

Written Directions

Step 1: Log into Clever (clever.cusd.com)

Step 2. Select the Zoom icon from your Homeroom. (Need help? Check out this support page: [Log in to Zoom](#))

District Links (District)



Google Drive



Microsoft Office 365

Office 365

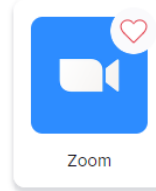


Illuminate Education



illuminate education

Illuminate Quick Code Testing




Zoom

Hide ▲

Step 2a: Confirm your email address by click the blue Confirm button. (This is a one-time action.) Check Outlook for an email from Zoom.


Step 3: Click on your Clovis USD profile image in the upper right-hand corner.


zoom SOLUTIONS ▾ SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾  SIGN OUT

Important Notice: Zoom has removed the 40 minute time limit for schools affected by the Coronavirus. The 40 minute time limit on your free Basic account has temporarily been lifted. X

Meetings >

Step 4: Copy the Personal Meeting ID URL from your Zoom profile (green box).

zoom SOLUTIONS ▾ SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾  SIGN OUT

 **Delaine Johnson** Edit



Account No. [REDACTED]


Personal Meeting ID 948-[REDACTED] Edit

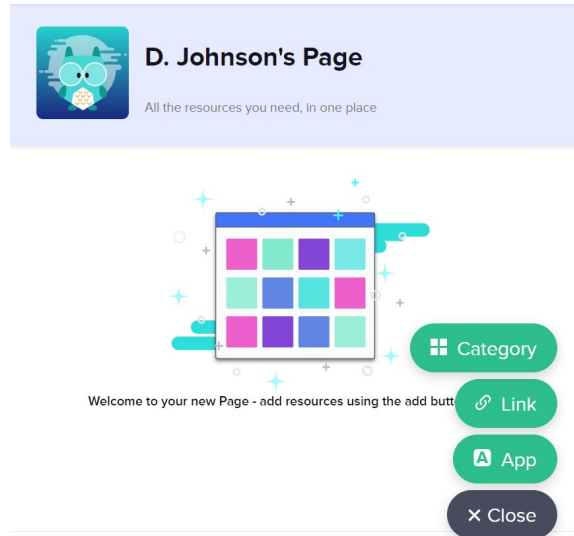
https://cusd.zoom.us/[REDACTED]

× Use this ID for instant meetings

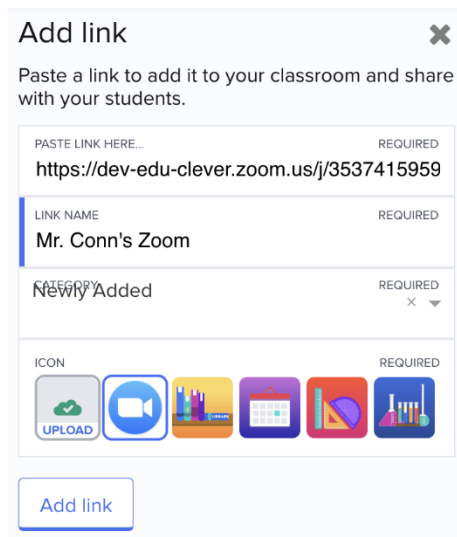
Sign-In Email delainejohnson@clovisusd.k12.ca.us Edit

Linked accounts:  

Step 5: Go to the Clever Portal → Click on your teacher page ('YOUR NAME's Page') → Select  from the bottom right → Select Link



Step 6: Paste the Personal Meeting ID URL where it says 'PASTE LINK HERE...' → name the link (ex. Mr. Conn's Zoom) → upload this Zoom logo [here](#) as the icon → Click 'Add link'

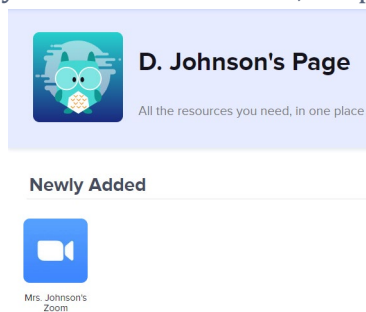


The 'Add link' form contains the following fields:

- PASTE LINK HERE... REQUIRED**: <https://dev-edu-clever.zoom.us/j/3537415959>
- LINK NAME REQUIRED**: Mr. Conn's Zoom
- CATEGORY REQUIRED**: Newly Added
- ICON REQUIRED**: A row of icons including an 'UPLOAD' button, a Zoom logo, and several other educational icons.

An 'Add link' button is located at the bottom of the form.

Step 4: The Zoom icon will now appear on your teacher page for both you and your students to access. Any time you and your students want to join your virtual classroom, simply click on the Zoom icon!



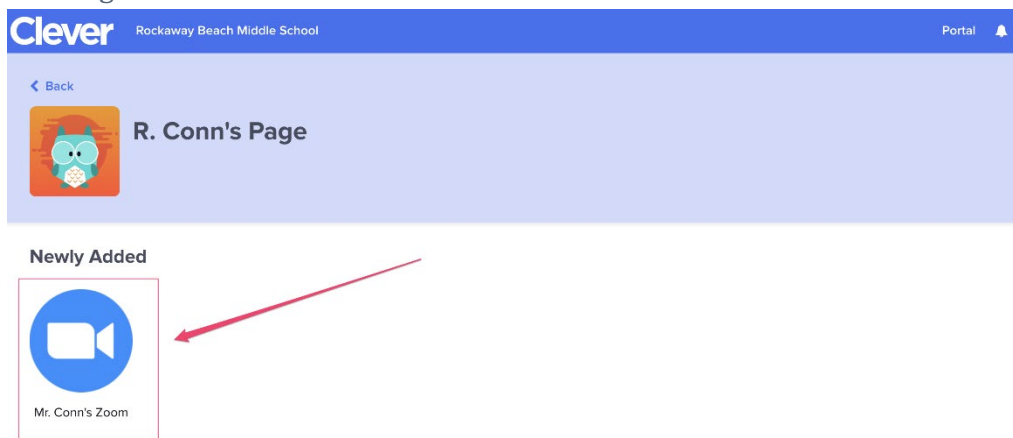
Pro Tip:

Consider adding your picture as your app icon for Zoom to create a more personalized experience!



How do my students log in to Zoom?

Once you have created a Zoom icon for your students, they will simply log in to the Clever Portal → Click on your teacher page → Click on the Zoom icon that you added. They will immediately be taken to your virtual meeting!



How can I get help with using Zoom?

Zoom has a large number of resources to support you and your students. These resources can be found at <https://support.zoom.us>

Here are some resources from their Help Center that Clever recommends to get started!

Zoom Video Tutorials (1 Minute each!)

- [How to Join a Meeting](#)
- [Joining & Configuring Audio & Video](#)
- [Sharing Your Screen](#)
- [Meeting Controls](#)

[Meeting and Webinar Best Practices](#)

[Frequently Asked Questions](#)