

Virtual Group Meeting Training via Zoom

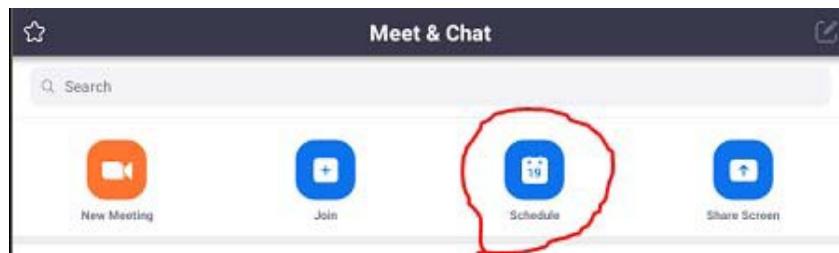
These are step-by-step instructions on how to schedule, conduct, and end Zoom meetings. There are many helpful tips & tricks in this packet. Information is divided into sections within this packet for easier navigation. Give yourself grace as you learn how to pour into our children and families using this new tool. If you have any questions or concerns about this process, contact the Education or Family Services Departments. There are also many helpful Zoom tutorials online.

First things first, open the Zoom app.



Schedule a Meeting & Invite Others

1. Select "Schedule".



2. Fill in appropriate information for Meeting Name, Date, Start, and End Time. Note: free Zoom accounts only allow for meetings up to 40 minutes.
 - a. If you've established a regular day and time for a meeting, you can utilize the "Repeat" option. Select "Advanced Options" for more settings.

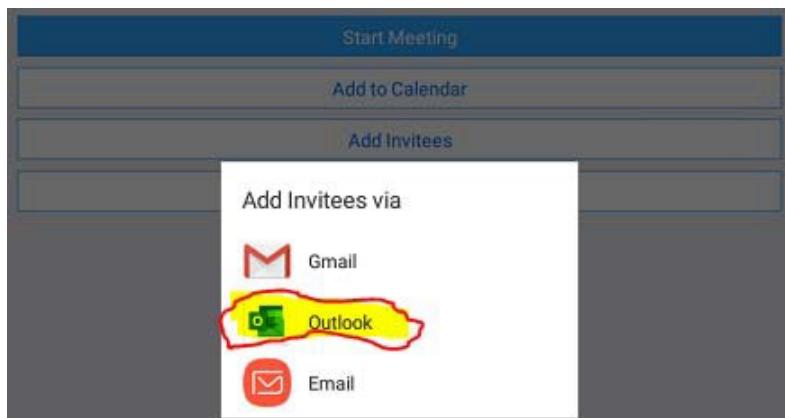
The screenshot shows the "Schedule Meeting" dialog box. It includes fields for "Meeting Name" (Barbie Potter's Zoom Meeting), "Date" (5/17/20), "From" (4:00 PM), "To" (4:30 PM), "Time Zone" (GMT-7:00, Pacific Standard Time), and "Repeat" (Never). There are sections for "Use Personal Meeting ID (PMI)" (766 146 0011), "PASSWORD" (Meeting Password), "Meeting Password" (2fwLuT), and "MEETING OPTIONS" (Host Video On, Participant Video On, Advanced Options). The "Advanced Options" button is highlighted with a yellow box.

- Review the meeting options to ensure the highlighted settings (see image below) are on. Choose “Done” from the top right of the screen if all settings are correct. **Meetings may not be recorded.** **Never select Automatically Record Meeting.**

| Schedule Meeting | | Done |
|--|-------------------------------------|------|
| Barbie Potter's Zoom Meeting | | |
| Date | 5/17/20 > | |
| From | 4:00 PM > | |
| To | 4:30 PM > | |
| Time Zone | GMT-7:00, Pacific Standard Time > | |
| Repeat | Never > | |
| Use Personal Meeting ID (PMI) | <input checked="" type="checkbox"/> | |
| 766 146 0011 | | |
| If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID. | | |
| PASSWORD | | |
| Meeting Password | <input checked="" type="checkbox"/> | |
| Password | 4FbZNK | |
| MEETING OPTIONS | | |
| Host Video On | <input checked="" type="checkbox"/> | |
| Participant Video On | <input checked="" type="checkbox"/> | |
| Enable Waiting Room | <input checked="" type="checkbox"/> | |
| Allow Join Before Host | <input type="checkbox"/> | |
| Automatically Record Meeting | <input type="checkbox"/> | |
| Add to Calendar | | |

