# **Conducting online lectures through Zoom**

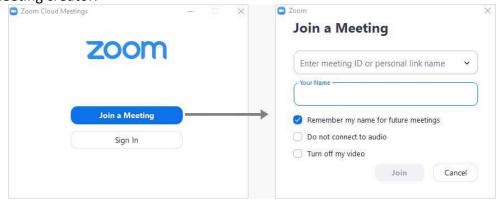
Before adding a Zoom activity in the LMS you should download Zoom and sign in.

#### **Downloading Zoom**

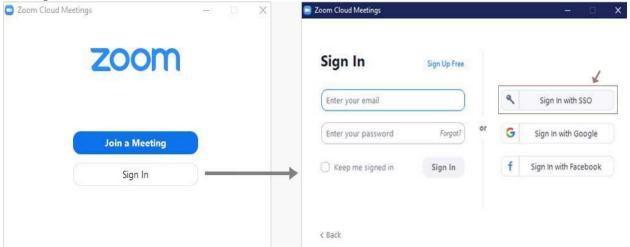
1. Download the latest Zoom app from the <a href="https://zoom.us/download">https://zoom.us/download</a> according to your device's operating system and install the application.

### Signing in

2. Launch the application on your device and if you wish to join a meeting, select the "Join a Meeting" option. Then, enter your Meeting ID or the personal link, that you received from the meeting creator.



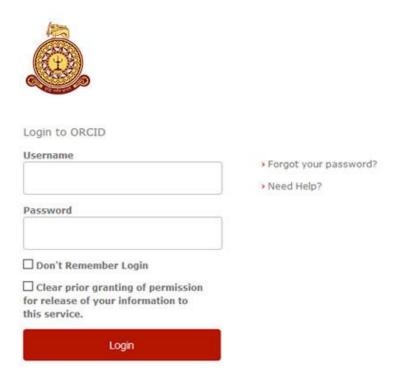
3. If you wish to Sign-in to your Zoom account, click on the "Sign in" button and select the 'Sign in with SSO'.



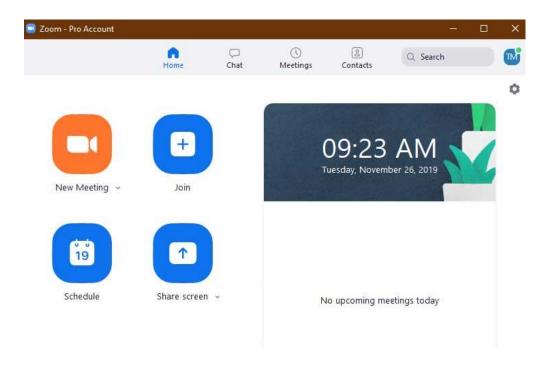
4. Then, Enter the text "learn" in the next Dialog box and click on "Continue". You will be redirected to the "Login with LIAF" web page. Next, search & select the University of Colombo from the list of organizations and continue.



5. Enter your University of Colombo SSO account's username and the password on the following login page. Read more about your university <u>SSO profile</u>

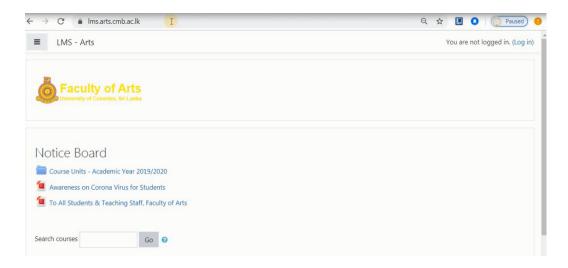


6. Then, you are permitted to sing-in to your Zoom account and able to start Meetings, Webinars, Recordings, etc.



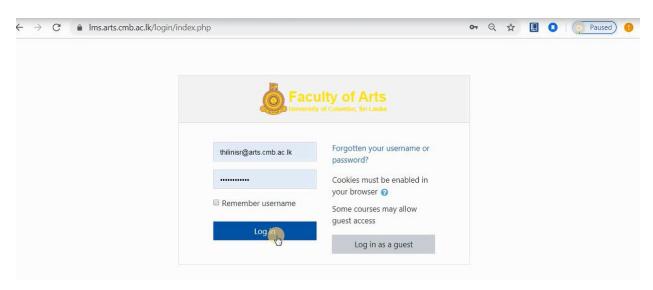
## **Adding a New Zoom Meeting Activity in LMS**

