

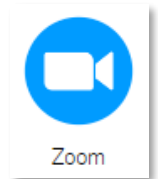


SPARTAN SUCCESS NETWORK

## How to Use Zoom with Spartan Success Network Appointments

### Configure Your Zoom and SSN Settings

1. Log in to MyYCP and click on the Zoom icon or go to [ycp.zoom.us](https://ycp.zoom.us). If accessing Zoom via the latter option, use the “Sign In” button and enter your YCP username and password.
2. Ensure that **Meetings** is selected in the menu on the left, and click on the **Personal Room** tab at the top of the page. Click on the **Edit** button at the bottom of the page.



The screenshot shows the Zoom web interface. On the left is a navigation menu with 'Meetings' highlighted in blue. The main content area is titled 'Meetings' and has three tabs: 'Upcoming', 'Previous', and 'Personal Room' (which is highlighted in blue). Below the tabs are two sub-tabs: 'Details' and 'Poll'. The 'Details' sub-tab is active, showing information for a 'Sample Personal Meeting Room'. The information includes: Meeting ID (858 XXX XXXX), Security (checked, Waiting Room), Join URL (https://ycp.zoom.us/j/858 XXXXXXX), Add to (Google Calendar, Outlook Calendar (.ics), Yahoo Calendar), Video (Host: Off, Participant: Off), and Audio (Telephone and Computer Audio, Dial from United States of America). At the bottom of the meeting details are three buttons: 'Start', 'Copy the invitation', and 'Edit' (which is highlighted in blue).

3. When using Zoom as a meeting location option, please note the following:
  - a. **Security:** Zoom offers Waiting Rooms and/or Passcodes for an extra layer of security.
    - i. Waiting Rooms are recommended if you might host back-to-back appointments and don't want the next participant to join before the previous appointment has ended.
    - ii. If using Passcodes, turn on “Embed passcode in invite link for one-click join” in Settings.

- b. **Video:** Select “on” if you would like video to begin automatically for you (the host) and/or the participants.
- c. **Audio:** Selecting “Both” is recommended.
  - i. If using Passcodes, turn off “Require passcode for participants joining by phone” in Settings
- d. **Meeting Options:** Leaving “Enable join before host” unchecked is recommended.
- e. Scroll to the bottom of the page and click the **Save** button.

### IMPORTANT NOTE

The aforementioned settings provide a basic level of security for your Zoom meetings. For instructions on how to further increase security, please refer to LTS’s [Zoombombing prevention tips](#).

My Meetings > Edit "Sample User's Personal Meeting Room"

Personal Meeting ID 858 XXX XXXX [Change](#)

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**Security** <sup>a</sup>  Passcode   Waiting Room

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**Video** <sup>b</sup>

Host  on  off

Participant  on  off

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**Audio** <sup>c</sup>  Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

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**Meeting Options** <sup>d</sup>  Enable join before host

Mute participants upon entry

4. In the Personal Room tab, click on the **Copy the invitation** button at the bottom of the page.
5. Gather the following information from the new window that appears:

- a. If you are using Waiting Rooms only:
  - i. **Meeting URL**
  - ii. **Meeting ID**
  - iii. **Meeting phone number**
- b. If you are using Passcodes only or in addition to Waiting Rooms:
  - i. **Meeting URL** (which will be much longer than the Waiting Room-only URL)

### Copy Meeting Invitation

Meeting Invitation

Join Zoom Meeting  
<https://ycp.zoom.us/j/858XXXXXXX> ← **i**

Meeting ID: 858 XXX XXXX ← **ii**

One tap mobile  
 +13126266799,,858XXXXXX# US (Chicago)  
 +16465588656,,858XXXXXX# US (New York)

Dial by your location  
 +1 312 626 6799 US (Chicago)  
 +1 646 558 8656 US (New York) ← **iii**  
 +1 301 715 8592 US (Germantown)  
 +1 346 248 7799 US (Houston)  
 +1 669 900 6833 US (San Jose)  
 +1 253 215 8782 US (Tacoma)

Meeting ID: 858 XXX XXXX  
 Find your local number: <https://ycp.zoom.us/u/ajjmg0VL>

Join by SIP

[Copy Meeting Invitation](#) [Cancel](#)

6. Open another tab and log in to SSN via MyYCP.
7. Click on the **three horizontal bars** in the upper left corner. Select the **arrow** next to your name.
8. Click on **Appointment Preferences**.

