

Pearson English Portal | Zoom Guide

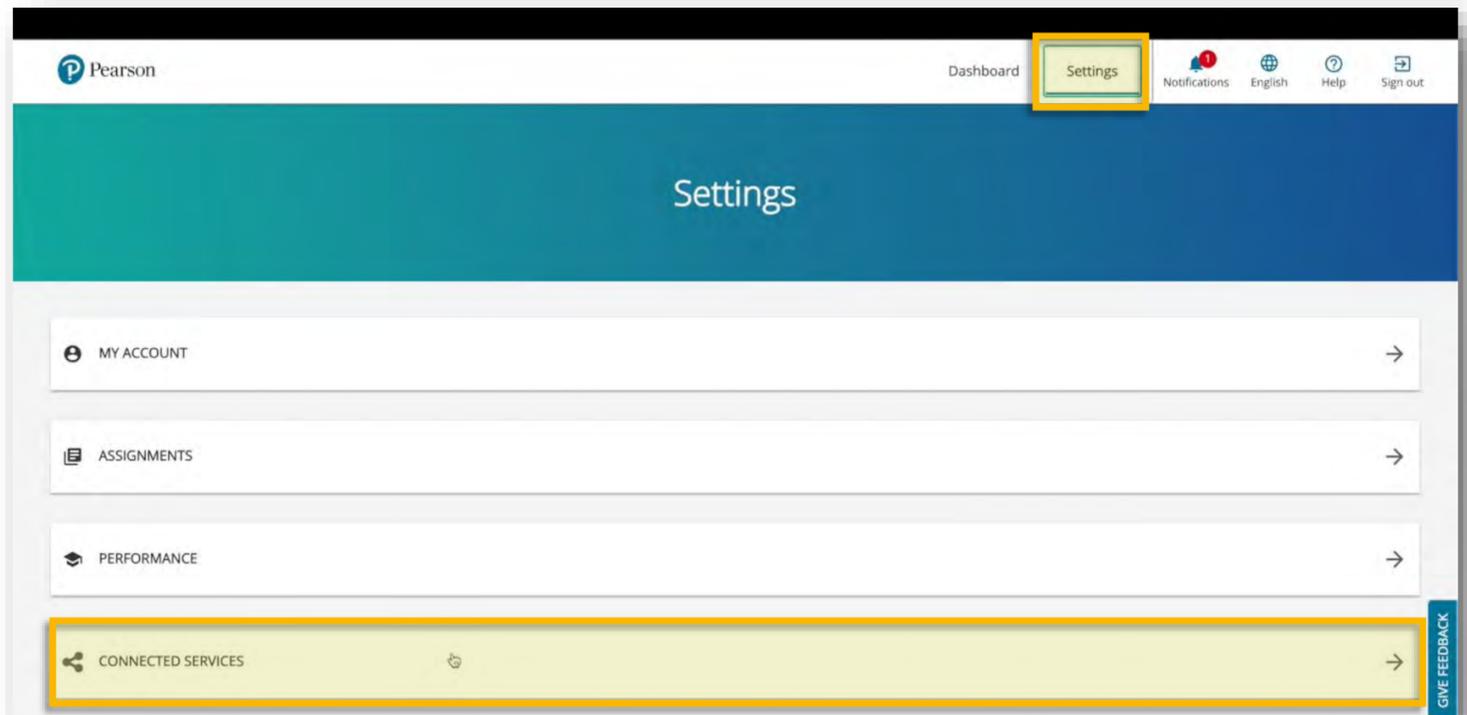
To use Zoom on the Portal, as a teacher you will need to have a Zoom account. This can be a free or a paid Zoom account. Before you run your first lesson in Zoom through the Portal you will need to connect your Zoom account with your Portal account. You only need do this once.

