# Pearson English Portal | **Zoom Guide**

To use Zoom on the Portal, as a teacher you will need to have a Zoom account. This can be a free or a paid Zoom account. Before you run your first lesson in Zoom through the Portal you will need to connect your Zoom account with your Portal account. You only need do this once.

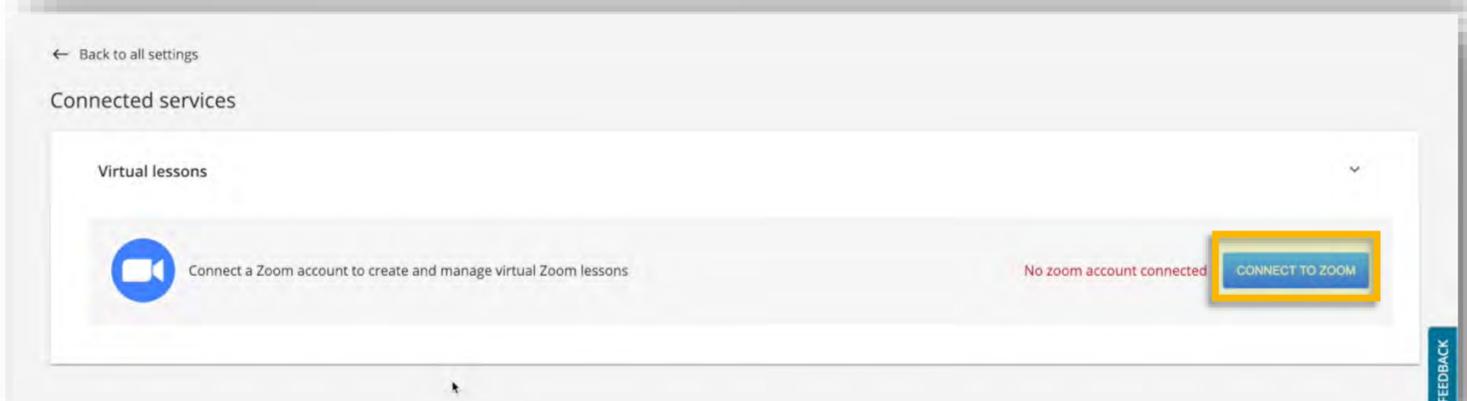Note, your students do not need a Zoom account to attend Zoom lessons on the Portal.

