



Preferred Systems, Inc.
Providing Continuing Education That Works



Online (Remote Learning) With Zoom Webinars

Preferred Systems has integrated with Zoom Webinars to provide continuing education credits for online (remote learning) courses in states where it is permitted.

Zoom Webinars has the features and capabilities required to meet most state requirements for teaching courses online.

Below are the instructions for linking your continuing education portal account to Zoom.

Step 1. Create a Zoom Account.

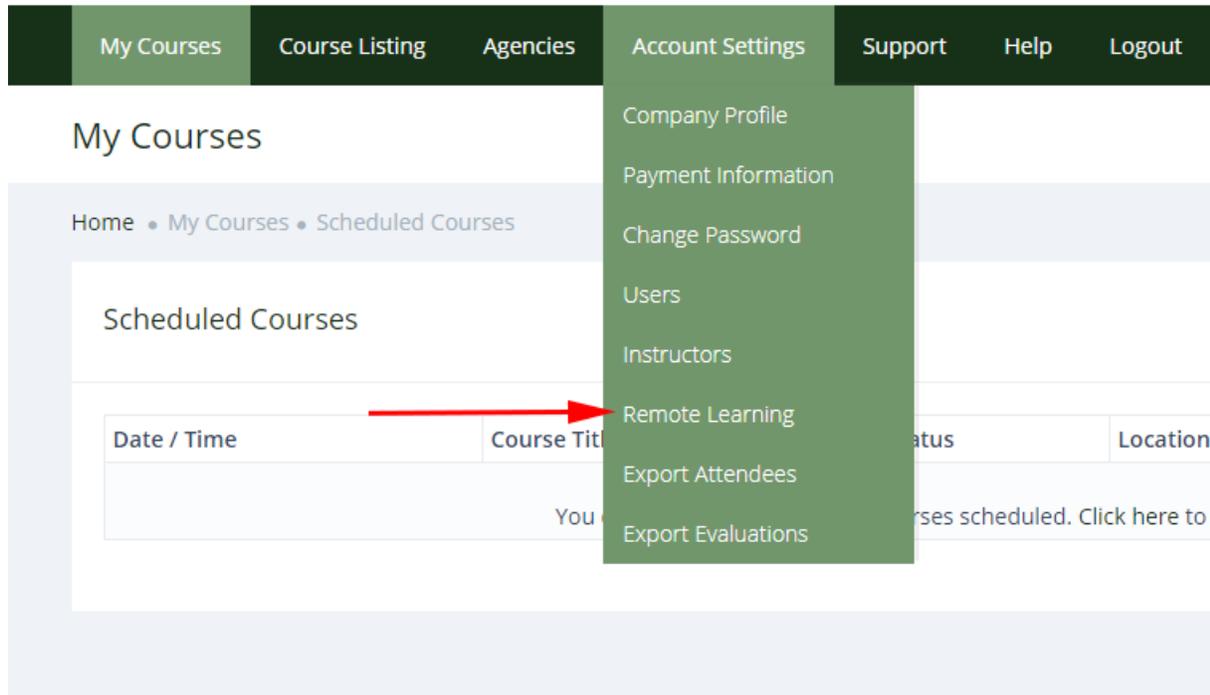
You will need to create a Zoom Pro account and add Zoom Webinars to your account. Our integration does not support Zoom Meetings for reasons related to security, attendee tracking and other state requirements.

Please visit: <https://zoom.us/webinar> to learn more and to create a new account. If you have an existing account, login to your account, click Account Management and select Billing to view your current plan. Your current plan must include Zoom Meetings Pro and Zoom Webinars.