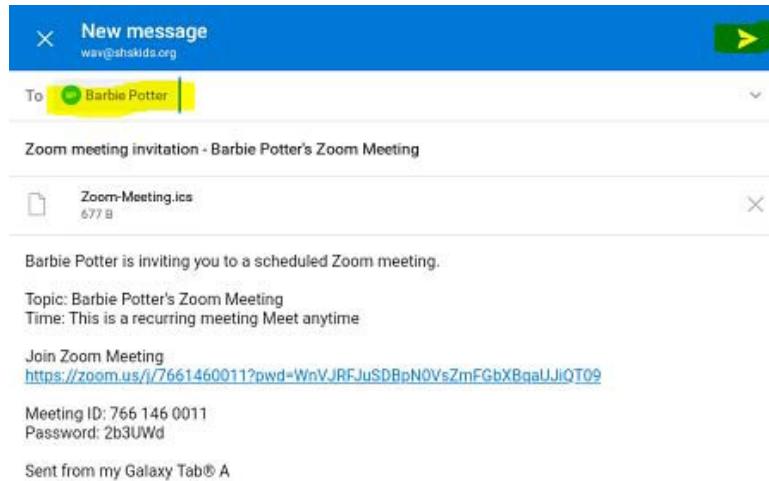
Inviting Others Through Email

- Select “Add Invitees” from the meeting screen. Then, select “Outlook” to add invitees via your work email.

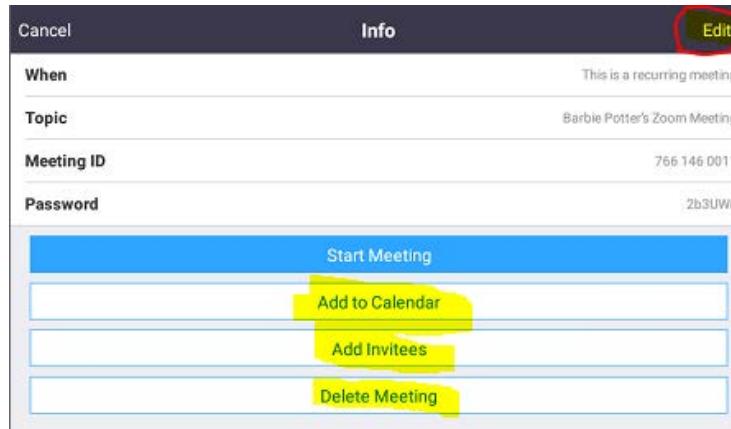


- Invite your supervisor and co-workers who are joining your meeting by adding their email in the “To” field (see highlighted field in the image below). Start typing a staff member’s name or title to see a list

of emails associated with the name/title. Select the white paper airplane icon at the top right of the screen to send the invite. You can select the white X at the top left if you need to cancel the invite.

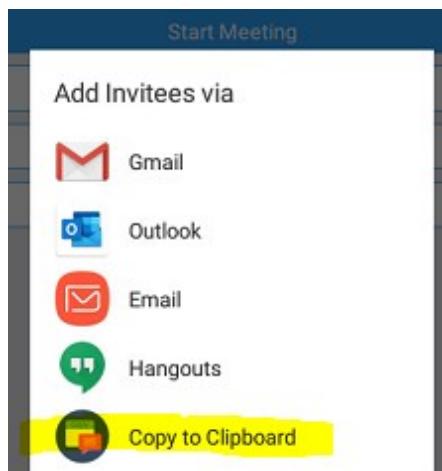


3. From this screen you can choose to edit any meeting settings by clicking on “Edit” in the upper right corner. You can also “Add to Calendar”, “Add Invitees”, or “Delete Meeting” from this screen.

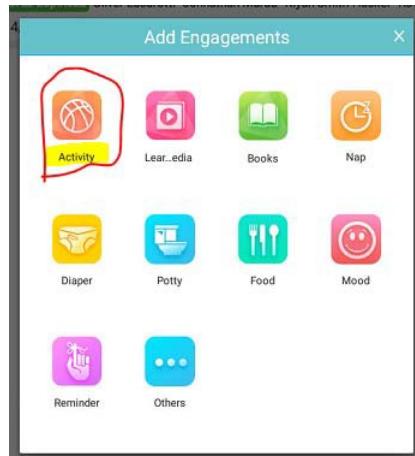


Share Link with Families through Learning Genie

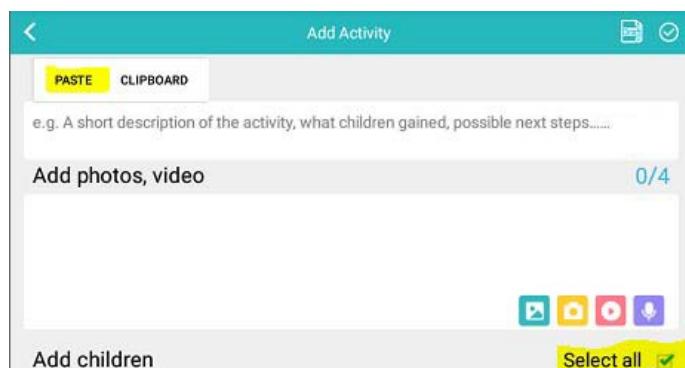
1. Select “Add Invitees” from the info screen. Select “Copy to Clipboard” from the pop-up menu. This copy can be pasted into Learning Genie Activities, Learning Genie Messaging, or email when using the tablet.