Setting up Zoom on the Portal

To use Zoom in the Portal as a teacher you need to connect your Portal account to your Zoom account.
- Click on *Settings* in the top navigation
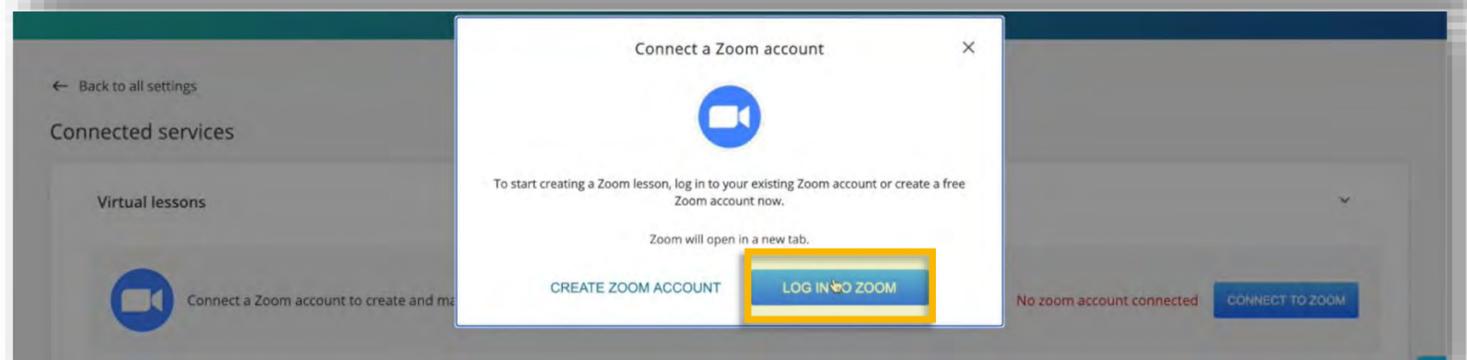- Choose *Connected Services* in the menu
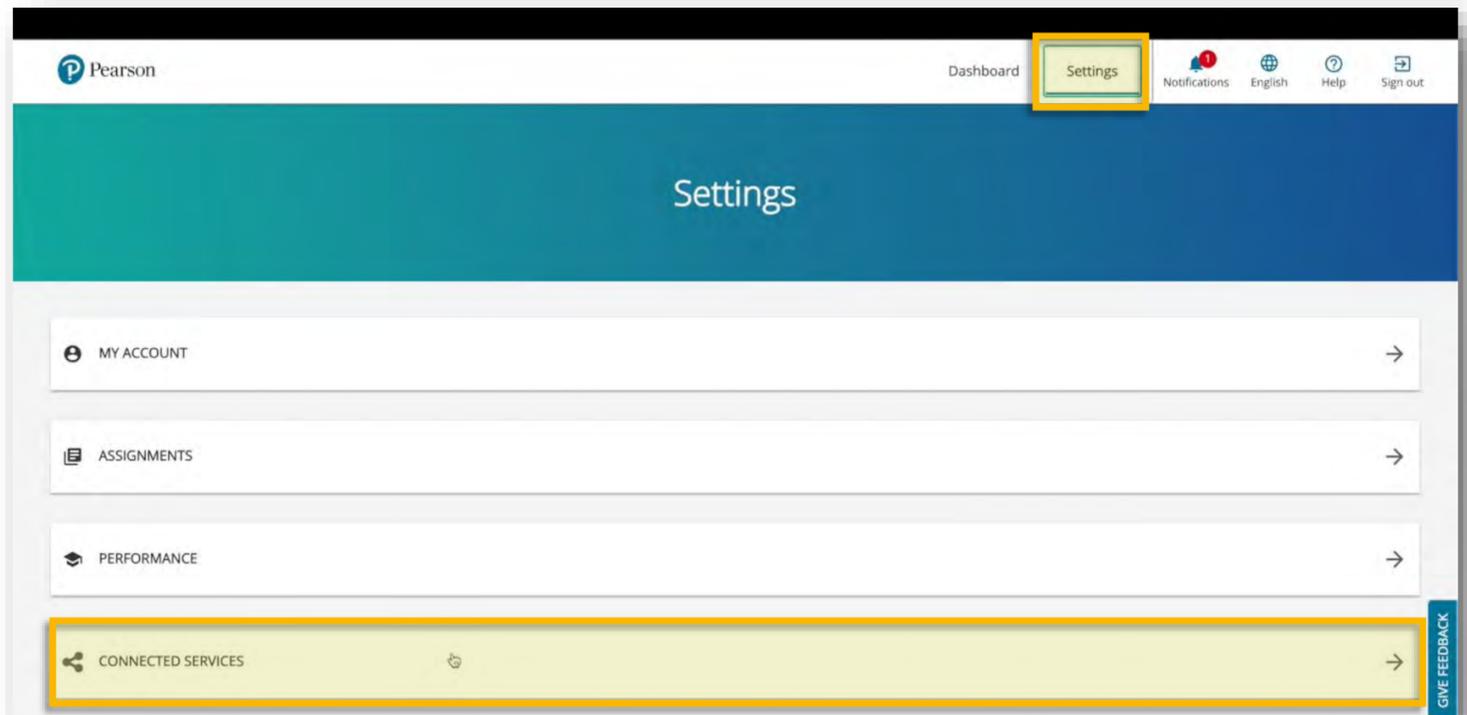
In Connected Services click on *Connect to Zoom*.

Choose *Log in to Zoom*.