7. Go to lms.arts.cmb.ac.lk and click **Login** button.

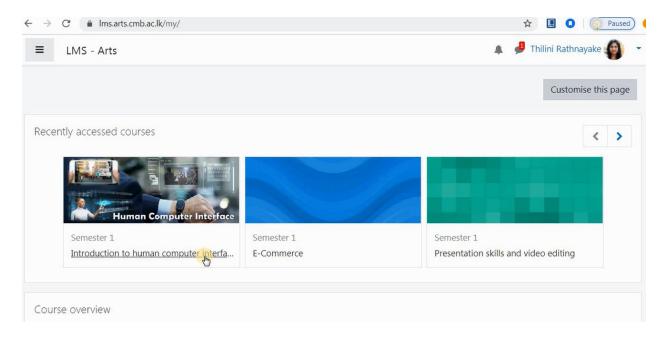


## 8. Enter your user name and password

\*\*\*Note: your user name for the LMS must be your <u>university email</u> address.



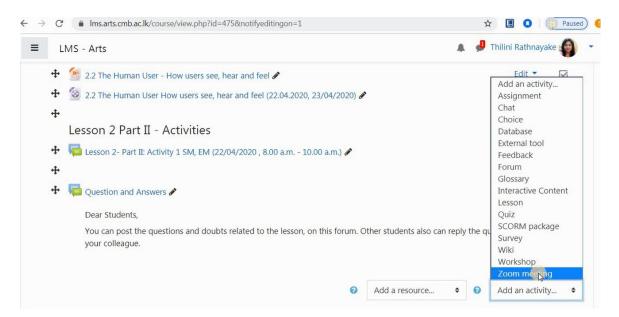
9. Select your course and go to your course page



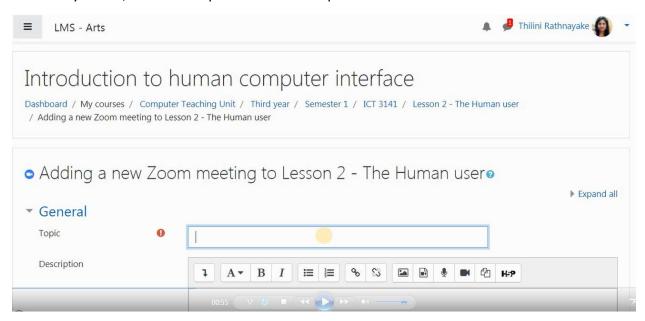
10. Click the **Turn editing on** button in the upper right-hand corner of your site page.



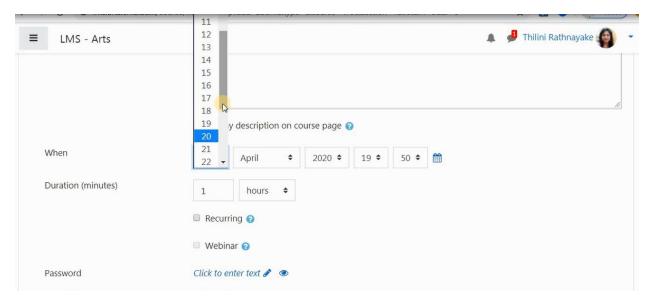
11. Choose a location (Week or Topic) for your new Zoom meeting and scroll to the bottom of the section you've selected and click on the Add an activity or resource button. Select Zoom meeting from the Add an activity or resource pop-up window.



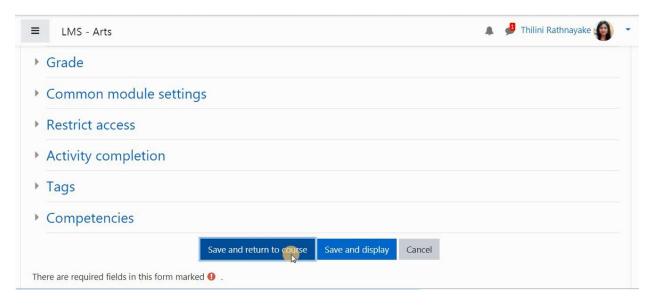
12. The Adding a new Zoom meeting window will appear. Enter a meeting name or subject in the Topic field. If you like, add a description in the Description field.



