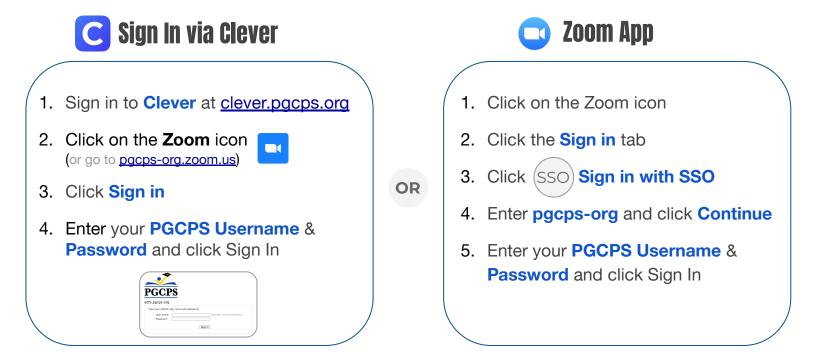
## **Distance Learning Tips for PGCPS Families**

# Getting Started with **PGCPS Zoom** on a Computer



For security, PGCPS Zoom meetings with students will require students to login to Zoom with their PGCPS information. In most cases, students will login to Zoom via the app or Clever first. Once logged in students will access the meeting via a link in Google Classroom or join with the Meeting ID and password directly in Zoom.

## Sign Into Zoom: Choose CLEVER or the ZOOM APP



## Get the Meeting Info from Google Classroom

- 1. In a new tab, go to your class in Google Classroom
- 2. Find the post about your Zoom meeting.
- Copy the Meeting ID and Password\* or click the Meeting link (\*If there is one)

## Join the Zoom Meeting

## Join with a Meeting ID

- 1. Return to Zoom and click Join a Meeting
- 2. Enter the Meeting ID
- 3. Click Join
- 4. If prompted, choose how to launch Zoom: Open zoom.us or Join from your browser
- 5. Enter the **Password**\* (\*If prompted)
- 6. Click Join

Join with a Link

- 1. Click the link in Classroom 2. Choose how to launch Zoom: Open zoom.us or Join from your browser 3. Enter the **Password\*** (\*If prompted)
- Click Join

#### If You Forgot to Sign Into Zoom First

- 1. Scroll and click "Sign in with SSO"
- 2. Enter "pgcps-org" > Continue



## Zoom Tips

OR

jC L	Waiting Room	Students will be in a waiting room (a white screen) until the teacher admits them.
	Join Audio	Choose how to hear and speak during the meeting. Click the Join Audio button then select <b>Computer Audio or Phone Call</b>
Ļ	Mute	If you connect your audio through the computer, click the microphone to mute or unmute yourself.
	Video	Participant video may be off by default. If you have permission to turn it on, click <b>Start Video</b>
000	Chat	Participants can type a message to your teacher or to everyone in the meeting. Click the Chat icon. When the chat window appears, type your message at the bottom and press the enter/return button on your keyboard.

bit.ly/t3pqcps

@t3pgcps, 2020