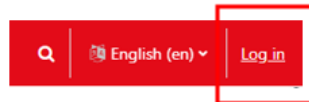


SETTING UP A ZOOM ACTIVITY IN LEARN2024

1. Go to <https://learn2024.ukzn.ac.za/> Click login at the **top right** of the homepage.



2. Enter your **UKZN LAN credentials** and click log in.



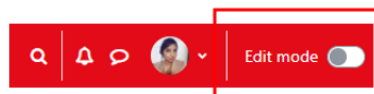
UNIVERSITY OF
KWAZULU-NATAL™
INYUVESI
YAKWAZULU-NATALI

Username: ebrahimc

Password:

Log in

3. At the top right of your course page, **switch edit** mode on. Editing icons and links will appear, you can now edit your page accordingly.

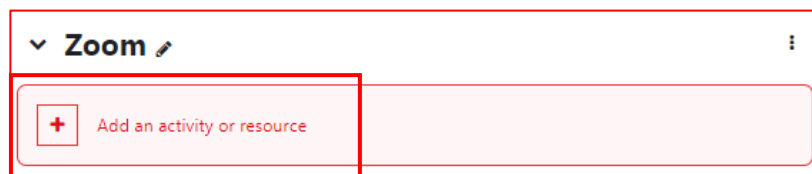


4. Please ensure you have a zoom account linked to your UKZN email address.

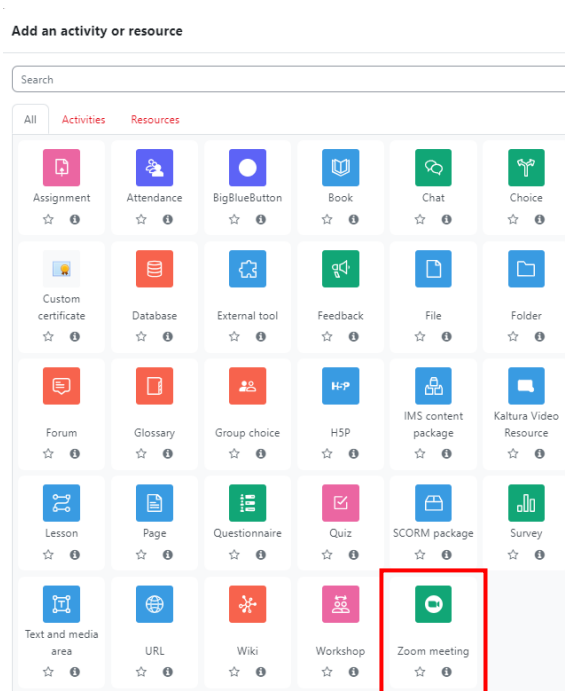
Unable to find your account on Zoom. If you are using Zoom for the first time, you must activate your Zoom account by logging into . Once you've activated your Zoom account, reload this page and continue setting up your meeting. Else make sure your email on Zoom matches your email on this system.

5. Click **+ Add an activity or resource**.

The Add an activity or resource window will open.



6. Click **Add an activity or resource** to add ZOOM activity.



7. On the Adding a new Zoom meeting, title. Title of Zoom meeting is mandatory.
8. In the Description box, enter a description that lets your students know the purpose of the chat, and your expectations for their participation.

Note: It is generally advisable to leave Display description on course page unchecked, to avoid clutter on the main course page.

o Adding a new Zoom meeting to Zoom

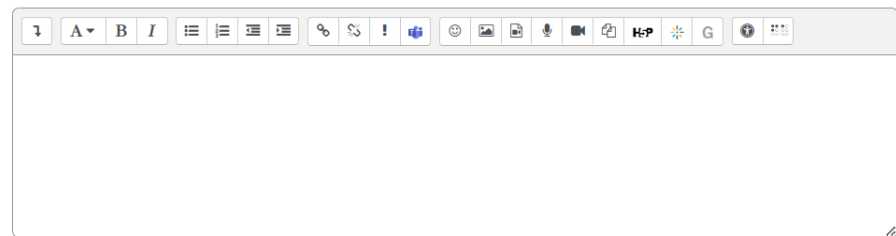
Expand all

▼ General

Title

Zoom Lecture

Description



☐ Display description on course page

9. Schedule the meeting based on the preferred date and time and adjust all other settings as required.

▼ Schedule

When

13 December 2023 01:40

Duration (minutes)

1 hours

Recurring meeting

☐ This is a recurring meeting

Webinar

☐ This is a webinar

Show Schedule section

☒ Show Schedule section on meeting page

Require registration

☐ No

10. If you wish to have breakout rooms, click on the + to create the required number of rooms.

11. Provide a room name and add participants or participants groups.

▼ Breakout rooms

Rooms +

Room 1

Room 2

Room 3

Room name

Room 1

Participants

No selection

Add a participant ▼

Participant groups

No selection

Add a group of participants ▼

12. At this point you may set the passcode, enable the waiting room, allow participants to join anytime, etc.

▼ Security

Passcode

Set passcode

Waiting room

Join before host

Authentication

Show Security section

☒ Require meeting passcode

134297

Passcode may only contain the following characters: [a-z A-Z 0-9 @ - _ *]. Maximum of 10 characters.

☒ Enable waiting room

☐ Allow participants to join anytime

☐ Require authentication to join

☒ Show Security section on meeting page

13. Select the media setting according to your preference.

▼ Media

Host video

Participants video

Audio options

Audio default

Automatic recording

Show Media section

☐ On ☒ Off

☐ On ☒ Off

☐ Telephone only ☐ Computer audio only ☒ Computer audio and Telephone

☒ Mute participants upon entry

☐ None

☒ Show Media section on meeting page

14. Add alternative hosts by entering their email address.

▼ Host

Alternative Hosts can start Zoom meetings and manage the Waiting Room.

Alternative Hosts



15. In the common module settings section, you can set the availability, ID number and force language.

▼ Common module settings

Availability	 Show on course page
ID number	
Force language	Do not force
Include in course content download	 Yes

16. The Restrict access section lets you set conditions for student access to the Zoom meeting, either by date or by prerequisite.

Note: During periods when access is restricted, the activity is completely hidden from students, on the course page, in the Gradebook, and in the course Calendar.

▼ Restrict access

Access restrictions

None
Add restriction...

17. In the activity completion section, you can allow completion tracking.

▼
Activity completion

Completion tracking

Expect completed on

?
Students can manually mark the activity as completed

?
☐ Enable
26
October
2023
10
16

18. Click save and return to course or save and display. If you wish to cancel, simply click cancel.

Save and return to course Save and display Cancel

19. To add the meeting to your calendar, click on Download iCal and click start to start the meeting.

Start Meeting

Schedule

Start Time	Wednesday, 13 December 2023, 12:45 AM
Duration (minutes)	1 hour
Add to calendar	 Download iCal
Status	In progress
Host	Chantal
Sessions	Sessions report