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

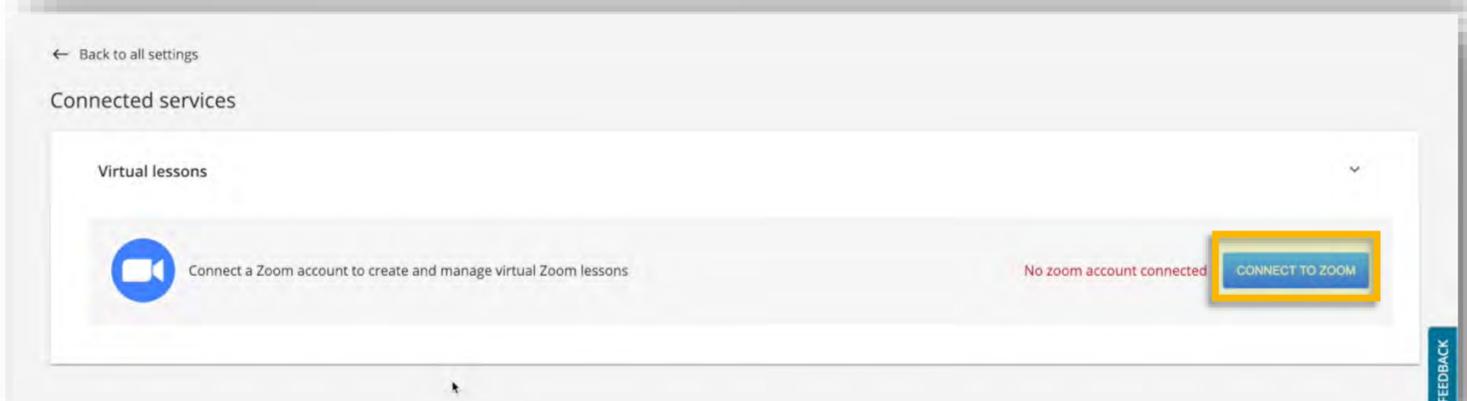
Setting up Zoom on the Portal

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



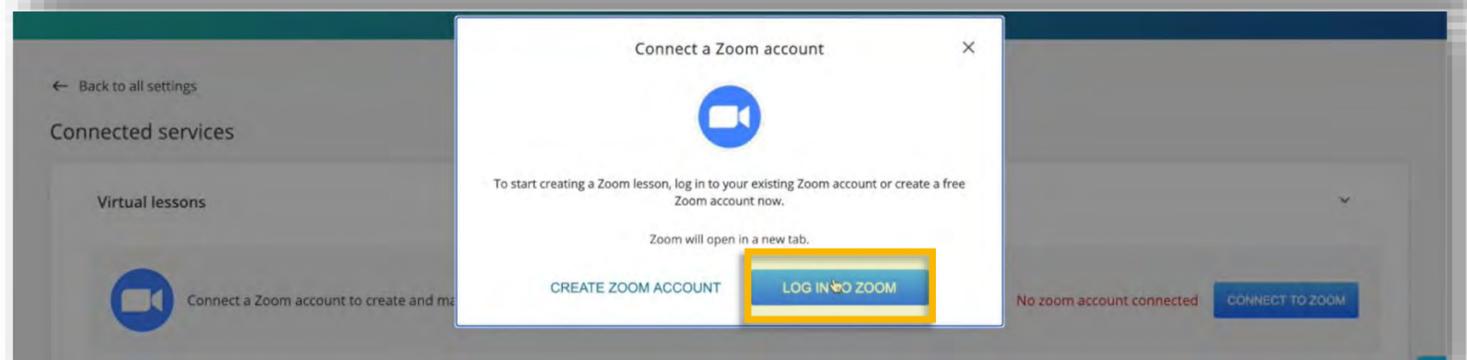
In Connected Services click on *Connect to Zoom*.



Choose *Log in to Zoom*.

