

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.

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Sign Into Zoom: Choose CLEVER or the ZOOM APP

Sign In via Clever

1. Sign in to **Clever** at clever.pgcps.org
2. Click on the **Zoom** icon  (or go to pgcps-org.zoom.us)
3. Click **Sign in**
4. Enter your **PGCPS Username** & **Password** and click Sign In



Zoom App

1. Click on the Zoom icon
2. Click the **Sign in** tab
3. Click  **Sign in with SSO**
4. Enter **pgcps-org** and click **Continue**
5. Enter your **PGCPS Username** & **Password** and click Sign In

OR

2

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.
3. Copy the **Meeting ID** and **Password*** or **click the Meeting link** (**If there is one*)

3

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**

OR

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*)
4. Click **Join**

If You Forgot to Sign Into Zoom First

1. Scroll and click "**Sign in with SSO**"
2. Enter "pgcps-org" > **Continue**
3. Enter your PGCPS logon details

Zoom Tips



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 **Computer Audio or Phone Call**



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 **Start Video**



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.