



ZOOM PARENT/STUDENT GUIDE

Platform	Zoom App available on computer, or Mobile Phone (iPhone and Android)
Login Info	Meeting links will be provided to you by your child's teacher
Student Login Info	N/A

Overview

Zoom is a platform that can be used for video and phone conferencing, chat, and webinars. Teachers will be using this platform to communicate live with you or your child. This may take the form of teacher-parent check-ins with just you and the teacher. It may also take the form of a live class led by a teacher to your child's entire homeroom class. This platform has many functionalities. We are excited to use this as a core part of our remote learning program.

How to join a meeting?

Things to know:

- Before joining a Zoom meeting on a computer or mobile device, you must download the Zoom app from your device's download center. For iPhone: "The App Store". For Android: "The Play Store"
- Each meeting has a unique 9,10, or 11-digit number called a meeting ID. The meeting ID will be required to join the Zoom meeting.

If joining using your computer or tablet: (Windows and Mac are the same directions)

- Open the email your teacher sent you with the Zoom Meeting information. The email invitation will include the topic of the meeting, time, Zoom Meeting Link (circled in red), meeting password, and phone number. See picture below.
- If you would like to join the meeting using video (you are able to see the teacher and the teacher is able to see you), then click on the link below "Join Zoom Meeting"



Meeting Invitation

Topic: Test: Morning Meeting
Time: Apr 6, 2020 08:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/410487272?pwd=TIJ0Qm4yeVdKOHg4ZWd3VzRVTjN3dz09>

Meeting ID: 410 487 272
Password: 466170

One tap mobile
+16468769923,,410487272# US (New York)
+13126266799,,410487272# US (Chicago)

Dial by your location
+1 646 876 9923 US (New York)

- Another window may pop up. Click “Accept” or “Yes” to join the zoom meeting.
- The Zoom Meeting sign-in screen will appear. Enter your meeting ID and password (from your teacher email), as well as your name or your child’s name. Then click join.

Join a Meeting

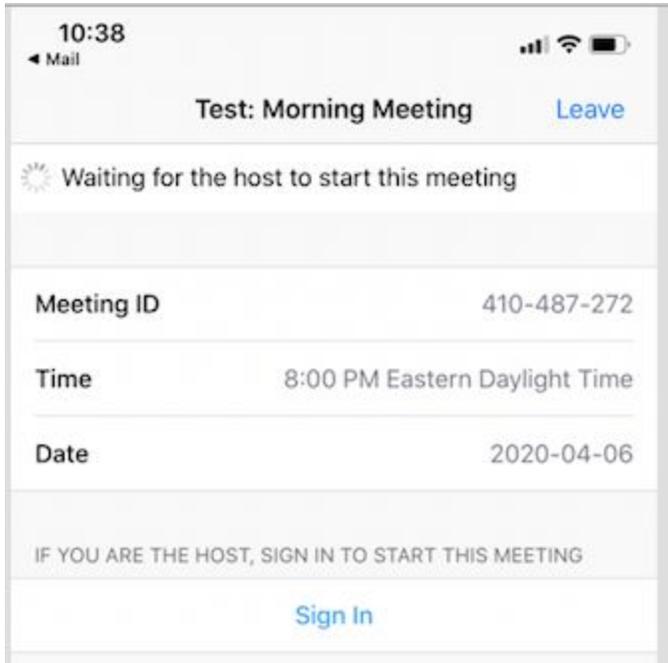
Meeting ID or Personal Link Name

Do not connect to audio

Turn off my video

If joining using your phone (iPhone and Android are the same directions)

- If you are joining the meeting by phone using video (you are able to see the teacher and the teacher is able to see you), then click the “Join Zoom Meeting” link in the email from your teacher.
- The screen pictured below will appear.



- Once the teacher has started the meeting, you will be asked to enter a name. Please use your name or your child's name.
- If you are joining using your phone, but would like to join using only audio (you will only be able to hear the teacher, not see them, and vice versa), you will need to dial the teleconference number provided in the teacher email. The number under "Dial by your location".

Zoom Meeting Features:

When using your computer or tablet:

- At the bottom of your screen you will see a number of icons:



- 1st icon allows you to mute and unmute yourself during the meeting. You will still be able to hear the teacher, but the teacher (and others on the call) will not be able to hear you. This is helpful if you have a lot of background noise in your environment like a TV. You must click the icon again to unmute yourself allowing the teacher (and others on the call) to hear you again.
- 2nd icon allows you to stop your video during the meeting. You will still be able to see your teacher, but the teacher (and others on the call) will not be able to see you. You must click the icon again to allow your teacher (and others on the call) to see you.
- 3rd icon allows you to invite other participants to the meeting.



- 4th icon allows you access to more options. The one I want to highlight is the raise your hand option. You will click the button to get your teacher's attention without using the audio. Just like raising your hand in class. The teacher will see this signal on their end and will call on you
- The 5th icon allows you to share content with your teacher (and others on the call). For example you may want to share a picture of your child's work to the teacher. Click on this icon and follow the prompts.

When using your phone:

- At the bottom of your screen you will see a number of icons:



- 1st icon(microphone) allows you to mute and unmute yourself during the meeting. You will still be able to hear the teacher, but the teacher (and others on the call) will not be able to hear you. This is helpful if you have a lot of background noise in your environment like a TV. You must click the icon again to unmute yourself allowing the teacher (and others on the call) to hear you again.
- 2nd icon (camera) allows you to stop your video during the meeting. You will still be able to see your teacher, but the teacher (and others on the call) will not be able to see you. This is helpful if there is something in the background that you don't want everyone to see like __think of something__. You must click the icon again to allow your teacher (and others on the call) to see you.
- 3rd (share) icon allows you to share content with your teacher (and others on the call). For example you may want to share a picture of your child's work to the teacher. Click on this icon and follow the prompts.
- 4th icon (participants) allows you to see who else is in the meeting.
- 5th icon (more) allows you access to more options. The one I want to highlight is the raise your hand option. You will click the button to get your teacher's attention without using the audio. Just like raising your hand in class. The teacher will see this signal on their end and will call on you.