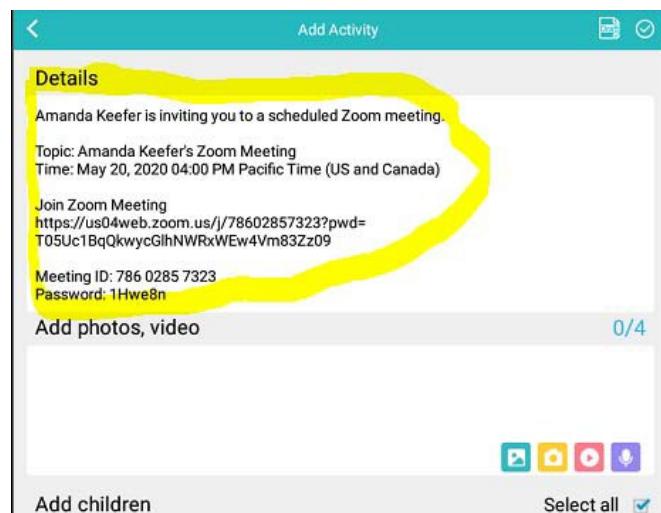
2. Close the Zoom app and create a Family Engagement Activity in Learning Genie.



3. Press and hold finger on “Detail” text box until “Paste” option pops up. Select “Paste”. Check “Select all” box next to “Add children”.

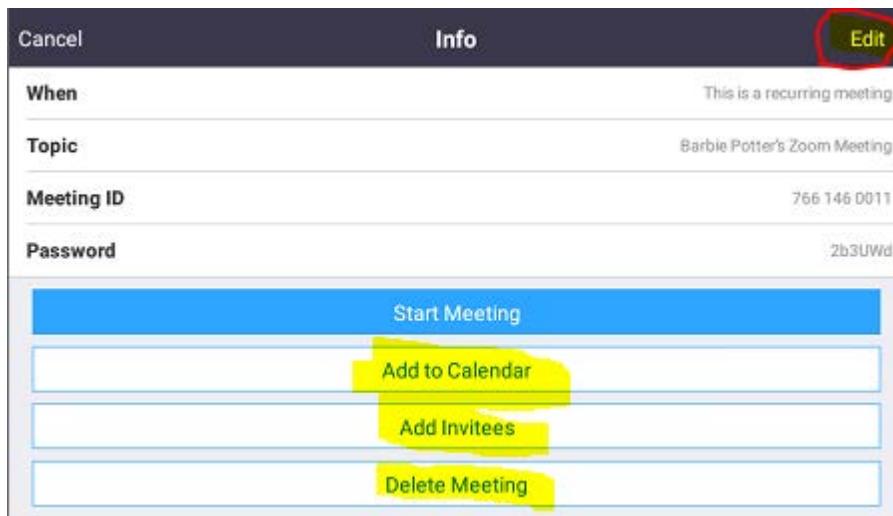


4. Zoom meeting info should be added to the details. Add and edit details as needed. Select the checkmark icon from the top right of screen to send the activity to families.



