

# Attach an Existing Zoom Meeting to Synchronous Instruction

1. If a Zoom meeting is attached to a synchronous instruction, only the account that made or owns the Zoom meeting may edit that synchronous instruction. There are no administrative features available to edit other user's Zoom meetings.
2. There is limited functionality for specially updating a Zoom meeting in this interface. If you need to make edits specifically to the Zoom meeting, then do so on the official Zoom website. If necessary additional options/features may be added at School Pathways discretion.

Select the **"Use Existing Meeting"** button.

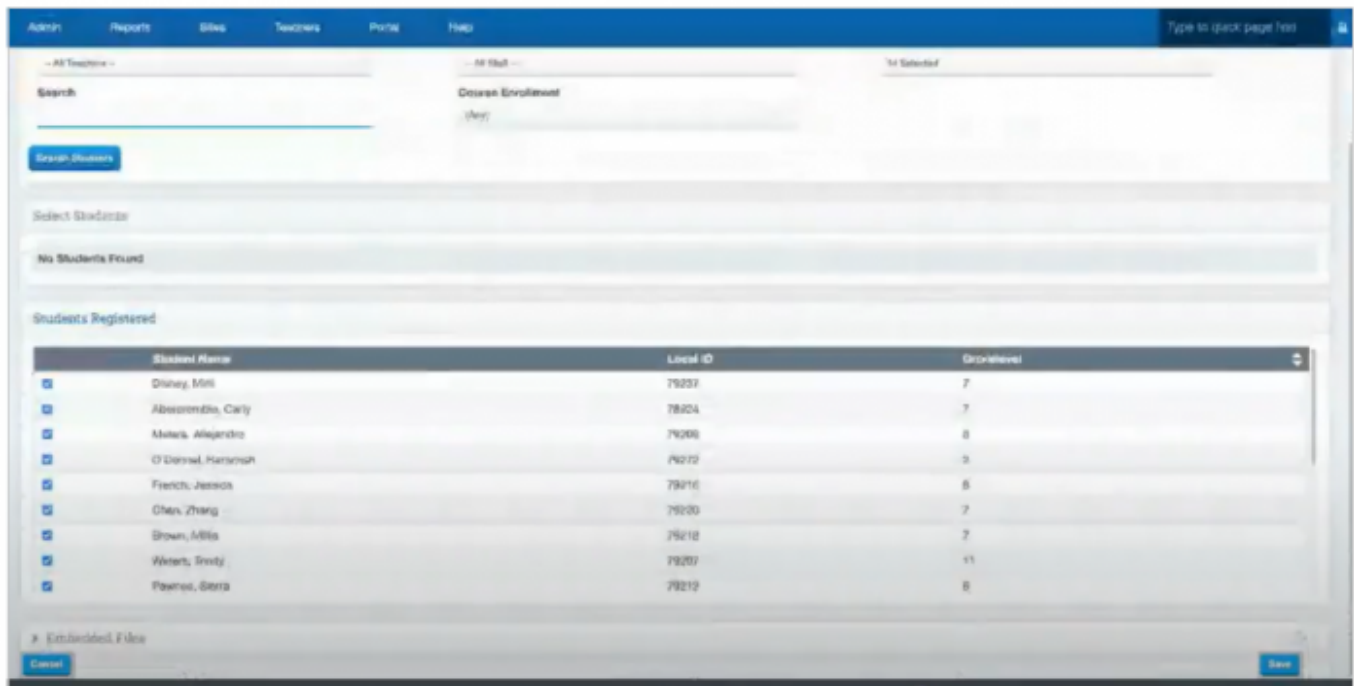
When selected the popover will be updated to display a list of Zoom meetings not already known by the SIS. Select the desired meeting to use and you will be returned to the previous form.

If you wish to go back to the previous form without canceling the new instruction, click the "Hide" button.

