

Using Zoom:

Sign into Clever and find the Zoom app

Clever Frazier School District

These are your district's default Portal resources

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Clever Help Resources

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ScholarMatch

Instant Login Applications

CK-12 Foundation

Khan Academy

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my.hrw.com

Hapara Workspaces

Career Cruising

Code

Zoom

Click the app and it will take you to this page, here you will choose to sign in using Google

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

Sign In

Email address

Email address

Password

Password

Sign In

Forgot password? Stay signed in

or

Sign in with Google

Sign in with Facebook

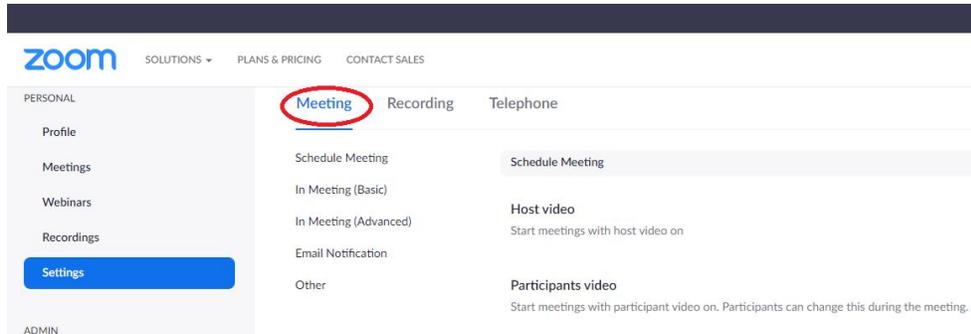
New to Zoom? Sign Up Free

You will get the screen to choose an account and you will choose your school account.

Once signed in you will see a list to the left with Profile, Meetings, Webinars, Recordings, and Settings.

Profile is your information about you; it should self-fill once you sign on.

Next, you want to look at **settings**. Here you may want to choose some options that fit how you want to set up the meetings. Below is a highlight of some specific choices you may want to consider and add others if you choose. You can see which already defaulted on as you view the settings.



I choose under Audio Type Telephone and computer because sometimes the computer audio may not be working so the participant can call in and have audio.

You want to have 'Require a password when scheduling new meetings' and 'Require a password for instant meetings' turned on as well as 'Embed password in meeting link for one-click join'. This will create a new password for each new meeting you create and add it to a new link so the person participating will not have to enter the password but it will get them to the right meeting.

Chat should be on so if there is a question during a meeting the participant can post in the chat, visible for all to see.

Private Chat I would turn off. There is no need for 1-1 chats between participants during your sessions.

File transfer allows host and participants to send files via in meeting chat, this may be good for some users but not for others. I would base this on/off option on the age and need of the group in the meeting.

Feedback is on for Zoom to collect input if you choose to turn it off that is fine. This too I would base on the participants.

Co-host This is an option to include a co-host to run the meeting with you, you can turn this on if needed.

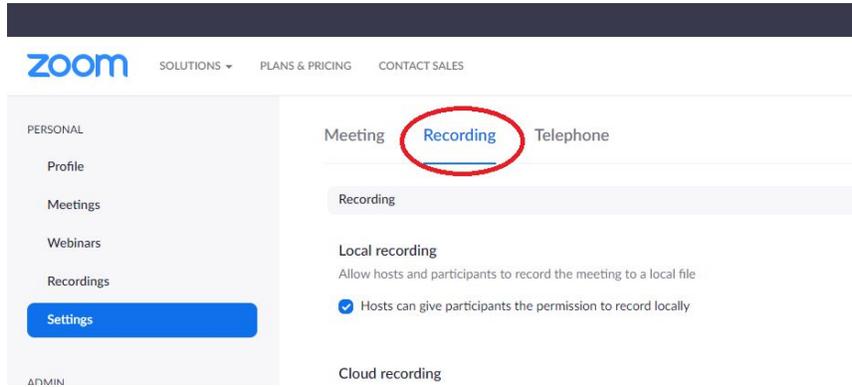
Polling – This is a survey, you can use this to gather information on how much the participants have taken out of the session or random question them.

Screen Sharing –Screen Sharing is on but only the host can share their screen. IF you want to do a meeting and allow participants to share their screen you can change the settings for that meeting here.

Annotation and Whiteboard are on, this allows the host to use tools to annotate or share a whiteboard during a meeting.