9. In the **My Locations** section, click on **Add Location**.

10. Do the following in the new window that appears and then click on the **Save** button.

- a. **Type:** Select "Online"
- b. **Name:** Enter "Zoom" or "Zoom Appointment"
- c. **Instructions:**
  - i. If using Waiting Rooms only: Enter the meeting URL, ID, and phone number from step #5.
  - ii. If using Passcodes only or in addition to Waiting Rooms: Enter the meeting URL from step #5.

**Spartan Success Network**

Institutional Profile | Appointment Preferences | Email Notifications

### Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length: 45 minutes

Scheduling deadline:

- None
- 5:00 pm the day before the office hours
- 9:00 am the day of the office hours
- 1 hour(s) before the office hours

Allow drop-ins after deadline has passed

### My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else

**Add Location**

Type	Name	Instructions
Office	Campbell Hall 200	Please check in at the front desk.
Phone	Phone Appointment	717-849-XXXX

### Add Location

\* Type: Online

\* Name: Zoom Appointment

Instructions: Please enter instructions for the location.

\* Required fields: Never Mind **Save**

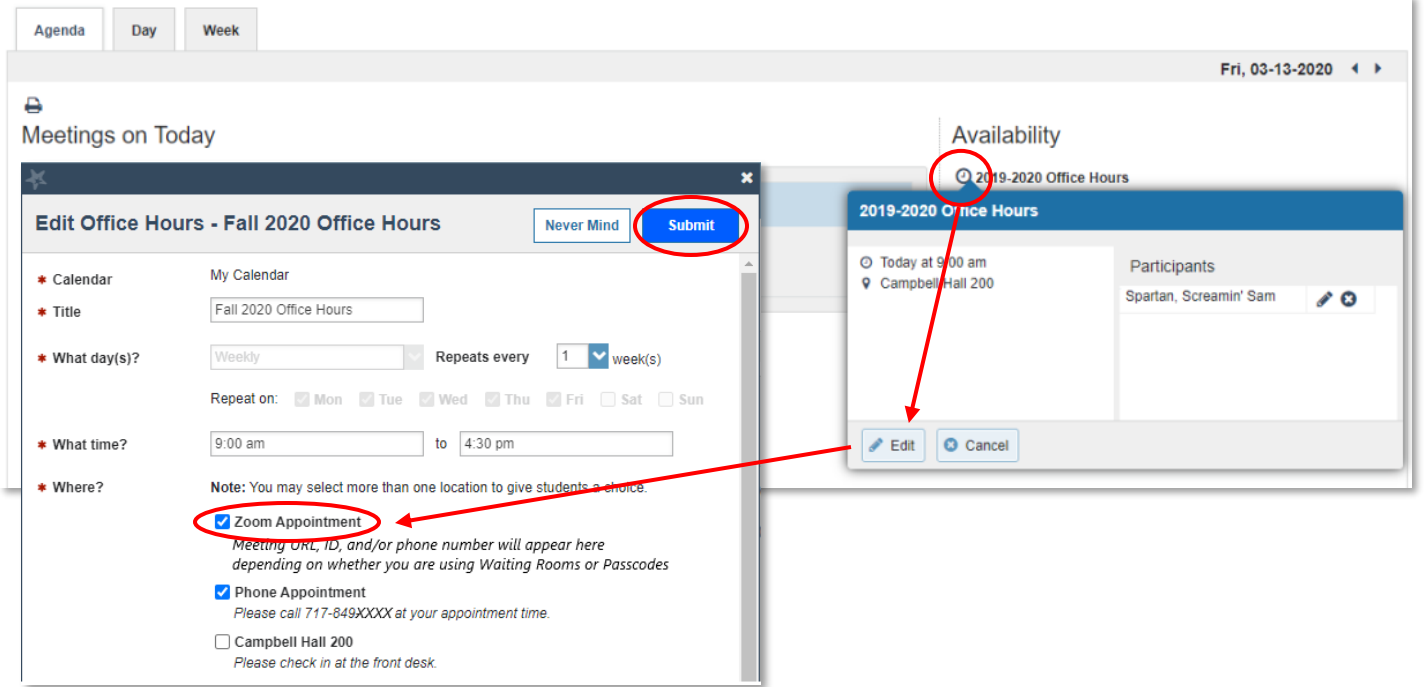
## Creating Your SSN Appointment Availability

If you have not already been using SSN appointments, please visit the [SSN resource web page](#), scroll down to the **Appointments** section, and follow the instructions provided via the training videos and quick reference guides. Please note that the following appointment options are available:

