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**.



- 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.

	Email Address	
	Password	
	Sign In	
	Forgot password?	
OR, SIGN IN WITH		
🔍 SSO		
G Google		

- 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**"



- 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.

Please wait, the meeting host will let you in soon
Mr Booth - Test Test

- 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**.



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

 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.

11:05 AM Fri Mar 13		奈 89%
Leave Meeting	721-583-352 🖻 Paseword: 837263	Unmute Start Video Share Content Participants More
	Student Step by Step Zoom Directions 😒 🖻 File Edit View Insert Format Tools Add-ons Help <u>All changes saved i</u>	Chat
	▶ 2	Meeting Settings
		Minimize Meeting
	I.	Virtual Background
		Disconnect Audio

- 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.