

Conducting online lectures through Zoom

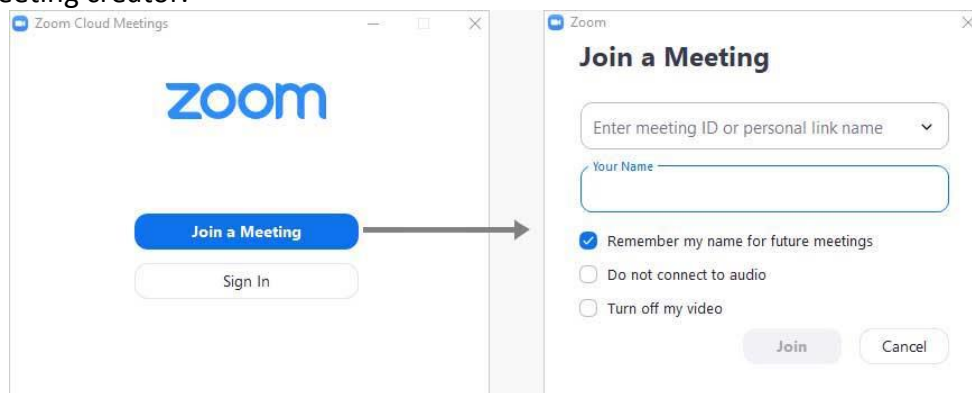
Before adding a Zoom activity in the LMS you should download Zoom and sign in.

Downloading Zoom

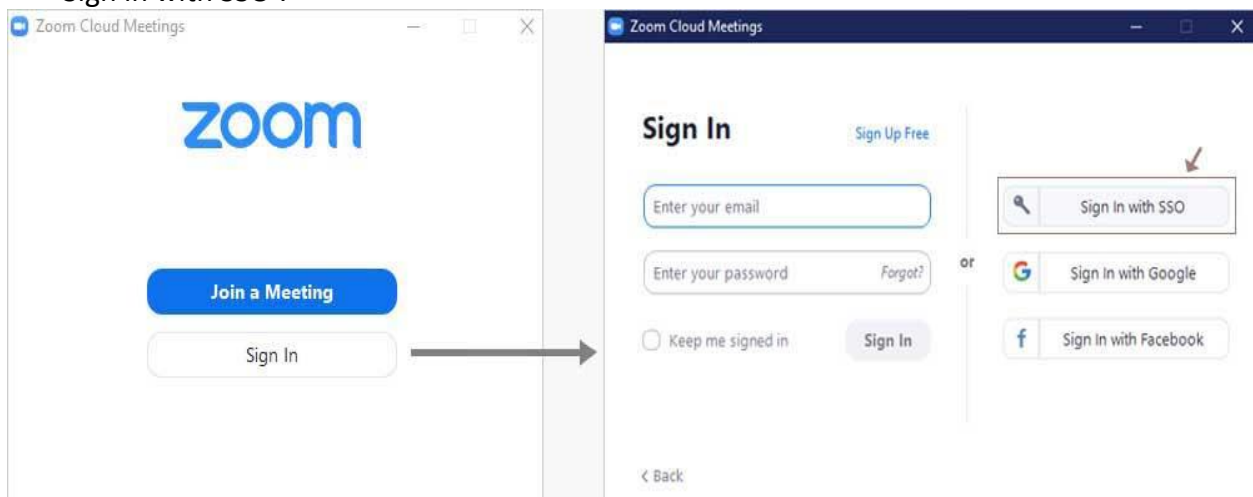
1. Download the latest Zoom app from the <https://zoom.us/download> according to your device's operating system and install the application.

Signing in

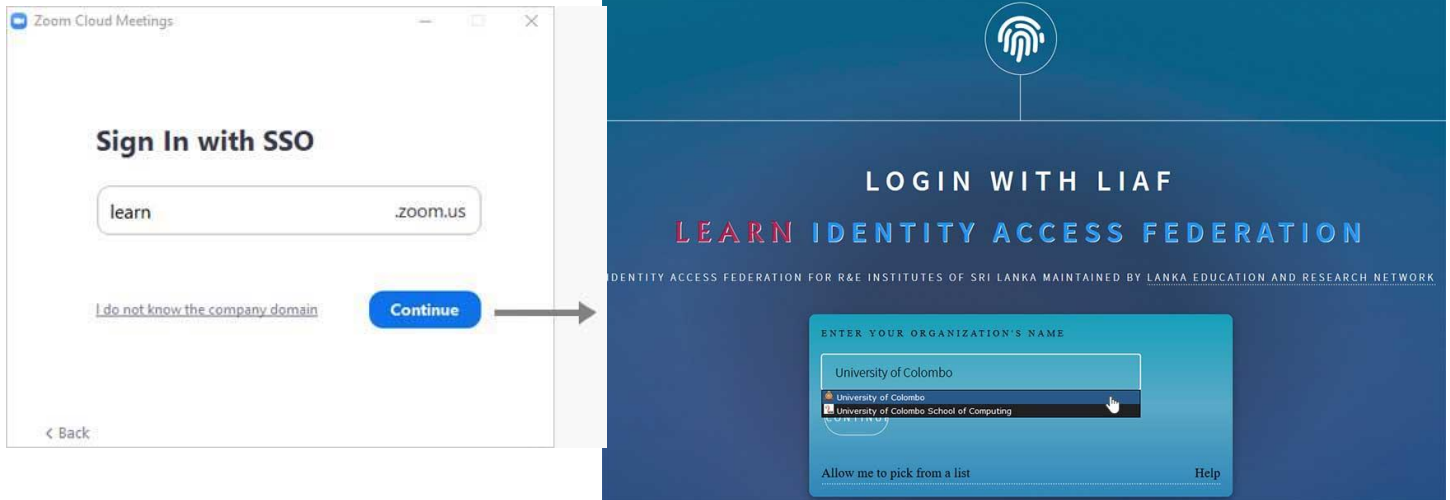
2. Launch the application on your device and if you wish to join a meeting, select the “Join a Meeting” option. Then, enter your Meeting ID or the personal link, that you received from the meeting creator.