- **Office Hours** – recurring pattern of one-on-one meetings
- **Scheduling Wizard** – less structured and/or more varied one-on-one meetings (establishes availability one week at a time; recommended for short-term and/or high-traffic needs)
- **Group Session** – group meetings limited to certain participants (i.e., a maximum number or course context)

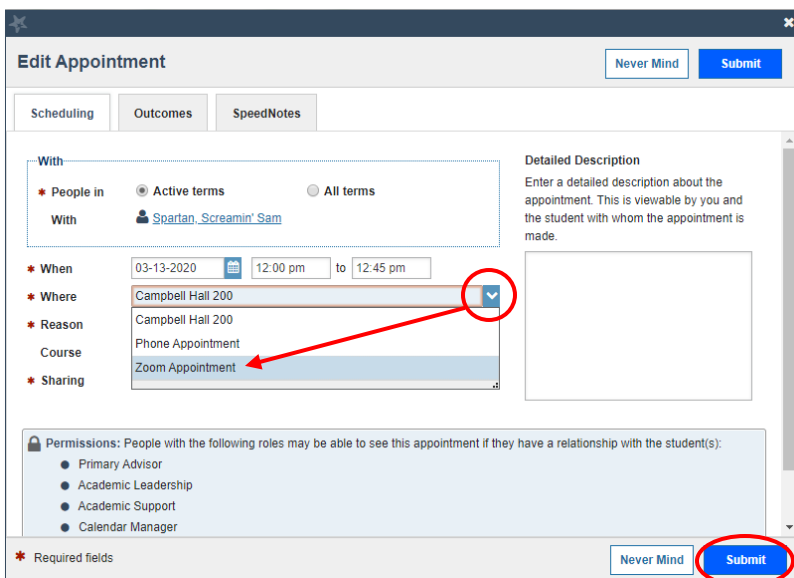
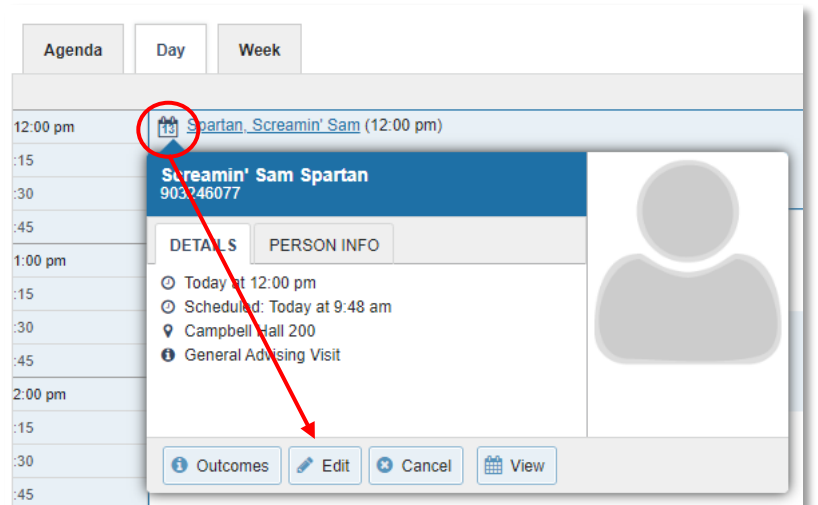
If you have already been using SSN appointments and are adding Zoom as an appointment location, be sure to update/edit your current office hours by adding this new option.

1. Click on the **three horizontal bars** in the upper left corner and select the **arrow** next to Appointments.
2. Click on **Agenda**.
3. In the **Availability** column on the right side of your screen, hover over the **clock icon** and click on the **Edit** button.
4. Check the **box** next to your newly added Zoom location and click the **Submit** button.



## Changing the Location of Existing SSN Appointments

1. Click on the **three horizontal bars** in the upper left corner. Select the **arrow** next to Appointments.
2. Click on **View Day**, **View Week**, or **View Schedule**—whichever you prefer.
3. Find the meeting that needs to be modified and hover over the **calendar icon**. Click the **Edit** button.