Add to Calendar

1. From the info screen, select “Add to Calendar”.

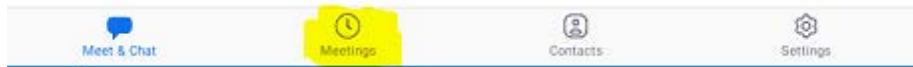


2. Select “Open with Outlook”. Event will be added to your Outlook calendar.

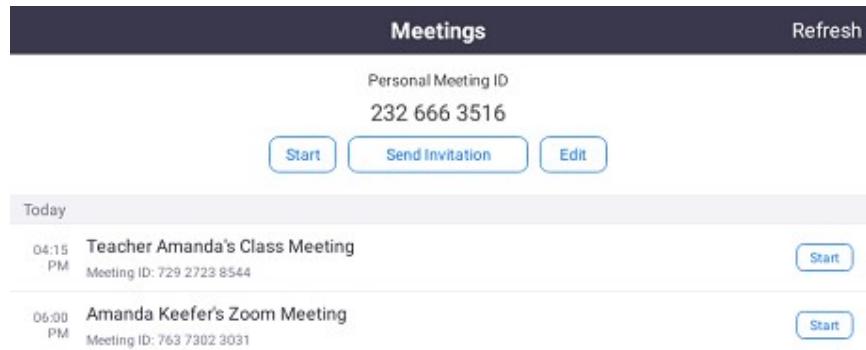


Accessing and Editing Meetings After Scheduling

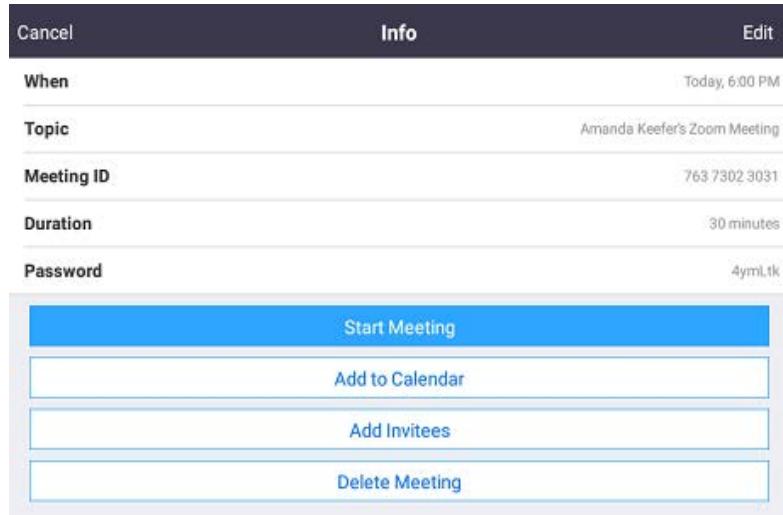
1. Log in to Zoom. Select “Meetings” from the bottom toolbar.



2. Select the meeting you want to edit.

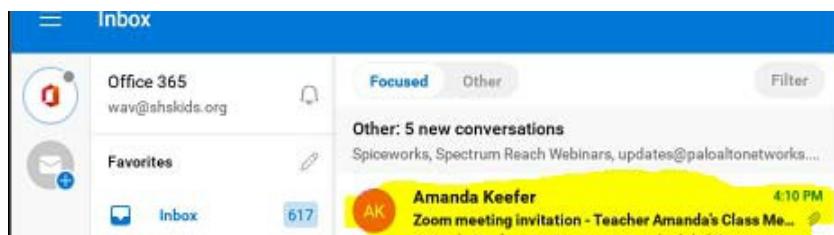


3. Select “Edit” and complete steps as previously outlined.

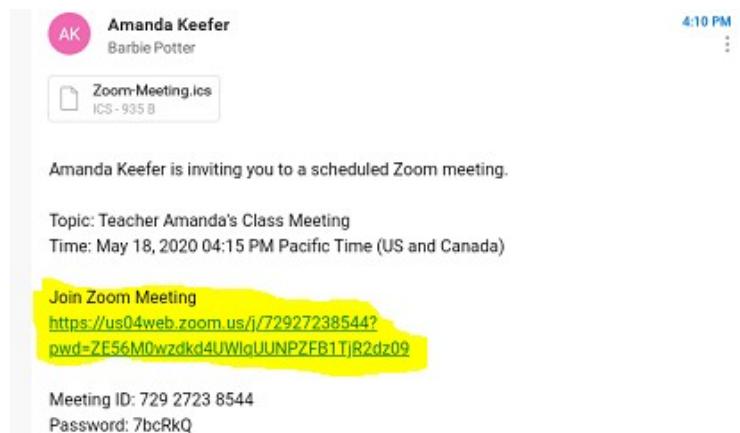


Joining a Zoom Meeting from an Email Link

1. Open your email.



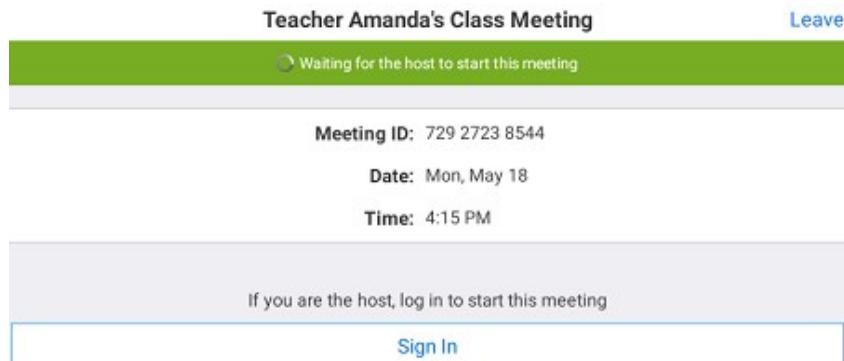
2. Select the hyperlink under “Join Zoom Meeting”.