3. If you wish to Sign-in to your Zoom account, click on the “Sign in” button and select the ‘Sign in with SSO’.



- 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.



- Enter your University of Colombo SSO account’s username and the password on the following login page. Read more about your university [SSO profile](#)



Login to ORCID

Username

Forgot your password?

Password

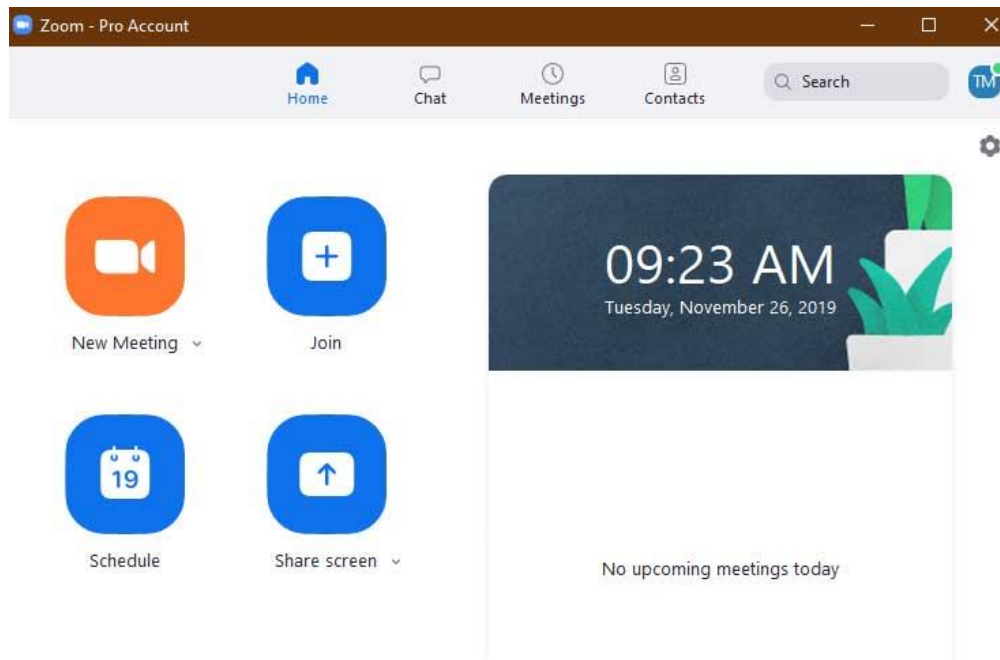
Need Help?

☐ Don't Remember Login

☐ Clear prior granting of permission for release of your information to this service.

