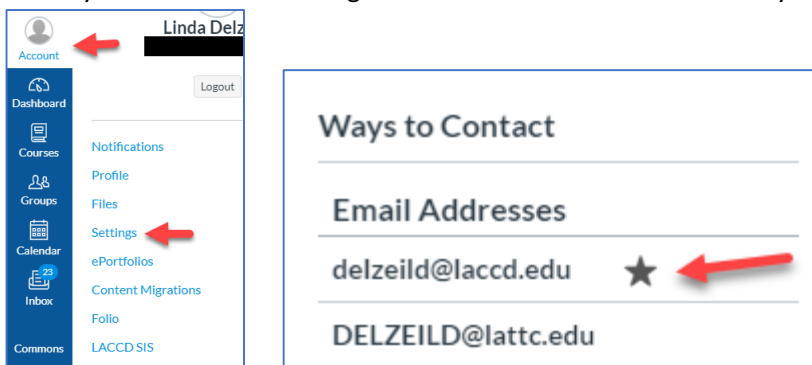


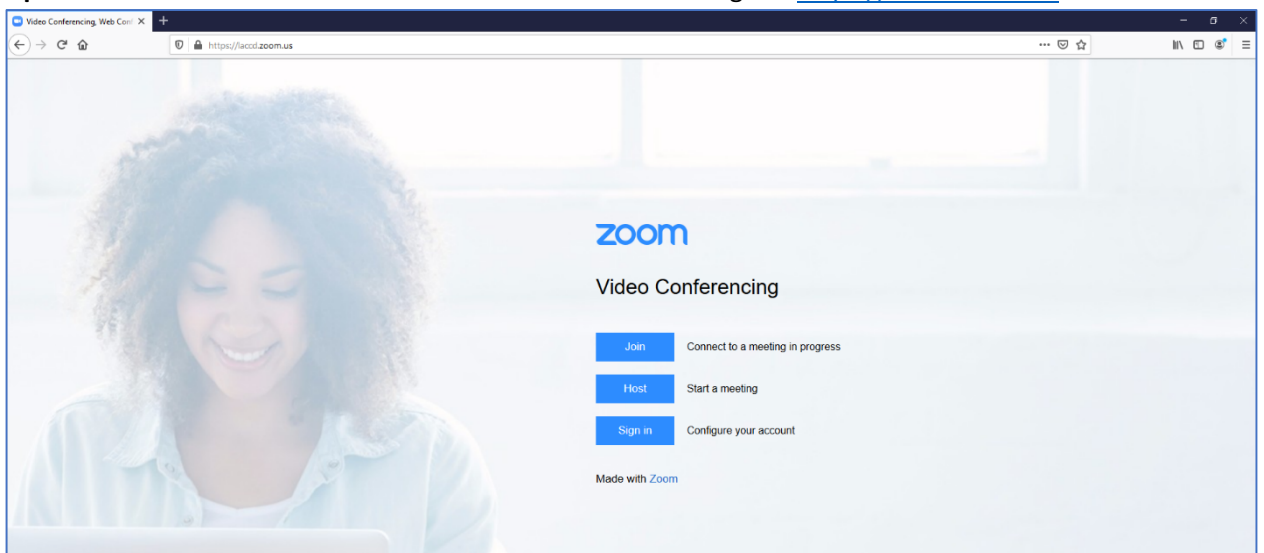
Faculty Zoom User

Please follow these steps in order, to create a new Zoom account for the first time, or to be sure your Zoom account is properly configured for the Fall 2020 semester.

