

1 set up a zoom account

- You will need your own virtual meeting service like Zoom, Google Hangouts, Google Meet, Vimeo, GoToMeeting, etc.
- We have tested all of them and found Zoom to provide the best combination of features to provide the best virtual class experience on RISE.
- Zoom offers a free account option that enables you to have unlimited length classes for 1-on-1 or 40-minute length for up to 100 participants.
- Zoom Pro is \$15 per month and gives you unlimited length classes for up to 100 participants plus a bunch of other features.
- Once you have a Zoom account, click on **My Account** (top right), go to **Meetings** (left menu), then click on **Personal Meeting Room** (center).
- Your Personal Meeting Room is a permanent virtual meeting room that you can use for all of your RISE classes.
- Copy the **Join URL** to use in Step 2
- There are several Zoom settings to change that will greatly enhance the experience of your students! Click on **Settings** (left menu) and set **Host** and **Participant video** to ON. Also enable **Join before host** and disable **Waiting room** (very important). For a deeper dive see the **Zoom Settings Pro Tips**.

2 create a virtual space

- In the RISE web app (app.myriselife.com) go to **PROFILE** (top right), select **My Spaces** (left menu), then select the **Add Space** button (upper right).
- On the **Create New Space** screen, select Virtual Space.
- Type in a name for your Virtual Space. Only you will see this name and you can have multiple virtual spaces using other Zoom accounts or even other virtual meeting services like Google Meet. Call it something like “My Zoom Space”.
- Paste the Zoom Join URL that you copied in Step 1 into the box titled **Please provide your web conference link below**.
- Click **Save**.
- You have now set up a virtual space that can be used for ALL of your virtual classes on RISE. You only need one virtual space even if you create 100 classes. Of course you cannot create 2 classes at the same time using the same virtual space though.
- You can also always edit this space to update the Zoom Join URL if you change it in the future.



3 create all of your virtual classes

- In the RISE web app (app.myriselife.com) go to **PROFILE** (top right), select **My Classes** (left menu), then select the **Add Class** button (upper right).
- Or you can click on the **Create New Class** button on the main page of the app.
- Create a class just like you would with a regular in-person class. You can use a previously saved template or start from scratch.
- When you get to the Class Schedule step, you select your **Space Type** to be **Virtual** and then select the Virtual Space you created in Step 2.
- Finish creating your class by entering a Price and Cancellation Policy and hit **Save**.
- Once you hit **Confirm** you will have published your first Virtual Class on RISE. **Congratulations!**
- To Start your Virtual Class go to the class details page in the app 10 minutes before the class is set to start. Press the action button which will now have **Start Class** on it.
- Your Students will be able to join the class in the same way. Their action buttons will say **Join Class**.

Start Class

Join Class