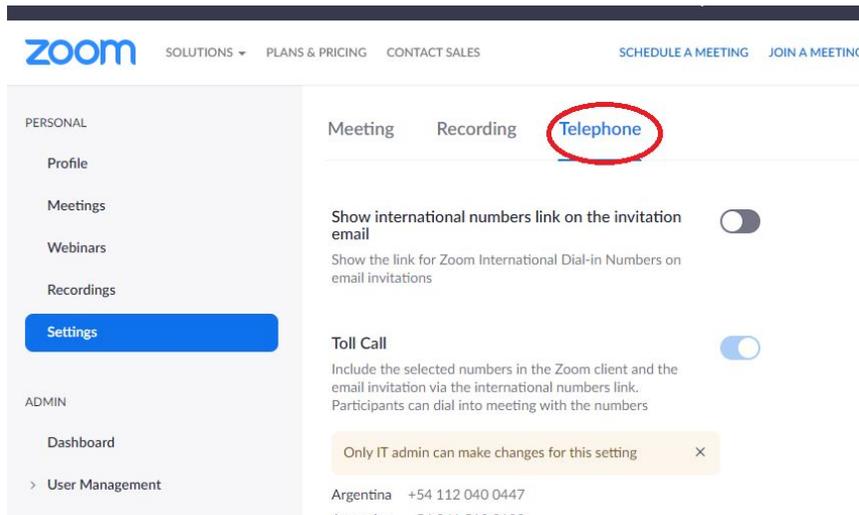
Virtual Background – This allows you to personalize the background with a specific image

If you decide to record your presentation you will get a notification when the recording is available and have a copy sent to the host who can share this recording with participants or post link on another location for easy access.



Recording

The default settings are basic and if you choose to record, these should work but you can add some other selections from this page



Telephone

Under this tab I turned off the international numbers link, we will not be needing any international calls coming in.

Schedule a meeting

The screenshot shows the Zoom user interface. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.0125', and 'RESOURCES'. Below this is the Zoom logo and a main navigation bar with links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. On the left side, there is a sidebar menu under the heading 'PERSONAL' with options: 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', and 'Settings'. A red arrow points to the 'Meetings' option. Below the sidebar is an 'ADMIN' section. The main content area shows the 'Upcoming Meetings' tab selected, with other tabs for 'Previous Meetings' and 'Personal Meeting Room'. Below the tabs, there is a 'Meeting Templates' section with a 'Get' button. A 'Schedule a New Meeting' button is highlighted with a red circle. Below this button, there is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table is currently empty. At the bottom of the page, there is a message: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.'

By selecting the Meetings in the left column, you are now under the tab Upcoming Meetings; here you select Schedule a New Meeting. As you see in the images below you will have a topic for your meeting, in the description you can give some information as to what you will be covering. You select the date and time as well as the duration of the meeting. The other options are not needed such as Recurring meeting, Registration. Meeting ID should generate automatically and the meeting password will generate for each session. Video is off for host and participant, if you choose to host with video that is your choice to select. It is a good idea to mute participants upon entry so there is not a lot of chatter going on but each can be unmuted as needed. Add any alternative hosts that may be working with you in this meeting and be sure to save it

Schedule a Meeting

Topic

My Meeting



Description (Optional)

Enter your meeting description



When

03/23/2020



10:00



AM



Duration

1

hr

0

min



Time Zone

(GMT-4:00) Eastern Time (US and Canada)



Recurring meeting

Registration

Required

Meeting ID



Generate Automatically

Personal Meeting ID 678-206-7402

Meeting Password



Require meeting password

089902

Help

Video

Host

on off



Participant

on off



Audio

Telephone Computer Audio Both



Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry 



Enable waiting room

Only authenticated users can join

Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@sc



Save

Cancel

 Help

After saving the meeting, you will see the button to start the meeting, to add to one of 3 different calendars, and to invite attendees. Further down you will see the options selected in settings and on schedule a meeting page appear. At the bottom, you can Delete this Meeting, Save as a Meeting, Template, Edit this Meeting and another Start this Meeting button.