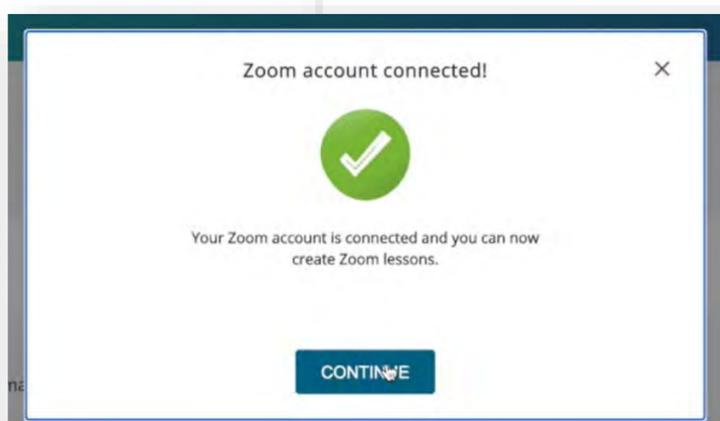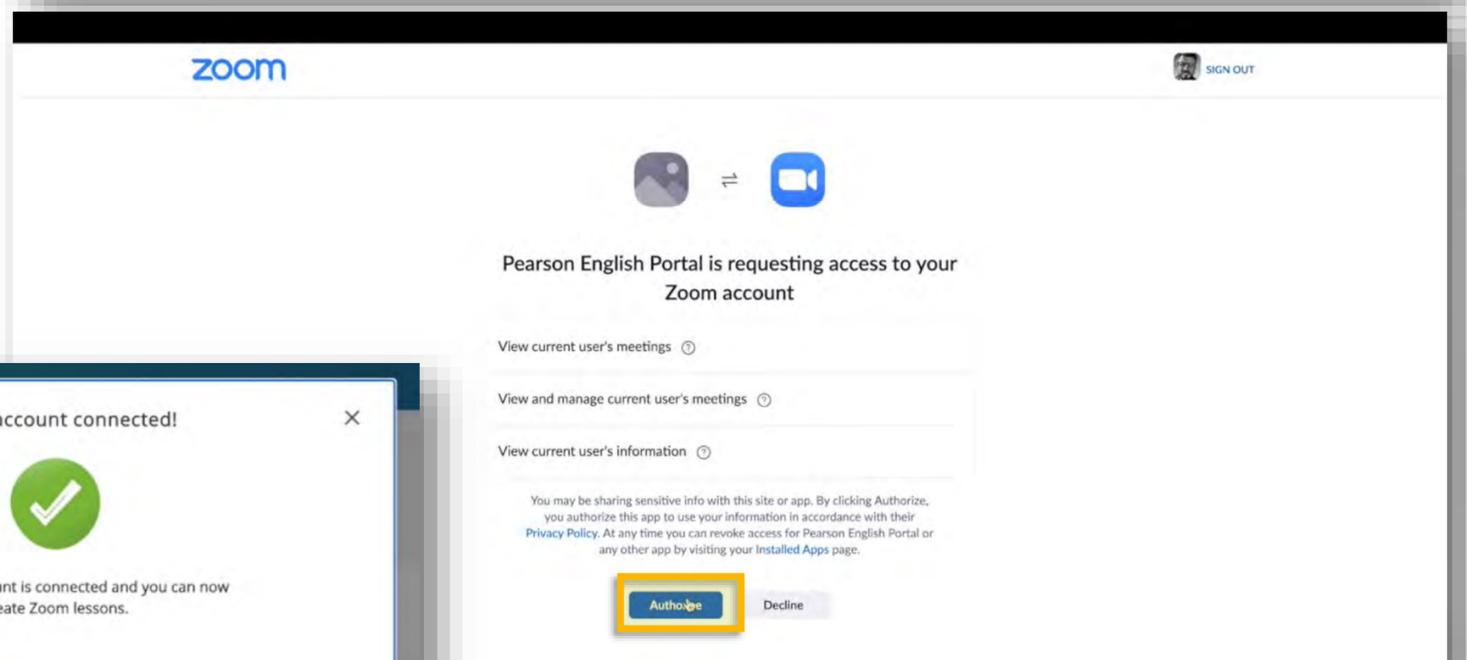If you are not already logged into Zoom, you will need to log in.

If you do not already have a Zoom account, you can create one.

To connect your accounts, click *Authorize* on the Zoom page.