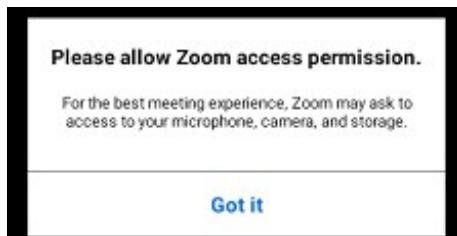
3. Open with Zoom.



4. Wait for host to admit you to the meeting. If you are the host, you will need to click “Sign In” to log in and start the meeting (see “Start Your Zoom Meeting” below for more instructions).



5. Select “Got it” to allow Zoom to access your microphone, camera, and storage so you can fully participate in the meeting.

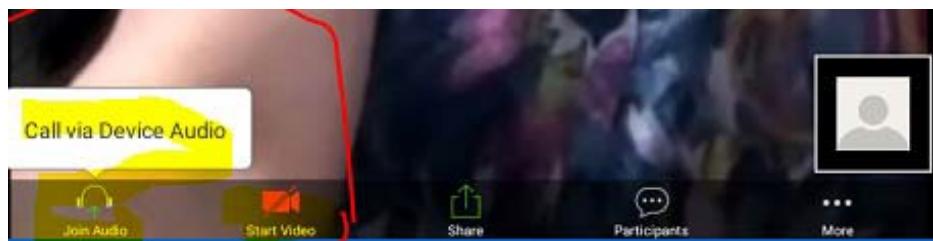


Start Your Zoom Meeting

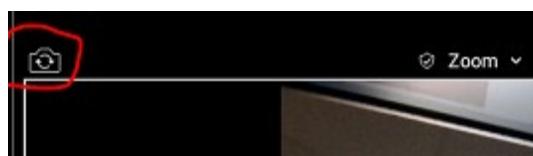
1. Log in to Zoom. Select “Start” next to the meeting you want to begin.



2. You should see yourself, hooray! The toolbar at the bottom will appear when you tap your screen. Select “Call via Device Audio” to use the audio function on the tablet. The bottom toolbar allows you to control your audio, video, share screen, view participants, and more.

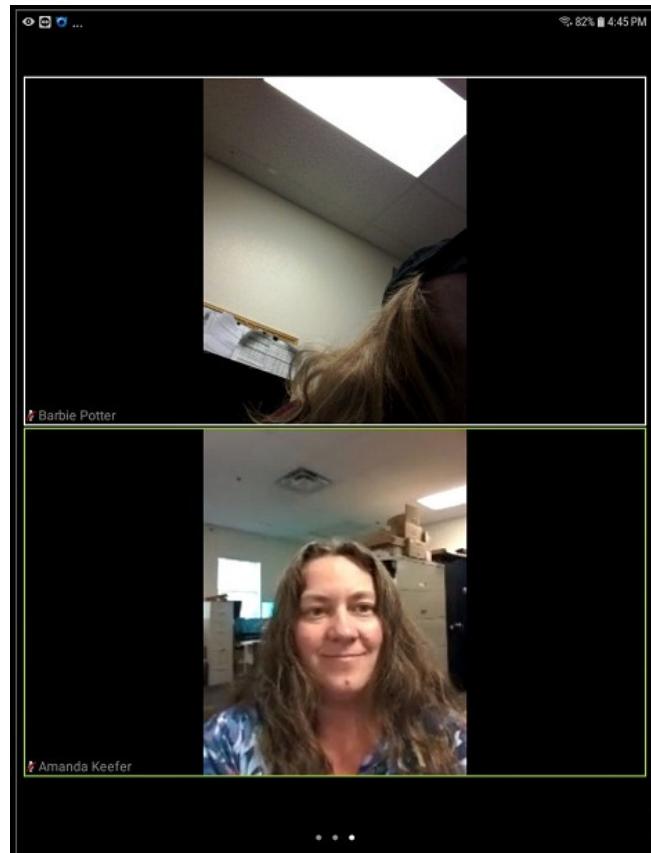


3. Select the camera icon in the top left of the screen to switch the camera view, if needed.

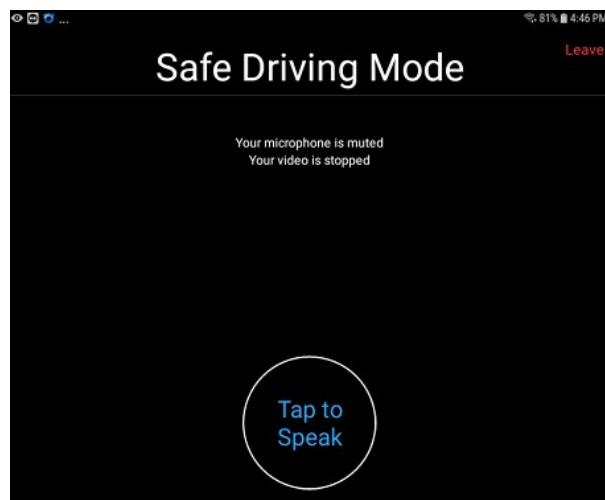


Meeting View Options

1. When you start the meeting, you will be on self-view. Swipe to the left to view all participants.

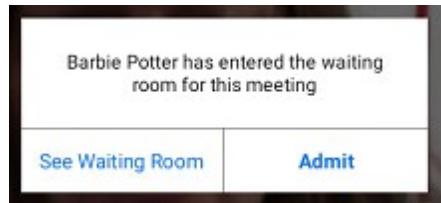


2. Swiping all the way to the left will put you in safe driving mode. This mutes your mic and stops your video. Do not Zoom and drive!