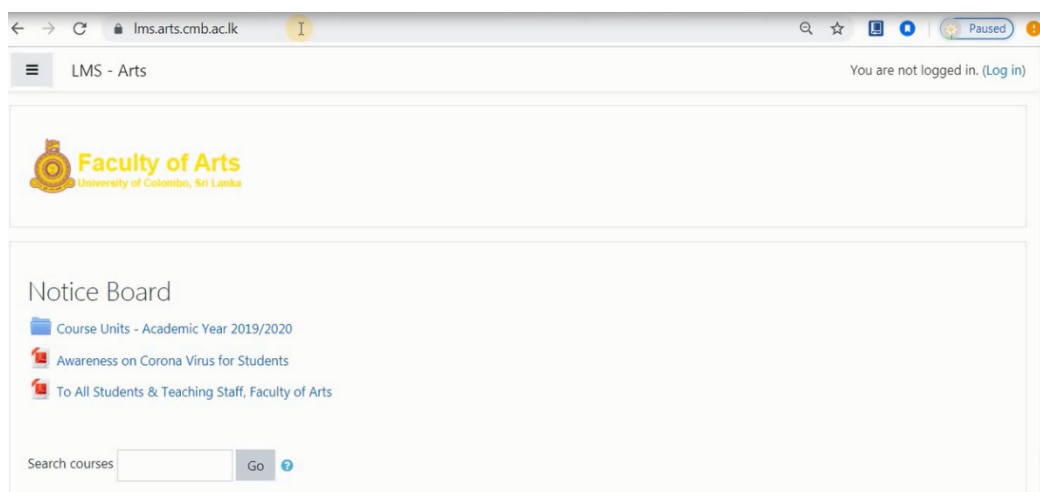
Login

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



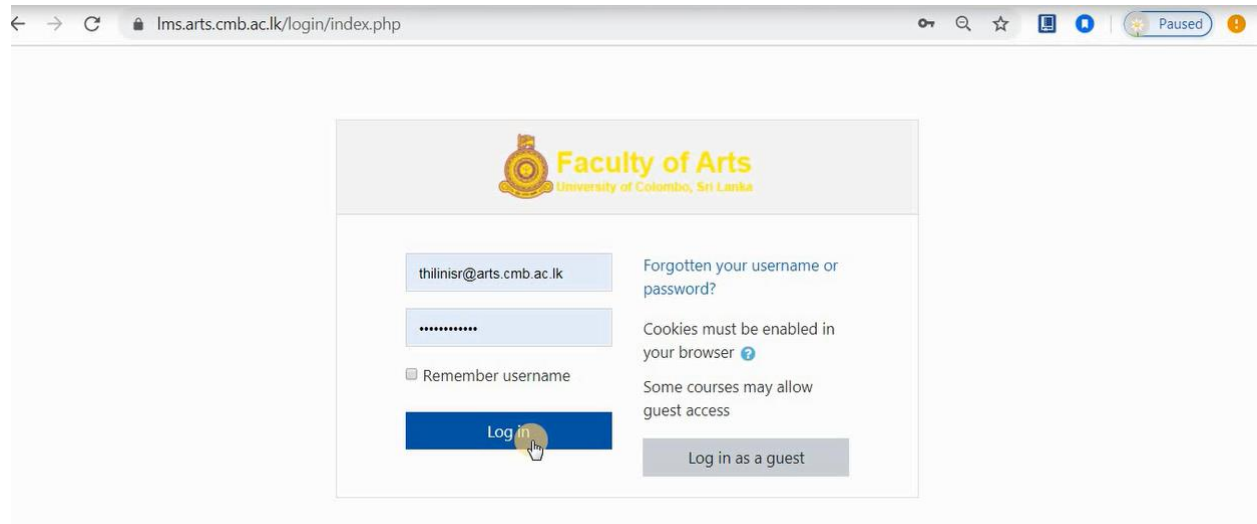
Adding a New Zoom Meeting Activity in LMS

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 university email address.



Faculty of Arts
University of Colombo, Sri Lanka

thilinisr@arts.cmb.ac.lk

.....

☐ Remember username

Log in

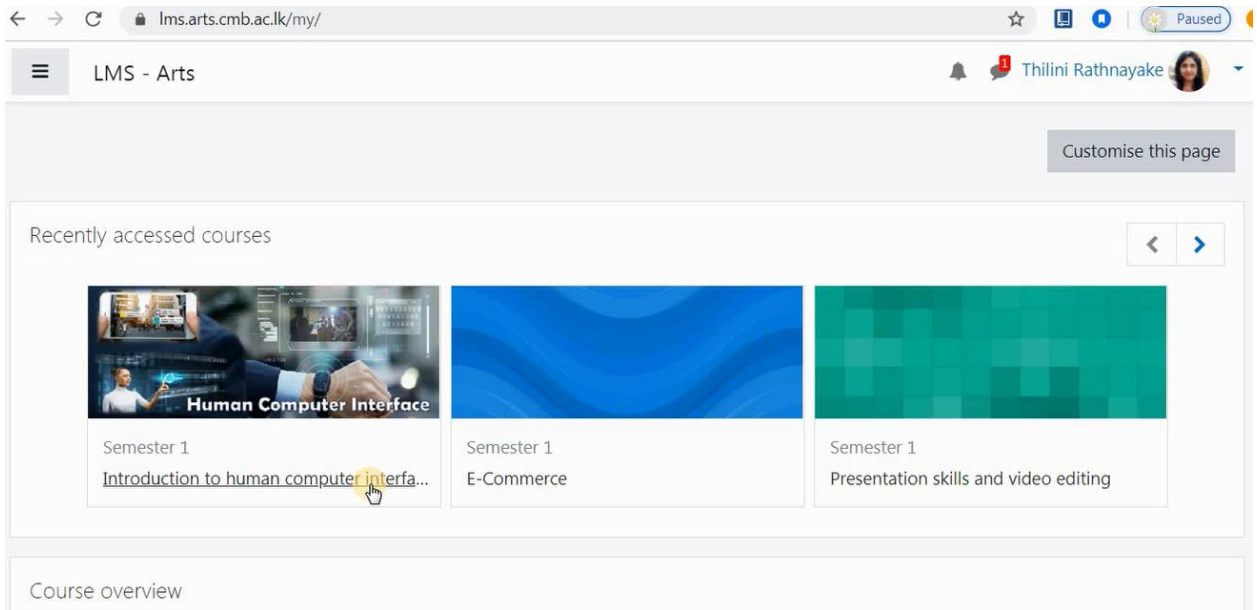
Forgotten your username or password?

