

Zoom-ManageBac Integration

Delivering Online Lessons through Zoom

Teachers can schedule online lessons with students via ManageBac. If Zoom is used, the meeting link will be auto-generated. Online lesson time and location will be displayed on the students' and teachers' calendars, so that they can better plan their days. They can enter an online meeting with one click from the Dashboard, Unit Stream or Class Calendar.

Scheduling Online Lessons

Teachers can schedule Online Lessons via the **Stream & Resources** tab of their Units. They can click the **Online Lesson** button at the top of the Stream & Resources page to create a new Online Lesson and place it in the Stream of the unit.

The screenshot displays the ManageBac interface for a unit titled "IB DP English A Language and literature (DP 2)". The "Stream & Resources" tab is selected and highlighted with a red box. Below this tab, the "Online Lesson" button is also highlighted with a red box. The interface shows a "Lesson Experiences" section with a "Week 1 Plan" for September 19, 2021, at 12:00 AM. The description for this lesson is: "We will be discussing the short story art form. What makes a story short? What qualifies as a novel, a novella, and a short story? How can this particular medium be used for greatest impact?". The stream includes a post by Sharon Arese from September 20, 2020, at 2:31 PM, linking to "americanliterature.com" and "Kate Chopin Stories". Another post by Sharon Arese from September 19, 2021, at 12:10 AM is also visible. The right sidebar shows unit details, including "Unit Published Status" (Active/Draft), "Global ResourceBank", and "Unit Overview".

To schedule a Zoom meeting and link it to the Online Lesson the user should select Zoom in the Online Lesson Location drop down menu.

For the Online Lesson Location users can choose either a Zoom Meeting or enter a meeting link from another virtual meeting provider.

If Zoom Meeting is selected, a meeting link will be automatically generated for the Online Lesson. If this is the first time a ManageBac user schedules an online lesson via Zoom, they will need to go through the process to link their Zoom account to ManageBac, which will be remembered by ManageBac for subsequent Zoom meetings scheduled in ManageBac.

Online Lesson

Online Lesson Guidance
For all online lessons, a Lesson Title and start & end time is required. The Unit with which this lesson is associated with is auto-selected, but you can change it to a different unit if needed....

Title *

Class
IB DP English A Language and literature (DP 2)

Lesson Experience
Short Stories - Concepts, interpretations, and experie

Start Date * Start time * End Date * End time *

September 19, 2021 01 AM : 05 September 19, 2021 02 AM : 05

Online Lesson Location
Zoom Autogenerated Link (Enables Student IFrame) Zoom link successfully generated

Details

Members *
SL HL

Online Lesson Settings

Enable Student Chat
Allow students to chat with teacher and other members in the class.

Enable Student Notes
Allow students to make notes directly in the Presentation Mode.

Enable Questions
Allow students to ask the teacher questions in the Presentation Mode.

Notify members via E-mail

[Save Changes](#) or [Cancel](#)

Joining Online Lessons

Teachers and students can find their Online Lessons on the Dashboard, Unit > Stream & Resources, and Calendar. To join or start an Online Lesson they should simply click the Join or Start buttons.

The screenshot shows the Faria International School dashboard. At the top, there is a search bar for 'Faria International School' and a navigation menu. The main content area is titled 'Short Stories - Concepts, interpretations, and experiences of the world' and includes tabs for 'At-a-Glance', 'Planner', 'Stream & Resources', and 'Assessments'. The 'Stream & Resources' section features buttons for 'Add Resource', 'Assessment Task', 'Lesson Experience', and 'Online Lesson'. Below this, a 'Lesson Experiences (12)' section is visible, with a dropdown for 'Week 1 Plan'. The selected lesson is 'Week 1 Plan' on 'Sep 19, 2021 at 12:00 AM'. The description states: 'We will be discussing the short story art form. What makes a story short? What qualifies as a novel, a novella, and a short story? How can this particular medium be used for greatest impact?'. The stream is set to be 'Visible to Students & Parents'. A post by Sharon Arese on Sep 20, 2020, at 2:31 PM, links to 'americanliterature.com' and 'Kate Chopin Stories'. A second post by Sharon Arese on Sep 19, 2021, at 12:10 AM, is titled 'First Short Stories Meeting' and includes a 'Start' button highlighted in a red box. The meeting is scheduled for '1 day 1 hour from 1:00 PM - 2:00 PM'.

