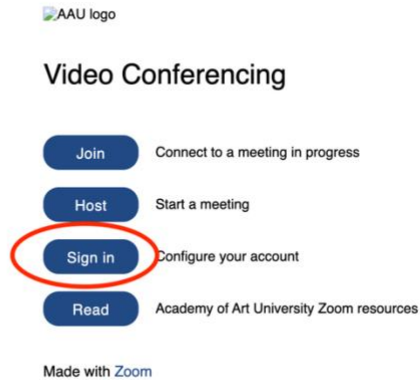



How to Log in and Schedule Class Meetings in Zoom

Step 1: Open a new browser window and go to art.zoom.us. Press the *Sign In* button.



You will then be taken to the academy log in page. Enter your Academy email address and password.

- This is the same email address and password that you use to log into your Outlook and Workday.
- *academyart.edu* for full time faculty, *i.art.edu* for part time faculty.



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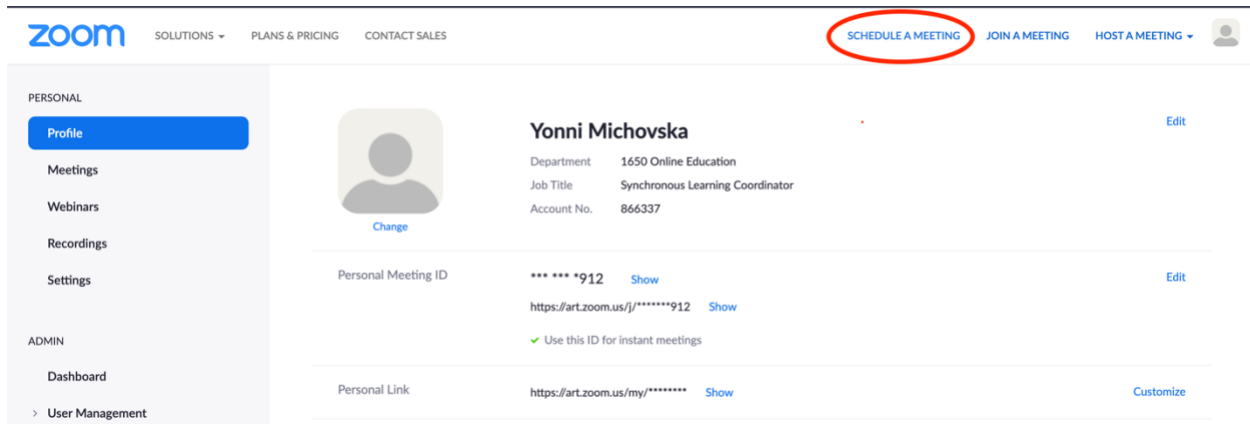
Sign in with your organizational account

[Sign in](#)

[Azure Multi-Factor Authentication](#)

Please remember to use your Academy of Art issued email address as your user name (Academyart.edu, i.Art.edu, or Art.edu respectively) to the end of your username when logging in. For example, if your username was JDOE1 you would log in as JDOE1@art.edu.

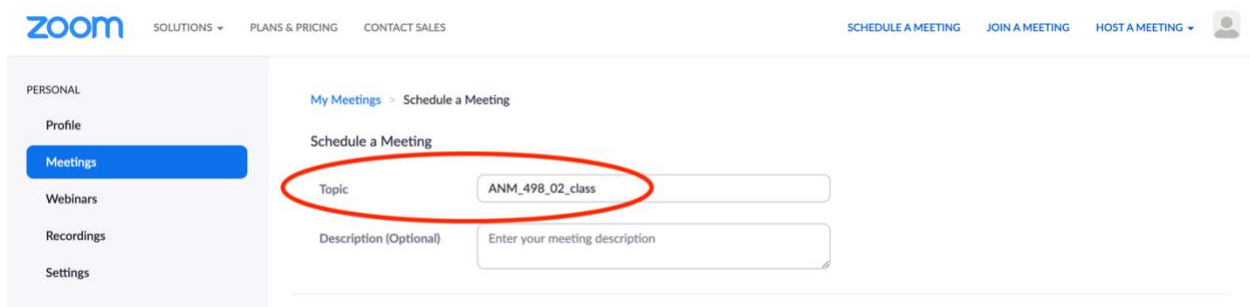
Step 2: From your Zoom profile home page, click on *Schedule a Meeting* at the top of the screen. You will need to schedule a separate meeting for every course that you are teaching.



