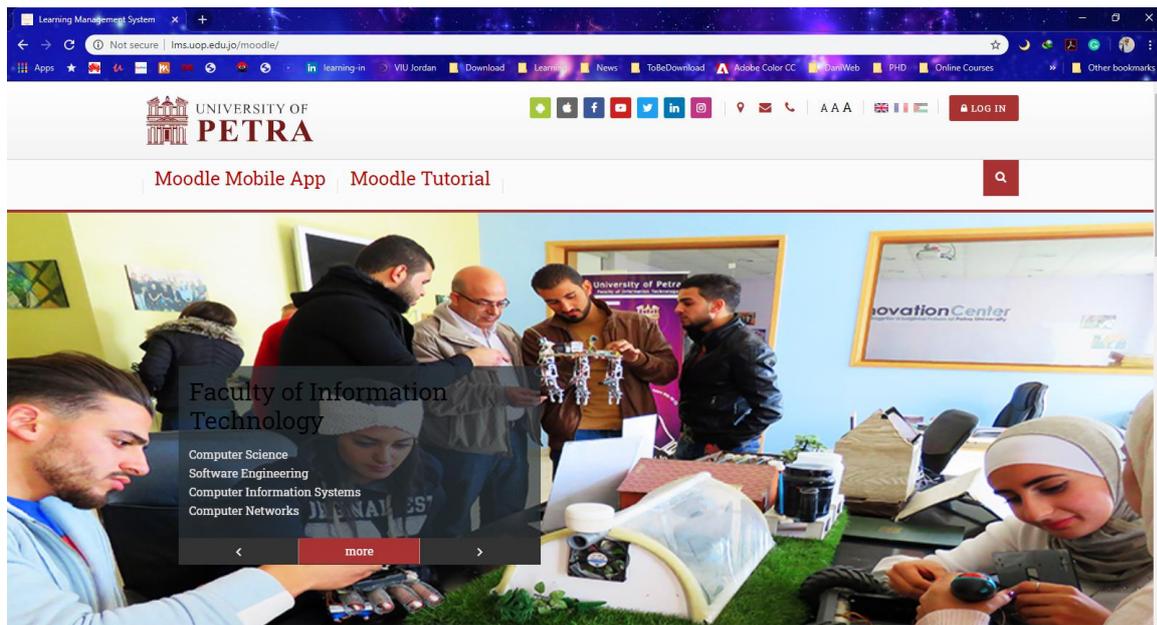


Petra University e-Learning Center

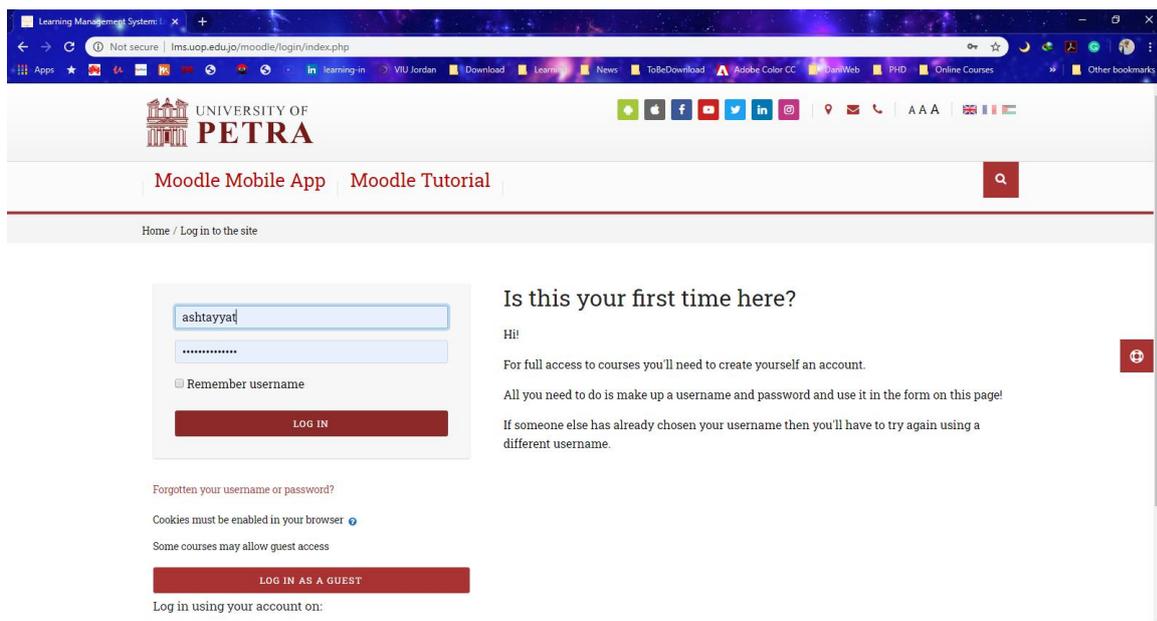
Configure Zoom Meeting on Moodle course