You have now connected your Portal and Zoom accounts.
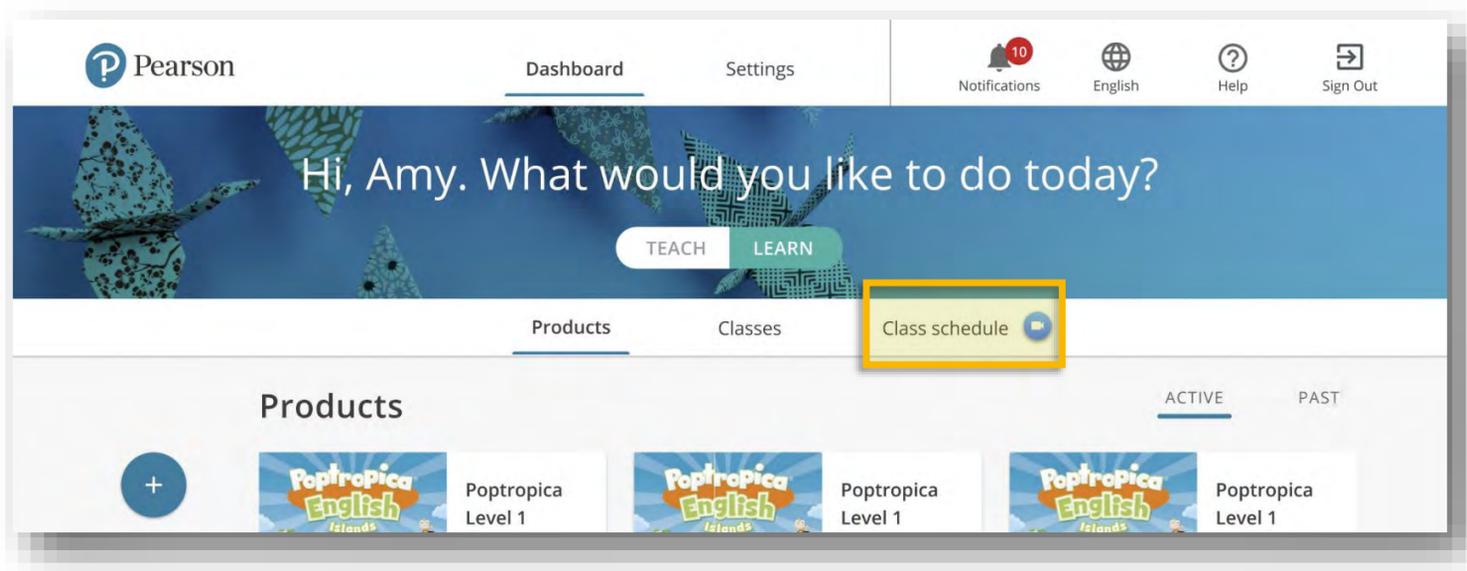
You only need do this once.

Running virtual lessons through Zoom

Access Zoom on the Portal

You can schedule a Zoom lesson through the Portal if you have a Teacher's code for a course on the Portal.