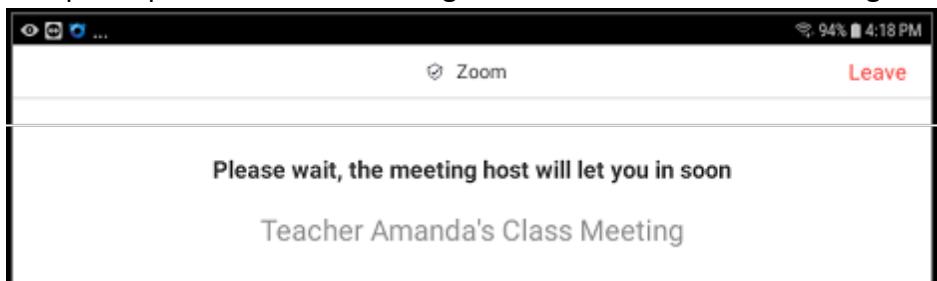


Admit Participants

1. If you have other staff assisting you, you will need to admit them before admitting the other participants. Select “Admit” to let them into the meeting from the waiting room.

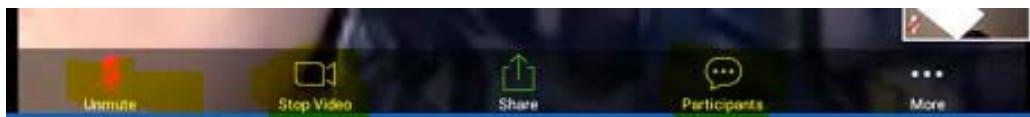


- a. Below is the participant view when waiting to be admitted into the meeting:



View Participants and Adjust Their Settings

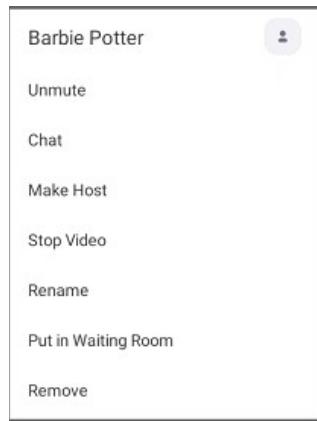
1. Select “Participants” from the bottom toolbar.



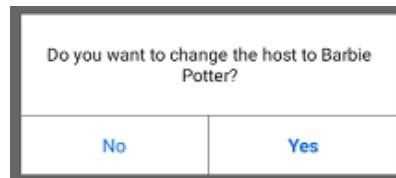
2. Host view allows you to “Mute All”, “Unmute All”, or change settings for each participant in the meeting. To make an individual change, select the participant by touching the arrow “>” to the right of their name.



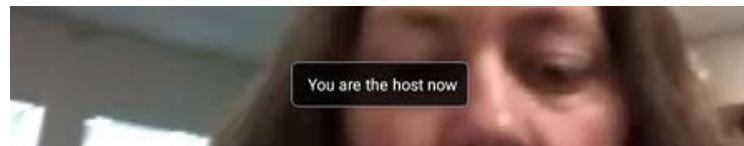
3. To make your co-worker the host of the meeting while you present content, select the coworker from the participants menu. Once their individual settings pop up, select “Make Host”. The host will admit others to the meeting and monitor the chat, while you focus on delivering the content of the meeting (yay for teamwork!). You can also select other options for the individual as desired.



4. Select “Yes” to change the host.

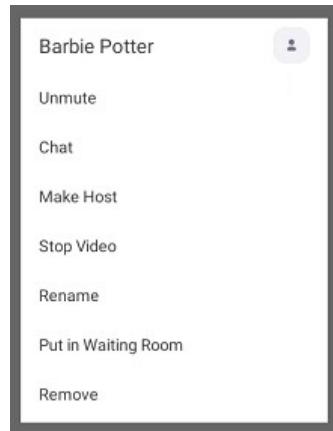


5. The new host will see a pop up letting them know that they are now the host. The new host can now manage admitting participants as they join.