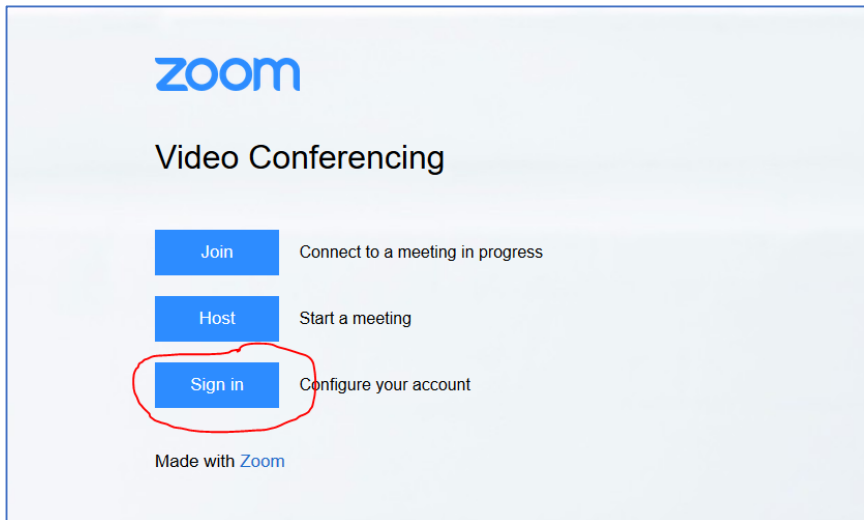
1. Log out of all applications and close all open web browser windows on your computer before you begin. You don't want conflicting login issues that prevent you from being successful.
2. Open Chrome and log into the PeopleSoft portal at <https://mycollege.laccd.edu>.
3. Go to Canvas.
4. Check your Account -> Settings and notice what email addresses you have.



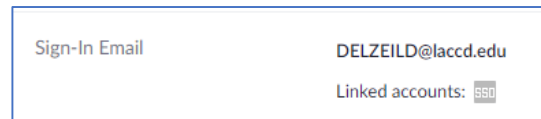
5. If you have two, and one is your username@laccd.edu and the second is username@college.edu that is fine. If one is in blue, you can click on it and re-send the confirmation link. Go to your email and confirm it. **Make the LACCD email address as the preferred email by clicking on the star that appears when you run your mouse over the email id.**
6. **Open a new tab in Chrome** or a new window in Chrome and go to <https://laccd.zoom.us>.



7. Click on the blue Sign in button. If you cannot reach this page using the laccd.zoom.us link, you need [to clear your browser cache](#) and start over at step #1. If that fails, contact your DE Coordinator or Linda Delzeit DelzeILD@lattc.edu for assistance.



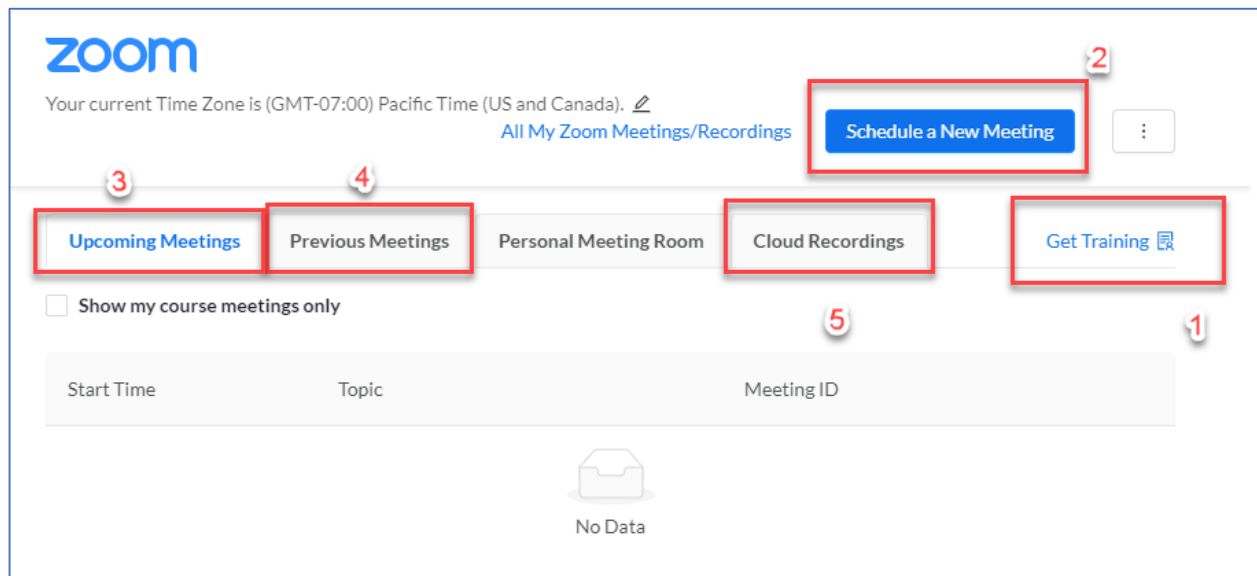
8. Since you are already signed into the LACCD Portal, you may not need to sign in again. If you are required to sign in, use your username@laccd.edu full email address and your Portal password.
9. Once you log in, you should be in your LACCD Zoom account. Click on your Profile and be sure