**Done By.
Ahmad G. Shtayyat**

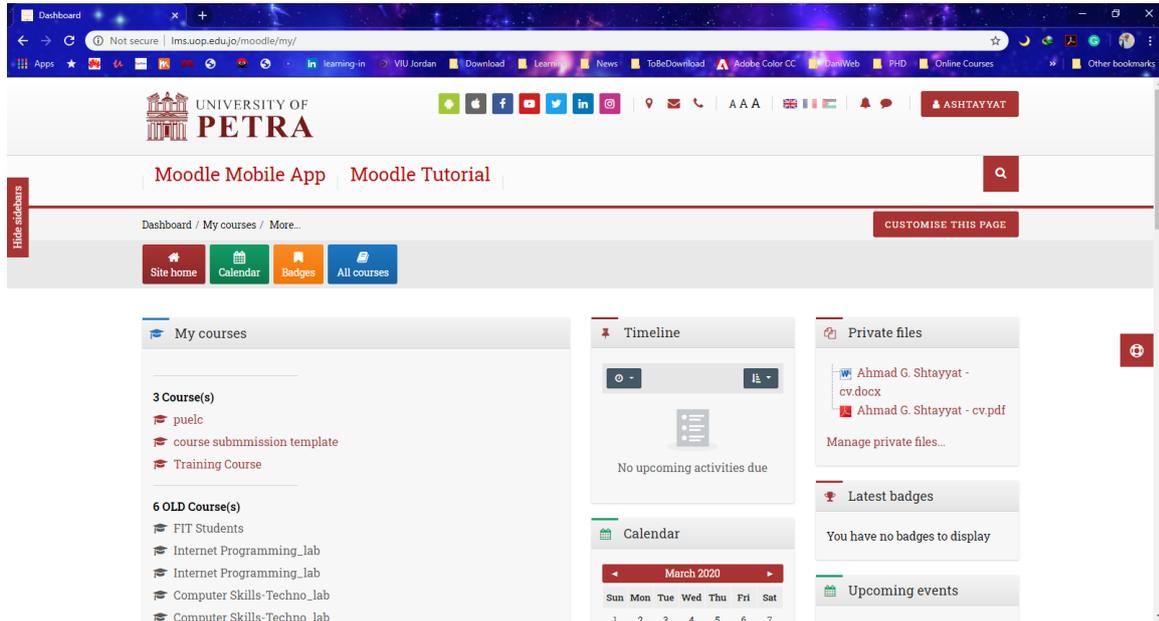
Open <http://lms.uop.edu.jo>



Login using you official UOP user name and password

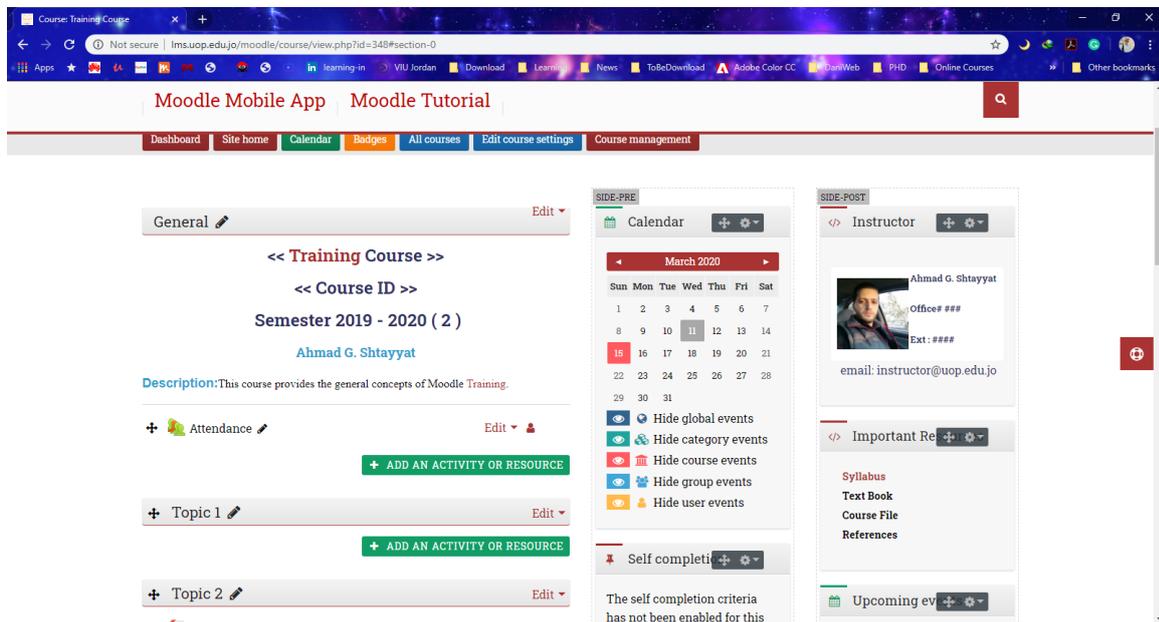


