

## How To Launch Zoom Training for Course Instructors Guide

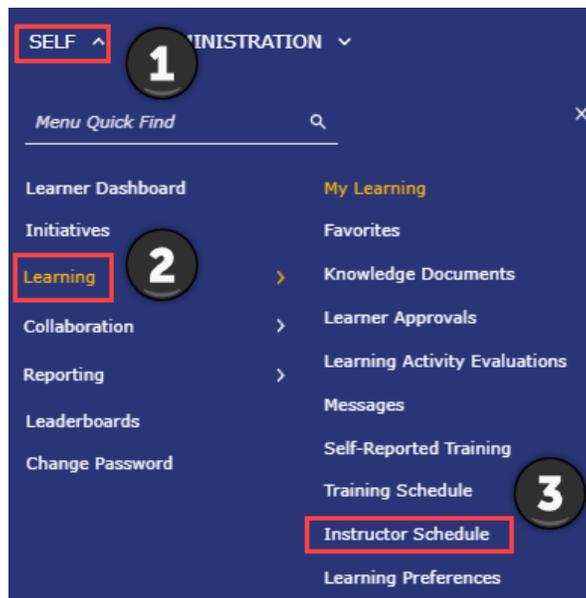
This guide will walk you through how to access and launch your Virtual instructor-led session in MetroU.

1. To get started, please login to [MetroU](#) using our MLS Instructor account:

Username	Password
MLS Instructor	Library123!

Please Note: This account is only accessible to our designated MLS Trainers and should not be shared with any staff.

2. Once you are logged in to the MLS Instructor account, please navigate to *SELF > Learning > Instructor Schedule*.



### 3. The INSTRUCTOR SCHEDULE page should display:

#### INSTRUCTOR SCHEDULE

This is a list of activities you are scheduled to teach. Use the View list to see current and upcoming activities, previous activities, your pending requests, and a calendar view of all confirmed activities.

Search:  [Help](#)

View: Current activities Records: 0

 There are no records to display.

[Delivery Method Legend](#)

You will see 'There are no records to display'. As this page will only display Zoom sessions being held at the time you access the instructor schedule.

 There are no records to display.

4. Change the **View:** on the right side of your screen from Current activities to Upcoming activities to pull up a list of all Virtual instructor-led sessions. Note: It may take a moment to load in the sessions.

#### View:

Current activities 

Current activities  
Previous activities  
Pending requests  
Calendar

Upcoming activities

5. A list of all instructor-led sessions our MLS Trainers are designated to teach will display. Those with  buttons indicate they are Virtual instructor-led sessions conducted via Zoom.

- To find an event/session use the Search box at the top of the page or scan through the list of offerings to find yours:

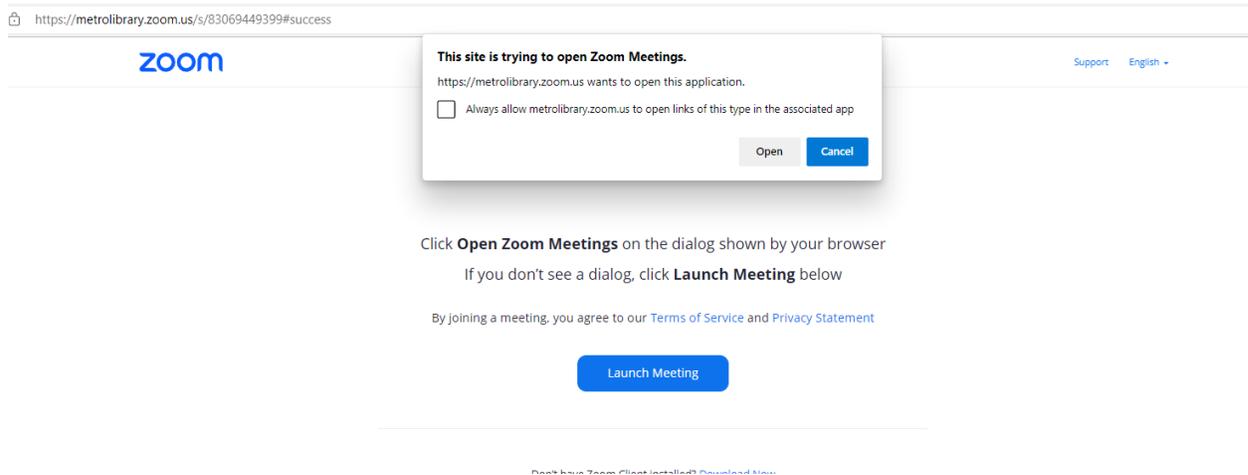
Search: [Help](#)



Note: You can also toggle between pages if your session is not visible on Page 1.

Records 1-10 of 15 ◀ ◁ Page 1 of 2 ▶ ▷

- Find your session, then select the **START** button to launch the Zoom training directly from MetroU. You should receive the standard Launch meeting page from Zoom shown below. An additional pop-up screen may appear as shown below. Please select open.



The screenshot shows a Zoom meeting launch page. At the top left is the Zoom logo and the URL <https://metrolibrary.zoom.us/j/83069449399#success>. At the top right are links for [Support](#) and [English](#). A browser security dialog is open in the center, with the title "This site is trying to open Zoom Meetings." and the text "https://metrolibrary.zoom.us wants to open this application." Below the dialog is a checkbox labeled "Always allow metrolibrary.zoom.us to open links of this type in the associated app" which is currently unchecked. There are "Open" and "Cancel" buttons at the bottom of the dialog. Below the dialog, the page text reads: "Click **Open Zoom Meetings** on the dialog shown by your browser. If you don't see a dialog, click **Launch Meeting** below." At the bottom of the page, there is a blue button labeled "Launch Meeting" and a link: "Get the Zoom Client installed? [Download Now](#)".

Leave the MLS Instructor MetroU account open and do not sign out until you have finished and ended your Zoom session.

- You will start the Zoom as the host under Learning & Development's Zoom account and can start admitting your attendees.