The screenshot shows the Zoom profile page for Yonni Michovska. The navigation bar at the top includes 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The 'SCHEDULE A MEETING' link is circled in red. The profile information includes a name, department (1650 Online Education), job title (Synchronous Learning Coordinator), and account number (866337). Below this, there are sections for 'Personal Meeting ID' and 'Personal Link', each with a 'Show' button and an 'Edit' link.

Step 3: In the topic section, use the following naming structure based on the course you are teaching:

- Regular Onsite Virtual Class:
Department_Course Number_Section Number_class
Example: ANM_498_02_class
- PCAE Onsite Virtual Class:
Department_Course Number_Section Number_AE
Example: ANM_498_02_AE



The screenshot shows the 'Schedule a Meeting' form in the Zoom interface. The 'Topic' field is circled in red and contains the text 'ANM_498_02_class'. Below it is a 'Description (Optional)' field with the placeholder text 'Enter your meeting description'.

Step 4: Select the date of your first class occurrence. Select the time, and duration. Select *Recurring Meeting*. Select how many times this class will be held weekly and which days it will be held. Set up the end date or number of occurrences.

ADMIN

Dashboard

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

When: 06/23/2020 4:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting Every week on Tue, Thu, 15 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on: Sun Mon Tue Wed Thu Fri Sat

End date: By 08/04/2020 After 15 occurrences

- We ask you to schedule a recurring meeting so you will have one unique link, per class, per semester. Scheduling a recurring meeting avoids having you schedule a new meeting each week or module.

Step 5: Explanations of the following:

- Registration and meeting password are not required.
- Host and participant video are locked off as a security measure, however you and your participants can turn your video on manually once you enter the room.
- Leave both options selected for audio, to give your participants two option to connect.