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

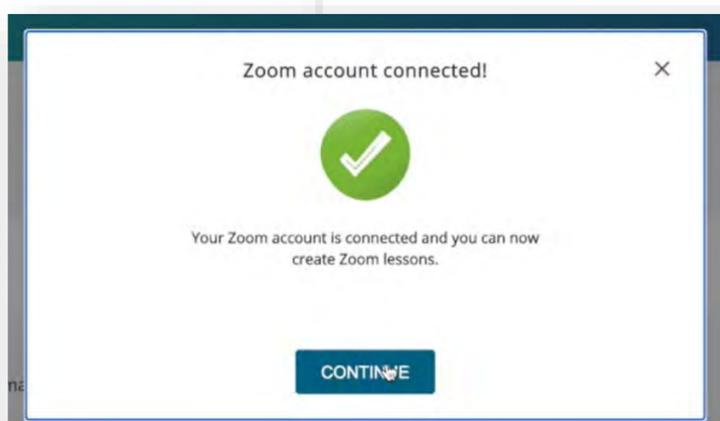
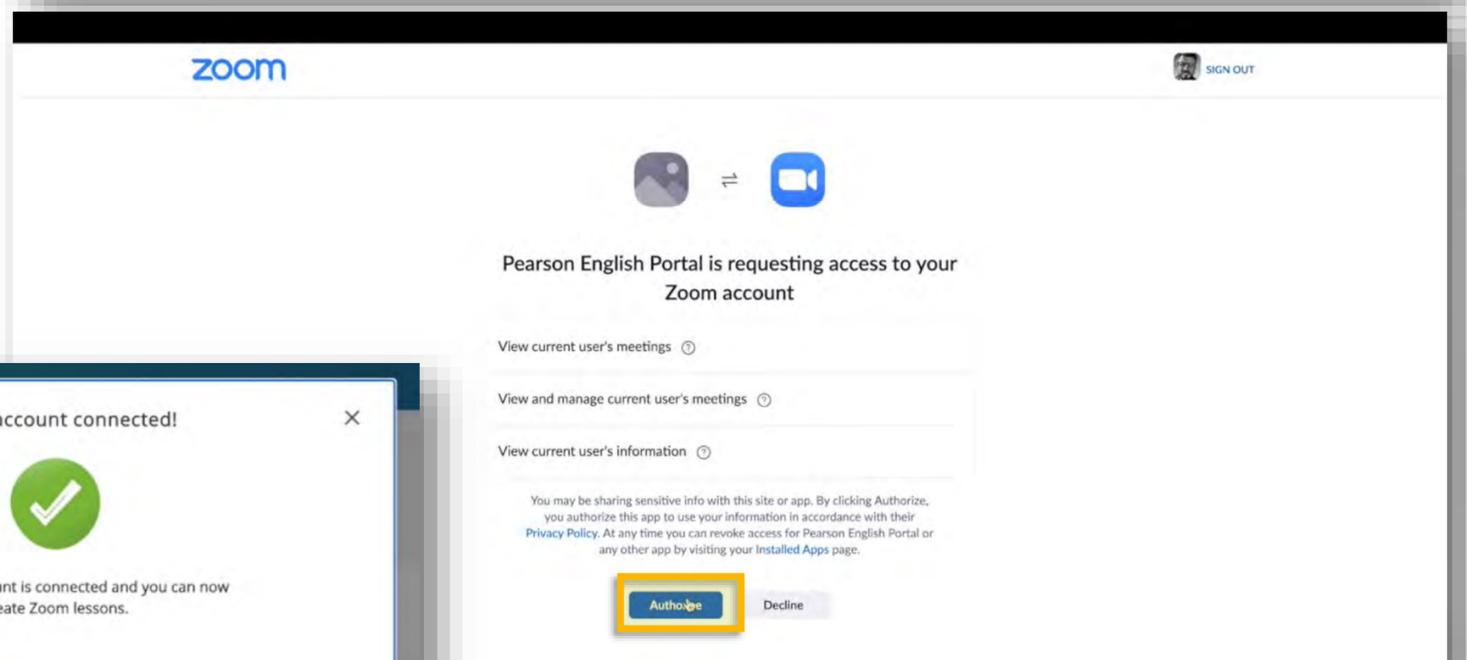
If you do not already have a Zoom account, you can create one.



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.

