



L.A. Unified LMS Online Meeting/Conferencing Options

The Los Angeles Unified School District has online meeting and conferencing options for all educators to leverage for instructional continuity. Below are some options available through the Learning Management System (LMS), Schoology.

Features	 Conferences	 Microsoft Teams Meeting	 Zoom
Log in with Single Sign-on (SSO)	✓	Coming Soon	Teachers Only
Auto-installed in Courses	✓		✓
Auto-Installed in Groups	✓		
Available in Schoology as:	App	App	External Tool
Create notes	✓	✓	✓
Whiteboard	✓	✓	✓
Chat	✓	✓	✓
Share files during a conference		✓	✓
Dial in phone conferencing	✓	✓	✓
Nonverbal feedback		✓	✓
Annotation	✓		✓
Create breakout rooms	✓		
Polling	✓		
Manage participants	✓	✓	✓
Teacher/host can share their screens	✓	✓	✓
Availability	Now	3/27/2020	Now
Getting Started Guide	bit.ly/PLSConferences	bit.ly/PLSTeamsGSG	bit.ly/PLSZoomGSG

District Guidelines Overview:

- Above tools are for use through the LMS.
- Hold meetings with 2 or more students.
- Sessions involving students must not be recorded.
- Students/teachers are reminded to adhere to BUL 999.13 [Responsible Use Policy](#)
- For additional security, teacher/host will need to admit students from a virtual “waiting room” in Zoom.





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LMS Online Meeting/Conferencing Options

As the District continue to expand and transform the traditional classroom, online conferencing has become a necessary tool for ensuring students keep participating and learning regardless of their location. Online conferencing tools provide students, teachers, and parents with useful features such as digital whiteboards, content sharing, and voice/video chat however, these features can also be exploited by malicious participants or “trollers” to disrupt remote instruction operations. To ensure a quality remote instruction experience and protect student privacy, the District recommend the following guidelines:

TEACHERS

- Disable screen sharing option for participants (host only)
- Keep conference links private and do not publicly share them on social media
- If conference links are shared publicly, require a private password to join that’s sent to participants separately
- Remove trollers from the conference and don’t allow them to rejoin. Many online conference solutions can be configured to automatically disallow removed participants from rejoining.
- Do not record sessions with students
- If supported, stop participants from joining until you’re ready for them by placing them in a virtual staging area.

STUDENTS

- Make sure you have access to any conferencing software required by your teacher.
- Join the online conference a few minutes early and mute your computing device.
- Do not knowingly misuse online conferencing features to interfere with, disrupt, or harm remote instruction activities

PARENTS

- Ensure that your internet connection is at least 4 megabits per second (Mbps) up and down. You can check this online by visiting <http://www.speedtest.net>
- Prepare your child’s remote conference area in advance to prevent interruptions and distractions (e.g. pets, siblings, other domestic activities)
- Report any complaints of inappropriate content to the teacher so appropriate action is taken.
- Do not store or transmit any data or material that is harassing, threatening, abusive, fraudulent, unlawful, obscene, libelous, or otherwise inappropriate.
- Do not record online conferencing sessions.
- These guidelines align with [LA Unified’s Responsible Use Policy \(BUL-999.13\)](#), which is reviewed and signed annually by employees, students and parents to help ensure the appropriate use of District resources.