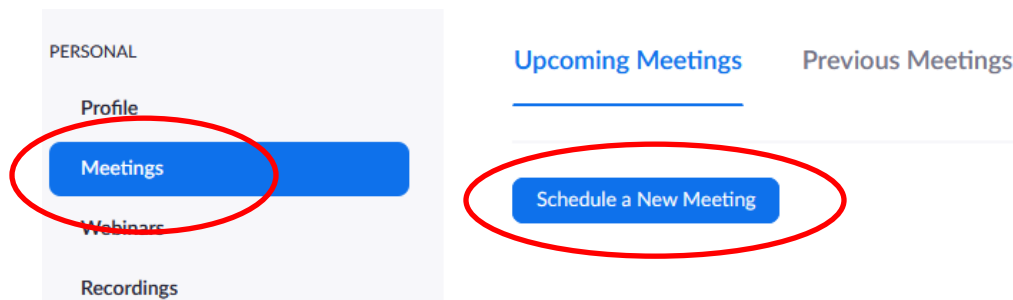


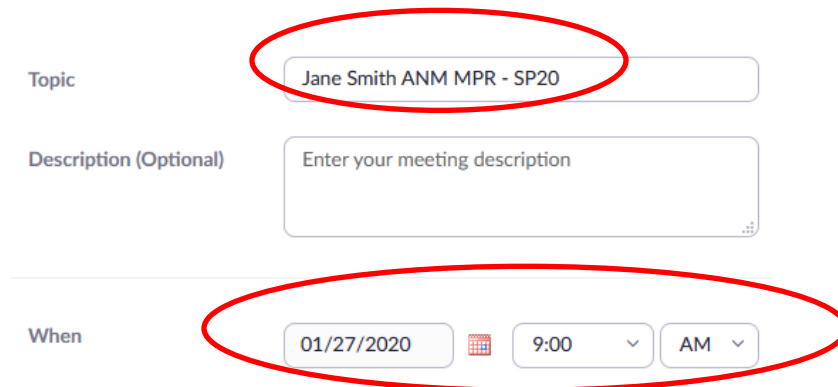
# HOW TO SCHEDULE ZOOM REVIEWS & POST ZOOM LINK IN LMS FOR ONLINE MIDPOINT AND FINAL REVIEWS

## HOW TO CREATE A ZOOM REVIEW ROOM (HOST/CO-HOST)

- 1) GO TO **ZOOM DASHBOARD** \*click **SIGN IN**, use Academy email address to login (if you have not yet set up your Zoom account you will need complete it first so you can sign in)
- 2) Click **MEETINGS** (on left side) > then **SCHEDULE A NEW MEETING**



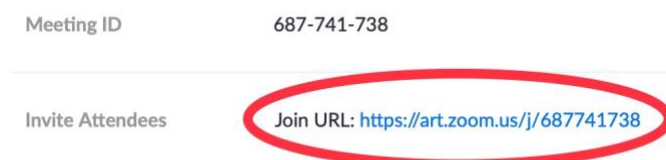
- 3) Add **TOPIC** (student's first and last name, department, review type, semester and year) **THEN** type in scheduled review date & time

A screenshot of the Zoom meeting scheduling form. The 'Topic' field contains the text 'Jane Smith ANM MPR - SP20' and is circled in red. The 'When' section shows the date '01/27/2020' and time '9:00 AM', both circled in red. The 'Description (Optional)' field contains the placeholder text 'Enter your meeting description'.

- 4) **ALTERNATIVE HOSTS:** Add panel chair & full-time faculty panel member as co-host by adding their Academy email address (only the host can grant access to a meeting) **THEN** click **Save**

A screenshot of the Zoom meeting scheduling form. The 'Alternative Hosts' field contains the placeholder text 'Example: john@company.com, peter@'. Below this field, the 'Save' button is highlighted with a red circle.

- 5) After clicking **Save** you will receive a Zoom meeting room link specific to that review

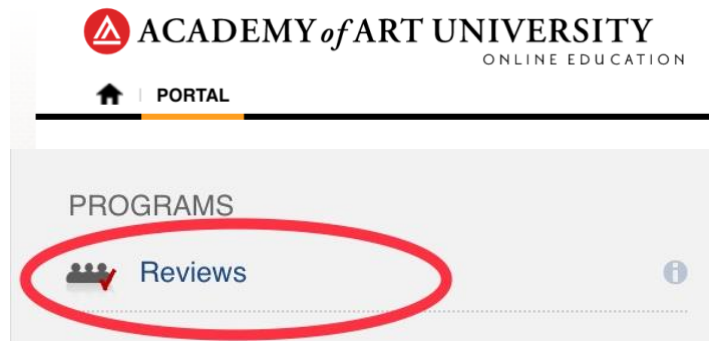
A screenshot of the Zoom meeting scheduling form. The 'Meeting ID' field contains the value '687-741-738'. The 'Join URL' field contains the text 'Join URL: https://art.zoom.us/j/687741738' and is circled in red.

# HOW TO SCHEDULE ZOOM REVIEWS & POST ZOOM LINK IN LMS FOR ONLINE MIDPOINT AND FINAL REVIEWS

## **POST ZOOM LINK IN LMS FOR ONLINE REVIEWS (HOST/CO-HOST)**

**6) TWO DAYS PRIOR TO SCHEDULED REVIEW - LOGIN TO LMS:**  
<https://my.academyart.edu/login>

**7) From the Portal, click on Reviews**



**8) Find the student's review, use the drop-down and select SETUP**

Review	Reviewers	Type	Status	Action
07/17/19 02:00 PM	2	Midpoint	✓	Select
07/24/19 10:00 AM	1	Midpoint	Pending	Select
07/31/19 02:00 PM	2	Midpoint	✓	Review Setup
08/06/19 03:00 PM	2	Final	✓	Download PDF
08/09/19 11:59 PM	3	Final	✓	Delete

**9) Copy and paste Zoom URL in to the ONLINE LOCATION URL field**

Physical Location:

Online location:  Online Location URL

**10) Click Save**

\*please complete the steps above *at least TWO DAYS PRIOR* to the review  
\*after the Zoom links are created AND posted in LMS, panel members and student can access their Zoom room link for the day of the online review

Questions or Need Assistance - email [onlineoffice@academyart.edu](mailto:onlineoffice@academyart.edu)