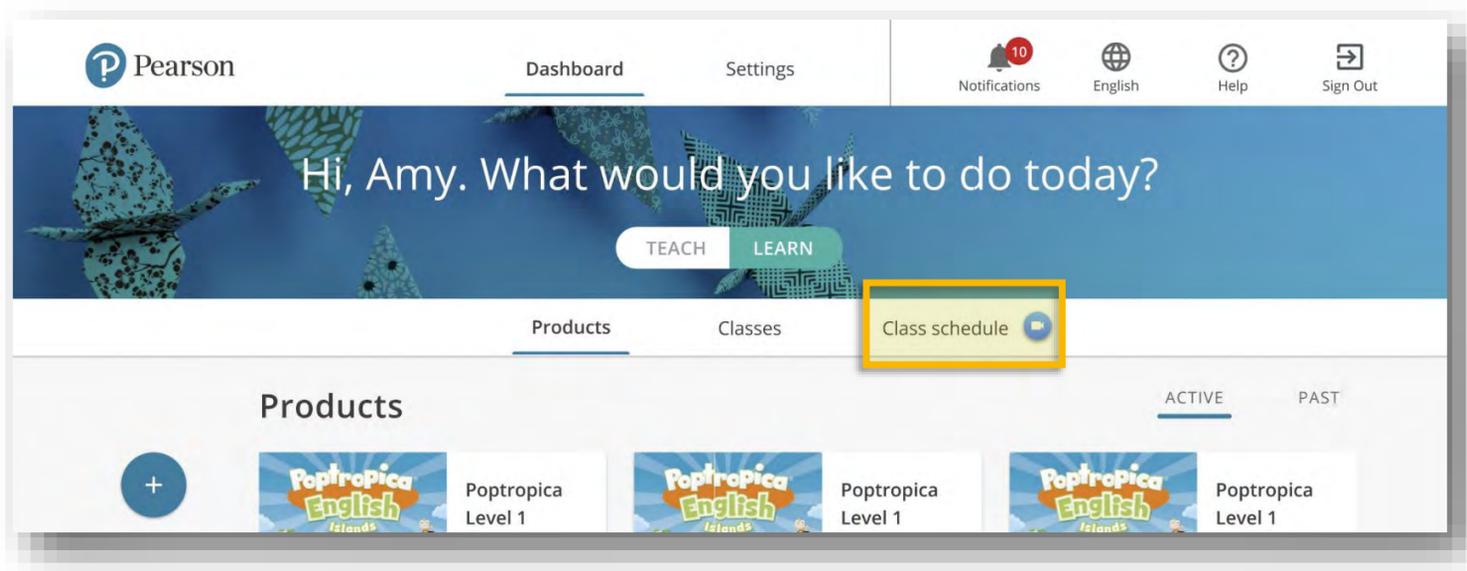


Running virtual lessons through Zoom

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.

