

Zoom Notice for June 12-14

There are more changes taking place for LACCD Zoom users in order to reduce confusion and improve the user experience. Since there will be a period during which users will be unable to schedule or host meetings and will not be able to access recordings, we ask that you plan accordingly. **Users will still be able to join meetings hosted by others not at the college.** ConferZoom accounts will all be moved and no one will have the option to remain using ConferZoom.

It is strongly recommended that instructors do not schedule any meetings in summer classes until AFTER the new LTI is installed Saturday morning. **Recurring meetings scheduled in Canvas through the new Zoom link will all have the same meeting number.**

Timeline

Starting Friday, June 12, 2020, 9:00 pm, Zoom will be unavailable as the following events take place:

- The ConferZoom accounts are migrated to the LACCD.Zoom.us subaccount.
- A new and improved Canvas Zoom menu link will replace the existing ConferZoom and TechConnectSSO menu links

The changes should be completed around noon on Sunday, June 14, 2020. There will be an announcement made as soon as the account migration has been completed.

Impact to the Majority of Zoom Users

- If you don't use Canvas, just keep using Zoom by logging into laccd.zoom.us. Nothing will be changed for you.
- If you have been using TechConnect SSO in Canvas, then you will use the new Zoom link instead. You also need to be sure your Canvas Accounts Settings show the LACCD.edu email as the one with the star next to it. See images and details below.
- Recordings made via laccd.zoom.us and TechConnectSSO in Canvas will remain in the same laccd.zoom.us location.

Impact to ConferZoom account users

- Content in your ConferZoom account will be migrated to the [LACCD.zoom.us](https://laccd.zoom.us)
- The content can be merged into your [LACCD.zoom.us](https://laccd.zoom.us) account.
- Since the accounts must be merged one at a time, it could take several days to do this step.
- Your ConferZoom content will be available through your [LACCD.zoom.us](https://laccd.zoom.us) account once the merge step is complete.
- When you see your previous recordings from ConferZoom in your Recordings section of the [LACCD.zoom.us](https://laccd.zoom.us) account, you will know the process is complete.
- You will need to verify all links in your Canvas courses to ensure the ConferZoom recordings will show. You may need to update some of those links. Log into laccd.zoom.us after the account merge to get the new link.

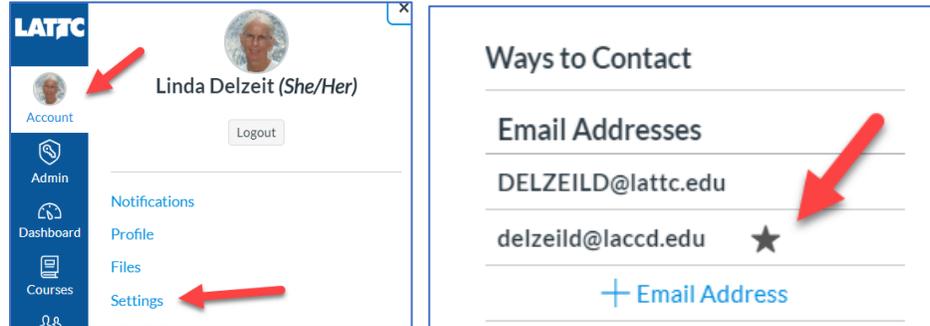
Preparations to Use the new Zoom link in Canvas

Faculty wishing to use the new Zoom link in Canvas will need to do the following:

1. Ensure you have a LACCD.zoom.us account. You can check this by logging into laccd.zoom.us with your LACCD email address (user@laccd.edu) and finding the profile that indicates SSO symbol below your email account. Example:



2. You will need to set your Canvas “settings” to have the star next to your LACCD email address. Here are the images that show the following steps:
 - a. When logged into Canvas click on ACCOUNT in far-left navigation bar
 - b. Click on Settings in the menu that will appear
 - c. Look at your email address(es) and when you run your mouse over the LACCD.edu email address, you can click on the star to make it the preferred email.



3. Remember that Canvas notifications will still be sent to the email address you have set in your **Canvas account notifications**. Making the LACCD.edu email address the preferred setting will not change your Canvas notifications. It will enable you to use the new Zoom menu link.

Limitation / Settings on Canvas new Zoom link

- There will be a link to “All My Zoom Meetings/Recordings” and you will be able to see your recordings from within Canvas.
- There is a 30-day limitation to what will appear when you click on that link.
- However, all of your video recordings will still be available when you log into laccd.zoom.us through the internet.
- You can look for the checkbox in each of your Canvas courses to restrict the Zoom recordings which students can access to be only those recordings for that class.
- **Due to the 30-day restriction, you will need to copy the link for those Zoom recordings you wish students to be able to access longer than 30 days and put those into a course Page. Having a single Page at the top of your course modules where you can add additional links as needed is probably the most efficient way to handle this.**

If you have problems you can contact ZoomSupport@laccd.edu starting Monday, June 15 at 8 am.