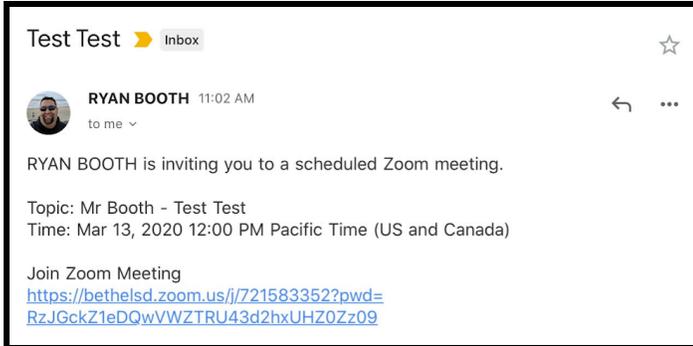


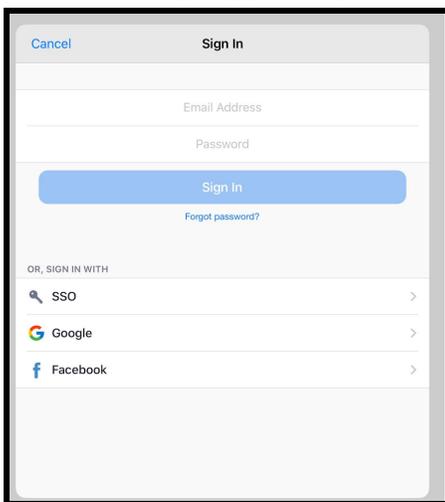
Student Zoom Instructions

1. You will receive an **email** from your teachers with your **meeting information**. This email will include the meeting date, time and the **link you will use to enter the meeting**.



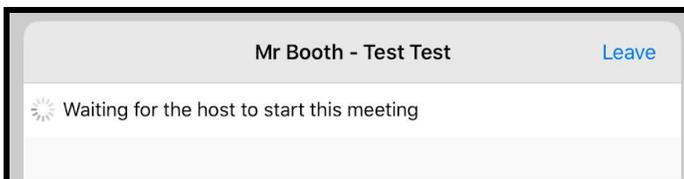
- a.
 - i. Click or copy the **Join Zoom Meeting** link found in the email. It will likely start with <https://bethelsd.zoom.us/>

2. If you are not currently logged in, you will be prompted to sign-in. Sign-in using the **Google** sign in link.



- a.
 - i. **Sign into Google** using your Bethel ID and Password.
 - ii. If you are already signed in, you will skip to step 3.

3. If your teacher has not started the meeting you will see a screen indicating that you are **“waiting for the host to start this meeting”**

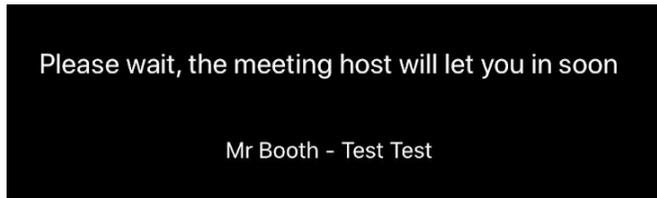


- a.

- i. **Please wait for your teacher to start the meeting.** The meeting will open automatically once your teacher begins the meeting. There is nothing you can currently do in Zoom to make it change.

4. If you see a prompt asking for a **'Proxy Setting', just click "Cancel"**.

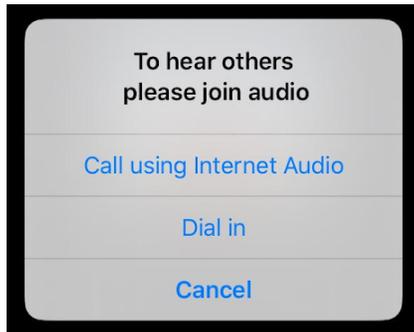
5. Once you have entered the **waiting room** you will see a black screen.



a.

- i. Once your teacher begins the class your screen will automatically change.

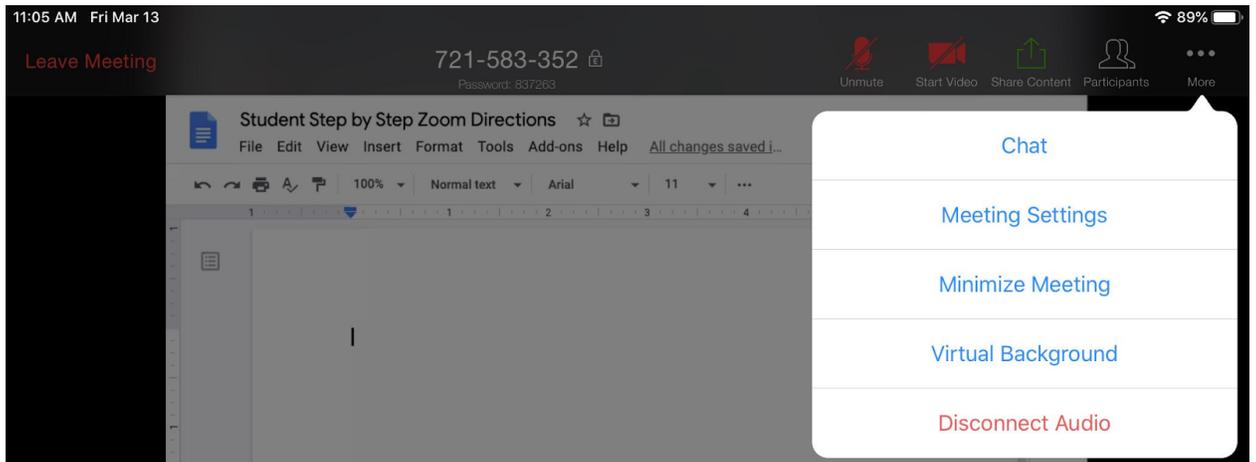
6. Once you have started the session, it will ask you to **join audio**.



a.

- i. **Choose Call using Internet Audio** to enter the classroom.

7. Once the class has begun you should hear and see your teacher or their screen. You can **click anywhere on the screen to bring up the toolbar** on the top.



- a.
- i. Once you have the toolbar you can:
 1. **Mute / Unmute** your audio -
 2. **Share Content**
 3. **Use the three dots ... to enter the chat room.**
 - ii. You can also leave the meeting using the “**Leave Meeting**” link in top left.

TROUBLESHOOTING TIPS

1. Check to see if your audio is turned up and not on mute.
2. If nothing seems to be working, **Close / Leave the meeting and start from the beginning**, with the link in the email.
3. Email teachers asking for more help or information.
4. Be patient and keep trying.