

Zoom is a communication tool which teachers can use to hold live instructional sessions with students. Students will be invited to join a Zoom session with their teacher(s). In order to get the most out of this session, parents should help students understand how to use the participant tools in Zoom.

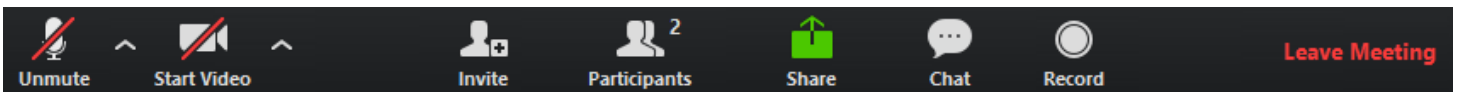
Joining a Zoom Session as a Participant:

A student just needs to click a Zoom meeting link to join a session. **Zoom is set so users do not need to download the Zoom app and can join just from the browser – but they may also use the app, if desired.**

Join Zoom Meeting

<https://zoom.us/j/955662265>

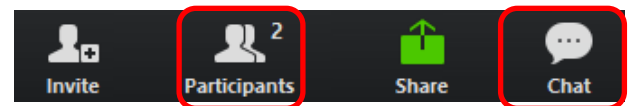
Note: depending on how it was set up, Zoom may try to automatically use the camera when a meeting starts. Students can turn that off, as well as mute themselves, from the bottom of the meeting window.



- Turn off video by clicking the Stop Video button on the toolbar at the bottom of the screen. When a student has the video OFF (meaning they **are not on camera**), it will look like the picture above, with a red line on the button that says Start Video.
- Mute or unmute by using the microphone button at the bottom of the screen. When a student is on mute (meaning the teacher **cannot hear** the student), it will look like the picture above, with a red line on the Unmute button.
- The teacher may begin the session by locking all students into a “mute” position. If a student tries to unmute during this time, they will receive a message that says they cannot unmute currently. The teacher may unmute a student when it is time to participate in a class discussion.

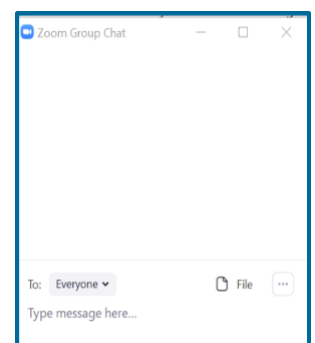
Participating in Zoom Sessions:

The toolbar at the bottom of the screen is the main way students can participate in a Zoom session. There are two buttons to look for: **Participants** and **Chat**.



Students can participate in class discussions using Chat. Students should remember to follow class rules for participating in a discussion, including using appropriate language.

- To turn on Chat, click the Chat button in the toolbar at the bottom of the Zoom screen.
- A Chat window will come up. The student will be sending a message to **everyone in the class** while the To: box reads Everyone. If the student wants to send a message only to the teacher, click the dropdown box after To: and choose Host.
- Click where it reads “Type message here...”; click Enter on the keyboard to send a message or click the Send button.
- You may move the Chat window by dragging it, or close it by clicking the “X” in the corner. You can bring it up again by clicking the Chat button in the toolbar.



Student can also respond to teachers by using the Participant tools.

- To turn on the Participant tools, click the Participants button at the bottom of the Zoom screen.
- The Participant window comes up. You can click any of the tools, such as Raise Hand, Yes, and No. You can find additional tools by clicking “more”.
- You may move the Participant window by dragging it, or close it by clicking the “X” in the corner. You can bring it up again by clicking the Participant button in the toolbar.

