



**Zoom Meetings  
Getting Started Guide  
In the Learning Management System (LMS), Schoology**

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## PURPOSE & INFORMATION

The purpose of this getting started guide is to provide information and procedures for initial set up of Zoom Meeting, which provides a live web conferencing tool.

### WHAT IS THE ZOOM MEETING APP?

Zoom Meeting integration provides teachers with access to set up a live web conference with all course members.

Recommended Use:

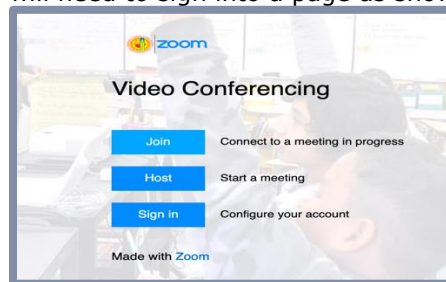
- For use through the LMS for host with students.
- Hold meetings with 2 or more students.
- Sessions are not to be recorded involving students.

### LICENSING

Licensing is provided by LA Unified at no cost to schools.

### BEFORE YOU START

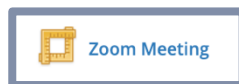
If you have created a Basic Zoom account with your LAUSD email, please convert your account by signing in to [lausd.zoom.us](https://lausd.zoom.us). You will need to sign into a page as show below:



Log into [lms.lausd.net](https://lms.lausd.net) with your LAUSD single sign on. LA Unified recommends not recording students (images).

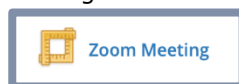
### TEACHER ACCESS

- **Zoom Meeting** will be available for teachers through the following path:
  - **Course Home** > Add Materials > External Tool



### STUDENT ACCESS

- **Zoom Meeting** will be available for students through the following path:
  - **Course Home** > Materials Page



### HOW DO I GET SUPPORT?

- The Schoology helpdesk is available to assist with integration, i.e. app loading in the Schoology platform.
  - Submit a Support Request Online
  - Chat Live with an Agent.
  - Call **(213) 241-5200** and Select **Option 5** then **Option 1**.
- Please contact Zoom for Zoom related questions.

## ACCESSING ZOOM ONLINE MEETINGS

### SETTING UP ZOOM ONLINE MEETING IN SCHOLOGY

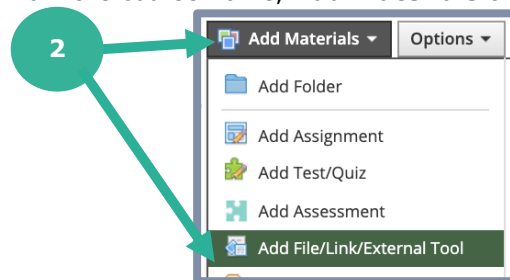
- If you have created a Basic Zoom account with your LAUSD email, please convert your account by signing in to [lausd.zoom.us](https://lausd.zoom.us). You will need to sign into a page as show below:



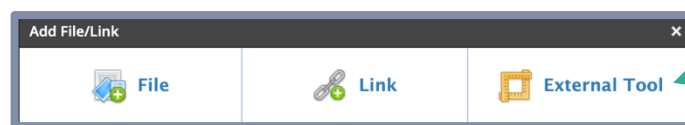
- Log into [lms.lausd.net](https://lms.lausd.net) with your LAUSD single sign on.
- Bubble 1: From the blue navigation bar, select **COURSES**. Then select the appropriate Course.



- Bubble 2: From the course home, **Add materials** then **Add File/Link/External Tool**.



- Bubble 3: Select **External Tool**.



- Bubble 4: Find Zoom Meeting from the Tool Provider list, add a **Title**, and **Submit**.

**Add External Tool**

Tool Provider: Zoom Meeting

Title: \*

URL: \* Custom

Consumer Key: Custom

Shared Secret: Custom

Custom Parameters:

Enable Grading

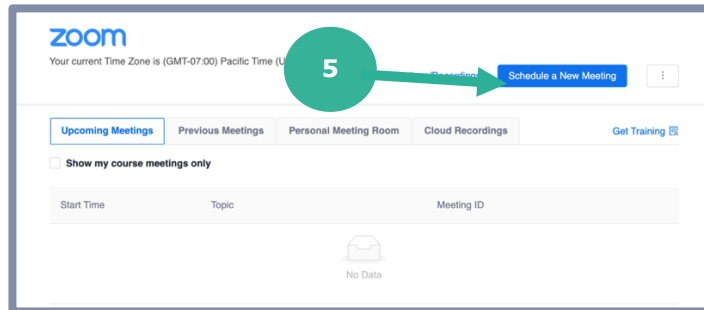
Options:

Submit Cancel

- Course will now have the following in the materials section.



