



Virtual Meetings Zoom Instructions



During the 2020-2021 school year, FSD will be using the Zoom application to host routine meetings and trainings.



What is Zoom?

Zoom is an easy, reliable platform for video, voice and content sharing. The program can operate across mobile devices, desktops, telephones, and room systems and allows people from across the world to connect face to face without ever stepping foot in the same room.

Where Can I Find the Link to Attend the Meeting?

A meeting invite will be sent to your Outlook LAUSD email account as an event. From there, you will have an option to RSVP for the event. If you decline the event it will disappear from your email, and no further action is required.

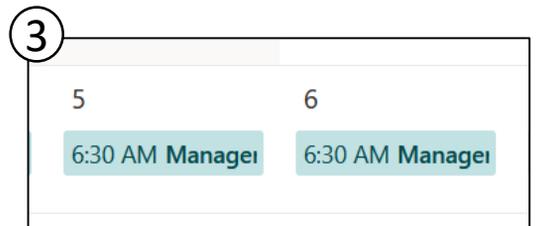
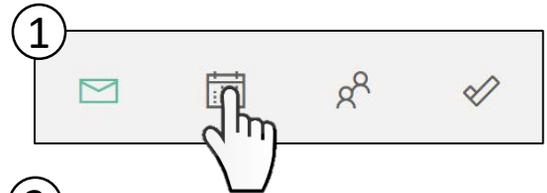
If you plan on attending the meeting, ACCEPT as attending. The invite will transfer to your Outlook calendar.

Step 1: Click on the **Calendar Icon** on the bottom left side of the screen.

Step 2: Search for event date in the calendar using the arrows.

Step 3: Once found, double click on the event to see the invite instructions.

Note: Zoom *ONLY* works using  chrome internet browser.



Logging into a Zoom Meeting

The Zoom application has been installed onto the Manager's office computer.

In order to join a meeting, click on the link from the Outlook calendar invite you were provided. The Zoom program will open automatically, and you will be joined to the meeting.



Changing Your Name

When participating in a work-related Zoom meeting, it is important that your name matches the name on your district paystub. This will confirm who you are for attendance.

Check to see if your name is displayed on the screen. No nicknames or abbreviations; first and last name only. If it is not displayed correctly, change it.

Step 1: Click on the Participants icon on the bottom of the window.

Step 2: Hover your mouse over your name in the Participants list on the right side of the Zoom window. Click on More. Click on Rename.

Step 3: Enter your name as it officially appears on District documents and click ok.

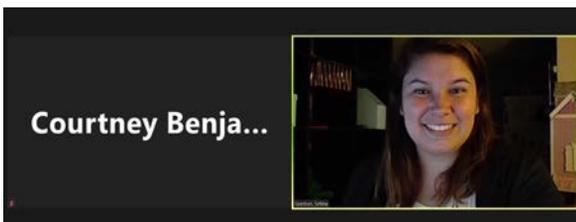
Step 4: Name will appear correctly on the screen.



Changing the View

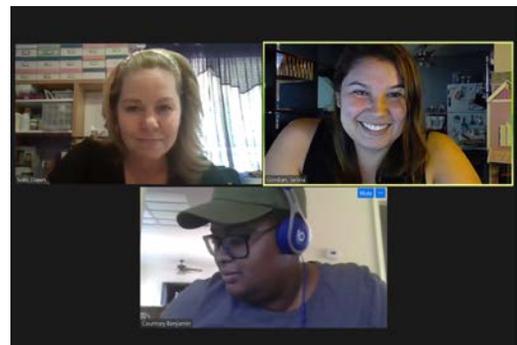
There is more than one way to view your screen during a Zoom meeting:

Speaker View (Default Setting)



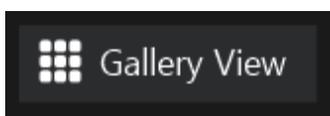
Speaker View highlights the person speaking by putting a green box around their name or image, moving it to the center of the screen.

Gallery View

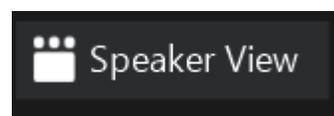


Gallery View will display several names and/or images in a grid format.

To change the view, simply click on the swap icon window in the top right corner.