[My Meetings](#) > Manage "My Meeting"

 [Start this Meeting](#)

Topic My Meeting

Description test

Time Mar 23, 2020 12:30 PM Eastern Time (US and Canada)

 Add to  Google Calendar  Outlook Calendar (.ics)
 Yahoo Calendar

Meeting ID 990-795-245

Meeting Password Require meeting password 089902

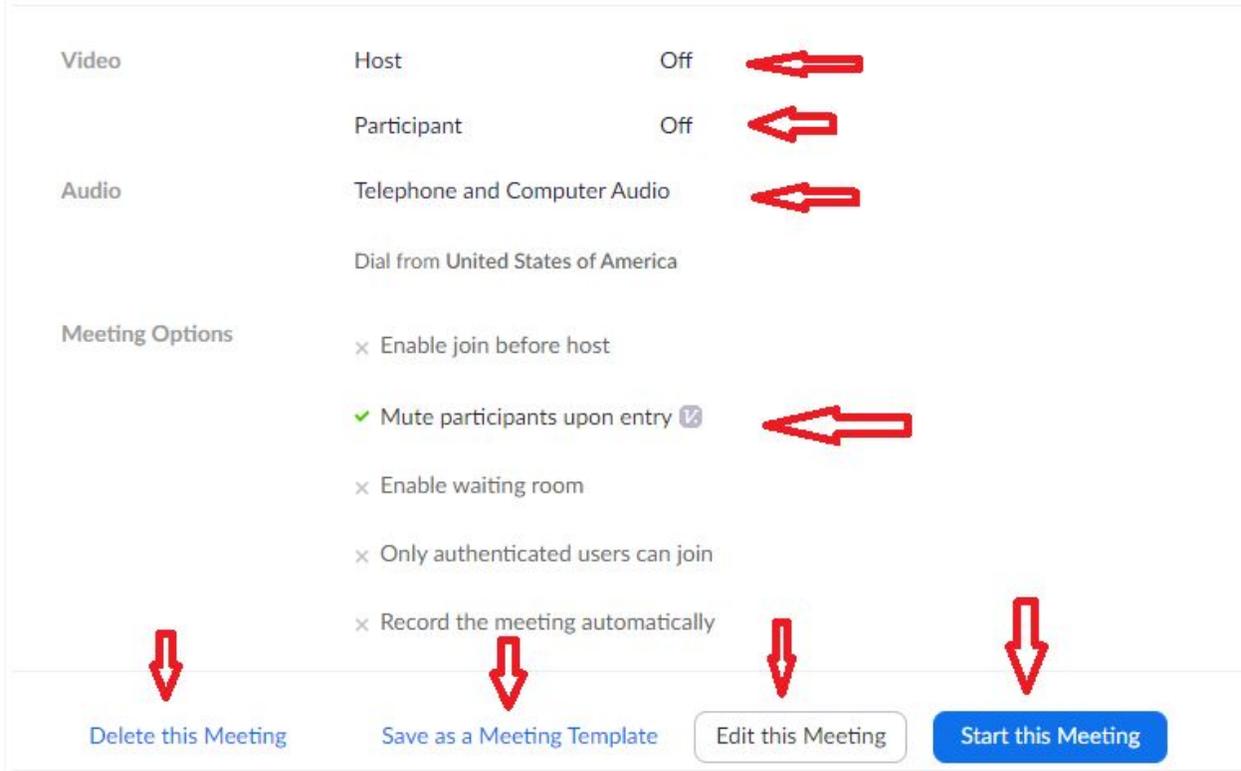
Invite Attendees  Join URL: <https://fraziersd.zoom.us/j/990795245?pwd=TG9qbVFEUGFZSWFDcWNIRmg5QXIFdz09>  [Copy the invitation](#)