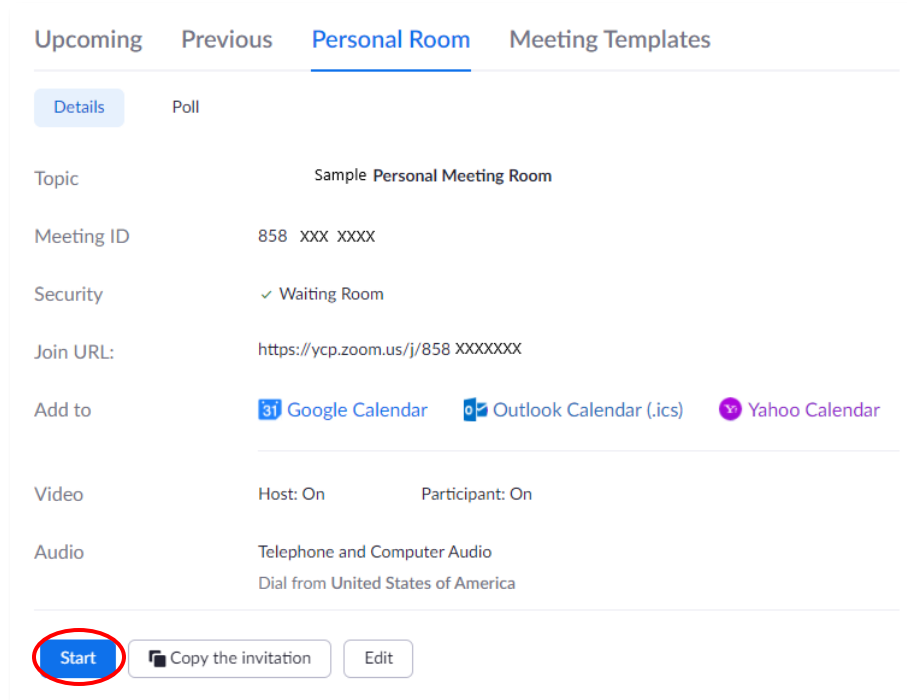


4. Use the **Where** drop-down menu to change the meeting location.
5. Click the **Submit** button to save the change.

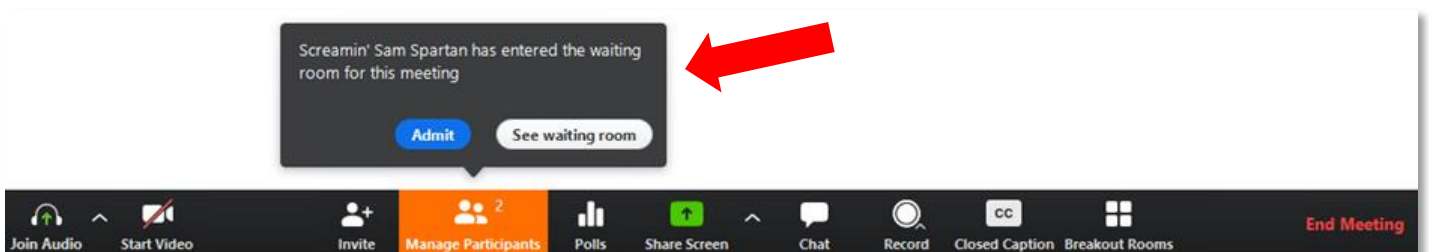
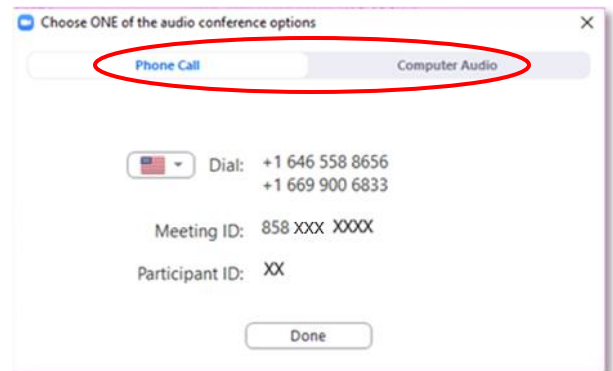
## Hosting a SSN Meeting via Zoom

1. If you have synced SSN with your Google Calendar, open the meeting on your calendar and click on the Meeting URL. Alternatively, log in to MyYCP and click on the Zoom icon. If using the latter option, click on the Start button in the Personal Room tab.

