

How to create a zoom link:

1. Go to <https://zoom.us/> and create a username and login. Use your philasd email address.
2. Click “schedule meeting”
3. In the “meeting name” name your meeting “(your name)’s class). Click the button underneath that says “recurring meeting” and make the dropdown box say “no fixed time.” This will allow you to use the link at any time regardless of the date or time.

[My Meetings](#) > Schedule a Meeting

### Schedule a Meeting

Topic

Ms. Espinosa

Description (Optional)

Enter your meeting description

Recurring meeting

Recurrence

No Fixed Time

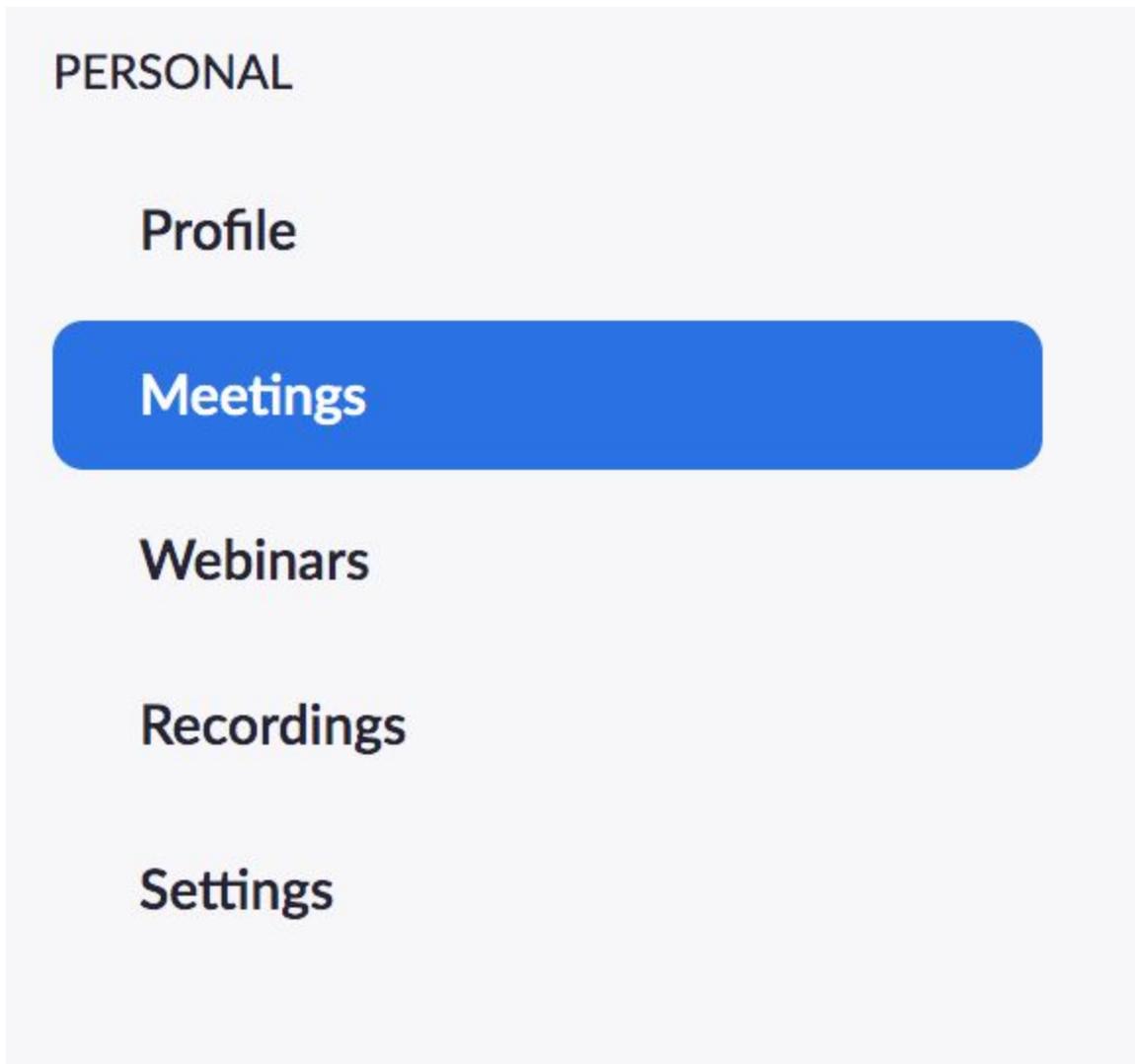
4. Click “save.” Students will not be able to join the link until you start the meeting.
5. Your zoom link will look like this (see below). You should copy and paste that link into your schedule and to parents for meet and greet, back to school night, report card

conferences, etc.

