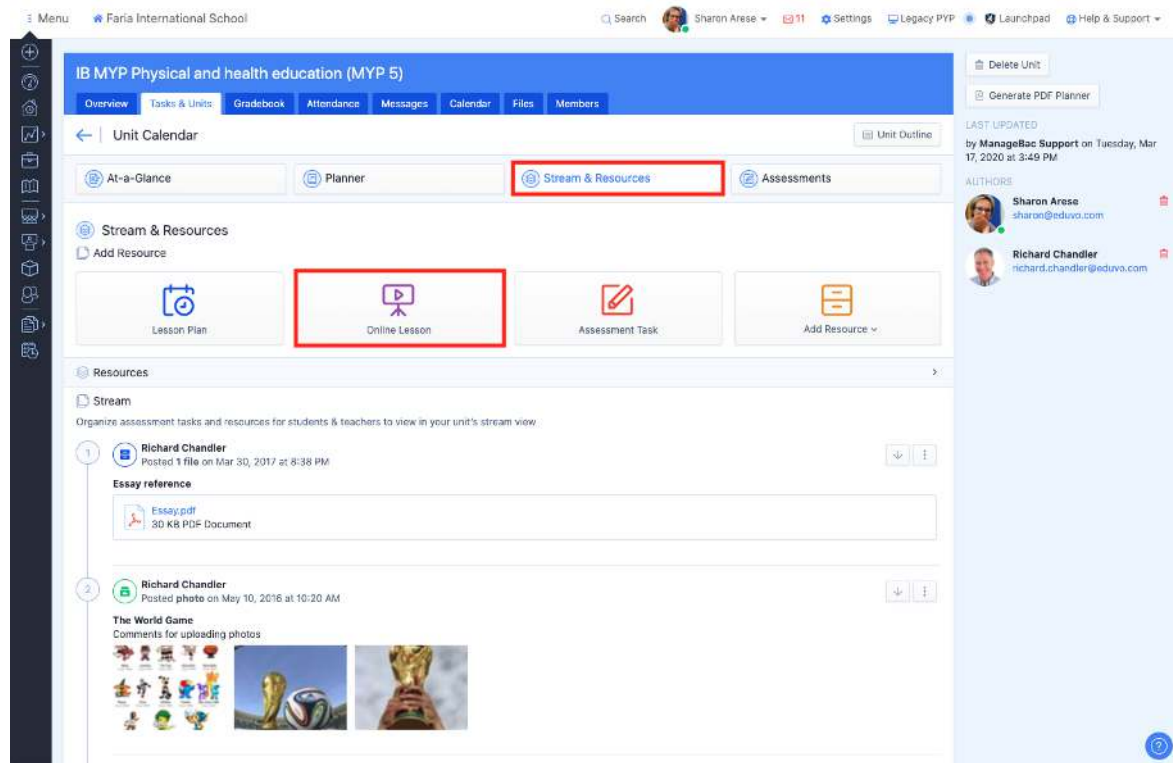


Coming soon to ManageBac: our Zoom integration is currently in progress and will soon be available on ManageBac!

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 Unit Stream or Class Calendar.

Via Class > Tasks & Units > Unit > Stream & Resources



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.

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.

If you use Zoom for virtual meetings with your students,

- Please perform the one-time set up to link your Zoom account to your ManageBac account.
- For subsequent Zoom meetings, simply select "Use Zoom Meeting", and a meeting link will be automatically generated for you.
- Add details and instructions for students related to this online lesson, and save.
- Saved lessons will appear in students' calendars, as well as their "Stream and Resources" for this unit.
- To de-link your Zoom account from the MB account, please visit Zoom marketplace <https://marketplace.zoom.us/user/installed> and click the Uninstall button related to ManageBac Zoom Integration

If you use any other virtual meeting tools,

- Select "Other online lesson tools" and then add the URL where students can join the online lesson.
- Add details and instructions for students related to this online lesson, and save.
- Saved lessons will appear in students' calendars, as well as their "Stream and Resources" for this unit.