You can see if you have access if you have the *Class schedule* button in the middle navigation bar.
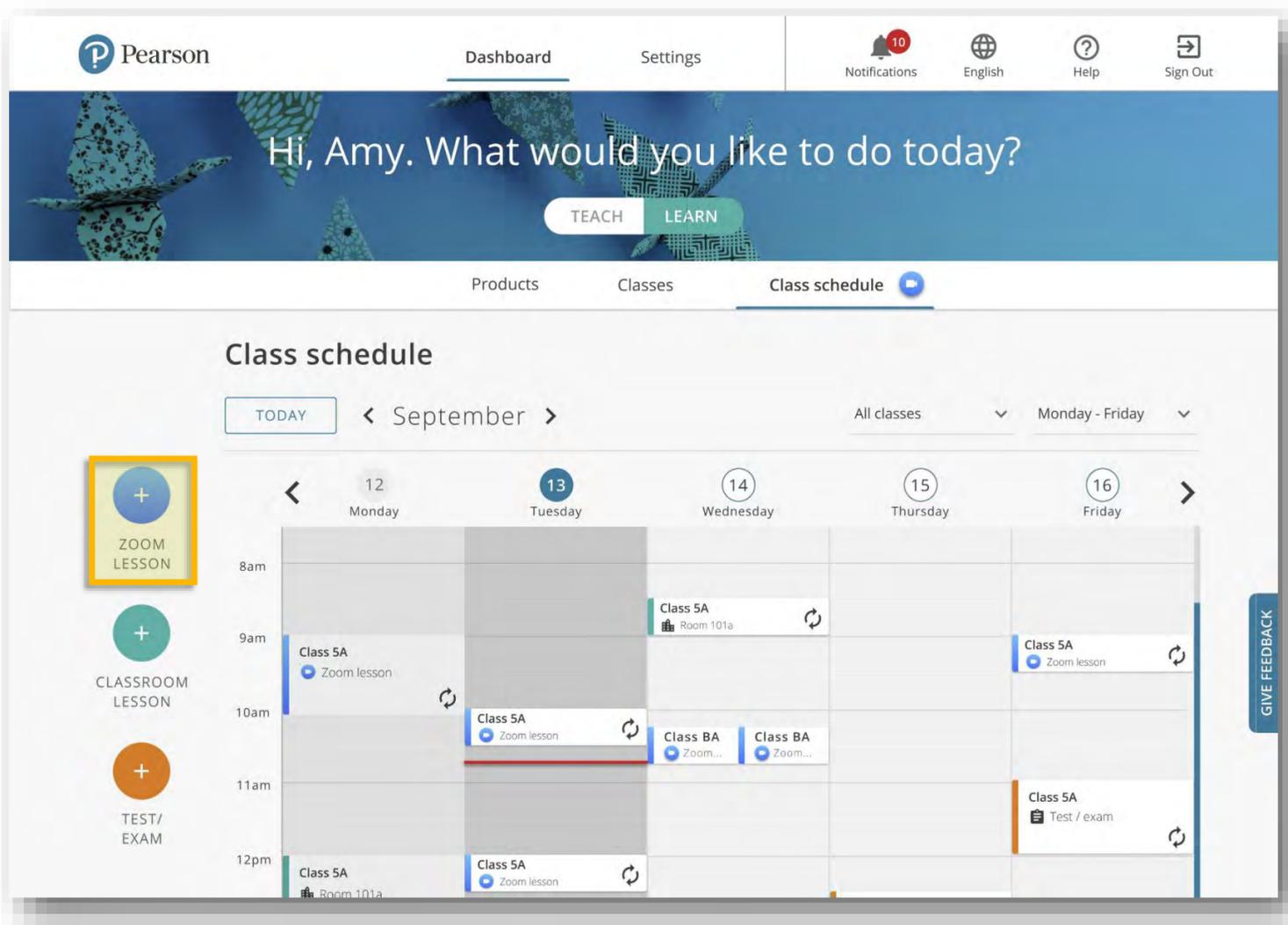

Set up a Zoom lesson (1)

Click on the *Class schedule* button to display your schedule.

To set up a new Zoom lesson click on the *Zoom lesson* button.

You can also review existing Zoom lessons in your schedule.

Running virtual lessons through Zoom

Set up a Zoom lesson (2)

Enter the lesson details in the pop up that appears:

- Lesson name

- Date

- Start and end time

- Add participants: students and other teachers. Participants are chosen from the classes you have set up already.

Optional settings allow you to:

- add a lesson description ahead of time, so participants know what to expect.

To avoid clashes with already scheduled lessons, you can review your schedule with the calendar ribbon on the right hand side.

Click *Create Lesson*.

Create a new lesson   CANCEL   **CREATE LESSON**

Lesson details

Lesson name
Class 8A

Date: 15 Sep 2020   Start time: 10 : 00   End time: 11 : 50   Repeats: Weekly
Until class end: dd mm yyyy

You've set a lesson over 40 minutes. Read our Zoom lesson instructions to avoid the lesson ending early.

Lesson type: Zoom lesson   Lesson link: your zoom link will be generated once you create the event

All participants will join the lesson using this Pearson-secured link. You won't need a password, but you will need to be logged in to your Pearson account to join the call.

Participants

Class 8A   Whole class (30)   All teachers (2)

When you create the lesson, all participants will receive an email with the lesson details, a calendar invite, and the lesson link with instructions of how to join.

☑ Send email reminder to all participants 15 minutes before the lesson starts

Optional settings

Lesson description

Attach <product name> resources

Zoom call settings

CANCEL   **CREATE LESSON**

Sep 15 Thurs
8am
9am
10am
New lesson
11am
12pm
Class 5A — Test / exam
1pm
2pm
Class 5A — Zoom lesson
3pm
4pm

Running virtual lessons through Zoom

Set up a Zoom lesson (3)

If you have a free Zoom account, a message will appear to advise you that your lessons are limited to 40 minutes (a time limit set by Zoom).

