

Zoom Tips For Parent Teacher Conferences

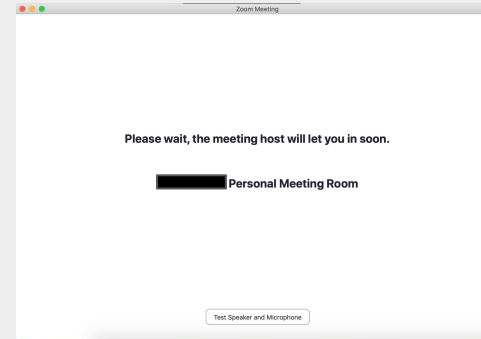
1) Logging In

Zoom Links

Teacher	Zoom Link

At the bottom of our parent teacher conferences page on the East website, find the teacher name you are looking for. Use the search feature to find the correct teacher. Click on the link provided. This will bring you the teacher's Zoom meeting waiting room.

2) Waiting Room



You will know you have entered the waiting room when you see this screen. It will include the name of the teacher. Make sure you entered the correct teacher's Zoom meeting.

3) Change Name

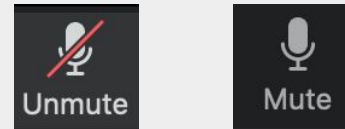
1
After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

2
In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

3
Type in the display name you'd like to appear in the meeting and click on "OK".

This step is optional! If you would like to change your name, here is how to do so!

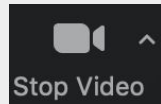
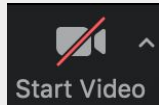
4) Mute/ Unmute



Find the microphone icon in the lower left hand corner to turn your microphone on and off. If you see a red slash through the microphone it means you are muted. Zoom picks up background noise. If you are not speaking, try to mute yourself.

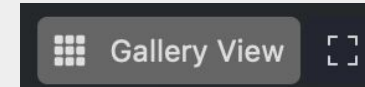
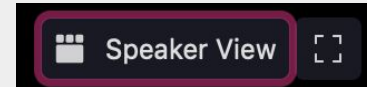
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5) Video On/ Video Off



Find the video icon in the lower left hand corner to turn your video on and off. If you see a red slash through the video your video will be off.

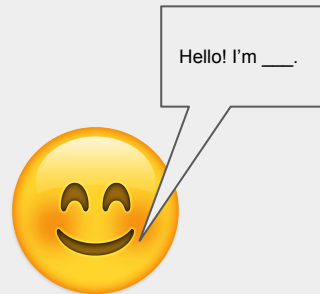
6) Change View



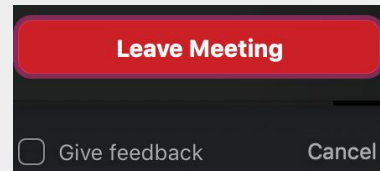
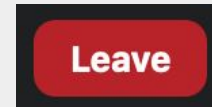
In order to change the view of the two screens, click on "speaker view" or "gallery view" in the upper right hand corner.

7) Introduce Yourself

Make sure to introduce yourselves. Your student's teachers are excited to get a chance to talk to you. They will be juggling a lot of Zoom meetings and an introduction at the beginning of the meeting will help them tremendously.



8) Leave Meeting



In order to allow time for all of our families, conferences with each teacher are limited to 6 minutes. If you need more time, ask the teacher to schedule a follow up. When your 6 minutes is over, you will need to leave the meeting. Click the "leave" button in the lower right hand corner. Then, click "leave meeting".