Topic	Ms. Espinosa
Time	Recurring meeting Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar
Meeting ID	858 9053 9522
Security	✓ Passcode ***** <a href="#">Show</a> × Waiting Room
Invite Link	<a href="https://us02web.zoom.us/j/85890539522?pwd=M3V1bStyUzFjWWs5WjFSODNxc9aZz09">https://us02web.zoom.us/j/85890539522?pwd=M3V1bStyUzFjWWs5WjFSODNxc9aZz09</a>
Video	Host Off

Extra meeting features - you only have to do this one time and it's set forever! If you already created a link you still only have to do below and it will apply to your created link.

1. Go to “settings” on the left-hand side of your screen.



2. Disable “private chat” so that students cannot private message each other. Make sure you click the button so it goes from blue to gray.

## In Meeting (Basic)

### Require encryption for 3rd party endpoints (SIP/H.323)



By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

### Chat



Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat 

### Private chat



Allow meeting participants to send a private 1:1 message to another participant.

3. Click on the breakout room function to enable breakout rooms.

### In Meeting (Advanced)

#### Report participants to Zoom



Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. 

#### Breakout room



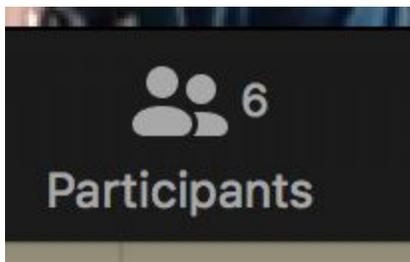
Allow host to split meeting participants into separate, smaller rooms

- Allow host to assign participants to breakout rooms when scheduling



Taking attendance:

You can see who attended your class for a record by clicking on participants at the bottom of your screen.



This will then open a window where you can see all the participants. You can then take a screenshot.



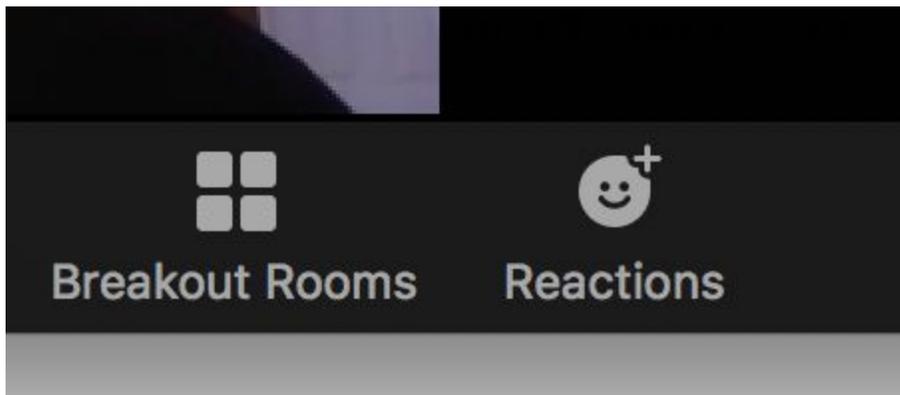
## Participants (6)

	Kelly Esp... (Host, me)	<a href="#">Mute</a>	<a href="#">More ▾</a>
	Franko		
	Marc Levinson		
	Melanie Pena		
	Yvonne Drayton		
	tyler henry		