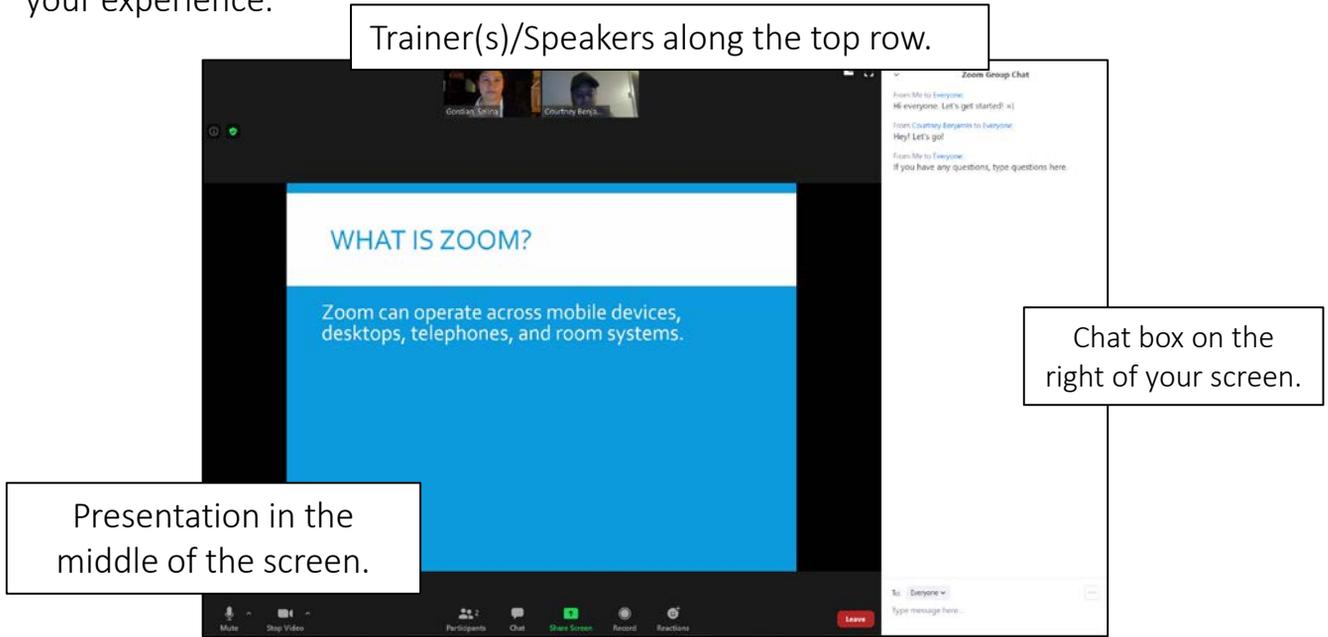


Or



Ideal Training View

During Zoom trainings such as Orientation, there is an ideal screen view to maximize your experience.



Responding to the Host

During a meeting, the Host may ask you questions which require a response. There is more than one way to do this:

- Verbal 
- Chat 
- Emoji Reactions 
- Polls 

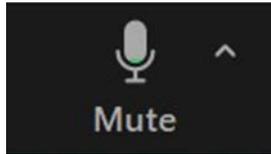
Responding Verbally

In a virtual meeting, the message needs to be as clear as possible to make up for the lack of a physical presence.

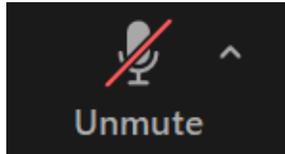
During a zoom call, it is appropriate to remain muted during the call unless you are asked to speak. This helps prevent crosstalk and confusion.

Mute Display is located on the bottom left corner of the screen:

No Red Line =
Participants can
hear you



Red Line =
Participants can **NOT**
hear you



To turn mute on or off, simply click on the microphone button.
Remember, stay on mute unless you are asked to speak.

Using the Chat Function



The chat function is the preferred method of communication. You can respond to questions, state feedback, and ask for help.

You can communicate with the Host without turning on your microphone. Simply, enter what you need to say into the chat box:

Step 1: Click on the speech bubble located in the center of the bottom tool bar. The chat box should appear to the right.

Step 2: The default in the chat box is set to send a message to everyone, but if you click on the dropdown, you can send a message to an individual person.