Video Host Off
Participant Off

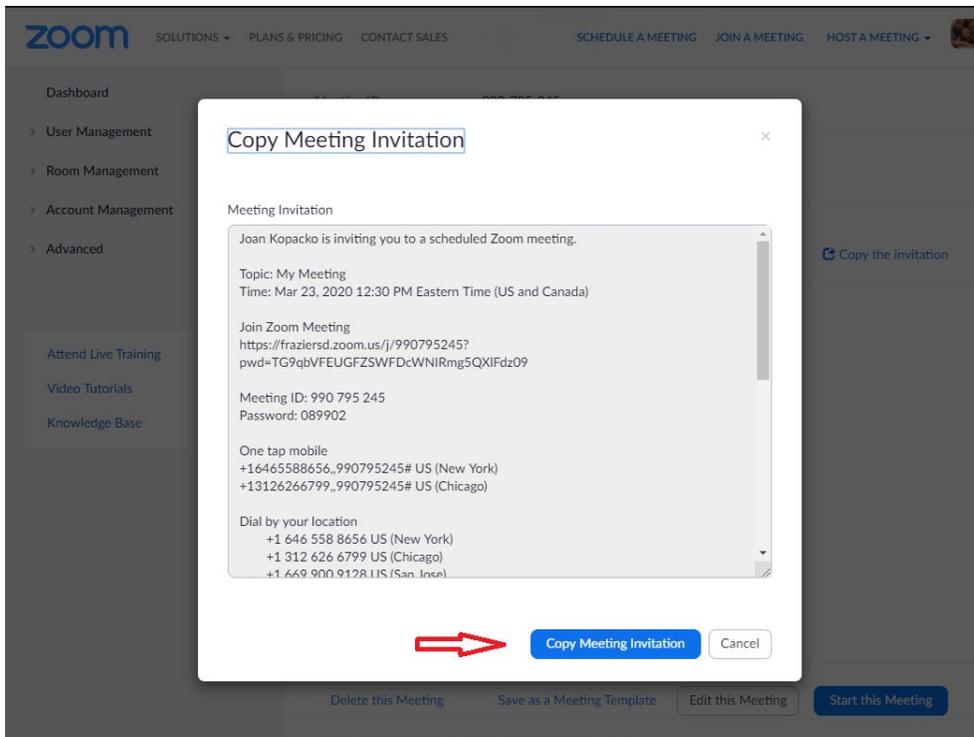
Audio Telephone and Computer Audio
Dial from United States of America

Meeting Options Mute participants upon entry 

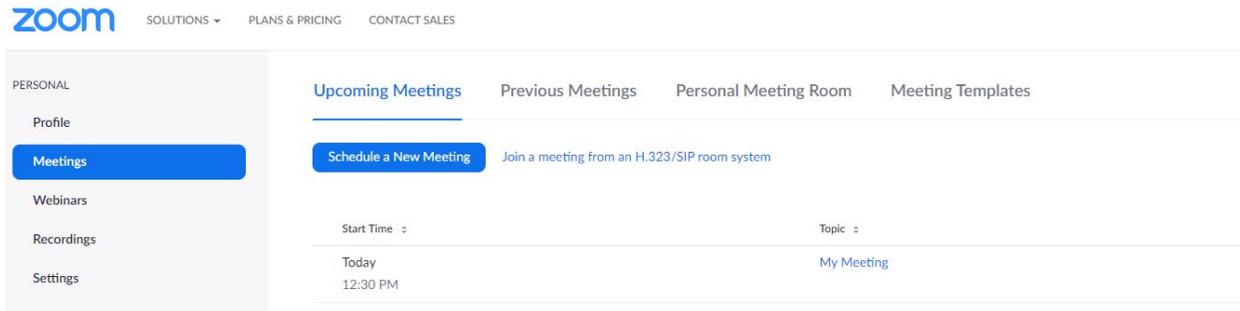




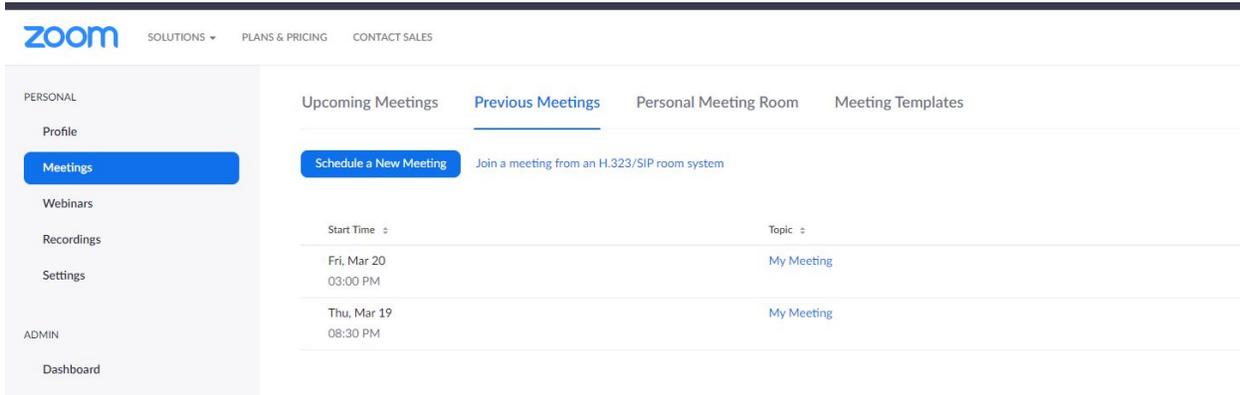
Lets go back to Invite Attendees, click on this link to see the invitation to copy;