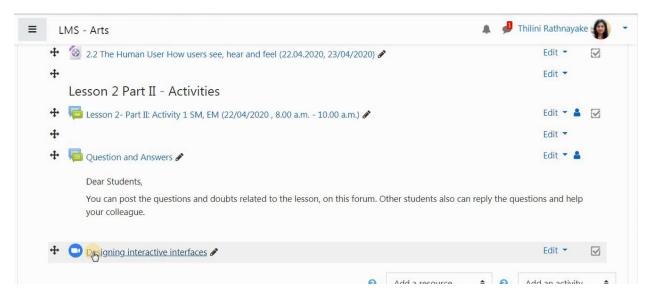
### 13. Schedule the date and time



#### 14. Scroll down and click save and return to course button



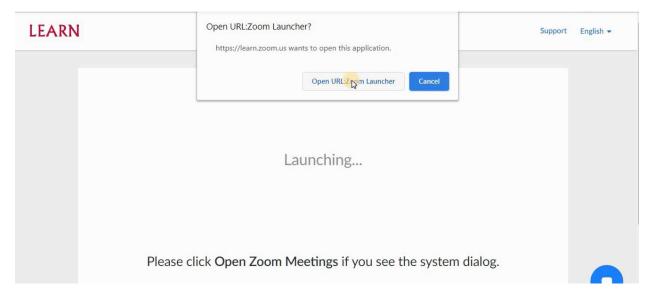
15. Then your zoom activity will be added to the course page. Click on that activity.



16. You will be directed to the zoom meeting page. Click on Start Meeting button.



17. Click **Open URL Zoom Launcher** button, if or when it pops up.



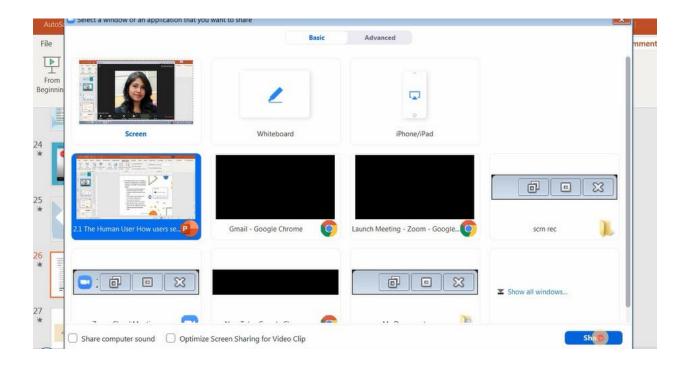
18. The zoom meeting window will now open. Select your audio source.



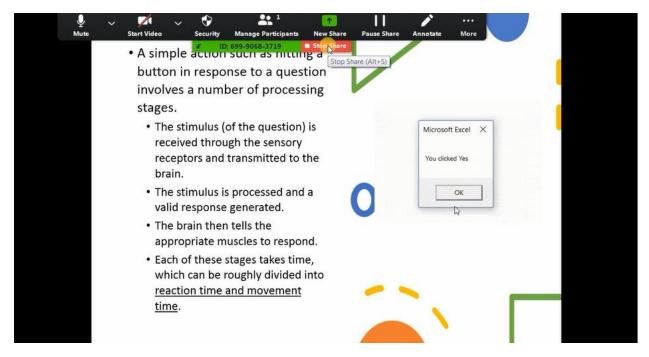
- 19. Now you have started the meeting.
- 20. If you want to share a presentation or your screen with your students, click on the **share screen** button at the bottom of your zoom window.



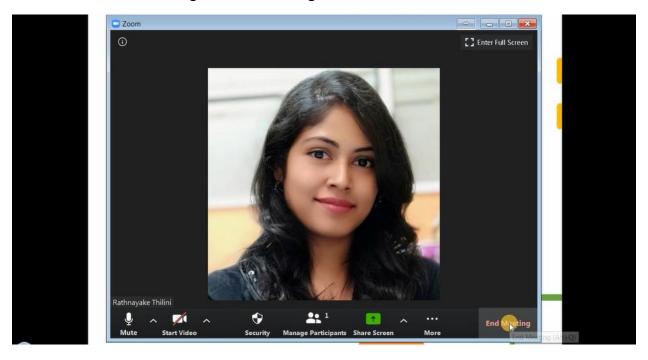
21. Select the screen that you want to share and click **share** button.



22. If you want to stop screen sharing, click **stop sharing** button.



23. To leave the meeting click **End meeting** button.



Then click **End meeting for all** button.