Registration Required

Meeting Password Require meeting password

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

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

Meeting Options

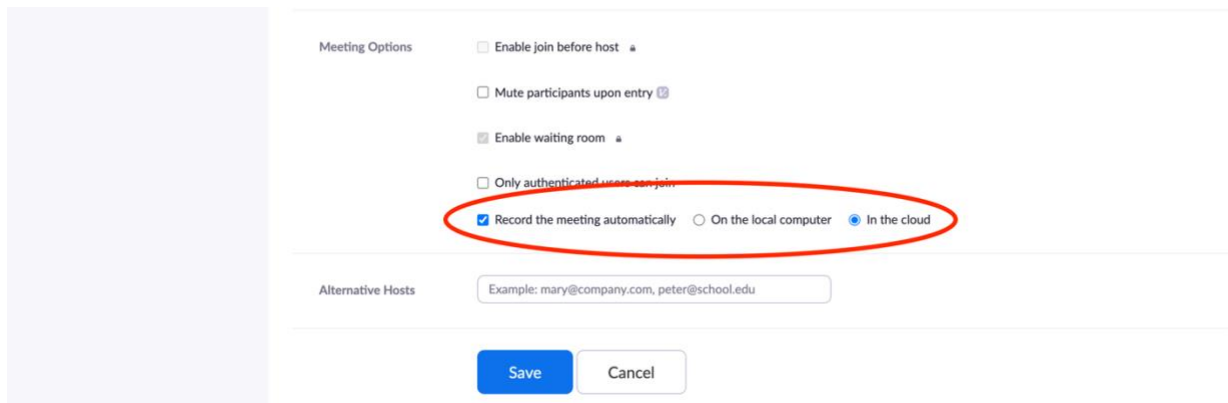
Enable join before host

Mute participants upon entry

Enable waiting room

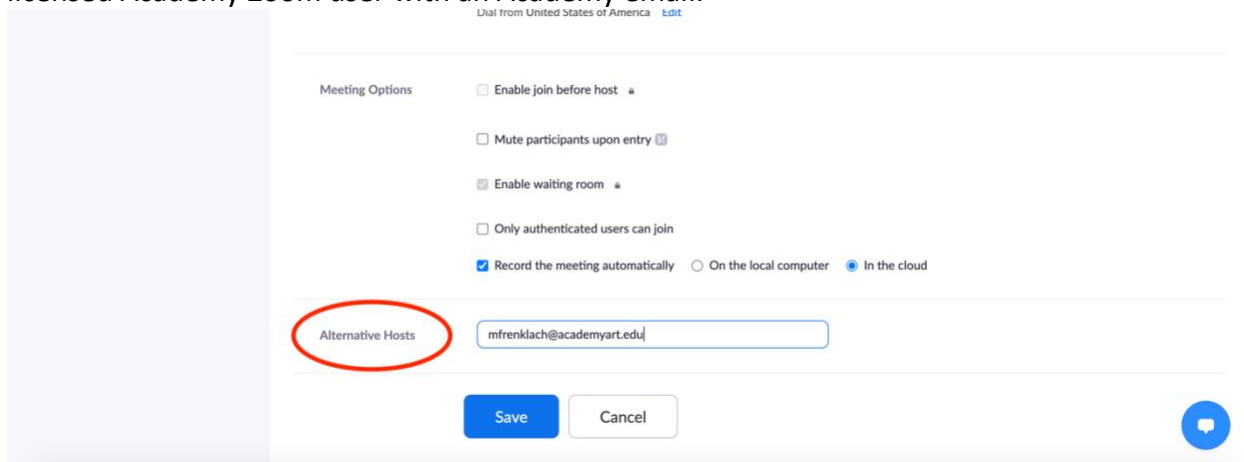
Step 6: We are requiring recording for all onsite virtual classes. You have the following two options. You can set the meeting up to record automatically, or you can manually start the recording once you are ready in the room. We recommend you *Record to the Cloud*. Cloud recordings are generated as a unique link, are transcribed, and easily sharable.

- To record automatically, check the record automatically box.
- To manually start the recording in the room, leave the record automatically box unchecked.



The screenshot shows the 'Meeting Options' section of a Zoom meeting setup. The 'Record the meeting automatically' option is checked, and the recording location is set to 'In the cloud'. A red oval highlights the 'Record the meeting automatically' checkbox and the 'In the cloud' radio button. Below this, the 'Alternative Hosts' field is empty, with a placeholder text 'Example: mary@company.com, peter@school.edu'. At the bottom, there are 'Save' and 'Cancel' buttons.

Step 7: For those of you expecting a substitute teacher, or who have a co-teacher, you may add their email address in the “alternative hosts” section provided. The alternative host must be a licensed Academy Zoom user with an Academy email.



The screenshot shows the 'Meeting Options' section of a Zoom meeting setup, similar to the previous one. The 'Record the meeting automatically' option is checked, and the recording location is set to 'In the cloud'. A red oval highlights the 'Alternative Hosts' label and the input field, which now contains the email address 'mfrenklach@academyart.edu'. At the bottom, there are 'Save' and 'Cancel' buttons, and a blue chat icon on the right.

Step 8: Click the **Save** button. When saving your scheduled meeting, the system generates a unique meeting link specific to that recurring meeting. You will copy and paste the link to your class listing in the online Learning Management System for your students to access. Post this link in the **Class Discussion** area, and also as a **Class Announcement**.

You must schedule and post a separate meeting link for each course that you are teaching and post the appropriate link to the corresponding class discussion and as an announcement

Step 9: To see a list of all of your meetings, go to the **Meetings** button. You will see all of your scheduled meetings in order of date. Simply press the **Start** button next to the meeting you would like to start.

The screenshot shows the Zoom web interface. On the left sidebar, the 'Meetings' button is circled in red. The main content area is titled 'Upcoming Meetings' and contains a table of scheduled meetings. The table has columns for 'Start Time', 'Topic', and 'Meeting ID'. The first row shows a recurring meeting for 'Today (Recurring)' at 04:00 PM with the topic 'ANM_498_02_class' and Meeting ID '980 1350 1861'. The 'Start' button for this meeting is circled in red. A legend indicates that a red circle icon denotes no password.

Start Time	Topic	Meeting ID	Start	Delete
Today (Recurring) 04:00 PM	ANM_498_02_class	980 1350 1861	Start	Delete
Thu, Jun 25 (Recurring) 04:00 PM	ANM_498_02_class	980 1350 1861		Delete
Tue, Jun 30 (Recurring) 04:00 PM	ANM_498_02_class	980 1350 1861		Delete
Thu, Jul 2 (Recurring) 04:00 PM	ANM_498_02_class	980 1350 1861		Delete

***For those of you that use the Zoom application to start your Zoom meetings, you are going to open your Zoom desktop application and click the meetings tab at the top of your window. From here you will see a list of your upcoming meetings. Select your meeting, and click Start.**

The screenshot shows the Zoom desktop application interface. At the top, the 'Meetings' tab is circled in red. The main content area shows a list of upcoming meetings. The first meeting, 'ANM_498_02_class', is selected. The 'Start' button for this meeting is circled in red. The meeting details show it is a recurring meeting with Meeting ID: 980 1350 1861. Other buttons include 'Copy Invitation', 'Edit', and 'Join from a Room'.