

Registering Students for Zoom Meetings in Synchronous Instructions

Synchronous Instructions have a list of assigned students that are designated to be a part of that Synchronous Instruction. When a Zoom Meeting is attached to a Synchronous Instruction, the SIS will add/remove registrations for the Zoom Meeting as needed.

1. When first creating a Synchronous Instruction, you will be prompted to add students to it.
2. Once the students have been selected and saved, the SIS will check to see if a Zoom Meeting is attached and will then update registrants for the meeting.
 1. The SIS will use preferred name and email for each student when being registered.
3. Once registered, Zoom will send out an email indicating that they have been registered for a meeting and will be provided instructions on how to join said meeting and when it takes place.

When updating a Synchronous Instruction with a new Zoom Meeting or attaching one, you will need to update the list of students in order for the SIS to update the registrants for the Zoom Meeting. Simply re-saving the students should suffice in updating the meeting.

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