Step 2. Link Your Zoom Account

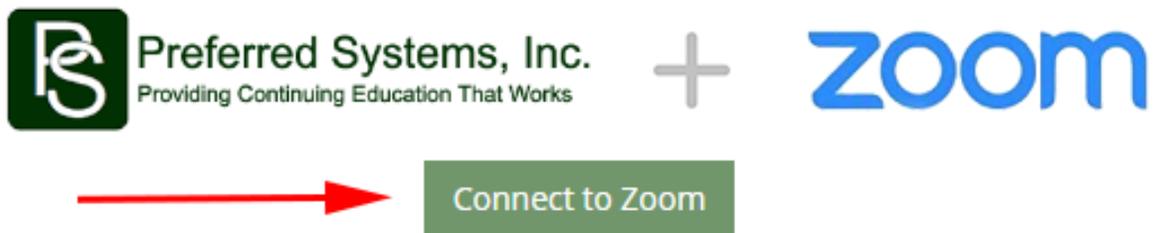
To enable your continuing education portal account to communicate with Zoom, you need to link your portal account to Zoom via the Preferred Systems Zoom app. You will only need to do this once and it will authorize Preferred Systems to access your Zoom account in order to schedule events, update event details and track attendance.

Log in to your Preferred Systems continuing education portal, select Account Settings and click the Remote Learning menu option.



The screenshot shows the 'My Courses' page with a dark green navigation bar. The 'Account Settings' menu is open, listing options: Company Profile, Payment Information, Change Password, Users, Instructors, Remote Learning, Export Attendees, and Export Evaluations. A red arrow points to 'Remote Learning'. Below the menu is a table with columns: Date / Time, Course Title, Status, and Location. The table content is partially obscured by the menu.

On the Remote Learning page, you will see a button that says Connect to Zoom. Following the instructions on Zoom to complete the connection.

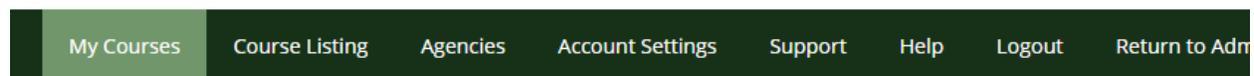


Once you have successfully completed this step, you will see the following message on the Remote Learning page:

Your Account Has Been Successfully Linked to Zoom

Step 3. Schedule Your Course in Your Continuing Education Portal

Click on the Course Listing option in the main menu, then click the Schedule Course button. You will see an option called Delivery Method at the top which includes Classroom or Online (Remote Learning). Select the Online (Remote Learning) option. Select the course that you would like to schedule and select the Presenter. If you are permitted to teach in more than one state, you will see a list of all states where you are permitted to teach online courses. Select your Time Zone followed by the Date and Time. Complete the remaining options and click the Schedule Course button.



Schedule a Course

Home • My Courses • Add Course

Course Details

Delivery Method:	<input type="text" value="Online (Remote Learning)"/> <input type="text" value="Classroom"/> <input checked="" type="text" value="Online (Remote Learning)"/> <input type="text" value="Please Select a Course"/>
Course:	
Presenter:	<input type="text" value="Select Presenter"/>
Time Zone:	<input type="text" value="(GMT-4:00) Eastern Time (US and Canada)"/>
Select Date:	<input type="text" value=""/>
Select Time:	<input type="text" value="🕒 10:00 AM"/>

Once your course has been scheduled successfully, you will see it in on the Scheduled Courses page in your continuing education portal. You can also verify that your course has been successfully scheduled in Zoom by logging into your Zoom account and clicking the Webinars option in the left side menu.

Step 4. Promote Your Course

To promote your course, go to the Scheduled Courses page, click the Actions menu, then click Course Link. This will take you to the course detail page. Copy this link from the top of your browser and distribute it to anyone that you want to invite to the course. You can paste the link into an email message or post it on social media.

When someone registers for your course, they will be automatically added to Zoom as a registrant and will receive an email confirmation with a link to access the course via Zoom. You will receive an email notification each time someone registers, and you can track all registrants in your continuing education portal.