the email address is username@laccd.edu.

10. Return to the browser tab with Canvas. Select one of the courses where you are the instructor.
11. Go down the course menu and find the Zoom link. Click on it. You should see that your account is ready to begin scheduling meetings in Zoom. If you see an error message, verify that your Canvas account has the LACCD.edu email with the star next to it. If not, make the change by running your mouse over the LACCD.edu email and clicking on the star. If that doesn't solve the problem, contact Linda Delzeit or your campus DE Coordinator for help.

Canvas Zoom Integration Menu



1. The **Get Training** link takes all users in the Canvas class to the Zoom.us video tutorial area where videos, images, and text can be searched and viewed for how to use all features of Zoom.
2. Blue button to **Schedule a New Meeting** is the first step to schedule a new meeting for your class.
3. **Upcoming Meetings** tab, when clicked, will show all upcoming meetings scheduled for that class or for any members of the class. In the image above, no meetings have yet been scheduled.
4. **Previous Meetings** tab, when clicked, will list all previous meetings for the class. **Note: if single meetings are scheduled, those meetings will only appear for 30 days. To keep your meetings in the list longer, schedule all meetings as RECURRING, even if you delete all but one of the meetings.**
5. **Cloud Recordings** tab will show all of the recordings for your class meetings, if you recorded to the cloud.

Helpful links for hosts and attendees:

- [Zoom tutorials list](#)
- [Testing computer or device audio](#)

Scheduling a new meeting

Here is a sample individual appointment scheduled for a student in your class with a single meeting that will not disappear in 30 days.

[Course Meetings](#) > Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting **Every day, 1 occurrence(s)**

Recurrence

Repeat every day

End date By

After occurrences

1. Topic has the student's first name and meeting time if it occurs other than an exact hour or ½ hour.
2. Description indicates it is an individual meeting. Description is a teacher's note to self and only shows in teacher's view when the meeting link is clicked.
3. Date and time are selected to the nearest 30 minute mark. Pay attention to the AM/PM indicator or the meeting will not schedule.
4. Duration is selected.
5. Time Zone is default but can be changed.
6. Check the recurring meeting and indicate Recurrence sequence, and if a single event, be sure to indicate it ends after 1 occurrence.

- Complete the options of your choice. The default will come from the settings established in the user's Zoom account managed through <https://laccd.zoom.us> settings for meetings and recordings.


Sample settings appear below but can be changed by user's preference.

Registration Required

Security Passcode Waiting Room

Video
 Host on off
 Participant on off

Audio Telephone Computer Audio Both

Meeting Options
 Enable join before host
 Mute participants upon entry 
 Only authenticated users can join
 Record the meeting automatically On the local computer In the cloud

Alternative Hosts

Sample of how the above meeting will appear under the Upcoming Meetings tab:

Today (Recurring) 7:30 PM	Ray 7:45-8:15 pm	962 1033 535 4	<input type="button" value="Start"/>	<input type="button" value="Delete"/>
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