Zoom Web Conferencing

Getting Started and Troubleshooting for MCPS Staff

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Logging into MCPS-Licensed Zoom Accounts

To access and configure your MCPS-licensed Zoom***** account:

1. Visit https://mcpsmd.zoom.us.
2. Click **Login**.
3. Enter your **MCPS Google email address (@mcpsmd.net)** and password to continue.

*Note: If you visit the Zoom website (https://zoom.us) and choose to login with Google, you <u>ARE NOT</u> signing in to your MCPS-licensed account and will be associated with the free or "Basic" version of Zoom. Please use the previous steps provided to access Zoom for MCPS.

Correct Login Page!	**Wrong Login Page!**
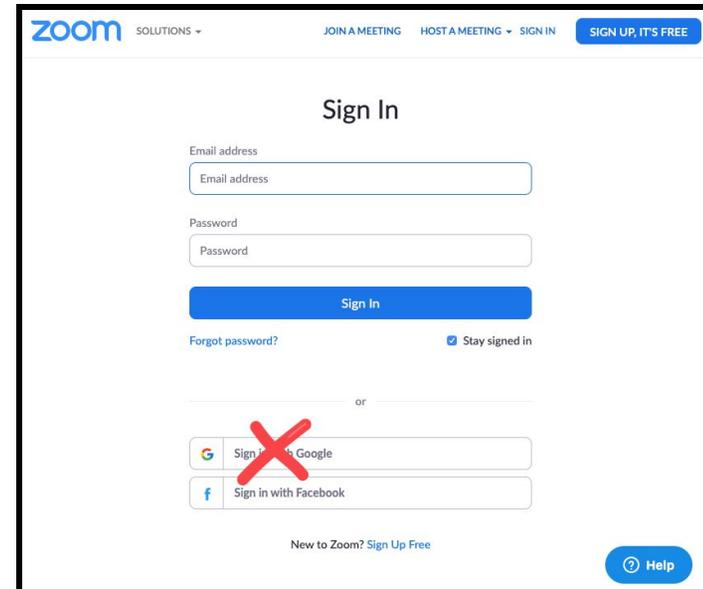
Setting up the Zoom Scheduler Chrome Extension

To configure the Zoom extension with your MCPS-licensed account:

1. Add the Zoom Scheduler extension from the Chrome Web Store.
2. Once the extension is installed, click the **Zoom extension icon**.
3. Select **Sign with SSO**.
4. Select **Manually enter domain**.
5. Enter "**mcpsmd**" and click **Continue**.
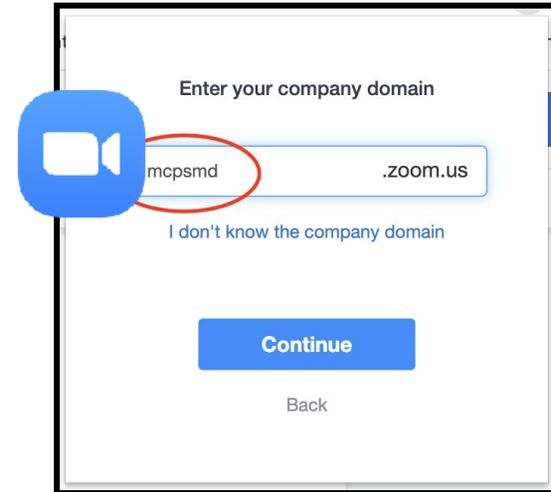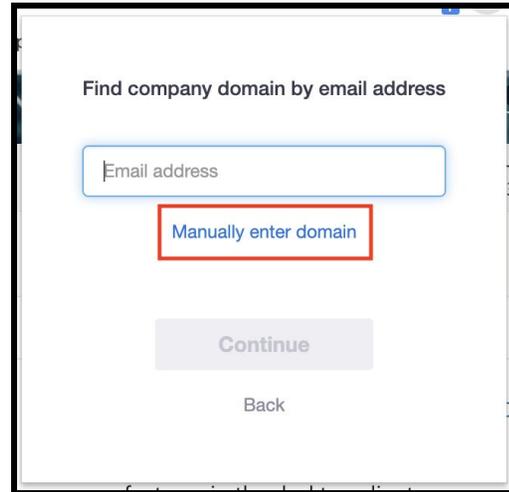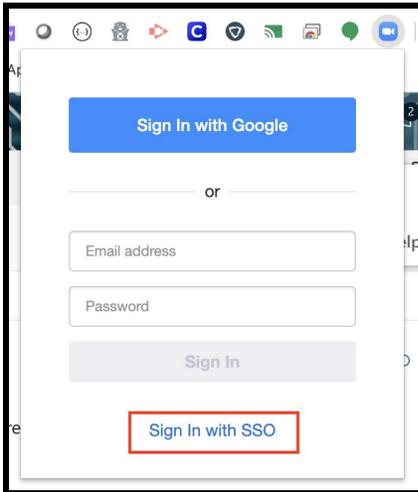
Using Zoom within myMCPS Classroom (Canvas LMS)