If you have a paid Zoom account, there is no time limit for your lessons.

A pop up will appear when you have created a Zoom lesson, with details of the lesson, including a link to the lesson and the Zoom password.

You have the option to add the lesson details to your own calendar outside the Portal.
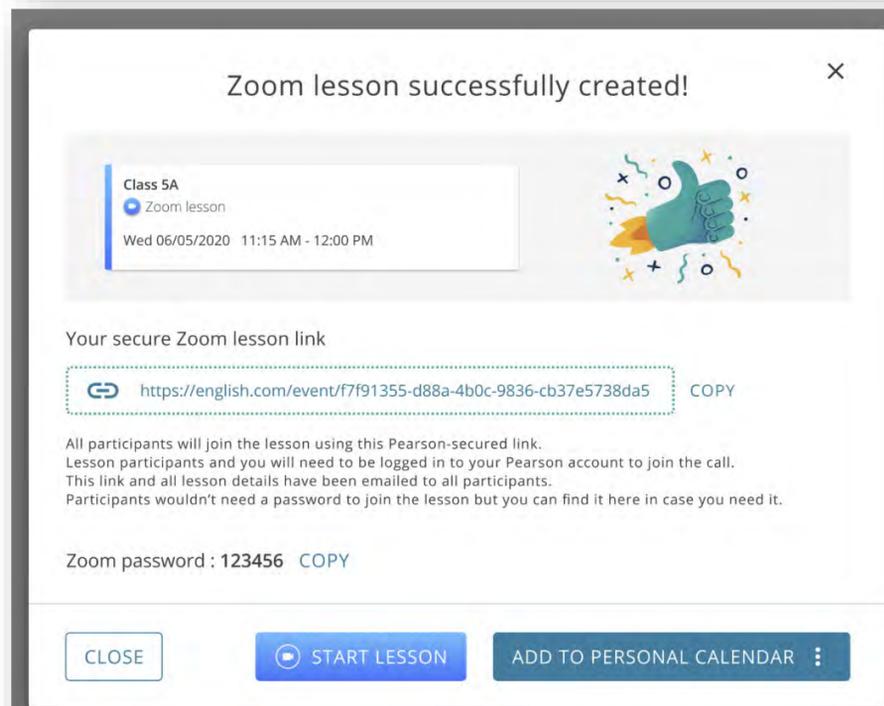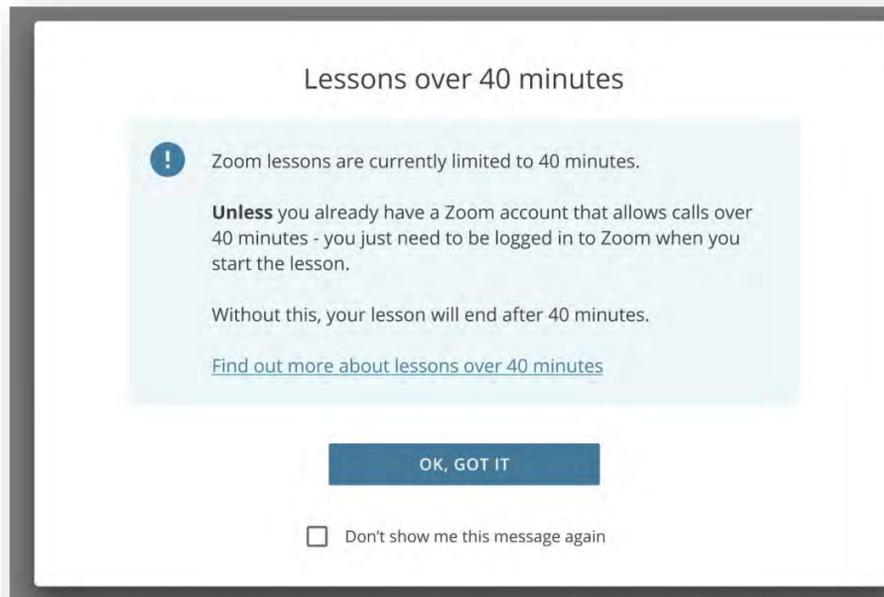
Participants will automatically receive a notification in the Portal. The lesson will also appear in each participant's schedule on the Portal.