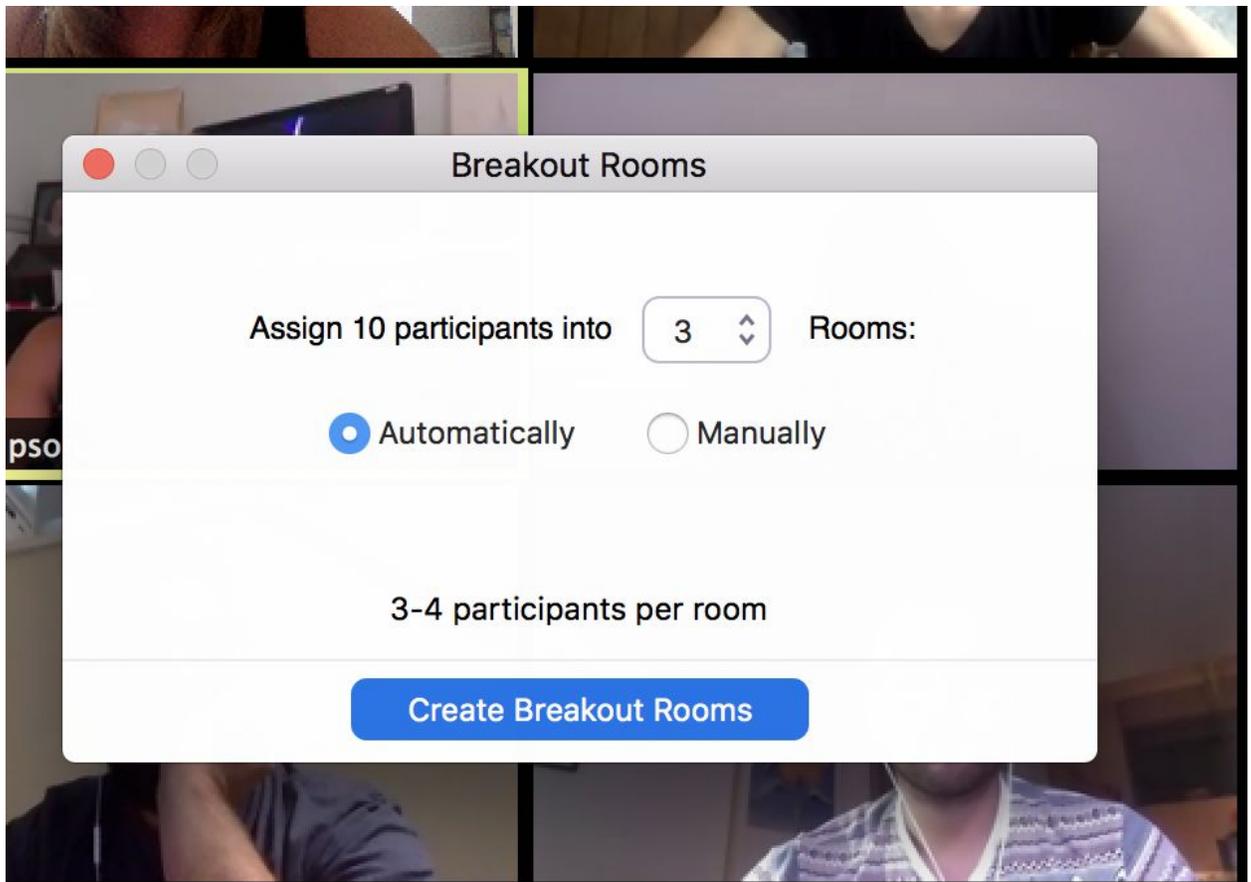
Creating RANDOM breakout rooms:

1. Make sure you enabled the “breakout rooms” feature under settings.

2. When you're ready to send students to randomized breakout rooms, click the "breakout room button" next to "reactions" at the bottom of your screen.