Choose course from your courses to start online course



Click on

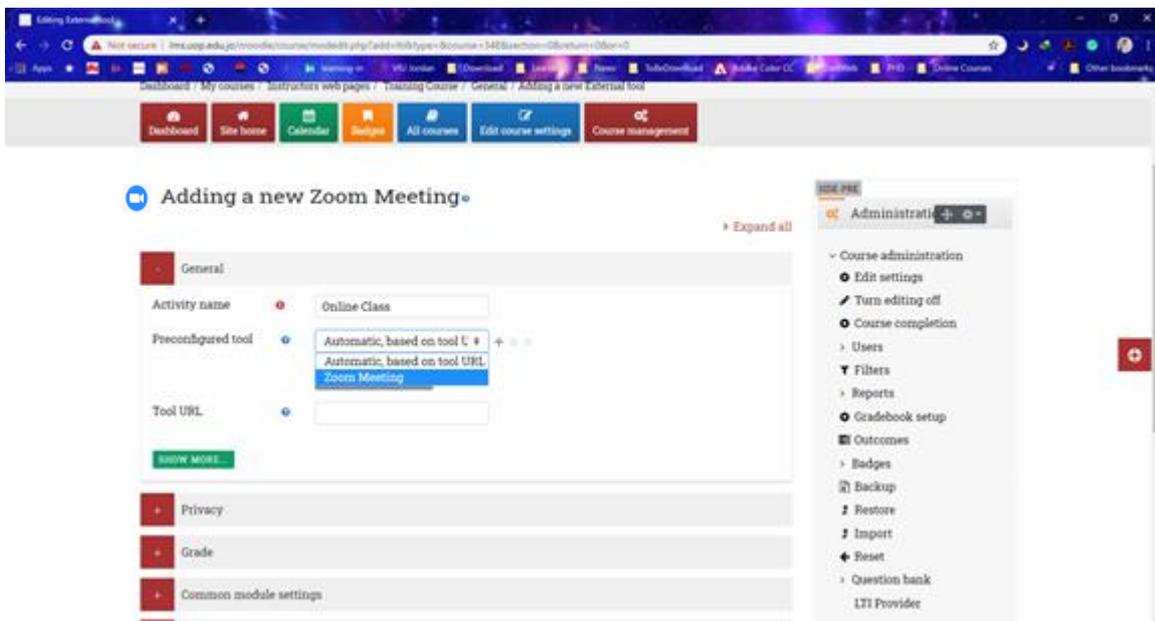
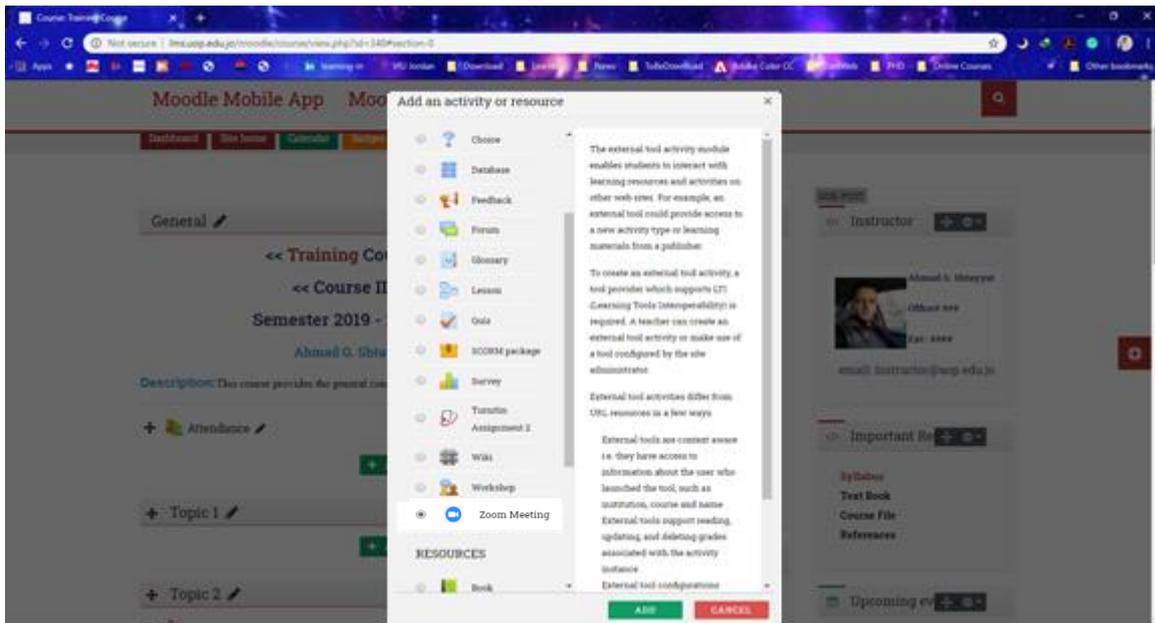
TURN EDITING ON



