



URL: <https://www.zoom.us/>

Setup and Zoom Meeting Options:

- Type your email address and sign up free
 - Download the **Zoom Cloud Meetings** app on your iPad
 - Tap on **Meetings** (You can find this on the side navigation bar - look for the clock)
 - Start a meeting with your **Personal Meeting ID** This is a unique number assigned to you. Each time you Zoom in your classroom, your meeting ID will stay the same.
 - Using your **Personal Meeting ID**, students will be able to use your unique number each time to join. We are creating a teacher list of Zoom IDs. Students can use this list of Personal Meeting IDs to join your class at the appropriate time or period of the day.
 - If you prefer not to use your personal Zoom ID, you may start a meeting by opening the app and tapping the **(Meet Now)** option. This will start a meeting with a random # each time. You will need to email or send the number to the student to join.
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Zoom in the Classroom Tips:

- Point the iPad/camera toward the whiteboard
- Mute a participant's audio (Student should leave their audio muted unless they have a question)
- Remove a participant
- Chat with a participant
- Minimize the student thumbnail (so others won't be distracted)
- Lock a meeting - no new attendees can join meeting once it is locked
- Video features - you can switch the front & back camera or no camera (audio only)
- A student/participant has the same camera options (front, back or no camera)
- If a student has turned their camera off, you will see a blank thumbnail
- You will know when someone joins the meeting (Play a chime and see thumbnail)
- You will know when someone leaves a meeting (Thumbnail will disappear)