Cookies must be enabled in your browser

Some courses may allow guest access

Log in as a guest

9. Select your course and go to your course page



LMS - Arts

Thilini Rathnayake

Customise this page

Recently accessed courses

Human Computer Interface

Semester 1

Introduction to human computer interfa...

E-Commerce

Semester 1

Presentation skills and video editing

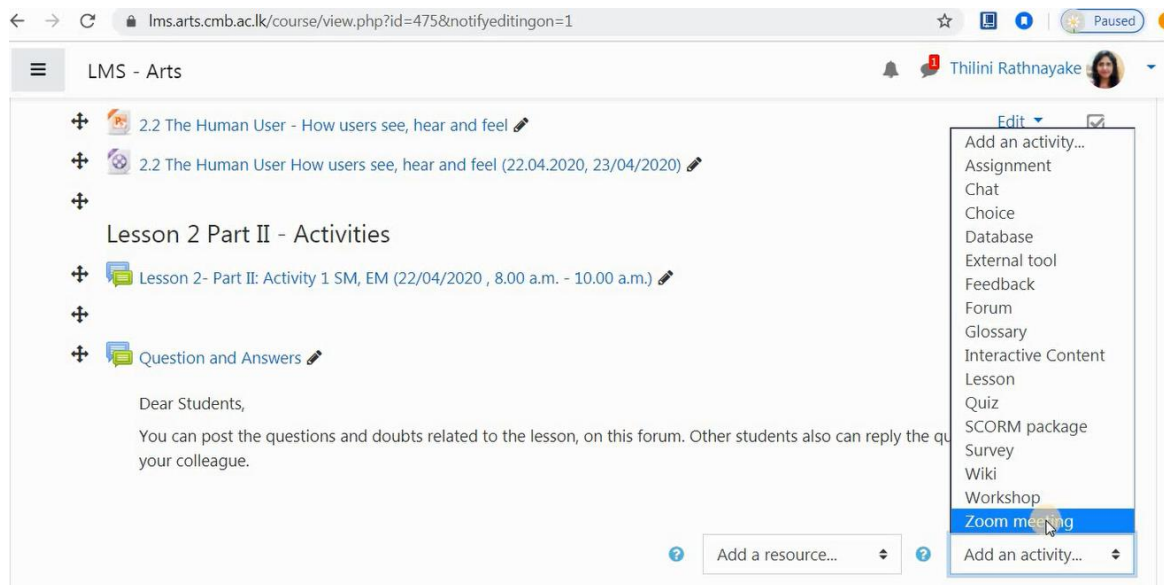
Semester 1

Course overview

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.

LMS - Arts

Thilini Rathnayake

Introduction to human computer interface

Dashboard / My courses / Computer Teaching Unit / Third year / Semester 1 / ICT 3141 / Lesson 2 - The Human user / Adding a new Zoom meeting to Lesson 2 - The Human user

Adding a new Zoom meeting to Lesson 2 - The Human user

Expand all

General

Topic

Description

00:55

13. Schedule the date and time

LMS - Arts

Thilini Rathnayake

Any description on course page

When

Duration (minutes)

