



Zoom & Brightspace Overview

Orientation Handout

Zoom: Complete These Steps

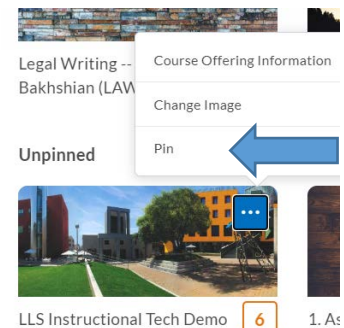
- ❑ Activate your university Zoom account
 - Log in at <https://my.lmu.edu/>
 - Click on *Accounts & Tech* from the menu
 - Click on *Zoom (web conferencing)* – you'll be directed to your University Zoom account.

Note: You can confirm if you're logged in by looking for the LMU logo in the upper left-hand corner. Also, you can click on *Profile* and see that *Meeting: 300* is your capacity.

- ❑ Upload a profile picture to your Zoom *Profile*
- ❑ Be sure you are logged into the Zoom client *on your computer*, not just the website. For instructions, visit: <https://tech.lls.edu/zoom/> (scroll down past *To get started with Zoom*)

Brightspace: Complete These Steps

- ❑ Log into Brightspace at <https://brightspace.lmu.edu/>
- ❑ Click on *View All Courses* to see what course pages are already active. "Pin" the ones for this semester for easier access! To pin courses, hover over the course image until you see the three dots (...), and then select "Pin".
- ❑ From the top navigation bar, click on your initials on the right-hand side to view *Profile*, *Notifications*, and *Account Settings*.
 - Go to *Profile* and add a picture.
 - Go to *Notifications* and at minimum select to receive notifications for Announcements. You have the option to select SMS and/or Email. You can always come back and change these settings later.



Some pages are Active and available now while others will not be available until **August 10th – a week before classes officially start**. If you do not see a course and believe you should, please:

1. Check under *View All Courses* to make sure you have pinned it.
2. Log into PROWL (<https://prowl.lls.edu/>) and check your course schedule to make sure you are enrolled in the proper class(es). Enrollments automatically sync to Brightspace.
3. If neither of the above show you your course page(s) and it is past August 10th, please contact the Office of the Registrar.

For more tutorials on Brightspace, please visit:

<https://tech.lls.edu/brightspace/brightspace-for-students/>