Step 5. Teach Your Course in Zoom

Login to your Zoom account at least 10 minutes prior to the start of your course to make sure you are ready. Click on Webinars option in the left side. Find your course in the webinars list and click the Start button. This will launch the Zoom app.

Make sure your video camera and microphone are working properly. We recommend creating one or more test webinars in Zoom and test with family or friends to make sure that you are comfortable with the technology.

Please be sure to download your PowerPoint presentation from the continuing education portal and have it open and ready. Click the Share Screen button in your Zoom app and share your desktop. When you are ready to start your presentation, click the Broadcast button at the top of the Zoom application window. All attendees will be able to see and hear you and will be viewing whatever you currently have shared on your screen.

Step 6. Verify Your Attendance

Once your course is complete, be sure to click the End Meeting button in the bottom right corner of the Zoom application. Log in to your continuing education portal. Click the My Courses tab in the main menu. If you log in on the same day that you taught your course, you will find the course in your Scheduled Courses, if at least one day has passed, you will find the course in your Completed Courses. Click the Actions menu, then select the View and Manage Attendees option.

Your attendance will be automatically imported from Zoom. The time in, time out and total session time will be displayed for each attendee.



Attendees (1)

[Home](#) » [My Courses](#) » [Attendee List](#)

Avoiding the Aggravations of Home Inspections (3 Credit)

April 9, 2020 2:20 PM

[Mark as Attended](#) [Import Attendees](#) [Export Attendees](#) [Add Attendee](#)

Search:

<input type="checkbox"/>	Registration Date / Time	Name / Email	Company Name	Time In / Out	Attended	Actions
<input type="checkbox"/>	04/09/2020 2:18 PM	Kruger, Jamie jkruger@preferrededucation.com	Preferred Systems	2:29 PM / 2:38 PM 9 Minutes	Yes *	Actions

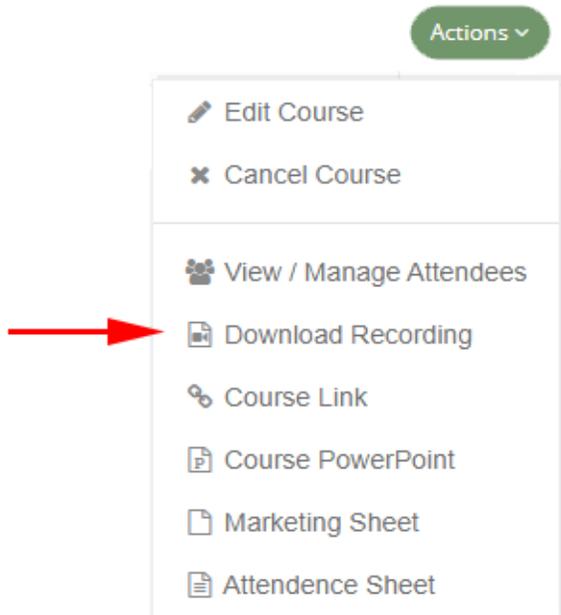
Please carefully review each attendee to make sure that each person attended the entire course. Select the checkbox to the left of everyone who attended the course in its entirety and then click the Mark as Attended button.

Upon completing this step, each attendee will receive a link to complete a course evaluation and will have instant access to download the certificate of completion for the course.

Step 7. Download the Recording of Your Course

Shortly after the completion of your course, a recording will be available for download. To download the recording, click the Actions menu next to the course that you want to download and click the Download Recording option.

If the recording is not available, it is still processing. Please wait and check back again after some time has passed.



Uninstalling the Preferred Systems Zoom App

If you need to uninstall the Preferred Systems Zoom App, please following the instructions below:

1. Login to your Zoom Account and navigate to the Zoom App Marketplace.
2. Click Manage > Installed Apps or search for the Preferred Systems app.
3. Click the Preferred Systems app.
4. Click Uninstall.

If you have any questions or need further assistance with online (remote learning) courses, please contact us using the information below.

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