1 hours

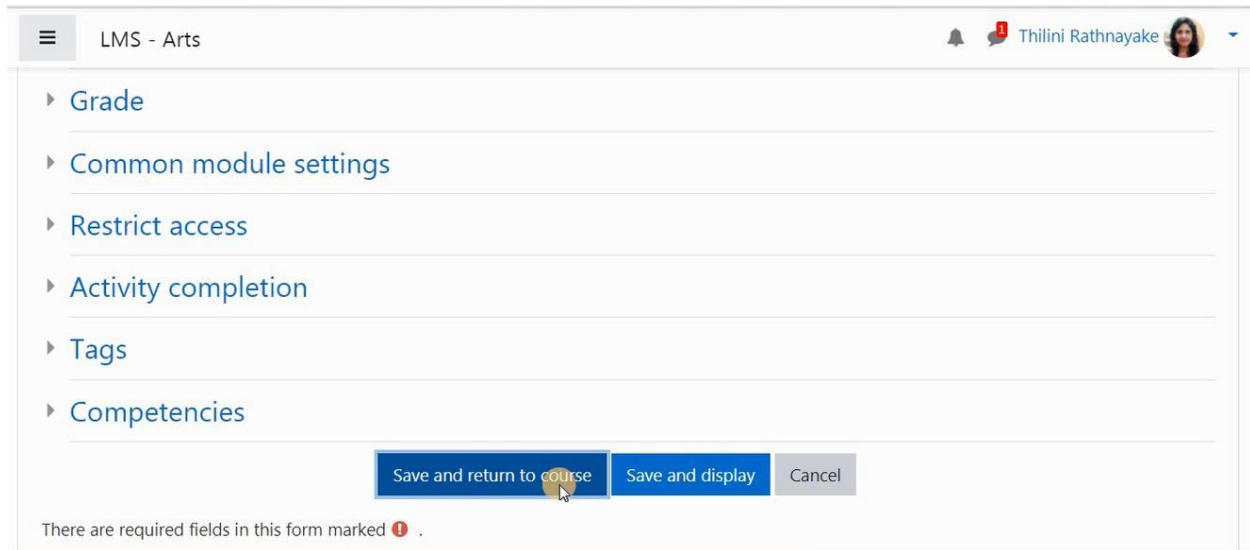
☐ Recurring

☐ Webinar

Password

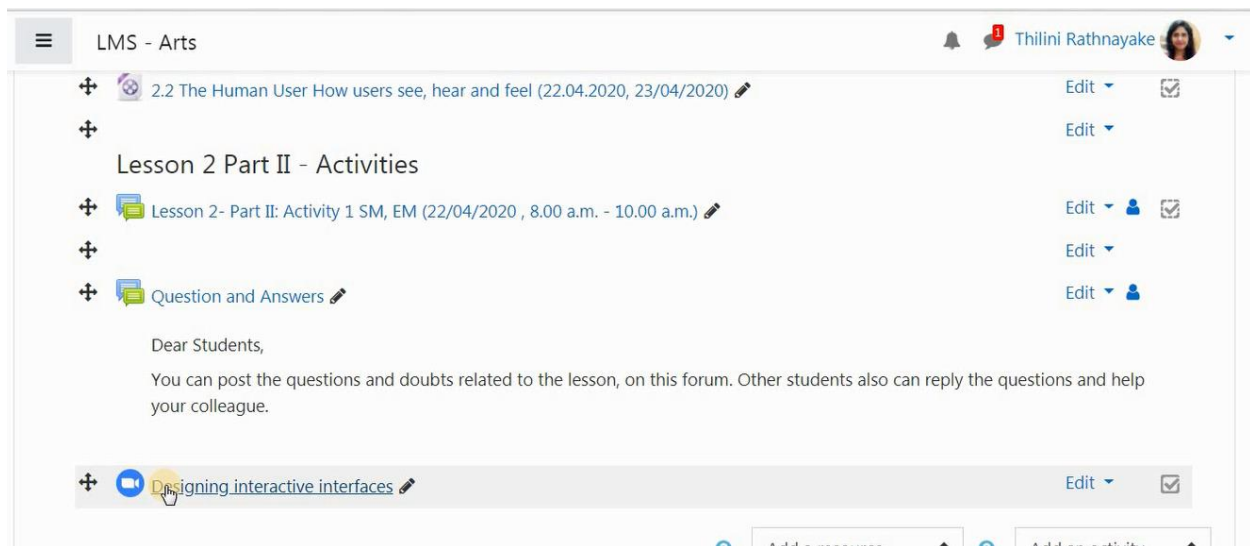
Click to enter text

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



The screenshot shows the 'LMS - Arts' settings page. On the left, there is a list of settings: Grade, Common module settings, Restrict access, Activity completion, Tags, and Competencies. At the bottom of the settings list, there are three buttons: 'Save and return to course' (highlighted with a yellow circle), 'Save and display', and 'Cancel'. Below the buttons, a message states: 'There are required fields in this form marked !'.

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



The screenshot shows the 'LMS - Arts' course page. The page header includes a hamburger menu, the course name 'LMS - Arts', and the user's name 'Thilini Rathnayake' with a profile picture. The main content area lists several activities: '2.2 The Human User How users see, hear and feel (22.04.2020, 23/04/2020)', 'Lesson 2 Part II - Activities', 'Lesson 2- Part II: Activity 1 SM, EM (22/04/2020 , 8.00 a.m. - 10.00 a.m.)', and 'Question and Answers'. At the bottom, a new activity 'Designing interactive interfaces' is being added, highlighted with a yellow circle. The activity is a Zoom activity, indicated by the Zoom icon. Below the activity list, there is a text block: 'Dear Students, You can post the questions and doubts related to the lesson, on this forum. Other students also can reply the questions and help your colleague.'