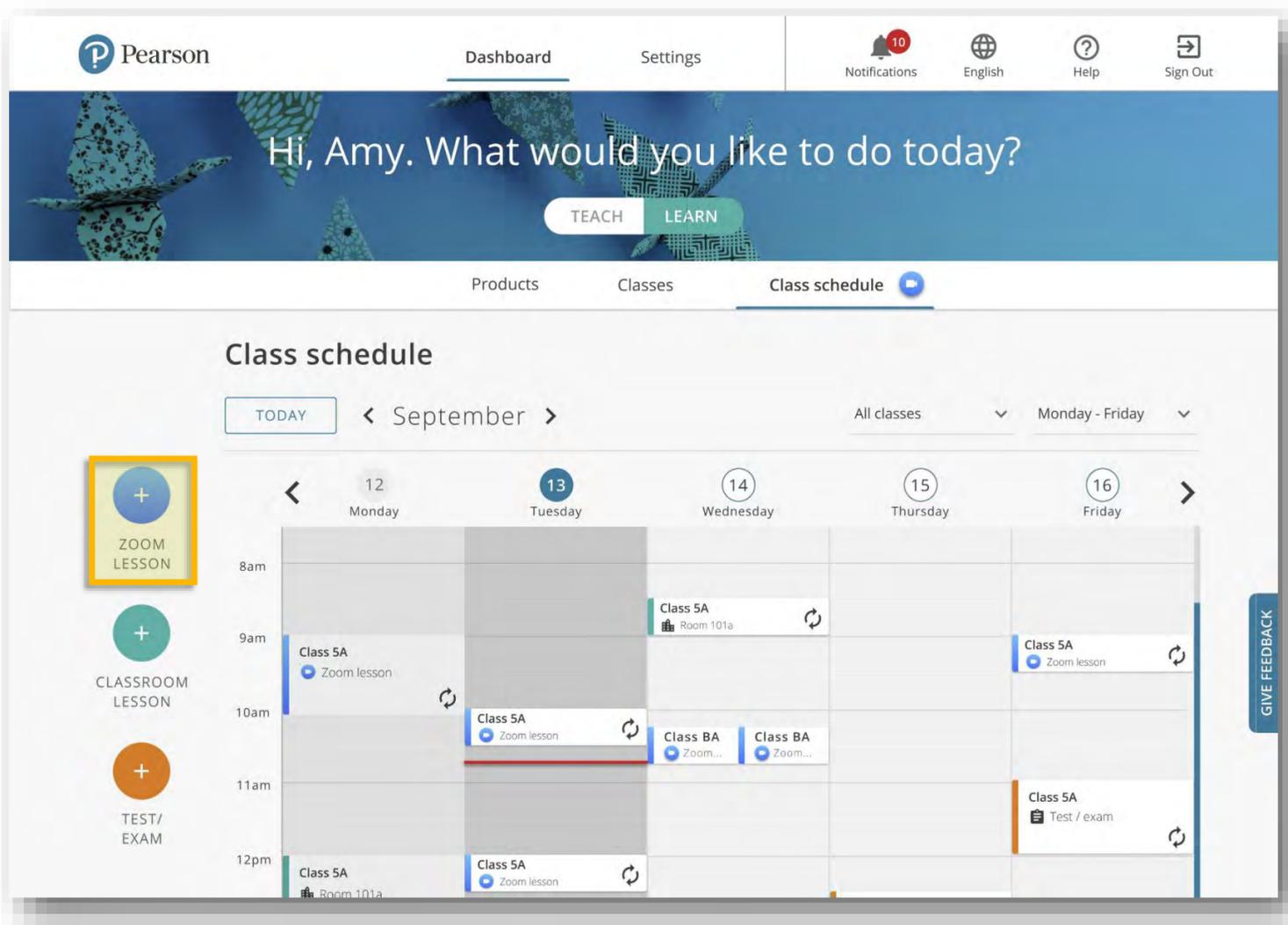


Set up a Zoom lesson (1)

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 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

