

# Creating Meetings for Synchronous Instructions

Zoom Meetings can be created for a Synchronous Instruction once you have link a valid Zoom account with the SIS.

1. Go to the Synchronous Instructions & Live Interactions via Teachers → PLS/RW Oversight.
2. Create or select a Synchronous Instruction and begin editing.
3. Follow the regular steps for creating a Synchronous Instruction.
  1. Make sure that an end date has been specified. It is required when creating a Zoom Meeting as the meeting must know when to end since it will be made as a recurring meeting.
  2. The end date and time must be after the start date and time
4. If you have linked a Zoom Account with the SIS an option will be available called “Create Zoom Meeting”. Select the checkbox and then save the Synchronous Instruction.

Note: At this time the functionality for interacting with Zoom services is still limited. Once the meeting has been created only the id of the meeting is stored. If you wish to interact with the Zoom Meeting in a way that is not offered here you must go to the official Zoom site and interact with as you normally would (e.g. starting a meeting). More functionality can be added later at School Pathways discretion.

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