Note: Private messages will have the word (Privately) in red parenthesis and will not be visible in the group chat. All chats (including PRIVATE) will be logged in the chat transcript and printed.



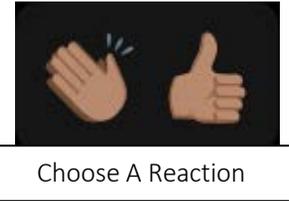
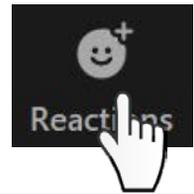
Using Reactions



Reactions are a great way to show approval or applause. You can respond without typing or speaking by showing a “Thumbs Up” or a “Clapping” emoji.

Click on the Reactions button on the bottom of the screen, and then choose, the “Clapping” or “Thumb’s Up” Emoji.

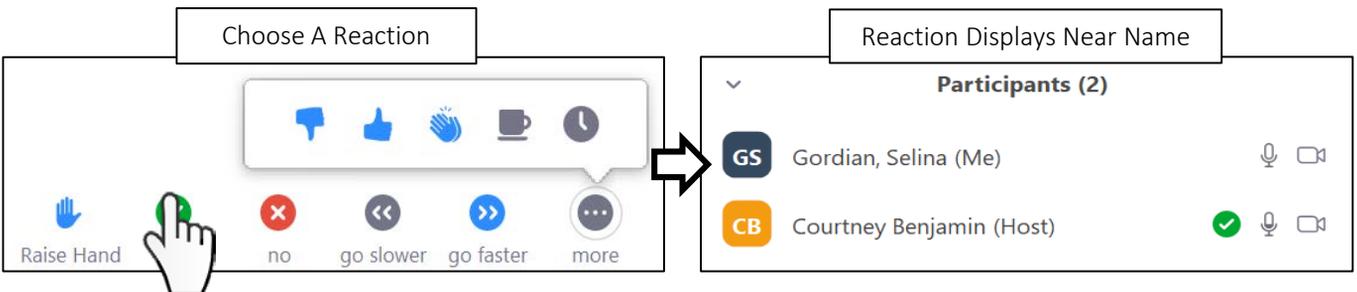
Reactions will show on the screen for 15 seconds.



More Reactions Available in the Participants Box:

Click on Participant, you will see reactions at the bottom of the box.

If you hover over “More”, there are options to express yourself such as a dislike/disagree button will be displayed.



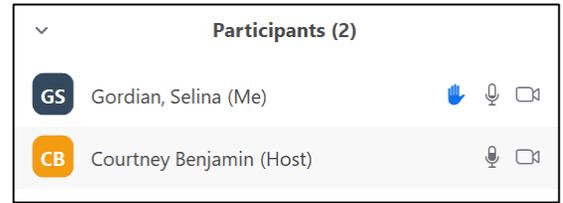
Using Reactions to Get the Attention of the Moderator



In the Participants box, there is a “Raise Your Hand” function.

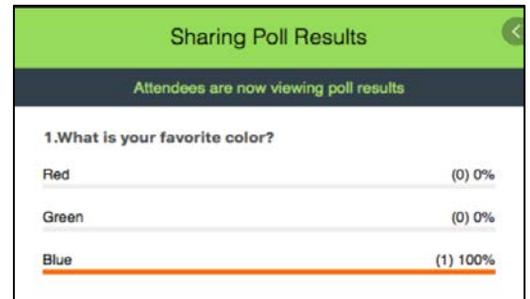
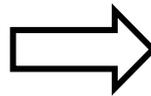
This is useful for letting the moderator know that you need personal attention. A blue hand will display near your name, and the moderator can answer any questions you may have.

It can also be used to ask for permission to speak during a meeting, preventing cross-talk over microphones.



Participating in Polls

Polls are a great way for hosts to get feedback and gain participant. It is a tool that is used to take a vote or gauge your level of understanding of a topic.



The poll will pop up in the center of your screen, and you will have to pick one or more of the answer choices.

The host will show you the results, so you can see how many people agree with you.

Rules of Engagement

To make the most out of virtual meetings, PARTICIPATE!

Try to use as many of the tools as possible:

- Chat
- Reactions
- Polls
- Raise Your Hand
- Yes or No Reaction

When in the chat room, please be respectful of others. If you disagree with a statement, do so in a respectful manner.

Be professional. This is considered work, so please act accordingly.