

Accessing your LOIL and IPT links - Tips for Students

When a Zoom meeting is set up in Moodle, it creates a Join button for students to click. However, there may be times when Moodle becomes slow or unresponsive (for example when thousands of people try to login at the same time, especially at quarter past the hour). In this instance it is helpful to have thought ahead, and to have a contingency plan. It is advisable to log on, where possible, in good time in advance of any live sessions you might have. Depending on how your lecturer has set up the meeting you will be able to find the meeting URL in a number of different ways. These are set out below.

Tip #1 – Logging in to Moodle in Advance of your Session

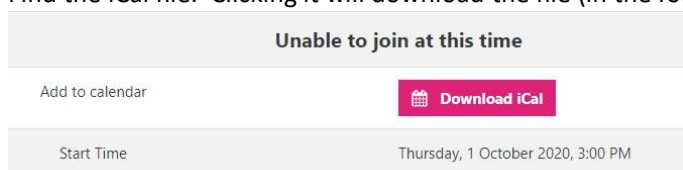
Log into [Moodle](#) with your University name and password. If the connection is slow do not press the browser refresh button as this will start the page loading from the beginning. Be patient and wait for the page to load. Choosing non-peak times to access your course may be beneficial at this time (i.e. not at 9:00 AM or at 15 minutes past the hour).

Tip #2 – Download an iCal file from Moodle and add to Outlook (if provided)

You might see an iCal file in one of two ways in Moodle, if provided. Either it will appear on the Zoom activity meeting screen (note: not all Zoom meetings will provide an iCal file), or on the Moodle course page if a staff member has uploaded a file directly.

(A) – iCal on Zoom Meeting Activity Screen (if provided)

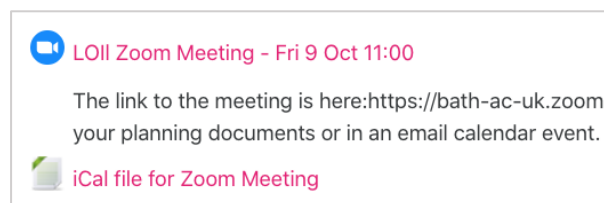
- Enter your Moodle course, and go to the Zoom meeting activity. Open the activity to display the meeting summary.
- Find the iCal file. Clicking it will download the file (in the format .ics).



- Log into [Outlook on the web](#).
- Click Add calendar.
- Select Upload from file and browse for the .ics file you previously downloaded.
- Select the relevant calendar and click Import.
- You should see a pop-up message confirming the import. The meeting will be added to your Outlook calendar.

(B) – iCal Provided by Staff on the Course Page

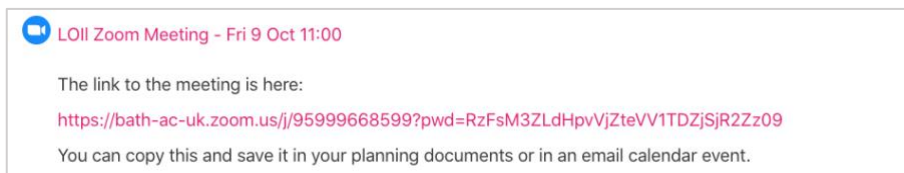
If your lecturer/tutor has provided an iCal file, you can upload this to Outlook on the web to create the event automatically.



- Enter your Moodle course and find the iCal file. Clicking it will download the file (in the format .ics).
- Log into [Outlook on the web](#).
- Click Add calendar.
- Select Upload from file and browse for the .ics file you previously downloaded.
- Select the relevant calendar and click Import.
- You should see a pop-up message confirming the import. The meeting will be added to your Outlook calendar.

Tip #3 – Add a meeting URL to Outlook (if the link has been provided)

If staff have provided the meeting URL alongside the Zoom meeting activity, right-click on the meeting link provided and copy the link address.



- Log into [Outlook on the web](#) with your University username and password.
- Select the Calendar view.
- Create a New Event and paste the link address into the description box for future reference. Add a title and set the date and time of the meeting and click Save.

Alternatively, your lecturer might have shared the Zoom meeting link with your Unit cohort via email.

- Log into [Outlook on the web](#) with your University username and password.
- Find the relevant email and click the pin option. The email will now stay pinned to the top of your list of emails to be easily retrieved when you need to find the meeting link.