The screenshot shows a web form titled "Add Synchronous Instruction/Live Interaction". The form includes fields for "Title" (containing "Test"), "Courses" (dropdown), and "Teachers" (dropdown). Below these are "Days of the week" checkboxes for Monday, Tuesday, Wednesday, Thursday, and Friday. There are also fields for "Start Time" (11:00 am), "End Time" (1:00 pm), "Start Date" (06/16/2022), and "End Date" (06/31/2022). At the bottom, there are checkboxes for "Create Zoom Meeting" and "Use Existing Meeting", with the latter being circled in red. Below these are "Event Type" checkboxes for "Synchronous Instruction" and "Live Interaction". At the very bottom are "Cancel" and "Save" buttons.

Search Page for students to invite to the meeting

Each Student you invite to the meeting will receive a Zoom invite via E-Mail



The screenshot shows the 'Students Registered' section of the School Pathways System. It features a table with columns for 'Student Name', 'Local ID', and 'Enrollment'. The table lists eight students, each with a checkbox in the first column. Below the table, there is a 'Download File' button and a 'Save' button.

	Student Name	Local ID	Enrollment
<input checked="" type="checkbox"/>	Shney, Matt	79237	7
<input checked="" type="checkbox"/>	Abenonzo, Carly	79204	7
<input checked="" type="checkbox"/>	Motels, Alejandro	79206	8
<input checked="" type="checkbox"/>	O'Donnell, Hannah	79212	9
<input checked="" type="checkbox"/>	French, Jessica	79216	8
<input checked="" type="checkbox"/>	Chen, Zhang	79230	7
<input checked="" type="checkbox"/>	Shawn, Mike	79218	7
<input checked="" type="checkbox"/>	Waters, Scott	79207	11
<input checked="" type="checkbox"/>	Pawson, Steve	79219	8

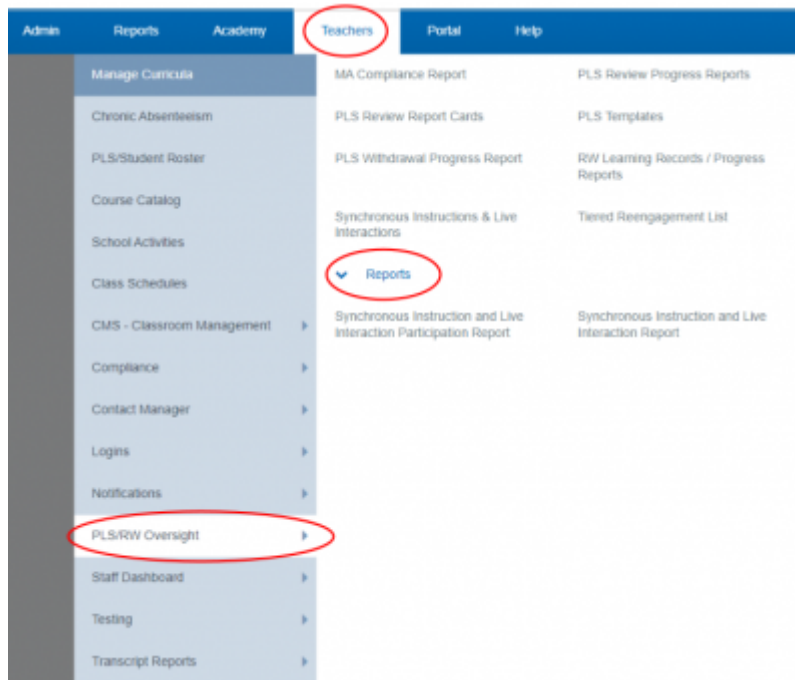
## End of Day with Zoom Update in the School Pathways System

A query is completed:

1. Teachers will receive an updated list of email address of who attended the meeting
2. Teachers also have the option to go into the zoom meetings they have created and turn them into a synchronous calendar instruction

## Reports Available to see who has attended a Synchronous Instruction

Teachers > PLS/RW Reports > Reports



Fill in the desired Filter Options to pull up the report on who attended the Zoom Class

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<https://schoolpathways.com/knowledgebase/doku.php?id=integrations:zoom:attach&rev=1659395234>

Last update: **2022/08/01 23:07**