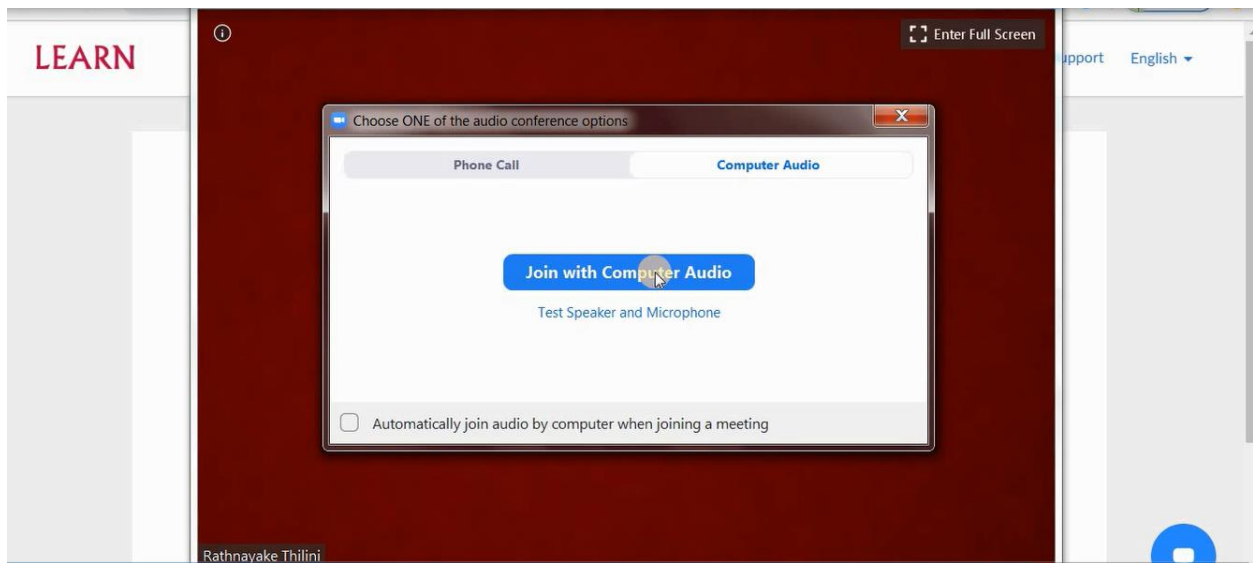
16. You will be directed to the zoom meeting page. Click on Start Meeting button.

The screenshot shows the LMS - Arts interface. At the top, there is a navigation bar with a menu icon, the text 'LMS - Arts', and a user profile for 'Thilini Rathnayake'. Below the navigation bar, the main content area displays the course title 'Introduction to human computer interface' and a breadcrumb trail: 'Dashboard / My courses / Computer Teaching Unit / Third year / Semester 1 / ICT 3141 / Lesson 2 - The Human user / Designing interactive interfaces'. The section title 'Designing interactive interfaces' is followed by a green 'Start Meeting' button with a hand cursor icon. Below this button is a 'Sessions' link. At the bottom, there is an 'Add to calendar' link and a blue 'Download iCal' button with a calendar icon.

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

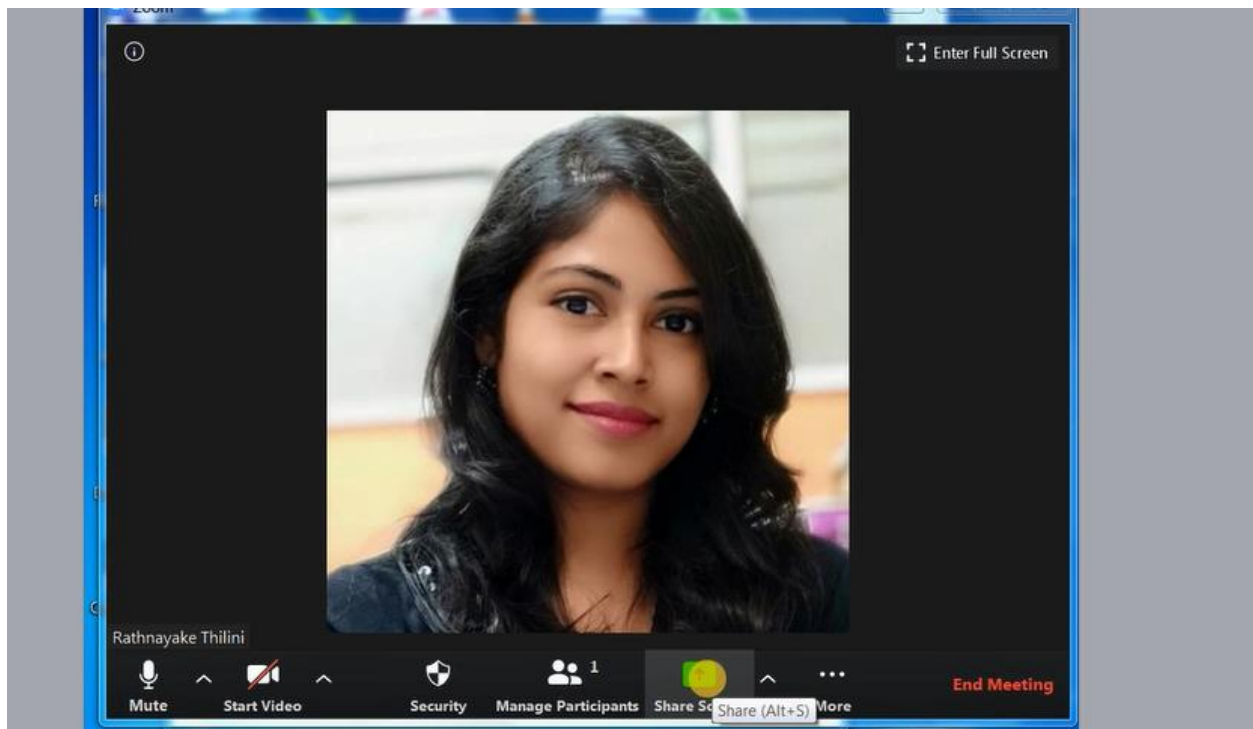
The screenshot shows the LMS - Arts interface with a system dialog box open. The dialog box has the title 'Open URL:Zoom Launcher?' and the text 'https://learn.zoom.us wants to open this application.' Below the text are two buttons: 'Open URL:Zoom Launcher' and 'Cancel'. The background of the LMS interface is dimmed. The word 'LEARN' is visible in the top left corner. In the top right corner, there are links for 'Support' and 'English'. The text 'Launching...' is centered on the page. At the bottom, there is a message: 'Please click Open Zoom Meetings if you see the system dialog.'