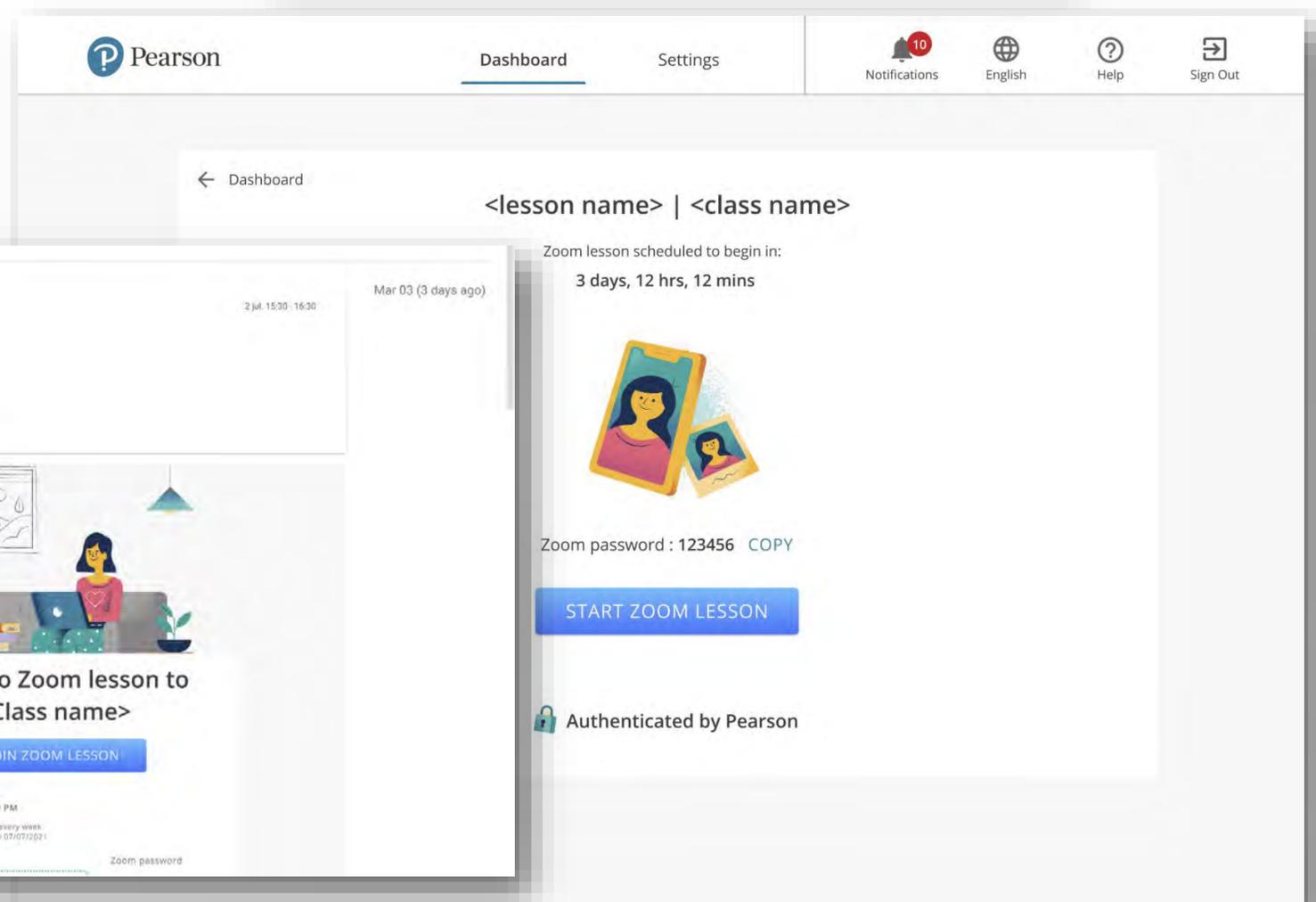
Running virtual lessons through Zoom

Review your lesson schedule

You can review your schedule for the week, and navigate to weeks ahead to see when you have lessons planned.

Click on a meeting in the schedule to open the details of the meeting so you can can review it.

Launch your Zoom lesson

You can launch the lesson directly from the details of the individual lesson by clicking *Start Lesson*.