- Bubble 5: First time users, sign in if necessary, and select **Schedule a New Meeting**.



- Your Topic name will be automatically generated based on your course name.
- Bubble 6: Please select the options as seen below, select **Save**. You may **Start Meeting** from this screen.

Registration  Required

Video Host  on  off  
Participant  on  off

Audio  Telephone  Computer Audio  Both

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID 9097182677
- Enable waiting room
- Record the meeting automatically

Alternative hosts

- Bubble 7: You may also return to the external tool **Zoom Meeting** to start the meeting.

zoom

Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada)

All My Zoom Meetings/Recordings

Show my course meetings only

Start Time	Topic	Meeting ID	
Today 8:00 PM	Content Integration Testing: Section 1	889-629-560	<input type="button" value="Start"/> <input type="button" value="Delete"/>

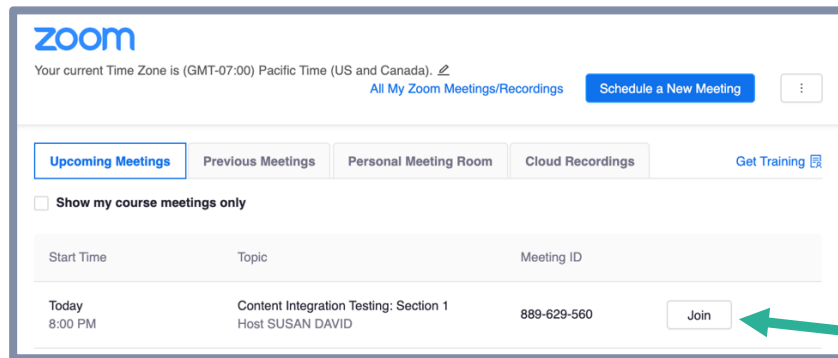
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### COURSE MEMBERS JOINING ZOOM ONLINE MEETING

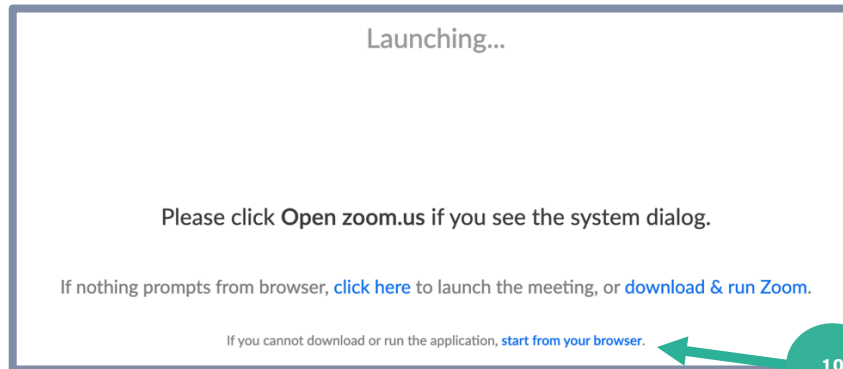
- Bubble 8: Course members may join the meeting by selecting the **Zoom Meeting** external tool.



- Bubble 9: Click **Join**.



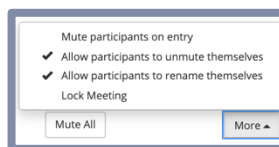
- Bubble 10: Students should select **start from your browser**.



- Please remind students about appropriate digital citizenship as they are able to choose their name in the web browser.
  - Teachers will be able to change these names once the students are in the meeting.

### FEATURES TO KNOW & CONSIDER

- Enable Waiting Room feature to:
  - Provides the teacher an opportunity to temporarily remove a student from the conference.
  - Prevents students from joining the conference without the teacher.
- Showing Participant Pane will:
  - Show student names, hands raised, muted students, etc.
  - Provide teachers the opportunity to change student names, if needed.
  - Provide teachers with the **More** option: Please toggle on the options you'd like for your conference.



- Provide teachers the opportunity to change chat options.