Read about how to use ManageBac in a remote environment on: <https://www.managebac.com/blog/using-managebac-remote-environment>

Title *
Week 1 Online Lesson

Unit
World Cup Investigation

Lesson Plan
Default Plan

Start Date *
May 5, 2020

Start time *
10 AM : 00

End Date *
May 5, 2020

End time *
10 AM : 45

Online Lesson Location
Zoom

Zoom link already generated, you also can [click here](#) to replace with a new one.

Details

Please join the online lesson and participate in all class activities.

Save Changes or Cancel

Teachers can determine :

- Lesson Title
- *Online Lesson Location*
- Start time
- End time
- Details (for access to meeting for example).

Please note, for the *Online Lesson Location*, there are two options: 1) Zoom Meeting and 2) Other Online meeting.

If Zoom Meeting is selected, a meeting link will be automatically generated for the meeting. 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.

If Other Online meeting is selected, an input box for a link will appear, where users could copy other meeting locations into.

Note: Click the Online Lesson tool tip in the top right corner to see more details and information on linking and unlinking your Zoom account.

Unlinking Zoom from ManageBac

- 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 Zoom website in browser
- OR Users have the Zoom desktop application installed

Joining Online Lessons

The screenshot displays the ManageBac interface for the unit 'IB MYP Physical and health education (MYP 5)'. The navigation bar includes 'Overview', 'Tasks & Units', 'Gradebook', 'Attendance', 'Messages', 'Calendar', 'Files', and 'Members'. The 'Unit Calendar' view is active, with the 'Stream & Resources' tab highlighted in red. Below the navigation bar, there are buttons for 'At-a-Glance', 'Planner', 'Stream & Resources', and 'Assessments'. The 'Stream & Resources' section contains buttons for 'Lesson Plan', 'Online Lesson', 'Assessment Task', and 'Add Resource'. The 'Resources' section is expanded to show the 'Stream' view, which organizes assessment tasks and resources for students and teachers. A post by Sharon Arese, dated May 5, 2020, at 3:57 AM, is visible. The post is titled 'Week 1 Online Lesson' and includes a Zoom link with ID: 8920723782 and a duration of 00:45 Hours - 10:00 AM - 10:45 AM. A red box highlights the 'Join Online Lesson' button next to the post.

Teachers can see and join the scheduled Online Lessons in the **Stream & Resources** tab of the Unit.

The screenshot shows the ManageBac interface for 'IB MYP Physical and health education (MYP 5)'. The main area is a calendar for May 2020. A pop-up window for an online lesson is open, showing details for 'Week 1 Online Lesson'. The details include: Unit: World Cup Investigation, Zoom Meeting ID, Link: https://zoom.us/j/, Start Date & Time: May 5, 2020 at 10:00 AM, and Duration: 00:45 Hours - 10:00 AM - 10:45 AM. A red box highlights the 'Add New Online Lesson' button in the ACTIONS panel on the right side of the interface.

Students and teachers will also see the online lesson in their Calendar and the latest activity list in their Dashboard. All users can join online lessons directly from the Calendar via the link provided.

In addition, teachers are able to add new online lessons from the Class > Calendar via the **Add New Online Lesson Button**.

FAQ

- For all online lessons, a Lesson Title and start & end time is required. If you use Zoom for virtual meetings with your students, please perform the one-time set up to link your Zoom account to your ManageBac account.
- For subsequent Zoom meetings, simply select "Use Zoom Meeting", and a meeting link will be automatically generated for you.
- Scheduled online lessons will appear in students' calendars, as well as their "Stream and Resources" view for this unit.
- To de-link your Zoom account from the MB account, please visit Zoom marketplace <https://marketplace.zoom.us/user/installed> and click the **Uninstall** button related to **ManageBac Zoom Integration** app
- If you use any other virtual meeting tools, select "Other" as online lesson location, and then add the URL where students can join the online lesson.
- Read about how to use ManageBac in a remote environment on: <https://www.managebac.com/blog/using-managebac-remote-environment>