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

Class 5A
Test / exam

Class 5A
Zoom lesson

CREATE LESSON

Running virtual lessons through Zoom

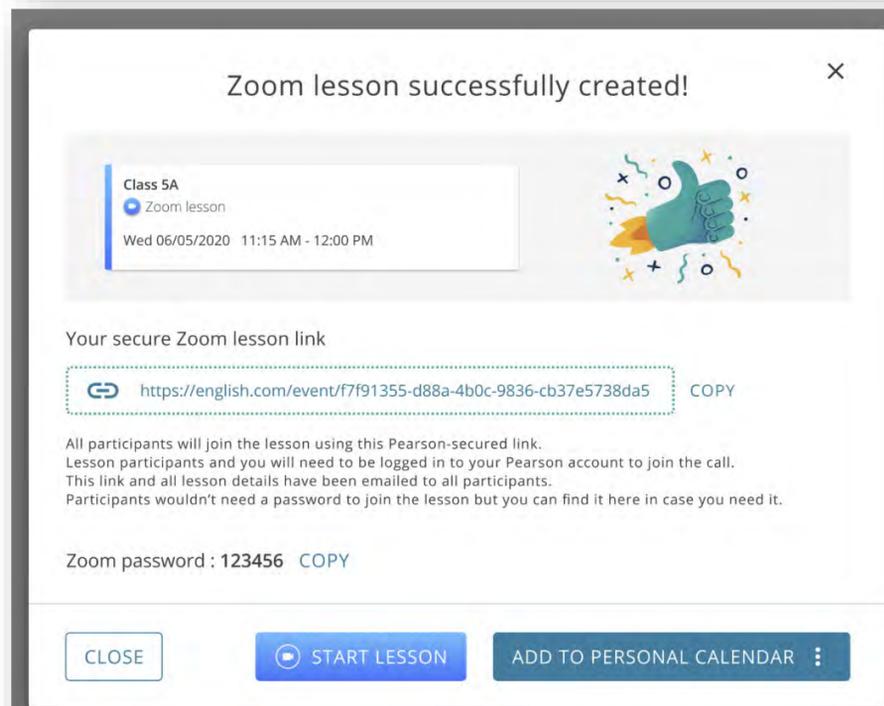
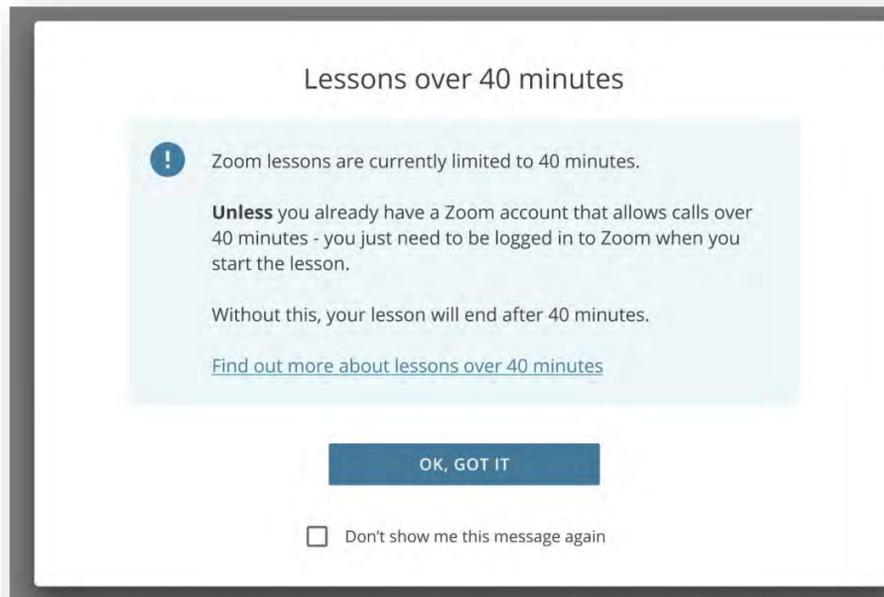
Set up a Zoom lesson (3)

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).