In the main section

Click on **+ ADD AN ACTIVITY OR RESOURCE**

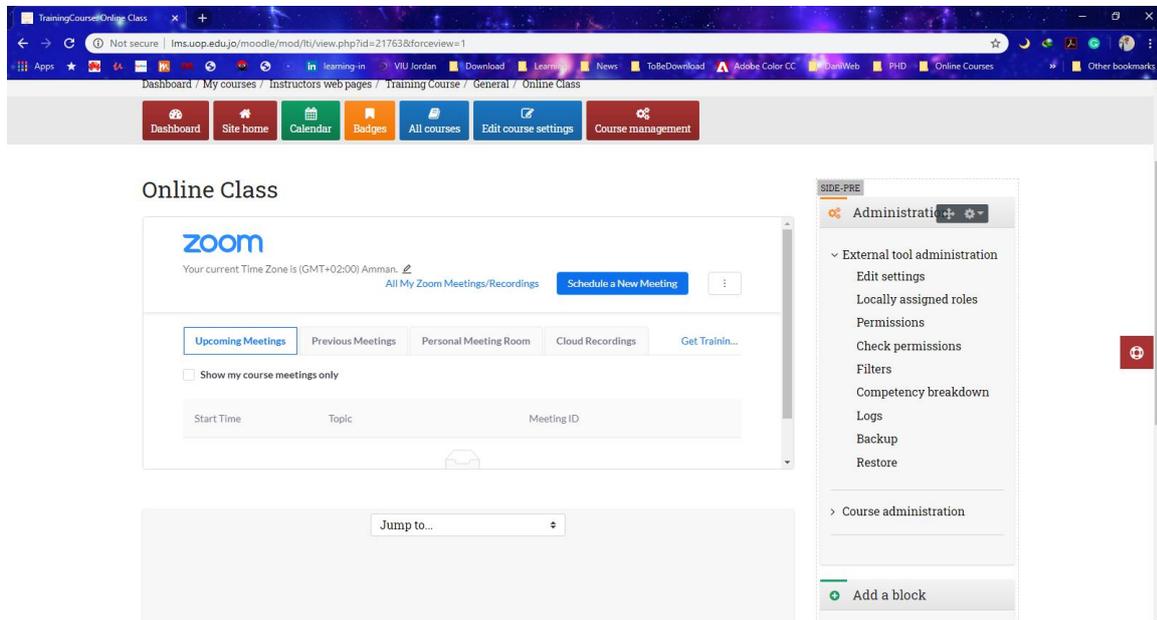
Scroll Down and Choose Zoom Meeting then click **ADD**



Type Account Name: like Online Class

And choose from Preconfigured tool → Zoom Meeting.

Scroll Down and click **SAVE AND DISPLAY**



If you didn't get the above image you need to contact "ahmad g. shtayyat", to add your official email address to zoom.

Click on Schedule a New Meeting

Choose when you need your online class “as on your UOP schedule in specific time” and the duration “if your class in sun, Tue, Thu” keep it as default (one hour), otherwise in Mon and we choose one and half hour.

Online Class

Topic	<input type="text" value="Training Course"/>		
Description (Optional)	<input type="text" value="Enter your meeting description"/>		
When	<input type="text" value="03/11/2020"/>	<input type="text" value="8:00"/>	<input type="text" value="AM"/>
Duration	<input type="text" value="1"/>	hr	<input type="text" value="0"/> min

Scroll down to continue the configuration

Choose “Recurring meeting”

Change the “Recurrence” from Daily to weekly

Keep “Repeat every” as default “1”

Choose days to repeat on from “Occurs on”

Choose when to end the repeating “End date” make the end of current semester

Online Class

Time Zone

Recurring meeting **Every week on Sun,Tue,Thu, until Apr 22,2020, 18 occurrence(s)**

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu
 Fri Sat

End date By occurrences
 After

Scroll down and click 