Zoom Video Meetings

Instructions for Students and Parents

Before you Zoom

You will need:
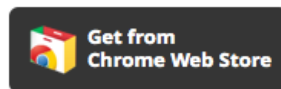
1) Chromebook, Tablet (iPad), Mobile Device (smartphone), <u>or</u> Computer
2) Zoom Meeting Link, Meeting ID & Password
   a) Meeting details will be posted in Canvas <u>and/or</u> provided by email
   b) Links, meeting IDs & passwords will <u>not</u> be publicly posted on school websites

*Students are NOT required to create Zoom accounts; however, students can sign-in using the SSO option (https://dvusd-org.zoom.us). Hosting meetings is restricted for DVUSD student accounts.
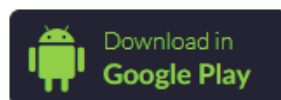
Ways to Access a Zoom Meeting

1) **Chromebook**
   a) [Chromebook OR Chrome Browser - Chrome Web Store](#)
      (Pre-installed on DVUSD Chromebooks. Click on the Zoom app from the shelf OR open the launcher to locate.)
2) **iPad** (or personal Mobile Device/Tablet) - "Zoom Cloud Meetings" App
   a) [Apple Device - App Store](#)
      (Install from the DVUSD App Catalog on district iPads. If you receive a prompt for a Proxy login, enter your DVUSD username & password.)
   b) [Android Device - Google Play Store](#)
3) **Windows Computer**
   a) Zoom Meetings Launcher - default for clicking a meeting link
      (This option requires installing the Zoom Desktop Client.)
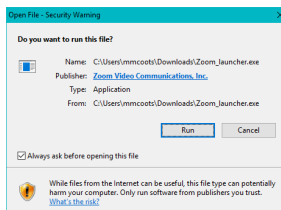
Join a Zoom Meeting

Open your chosen Zoom App & click "Join Meeting" <u>or</u> click the provided meeting link in Canvas.

1) If another user has a Zoom account on the device, sign OUT of their account
2) Type in the meeting ID (if prompted; links include the meeting ID)
3) Enter your first name and last name (if prompted to authenticate, enter your DVUSD username & password to sign in with SSO).
4) Type in the password (if prompted)
5) Wait in the "waiting room" for the meeting to begin and for the host to welcome you into the meeting (if they don't recognize the name you put in they will not let you in; the host can admit, remove or send a chat message to the waiting room participants)
6) Choose to "Join Audio" (By Computer / via Device Audio / using Internet Audio)
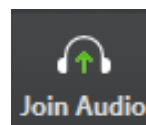
7) Turn ON your camera

Participate in a Zoom Meeting

Meeting **participants** can choose the following:

➢ Audio (Join with Internet Audio to hear others)
➢ Video (Start or Stop; Select Camera)
  ○ Apply Virtual Background (Keep it school appropriate!)
➢ Microphone (Mute or Unmute; Select Microphone)
➢ View (Gallery or Active Speaker)
➢ Participants (see the list of meeting participants)
➢ Chat (with Everyone or Host; private chats are disabled)
➢ Use Reactions & Nonverbal Feedback (Raise Hand, Thumbs Up, Clapping)
➢ Leave Meeting
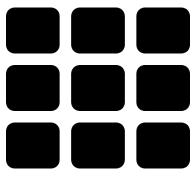
Meeting **hosts** can also manage the following:

➢ Rename a participant
➢ Remove a participant
➢ Put a participant into the waiting room
➢ Chat with participants in the waiting room
➢ Mute a participant
➢ Stop the video of a participant
➢ Spotlight the video of a participant
➢ Lower the raised hand of a participant
➢ Share Content
➢ End Meeting
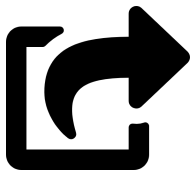
Tips for a Great Zoom Meeting

Before the meeting
➢ Charge your device before the meeting or plug it in
➢ Have materials ready (printed papers or websites open in another window)
➢ Be aware of what is in the background of your video
➢ Wear school appropriate clothing
➢ Log in before the meeting start time

During the meeting
➢ Be an active participant, limit multi-tasking
➢ Keep your microphone muted when you are not speaking
➢ Listen to others in the meeting
➢ Use "chat" or "raise hand" for questions or to comment
➢ Respect privacy (participants should not take photos or video of meetings)
➢ Be kind; keep it positive

End of meeting
➢ Ask questions or clarify expectations, if needed
➢ Leave the meeting quietly