



## Summit School's Guide to Participating in a Zoom Session

Your child's teacher is providing virtual classes via Zoom. Are you unsure or uncomfortable using Zoom?

This guide was prepared to assist Summit School parents with using Zoom and will discuss how to join a Zoom meeting, what features are available to you as an attendee, and provide additional resources for your information.

### Joining a Zoom session:

In order to log on to a Zoom session, your child's teacher will need to send you an invitation to join their "meeting". Summit School teachers tend to use Zoom links, or less frequently, a meeting ID.

### ZOOM LINK:

If you are sent a link (i.e., in an email), you can either click on the link (if it is hyperlinked) to open a new webpage which will automatically connect you to the meeting. If the link is not hyperlinked, simply copy and paste the link into a new web browser page.

### MEETING ID:

If you are sent a Meeting ID (and password), then you will need to go to the Zoom webpage (<https://zoom.us/>) or app (Download here: [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)).

### Using a Meeting ID on the WEBSITE:

Click on the Join A Meeting button on the top right of the screen

[JOIN A MEETING](#)    [HOST A MEETING ▾](#)    [MY ACCOUNT](#)

The following will appear:

Join a Meeting

Meeting ID or Personal Link Name

Join

Enter the Meeting ID.

You may be prompted next to enter the password.

This will grant you access to join the Zoom session your child's teacher is providing.

You will next be prompted to join with or without audio and video. We recommend joining each meeting with both audio and video enabled.



## Using a Meeting ID on the Zoom App:

Once downloaded, go to the Zoom app.

Click on Join a Meeting and enter the Meeting ID.

You can also personalize your name. We recommend writing your child's name in full here so that the teacher will recognize the incoming attendee.

The default settings are to join the meeting with audio and video connected. We recommend keeping these settings as is and not opting out.

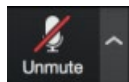
## Features available to attendees

Congratulations! You are now logged on to a Zoom meeting with your child's teacher. You should be able to see the control bar at the bottom of your screen:



From left to right, let us review the buttons in the control bar:

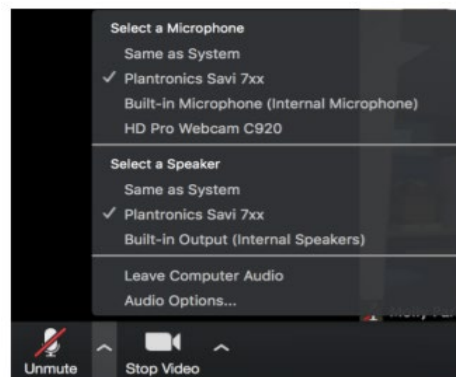
### ***Mute/Unmute and Audio Settings***

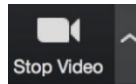


By pressing the microphone button, you can mute/unmute yourself in a meeting.

The host has the ability to mute you and your child as well.

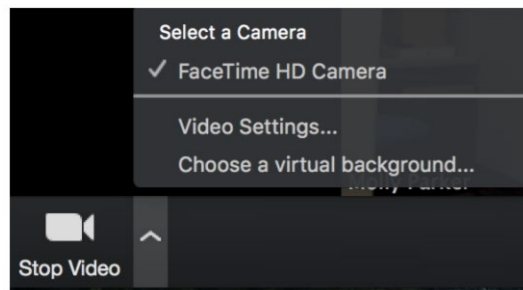
If you click on the arrow next to the microphone, you will have additional options for audio settings that you can customize (e.g., changing your microphone or speaker, leave computer audio, audio options...)



***Start/Stop Video and Video Settings***

By pressing the video button, you can turn your camera on/off.

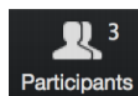
If you click the arrow next to the video button, you will have additional options for video settings that you can customize.



You may also be able to choose a virtual background if the host has allowed this option for attendees. By clicking the button, you will be prompted to select an image that will display as your background.

***Invite Other Participants***

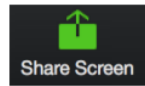
As a parent/student attending a Zoom session, you will not be able to invite other participants to join a virtual class. Please contact your child's teacher if you require an invitation sent to a different email account.

***Participants***

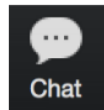
If you click on Participants, you can see who is currently attending the meeting.

You will also be able to click the Raise Hand button below the list of attendees.

Clicking the Raise Hand button notifies the host and shows a hand icon simulating a real raised hand with a question.

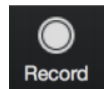
**Share Screen**

If the host allows, you can share your screen during the meeting. Bear in mind that the host always has the ability to cancel your screen share.

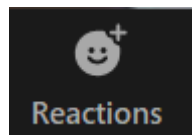
**Chat**

By clicking the chat button, you will open the chat window and can send or view messages.

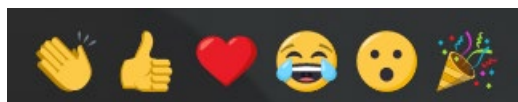
Sending messages: You can chat with all attendees in the meeting or with select participants by clicking the drop down next to *To:* to change who you are chatting with.

**Record**

The host will can grant you permission to record the Zoom session. Please contact your child's teacher before attempting to record the meeting on another device. Recording without permission is prohibited due to confidentiality.

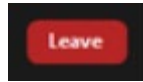
**Reactions**

The newer versions of Zoom also have the Reactions button. By clicking this button, there will be options for reactions:

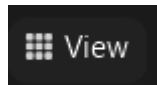


By clicking a reaction, the selected icon will appear on your screen for all participants to see.

Please use this feature only with permission from your child's teacher.

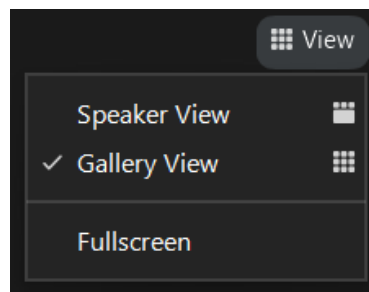
***Leave Meeting***

You can leave the meeting at any time by clicking on the *Leave Meeting* option at the lower right corner of the Zoom window. The host also has the option to remove participants from the meeting. At the end of the virtual class, the host can end the meeting for all attendees.

***Choosing Video Layout***

Zoom gives you the option of two different views for Zoom class. There is the Gallery View which displays all participants in equal size, displaying up to 49 participants at a time before adding a second page to view participants. This is typically the default. In addition, there is the Active Speaker View which enlarges the video window of the person who is speaking and shrinks the other attendees' video screens.

You can choose between the two views by clicking the *View* button at the top right of the Zoom window.



Other Zoom Pointers:

***Make sure your child is dressed appropriately.***

***Choose a quiet spot to set up for class.***

***Turn off cell phones, TV or any other devices.***

***Make sure all games, apps or other programs are closed.***

**Other resources:**

Getting started with Zoom: <https://support.zoom.us/hc/en-us/categories/200101697>

Penn State's Participating in a Zoom Meeting, Quick Start Guide:  
<https://itld.psu.edu/training/participating-zoom-meeting-quick-start-guide>

For more information about Zoom and how to use its features: <https://www.pocket-lint.com/apps/news/151426-what-is-zoom-and-how-does-it-work-plus-tips-and-tricks>

**Adapted from:**

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

[https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#\\_bed3d657-6064-4c52-8cc7-42eff6315e4f](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#_bed3d657-6064-4c52-8cc7-42eff6315e4f)

[https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/documents/student\\_documents/HowtoParticipateInAZoomMeeting.pdf](https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/documents/student_documents/HowtoParticipateInAZoomMeeting.pdf)