

Zoom FAQ & Tips

How will I receive the **Zoom** meeting information?

Your teacher will share the **Zoom** meeting information through their activity communication. To practice good security measures, the access information will be shared close to the start of the meeting.

How will my child get into the **Zoom** meeting?

Students should either click on the **Zoom** meeting link or open up the **Zoom** app and input the *Meeting ID* information that is shared.

- The link and password you receive for Zoom Meetings should not be shared with anyone. If someone you know is having difficulty getting into a meeting they should contact the teacher directly.
- Students will not be able to enter the meeting until the teacher “starts” it.
- Upon first entry, your child will be put in a “waiting room” until the teacher officially brings them into the meeting.

What if my child can't make the **Zoom** meeting?

Students will not be penalized if they cannot attend a **Zoom** virtual meeting. All class work will be shared through our typical remote learning workflow and students are encouraged to reach out to their teacher with questions.

What are the student behavior expectations during the meeting?

- Students are expected to follow standards of behavior during the video conferencing session that he/she would follow in the classroom. Students are also expected to adhere to the Carmel Central School District [Code of Conduct](#) and [Responsible Use for Technology](#) and [Internet Policy](#).
- For the consideration of student privacy, **STUDENTS ARE NOT TO SCREENSHOT OR RECORD ANY PARTS OF THE VIRTUAL MEETING.**
- Only CCSD students/parents should join video conferencing sessions.
- Students should be mindful of their tone and expressions during the video conferencing session. Your voice and video are viewed by all who are participating.
- Respect other students by keeping the conversation within the context of the session or topic set by the teacher.

Zoom Tips

- In the bottom left corner of the screen, there is a video camera icon with a line through it. When you're ready to turn on your camera, go ahead and click that icon so you can be seen in the meeting.
- In the upper right corner of your screen, you can choose Gallery View so that you can see everyone in class. Depending on how small your screen is, you may need to scroll down or across to see all of your classmates.
- In the Upper Right-Hand Corner of the teacher's box, you will see an option to PIN. You can PIN your teacher if you want them to be the largest box on your screen.
- If you are using a Zoom account for multiple people in your home, you will want to make sure you change the participant's name to the person who is actually in the meeting. At the bottom of your screen, in the middle, you can click on “Manage Participants” to change

your name. On some screens this is located on the Upper Right Hand Side where you will see three dots (...). You can rename there too!

- On your lower screen, there is a Chat function for writing comments or questions to the group and a Reaction Button for giving a thumbs up and clapping.
- When you enter the room, you should mute yourself so that it will prevent any background noise or prevent others from hearing what is going on in the background of their homes.
- When you enter your Zoom session, your teacher will add you one by one to the class from the waiting room, so, he or she is sure exactly who is in the class!
- From time to time, the video may freeze or go in or out. To create more bandwidth, temporarily turn off or disconnect all other devices using wifi in your house. Close all unnecessary open windows on your device.