By default, students will join the Zoom meeting in the browser iframe. A button is provided to open the Zoom meeting in the desktop client.

Delivering Events through Zoom

When creating an Event in their Classes, Year Groups, and Groups teachers can choose to create and link a Zoom meeting. Any Events with a linked Zoom meeting will show a Join or Start button. Clicking the button will open the Zoom meeting URL in a new tab and should prompt the user to join the meeting on the Zoom desktop client.

Scheduling an Event

Users can create an Event by clicking on the Calendar and then on the **Add Event** button. To create and link a Zoom meeting the user should click the **Create Zoom Meeting** button. Similar to scheduling an Online Lesson, if the user has not authorised Zoom before they will be prompted to do so now.

The screenshot shows the 'Add Event' form in a school management system. The form is titled 'Add Event' and is located within the 'IB DP English A Language and literature (DP 2) > Calendar' section. The form includes the following fields and options:

- Title ***: A text input field.
- Category**: A dropdown menu.
- Start Date ***: A date picker set to 'September 19, 2021'.
- Start Time ***: A time picker set to '01 AM'.
- Duration**: A dropdown menu set to '30 minutes'.
- All day event**: A checkbox that is currently unchecked.
- Location**: A text input field.
- Details**: A rich text editor with various formatting options (bold, italic, underline, list, link, etc.).
- Attach Files**: A 'Choose File' button and the text 'No file chosen'. Below this, it states 'Files should be less than 500 MB'.

A red box highlights the 'Create Zoom Meeting' button, which is located next to the 'Location' field.

Play or Download a Zoom Cloud recording

For Events that have a Zoom meeting linked, ManageBac will show **Download Recording** and **Play Recording** buttons if the related Zoom meeting has any existing cloud. The two buttons will be available on the Event page.

The screenshot shows the ManageBac interface for an event titled "Chess Club Year End Tournament". At the top, there are navigation links for "Chess Club" and "Calendar". The event details include a date of "MAY 16", a Zoom icon, and the time "Tuesday — 2h: 4:35 PM - 6:35 PM". Two buttons, "Play Recording" and "Download Recording", are highlighted with a red box. Below the event details is a description: "Join us for the Year End Tournament hosted by the Vaughan Road Collegiate Institute Chess Club. The tournament draw has been published on [weplaychess.com](#). Please make sure that you join the Zoom meeting on time as we will be starting straight away. Also, please remember that your webcam must be on during your matches to ensure that no contestants are getting help from other parties." To the right of the event details, there are buttons for "Edit Event", "Delete Event", and "Send reminder to group". Below the event details is an "Attachments" section with a document titled "Commentary_first_draft.docx" (344 KB Word Document). The "Related Messages" section shows two messages: one from Sharon Arese dated October 3, 2020 at 2:00 PM, and another from Risa Aoki dated October 3, 2020 at 3:00 PM. The Sharon Arese message says "Good luck everyone! I wish you all good luck at the tournament! No matter what happens remember that qualifying for the Year End Tournament was a massive achievement in and of itself." and has 0 comments. The Risa Aoki message is a "Reminder" saying "Just a friendly reminder that snacks are not allowed during the tournament. The noise can be distracting to you opponent. So, please abstain from snacking until the 15 minute break at 5:30 PM." and has 3 comments. The author information for Sharon Arese is also visible on the right side of the page.

Unlinking Zoom from your ManageBac Account

- Login to your Zoom Account and navigate to the Zoom **App Marketplace**.
- Click **Manage** in the top right corner and then the **Installed Apps** tab or search for the **ManageBac** app.
- Click the **ManageBac** app to open it.
- Click **Uninstall**.

Prerequisites for using Zoom for online meetings

- Users have a Zoom account.
- Users are logged in to the Zoom website in their browser or have the Zoom desktop application installed.

Help & Support Links

1. [ManageBac integration with Zoom for Remote Learning](#)
2. [Using ManageBac for Remote Learning QuickStart Guide](#)
3. [Remote Learning via Online Lessons, Presentation Mode & KeyChat](#)