

# Zoom: Add a Meeting in AsULearn

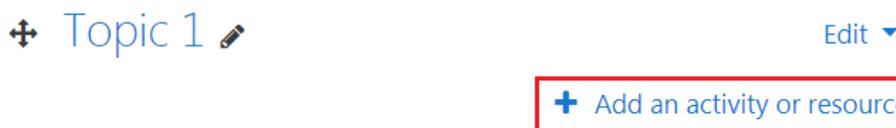
All Appalachian users (faculty, staff, and students) can create an **unlimited** number of Zoom meetings, with up to **300** participants in each. You can even **record** the meetings to the cloud. **Before** you attempt to add a Zoom meeting to AsULearn: log into Zoom via <https://appstate.zoom.us> to be added to our Zoom pro license.

To learn more about Zoom, use their excellent and constantly updated [support site](#). NOTE: With our license, all of our Zoom activities are 'Meetings'. You can check out your system or device by connecting to [Zoom's standing open meeting room](#). Users can always check the [operational status of Zoom](#).

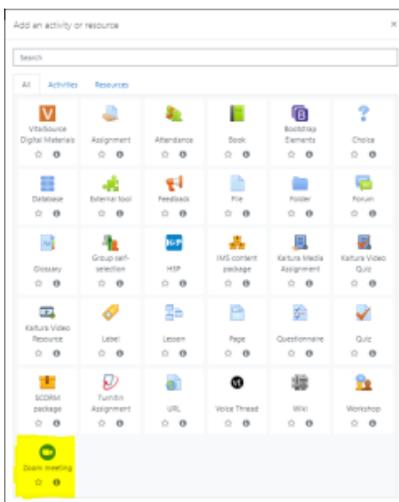
## Adding a Zoom meeting to an AsULearn course

### Step-by Step

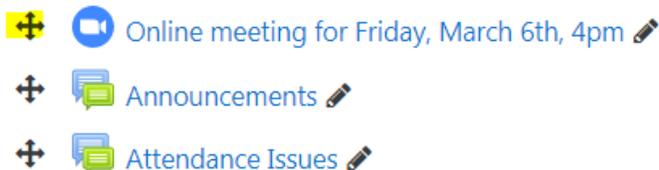
1. If you haven't done so yet, go to <https://appstate.zoom.us> and log in to be granted a pro license.
2. Log into AsULearn and go to your course.
3. Use the **gear** icon at the top right to **Turn editing on**.
4. In the topic where you wish to add the meeting link, click the link to **Add an activity or resource**.



5. Select **Zoom meeting** icon.



6. Enter the desired settings (see **Zoom Settings** list below) and click **Save**. To move the Zoom meeting link up near the top of your course page to make it easy for students to spot, click and drag the move icon (4-direction arrows) to the new position.



Please post if you are unable to attend our class meeting.

### Zoom Settings

**Topic:** Give your Zoom meeting or room a topic-related name.

**Description:** Enter information about your Zoom meeting in the **Description** field. Include the purpose of the meeting, agenda, expectations for conduct, and any general instructions on how to prepare for participating in the upcoming sessions. TIP: Only use plain text in the description field, as the corresponding Zoom agenda field does not provide for HTML formatting.

**Display description on course page:** Select the check box to display the online class meeting description on your AsULearn course Home page below the activity link.

**When:** Select these options only if you wish to specify a date/time to generate a unique Zoom meeting link for one-time use. Select the day, month, year, and time (24 hour-clock) from the menus. Skip this option to create a Recurring meeting.

**Duration:** Enter the duration of time in the text field then select a time interval from the menu (minutes or hours recommended). NOTE: This duration is only so participants can plan. Zoom will never stop a meeting based on a duration setting. Skip this option if you will create a Recurring meeting.

**Recurring** (recommended): Select the **Recurring** option if you want students to use the same Zoom link to join your online class throughout the semester.

**Password:** Enter a password for the meeting or accept the auto generated password.

**Authentication** (recommended): Check the box to require students to be logged into Zoom to enter the meeting.

**Host video:** Whether or not the host of the meeting will have their webcam turned on by default when starting the meeting (default On).

**Participants video:** Whether or not the participants joining the meeting will have their webcam turned on by default when joining the meeting (default On).

**Audio options:**

- **Both** (recommended, default): Participants can use either a telephone, computer with microphone, or mobile device to join the meeting audio.
- **Telephony only:** Participants must call in to the meeting via telephone.
- **VOIP only:** Participants can only speak and be heard through a computer or mobile device with a microphone.

**Meeting option:** Select the **Enable join before host** option (recommended) to allow participants to join the meeting before the host does.

**Grade:** This setting allows teachers to associate a grade to a Zoom meeting to their course [Gradebook](#) using the **Scale** or **Point ratings**, a **Grade Category** and a **Grade to Pass**. If you make your Zoom meeting in AsULearn graded, a graded column is automatically created in your AsULearn Gradebook, and the process for grading is automatic and simple: Any student who logs into the Zoom meeting is automatically awarded the maximum point value in points or the highest rating in a verbose scale. The teacher can always edit the automatically awarded grades later, but think of it as "You get the max grade for simply attending."

## Support

If you have questions about Zoom, see the excellent [Zoom support](#) site, or call Tech Support at 828-262-6266 Option 1. For more complex questions or teaching issues, [submit a Service Request](#).

## Zoom Mobile App

The Zoom mobile apps work very well, and you can download them from the [Zoom Download Center](#). Below is a video showing how to install and log in on a mobile device.

## Related Articles

- [Appalachian Zoom Telehealth Portal](#)
- [AsULearn Faculty Support](#)
- [Google Calendar Appointment Slots](#)
- [How to Schedule Zoom Meetings for Other People](#)
- [Zoom Desktop Client](#)
- [Zoom Web Conferencing: Classes, Group Work, Collaboration](#)
- [Zoom: An Instructional Guide](#)
- [Zoom: Attendance Reports](#)
- [Zoom: Breakout Rooms - Troubleshooting](#)
- [Zoom: Securing Your Virtual Classroom](#)
- [Zoom: Using for Lecture Capture](#)

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