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

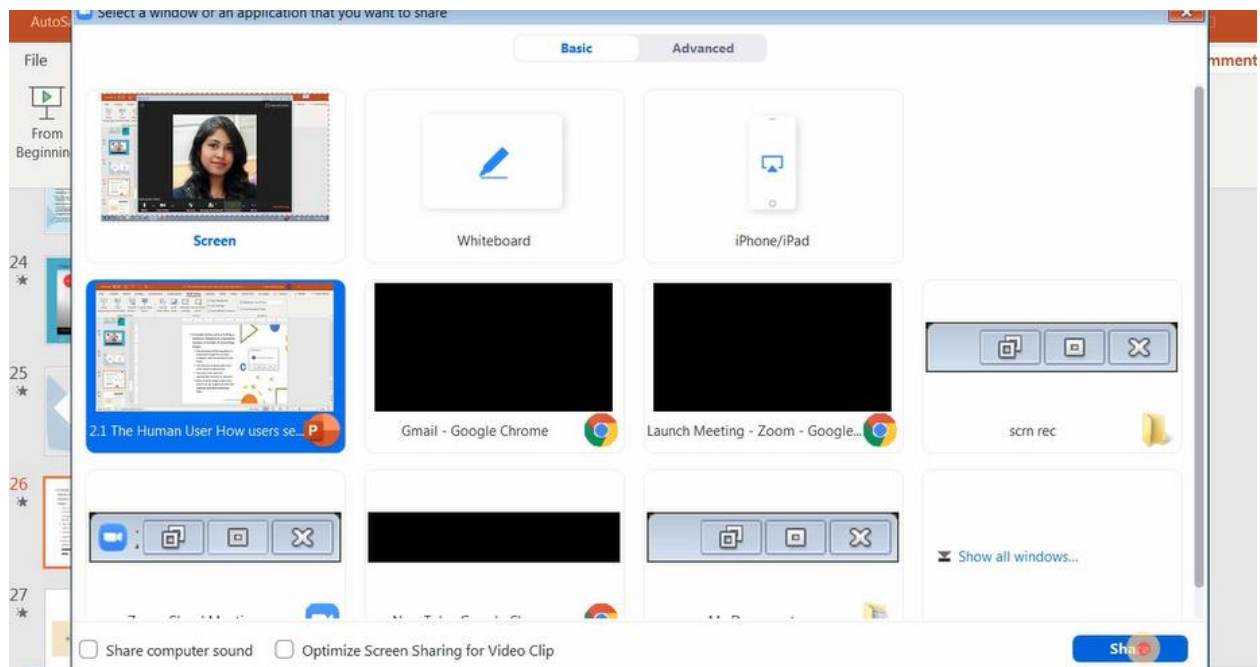


19. Now you have started the meeting.

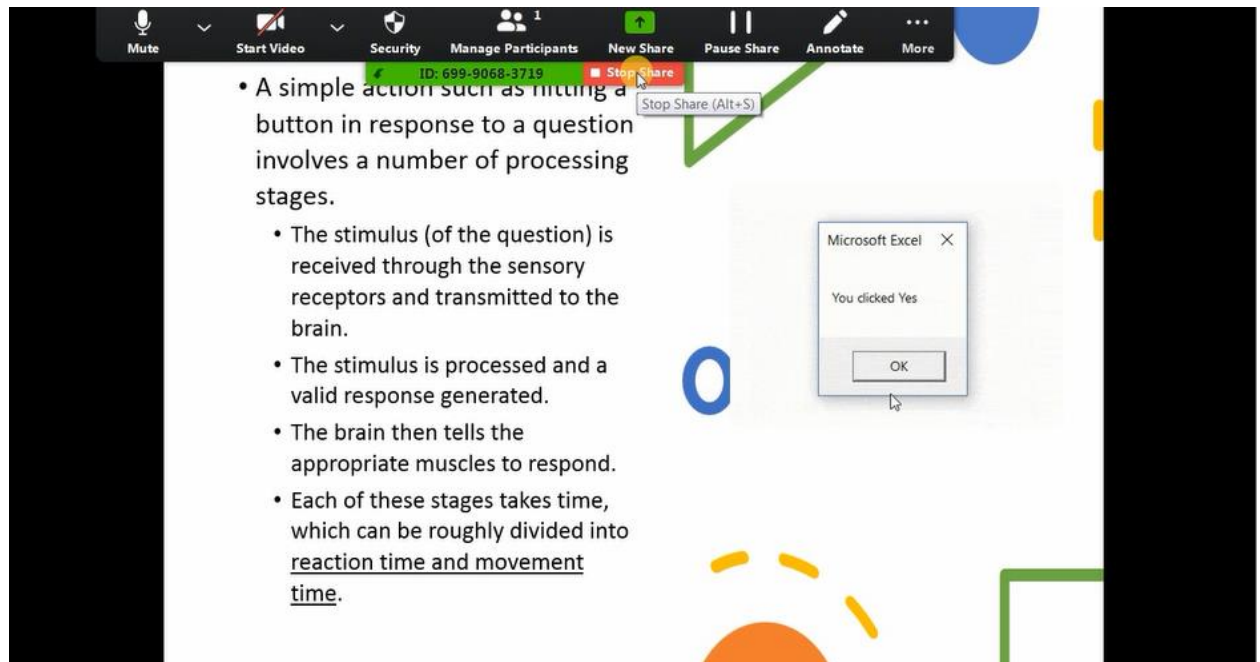
20. If you want to share a presentation or your screen with your