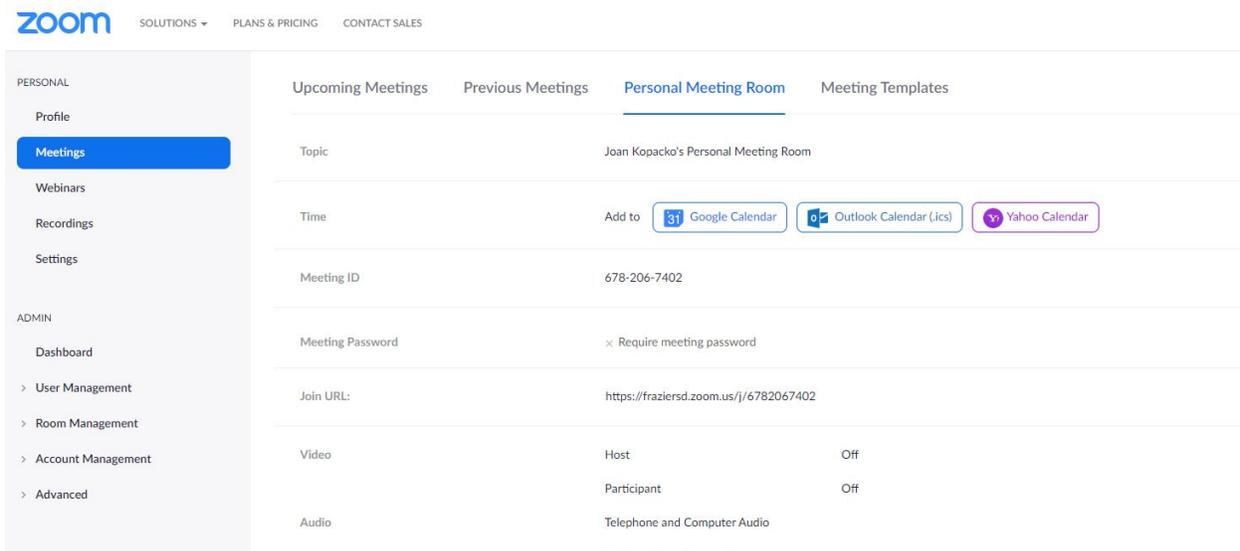
Click copy Meeting Invitation, the invitation highlights and for a short time a message says copied to clipboard. Now you can open a blank email and paste into the email your invite. From here you can add the participants you may already have a group created just add the group, fill in the subject line and send. Or you can add this invite to the specific class in Google Classroom and the participant can click from there.



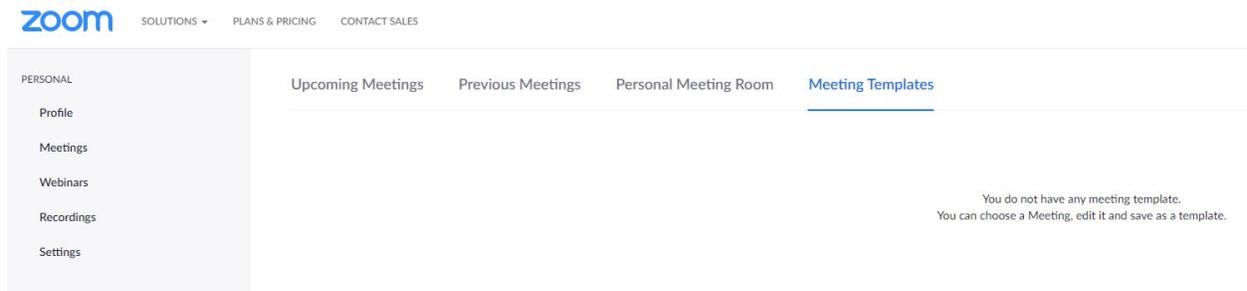
This is a view of upcoming meetings, which you can on the far right start or delete



This shows any previous meetings which on the far right you and start or delete.



This is a personal meeting room which I do not believe you will be using but comes with its own invitation to send.



Here you would find meeting templates if you were to save any from setting up meetings.

When you're finished with your session, you can click in the upper right hand corner to end the meeting.

Here are helpful video tutorials:

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=f919171cecf25c2cb5b84cff2e57bda532cfa570

You will find in the Zoom on the far right under resources training options or click the camera for Get Training.