Staff can create and schedule Zoom meetings from within myMCPS Classroom.
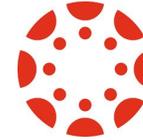
To add Zoom to the course navigation:
1. Navigate to https://classroom.mcpsmd.org and sign in.
2. From the dashboard, select a course.
3. From the course navigation, select **Settings**.
4. From the Settings options, select the **Navigation** tab.
5. **Select and drag Zoom** to the desired location on your course navigation.
6. Click **Save**.

For an in-depth look at using Zoom within a myMCPS Classroom (Canvas LMS) course, please review the resource, Zoom in Canvas.
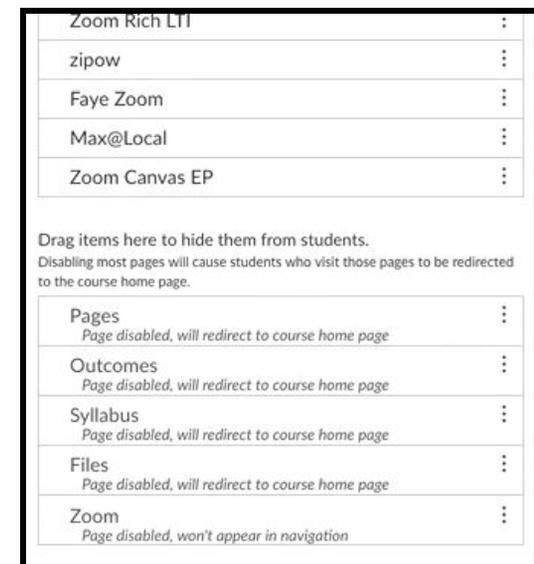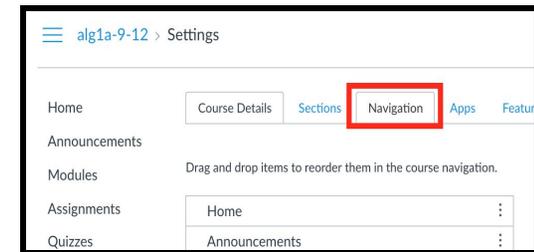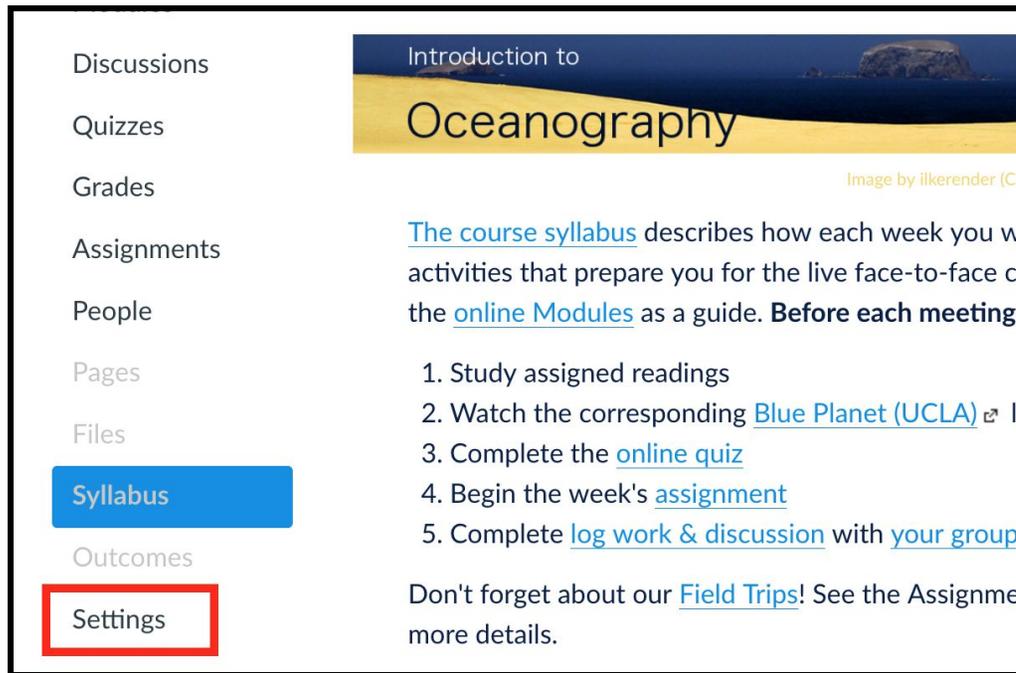
Frequently Asked Questions

Who in MCPS has access to create and host Zoom meetings?