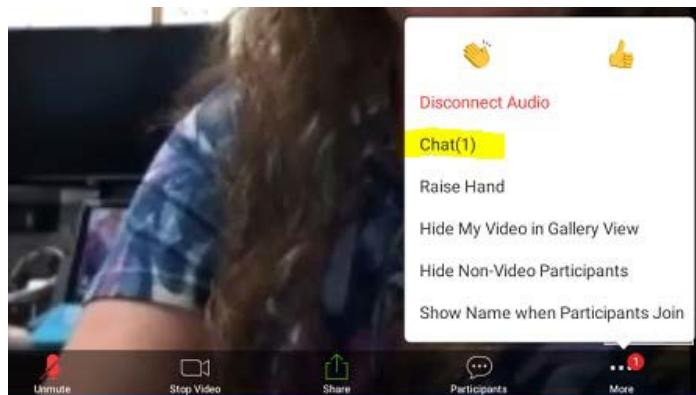


Use Chat Option

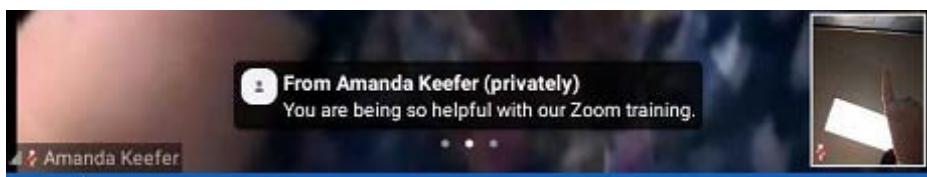
1. You can access the chat by selecting a participant from the participant screen. To select a participant, touch the arrow “>” to the right of their name and select “Chat” from the next window.



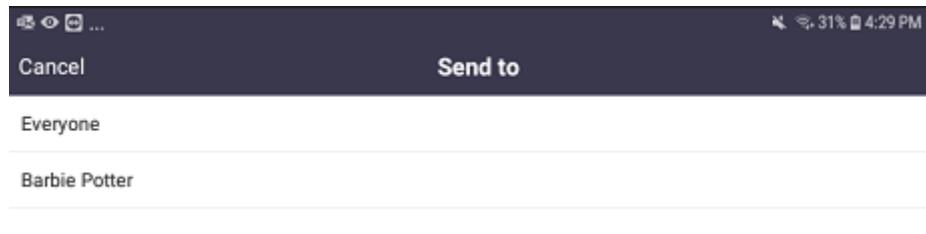
2. You can also access the chat option by selecting “More” from the bottom toolbar.
 - a. A red dot will appear in the “More” option when you have received a chat message.



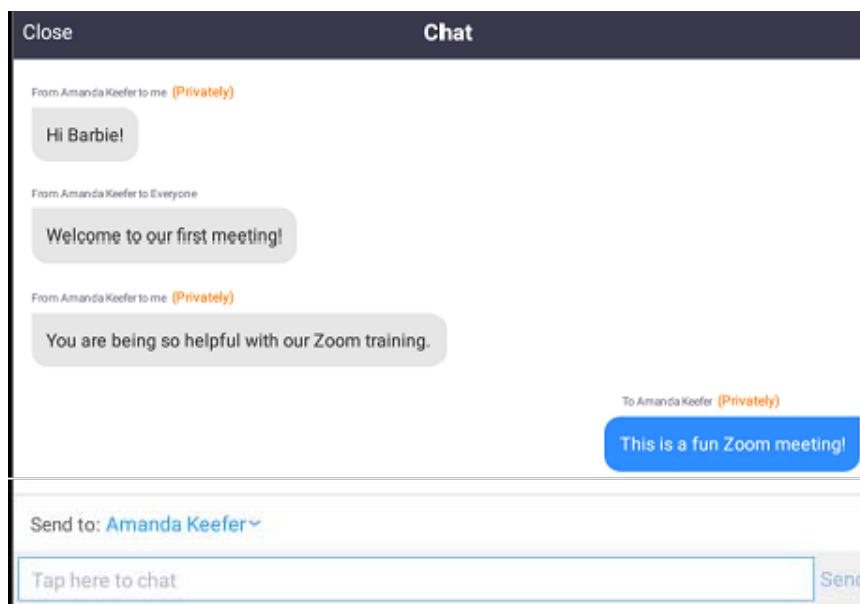
- b. A pop up will also appear when a message is received.