students, click on the **share screen** button at the bottom of your zoom window.



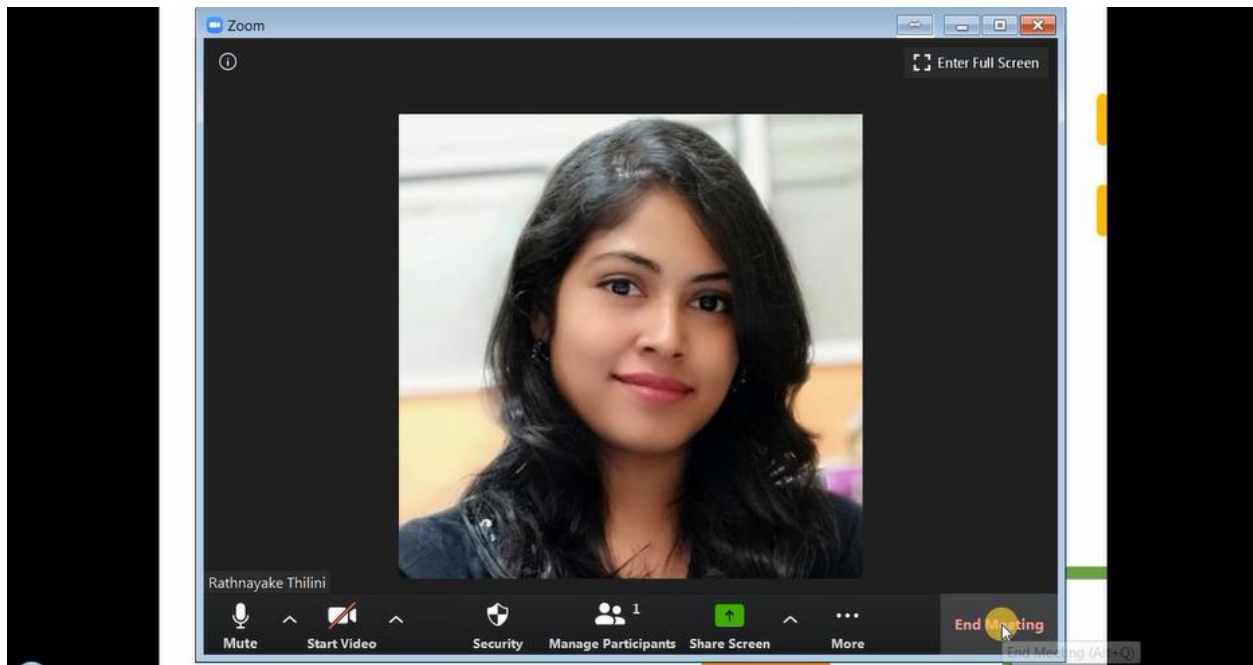
21. Select the screen that you want to share and click **share** button.



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.