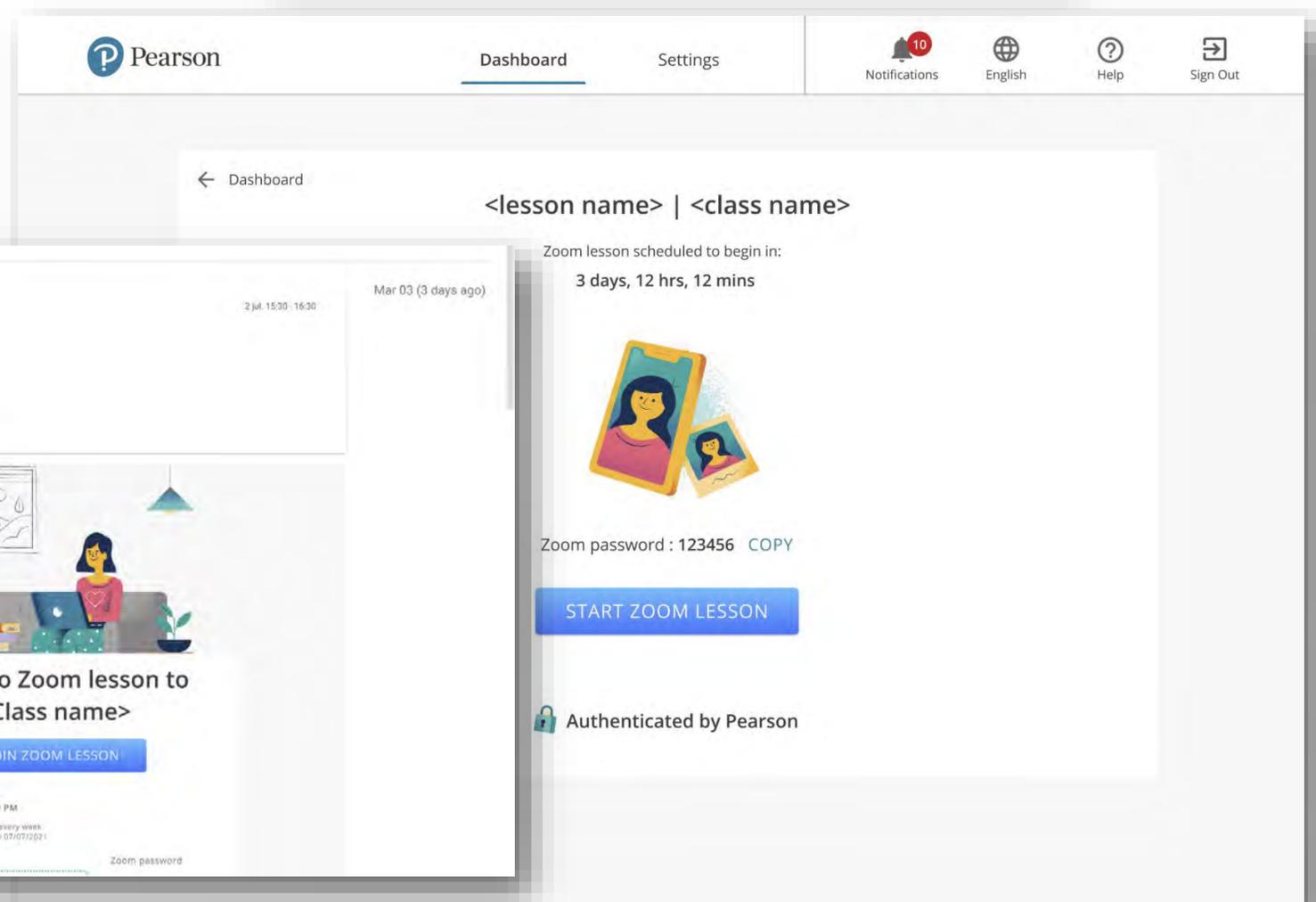
If you have a paid Zoom account, there is no time limit for your lessons.

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.

The screenshot shows the Pearson dashboard with a navigation bar at the top containing 'Dashboard', 'Settings', 'Notifications', 'English', 'Help', and 'Sign Out'. A banner below the navigation bar says 'Hi, Amy. What would you like to do today?' with 'TEACH' and 'LEARN' buttons. Below the banner is a 'Class schedule' section with a calendar view for September. The calendar shows lessons for Class 5A and Class BA. On the left, there are icons for 'ZOOM LESSON', 'CLASSROOM LESSON', and 'TEST/EXAM'. On the right, there is a 'GIVE FEEDBACK' button.

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

Launch your Zoom lesson

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

The screenshot shows the lesson details modal window. At the top, there are buttons for 'EDIT LESSON', 'DUPLICATE LESSON', and 'CANCEL LESSON'. The main content area displays the lesson title, class name, date/time, repeats, lesson type, lesson link, Zoom password, reminder, lesson description, and product. The product is 'Poptropica English Islands Level 1'. On the right, there is a 'Participants' list with 'Teachers' (John Longname, Jane Small) and 'Students' (Concha Wissing, Giovanni Trim, Brinda Shutts, Micheline Labelle, Bebe Oller, Loria Kitts, Kaleigh Debow, Lanell Bourget, Dovie Eble, Leatrice Mirsky, Leatrice Mirsky, Leatrice Mirsky, Brinda Shutts). At the bottom, there are buttons for 'CLOSE', 'START LESSON', and 'ADD TO PERSONAL CALENDAR'. There is also an 'EMAIL PARTICIPANTS' button.