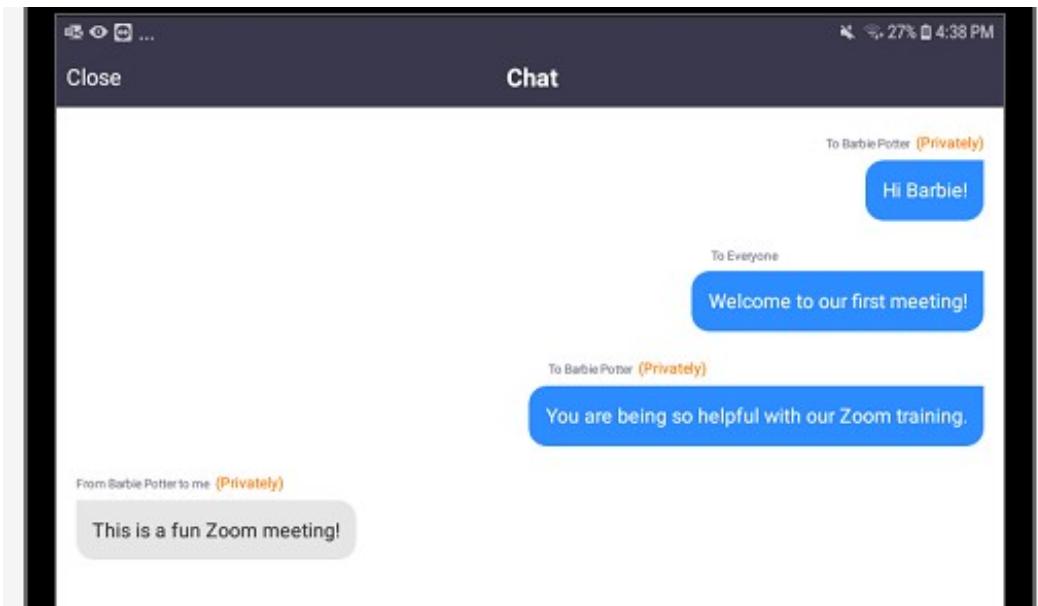
3. Click “Chat” to create a chat.
4. Select who you want to send the chat to. You can chat with everyone in the meeting or an individual.



5. Click in the text box to begin creating a message. Click “Send” to send the message.
 - a. Private messages are noted in orange above the message.

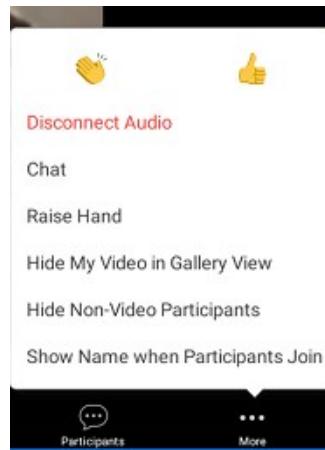


b. What the chat looks like on the host's side with a reply:

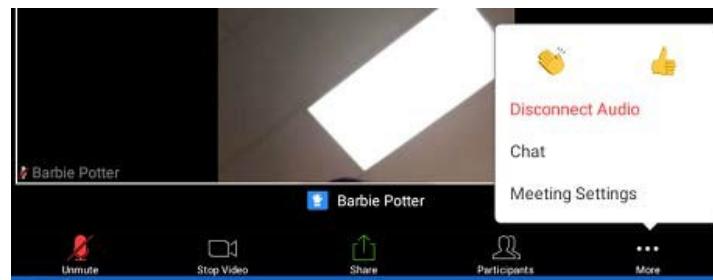


Raising Hand

- Participants can raise their hand to get the attention of the host by selecting the "More" option from the bottom toolbar and selecting "Raise Hand" from the pop-up window.

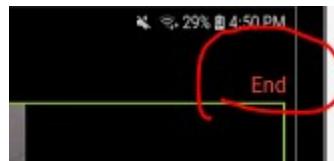


- The host will be notified of a raised hand by a small blue square at the bottom of the screen with the person's name next to it. You can choose to unmute the participant or initiate a chat with them

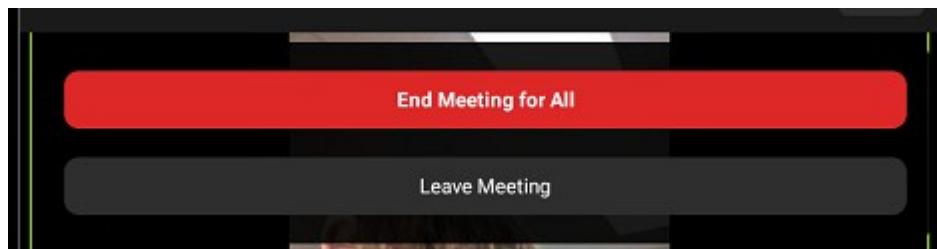


End Meeting

1. Select “End” from the top right corner of the screen to end the meeting.



2. Select “End Meeting for All” on the next screen.



Additional Meeting Settings Available During Meetings – From the Host’s Point of View

1. Select the “More” option on the bottom toolbar. Select “Meeting Settings” from pop-up. The pop-up also has the option to give a thumbs up or clap. Selecting this option will show the selected image in the top corner of the participant’s video.