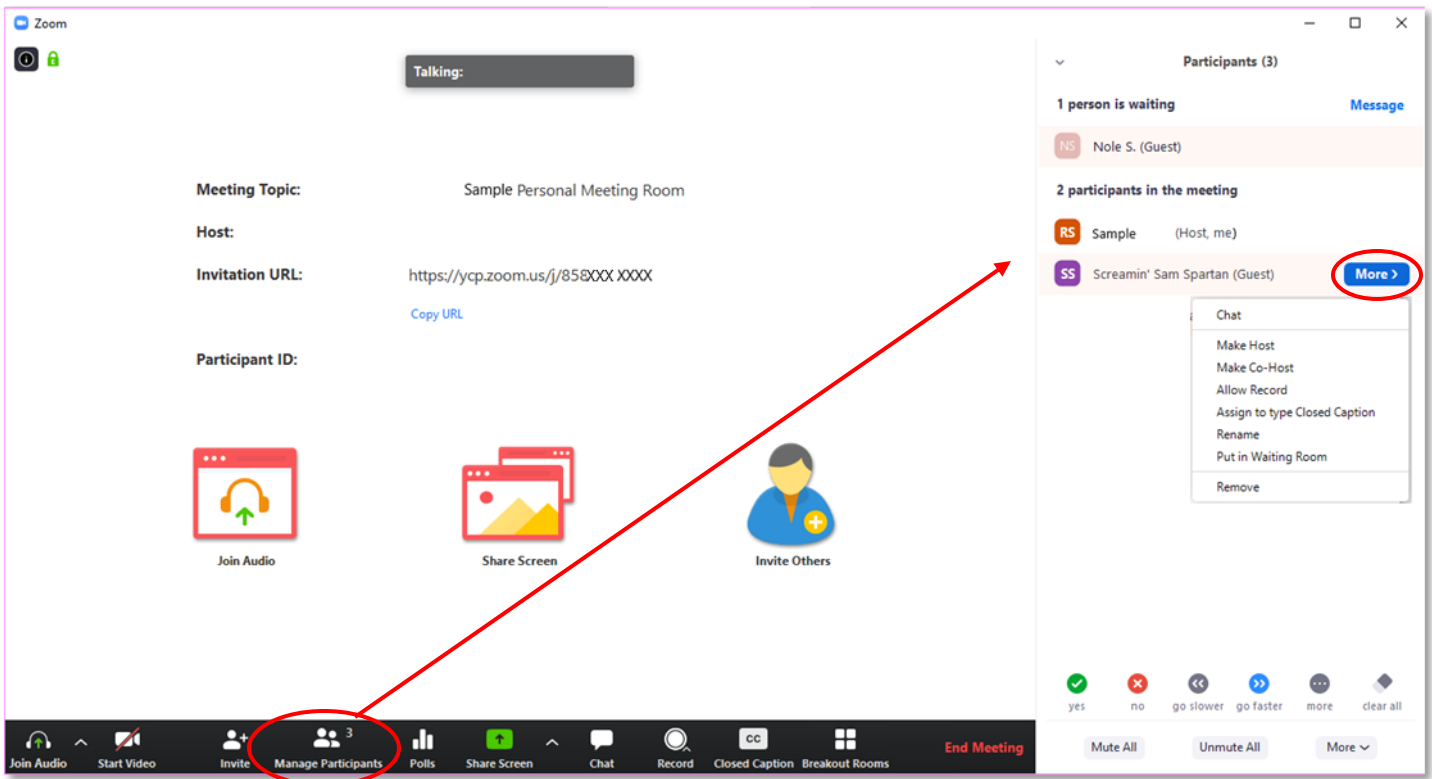
*NOTE: If you have never used Zoom from your device previously, you may be prompted to install a browser extension.*



2. Select your preferred audio option:
  - a. **Computer Audio** – to use the speakers and microphone connected to your computer
  - b. **Phone Call** – to use a phone; enter “Participant ID” when prompted
3. Monitor the **Manage Participants** portion of the toolbar for notifications that a student has joined the meeting. Click the **Admit** button to move the student(s) out of the waiting room and into the meeting.



4. Click on **Manage Participants** to view all students who are in the meeting or in the waiting room. Click on the **More** button next to the student(s) who are in the meeting to either:
  - a. End their meeting – select **Remove** from the menu
  - b. Return them to the waiting room – select **Put in Waiting Room** from the menu



*NOTE: Visit LTS Help (accessible via MyYCP) for more details about how to use Zoom.*

## Documenting Your Meeting

Please visit the [SSN resource web page](#), scroll down to the **Advising Notes and Beyond** section, and follow the instructions provided via the training videos and slides. The following resources are recommended for documenting a Zoom meeting in SSN:

- **Appointment Based Notes**
- **Writing Good Notes**