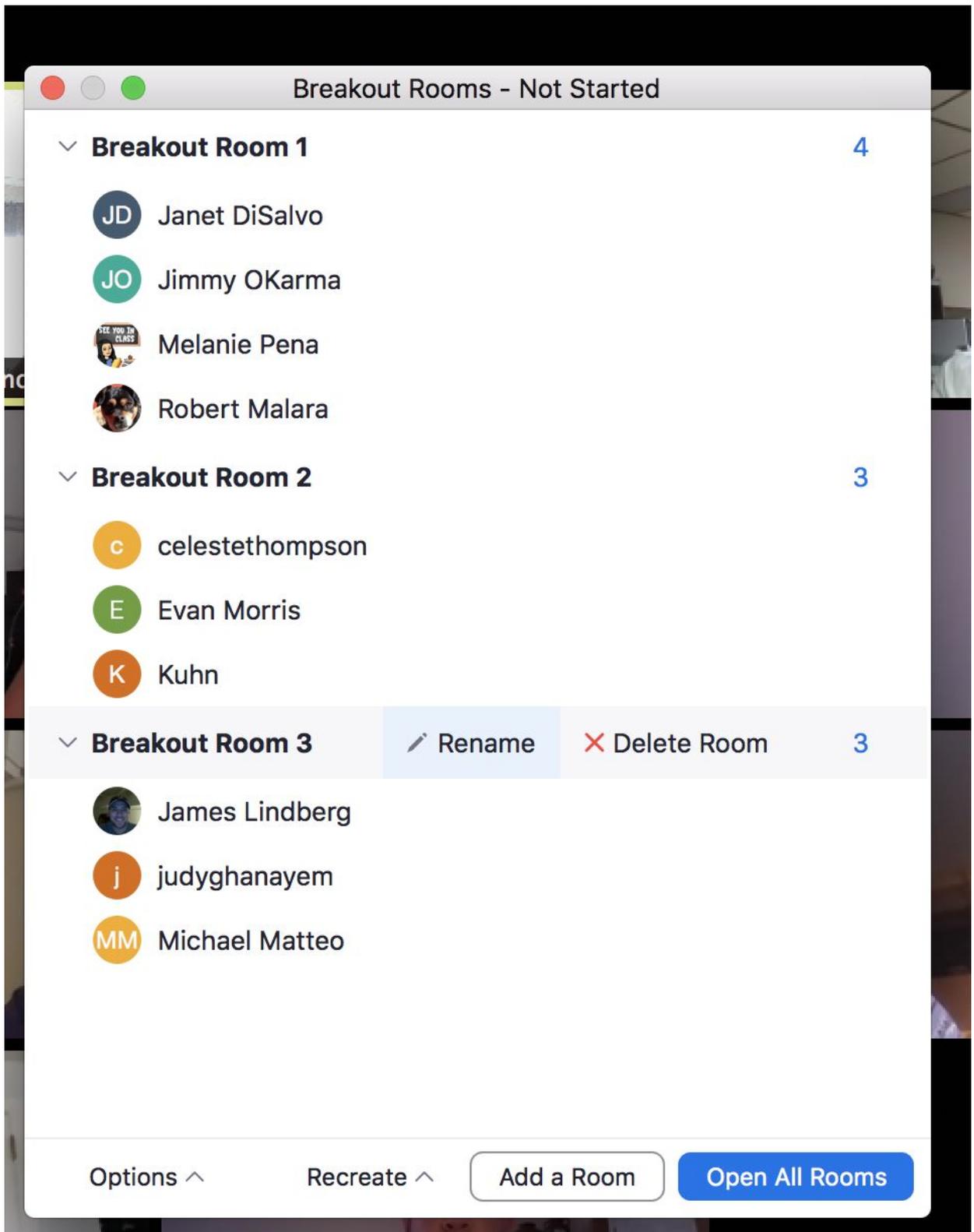


3. You'll then get a button that looks like this:



You can change the number of rooms and zoom will tell you approximately how many people will be in each room. Create the rooms by clicking the button "create breakout rooms."

4. You'll then get a screen like this:



Click "open all rooms" and it will send everyone. You can join a breakout room once in the session by hovering next to the breakout room in the window above and click "join." To leave

the breakout room, hover at the bottom of your screen and click “leave breakout room.” You can send a message to all rooms such as “2 more minutes!” by typing your message in the same screen above where it says “broadcast message” (this will appear once you send people off to rooms). When you “close breakout rooms” it will automatically send a message to everyone they can return to the main session. If they don’t, they will automatically be returned to the main session in 60 seconds.