MCPS has limited licensing for Zoom web conferencing and it is currently intended to support MSDE-certificated staff such as teachers and school/central office administrators to ensure continuity of learning during the extended closure due to the COVID-19 crisis.

How many people can join and participate in my Zoom meetings?

Staff with an MCPS Zoom account can host up to 300 people in a meeting. Select staff may have the ability to host Zoom webinars with a greater capacity for the purposes of large scale meetings and training related to district wide initiatives.

Do students need Zoom accounts to join a session?

Yes, students will use their Zoom account to join a meeting that a teacher or another staff member has scheduled. **While it may appear that students have the ability to host meetings, other students and staff ARE NOT ABLE to join or participate in their meetings.** The purpose of the account for students is so that they are required to sign in with an MCPS account before they can participate in their teachers' meetings.

To learn more about helping students prepare for a meeting, please refer to the guide [Zoom for Students](#).

I have a personal/non-MCPS Zoom account. Can I use it with students?

No, MCPS staff should never use a personal/non-MCPS Zoom account with students. Staff must use their MCPS Zoom account if they are web conferencing with students.

I'm getting a 403 error when signing in to Zoom. What does that mean?

If you receive the message, "Error: app not configured for user", this means you do not have access to create a MCPS Zoom account at this time. MCPS has limited licensing for Zoom and is currently prioritizing licenses. We are continuing to tweak our licensing model to ensure staff have the requisite access to support teaching and learning. Thank you for bearing with us!
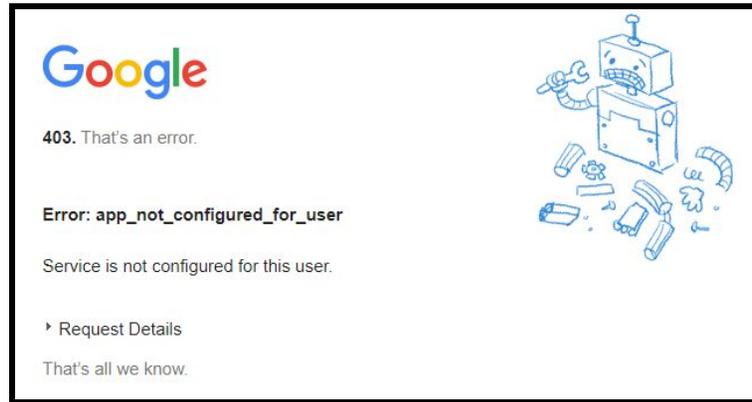
My account says "Basic" instead of "Licensed". What does that mean?

Basic Zoom accounts have fewer features and functionality as compared to the licensed version of Zoom. Staff who should be "licensed" may currently appear as "basic" based on how/when they signed up for a Zoom account using an MCPS email address. For most staff, this works itself out during the next few times they log in to the MCPS-licensed version of Zoom, however, for others this change needs to be made centrally. We are continuing to triage and troubleshoot to ensure staff have the correct account type. Thank you for bearing with us.

I'm using Zoom on a Chromebook. What can I do?

Using Zoom as a Host on a Chromebook

- If you have a MCPS Zoom account and are hosting web conferences using a Chromebook, be sure you have the [Zoom Chrome Extension](#) installed. The Zoom extension will allow you to start and join meetings from a Chromebook. Additionally, you have access to the following features:
  - Join audio and video
  - Invite others to the Zoom meeting
  - Manage participants
  - Share and view content
  - Chat with others in the Zoom Meeting
  - Cloud Record
- For more information about using the Zoom extension on a Chromebook, please review the Zoom support article, [Getting Started on Chrome OS](#).

Using Zoom as a Participant on a Chromebook

- If you need to join a Zoom web conference using a Chromebook, be sure you have the [Zoom Chrome Extension](#) installed. The Zoom extension will allow you to join and participate in meetings from a Chromebook. The Zoom extension will allow you to start and join meetings from a Chromebook. Additionally, you have access to the following features:
  - Join audio and video
  - Share and view content
  - Chat with others in the Zoom Meeting
- For more information about using the Zoom extension on a Chromebook, please review the Zoom support article, [Getting Started on Chrome OS](#).