeting.



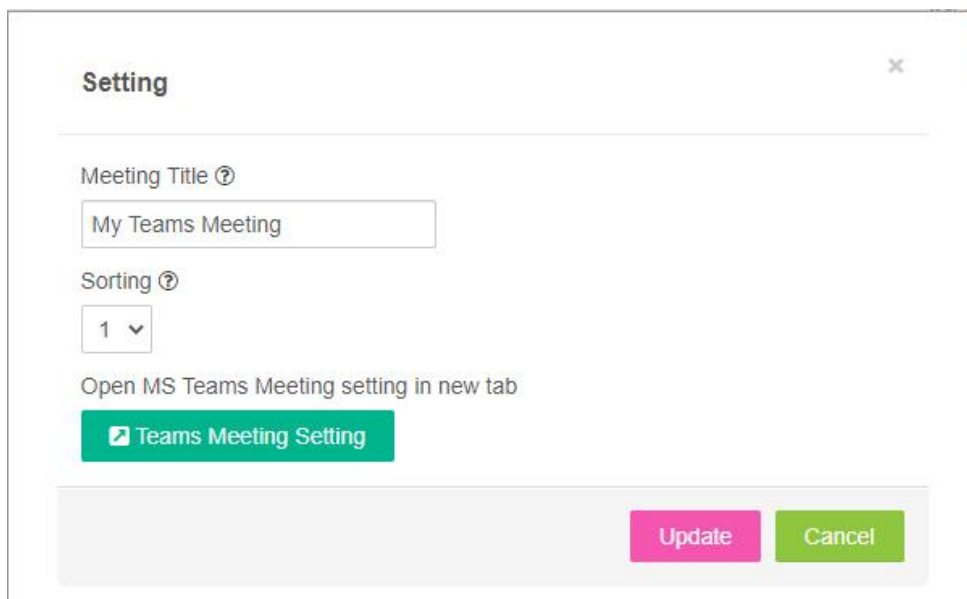
You are able to delete meeting created by others and the screen is shown below.



"Setting" of the MS Teams Meeting block


You are able to update the title in setting popup. The sorting reflects the listing order of the meeting when you have more than one meeting. If you were host, you could open the meeting setting page.

For MS Teams, only course short name will be shown in the meeting. The meeting title is for the block only.



B2. For student to join MS Teams Meeting


If no MS Teams meeting is created for the Moodle course yet, the block shows no meeting link available.

**Online Class - MS Teams**


Meeting Link is not available

Please contact course offering department.

If there is MS Teams meeting link, the student can click the button or scan QR code to join the meeting.

**Online Class - MS Teams**

Click to attend at a scheduled class meeting

[My Teams Meeting](#) 

Site Admin Operating