



## Zoom Meetings with Teachers

This guide has been produced to support pupils in accessing the Zoom meetings with their class teachers.

- 1) Pupils will first need to go to the *myHomework* section on the *MyUSO* website: <https://my.uso.im/>.
- 2) Class teachers will post the meeting information in the *myHomework* section to ensure the meeting is kept as secure as possible.

A screenshot of the 'myHomework - Overview' page. The page has a green header with a home icon and the text '/ myHomework / Overview'. Below the header, the title 'myHomework - Overview' is displayed. On the left side, there are two buttons: 'List' and 'Calendar'. Below these buttons is a 'From:' label and a text input field containing '06 Feb 2020'. The main content area is a table with the following columns: 'Title', 'Subject', 'Due', 'Start', and 'Status'. The table contains two rows of data:

Title	Subject	Due	Start	Status
Zoom Meeting	General	Thursday, 07 May 2020	06 May	Due Tomorrow
Week 1 Pupil Reflection	General	Monday, 04 May 2020	24 Apr	Overdue

- 3) By selecting the homework, the Zoom meeting information will be displayed.

## Homework details

<b>Title:</b>	Zoom Meeting		
<b>Subject:</b>	General	<b>Due on:</b>	7 May 2020 17:00
<b>Assigned by:</b>	Mr Wedgbury	<b>Set on:</b>	6 May 2020 08:00
<b>Class:</b>	Ghana	<b>Status:</b>	Due Tomorrow
<b>Submission type:</b>	Other		
<b>Description:</b>	Zoom Meeting ID: 123-4567-8901  Zoom Password: 3vB9lu		

- 4) Pupils will need to write the meeting ID and password down. This will change each week to ensure the meetings are kept secure.



The process for accessing Zoom meetings is different depending on whether you are using a laptop/desktop or a mobile/tablet. Please look at the guide that is appropriate to the equipment you are using (the mobile/tablet guide starts on page 6).

### Laptop/Desktop

- 1) If you have not yet downloaded Zoom onto your laptop/desktop, you will need to navigate to the following website: <https://zoom.us/>.
- 2) Once you have navigated to the Zoom website, you need to select the *Join Meeting* link.

A screenshot of the Zoom website homepage. The browser address bar shows 'https://zoom.us'. The navigation menu includes 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST MEETING', and 'MY ACCOUNT'. The 'JOIN A MEETING' link is highlighted with a yellow box. Below the navigation is a green banner with the text 'We have developed resources to help you through this challenging time. Click here to learn more.' The main content area features the headline 'Zoom is the Top Video Conferencing App' with the source 'Source: Okta 2020 Businesses at Work report' and a 'Read the Report' button. To the right is a line graph titled 'Number of Customers' showing the growth of Zoom and other video conferencing apps from June 2016 to October 2019. Zoom's line shows the most significant upward trend, surpassing other competitors like Cisco Webex, RingCentral, and GoToMeeting.

Month	Zoom	Cisco Webex	RingCentral	GoToMeeting	8x8	BlueJeans	Join.me	UserConference	Fuze	GoToWebinar
Jun 2016	~100	~200	~150	~100	~50	~30	~20	~10	~5	~5
Jul 2016	~150	~250	~200	~150	~70	~40	~25	~15	~8	~8
Nov 2016	~200	~300	~250	~200	~100	~55	~35	~20	~12	~10
Apr 2017	~300	~350	~300	~250	~130	~70	~45	~25	~15	~12
Sep 2017	~450	~400	~350	~300	~170	~90	~60	~35	~20	~15
Feb 2018	~650	~450	~400	~350	~220	~110	~75	~45	~25	~18
Jul 2018	~900	~500	~450	~400	~280	~130	~90	~55	~30	~20
Dec 2018	~1200	~550	~500	~450	~350	~150	~110	~65	~35	~22
May 2019	~1500	~600	~550	~500	~420	~170	~125	~75	~40	~25
Oct 2019	~1800	~650	~600	~550	~500	~190	~140	~85	~45	~28

One Consistent Enterprise Experience.





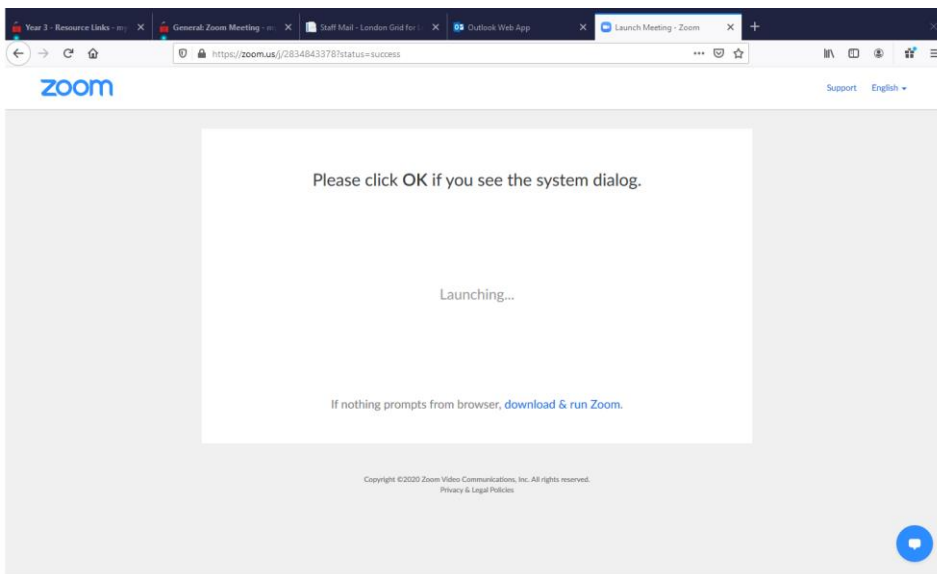
3) You will then be asked to input the meeting ID.

A screenshot of a web browser showing the Zoom 'Join a Meeting' page. The browser's address bar shows 'https://zoom.us/join'. The page has a dark blue header with the Zoom logo and navigation links like 'SOLUTIONS', 'PLANS &amp; PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The main content area is white and features the heading 'Join a Meeting'. Below this is a text input field labeled 'Meeting ID or Personal Link Name' and a prominent blue 'Join' button. A link below the button says 'Join a meeting from an H.323/SIP room system'. The footer is dark blue and contains several columns of links: 'About' (Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners), 'Download' (Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App), 'Sales' (+44 (20) 7039 8961 or 0800 368 7314, Contact Sales, Plans &amp; Pricing, Request a Demo, Webinars and Events), 'Support' (Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility, Privacy and Security), and 'Language' (English) and 'Currency' (British Pounds £). A blue chat bubble icon is in the bottom right corner.

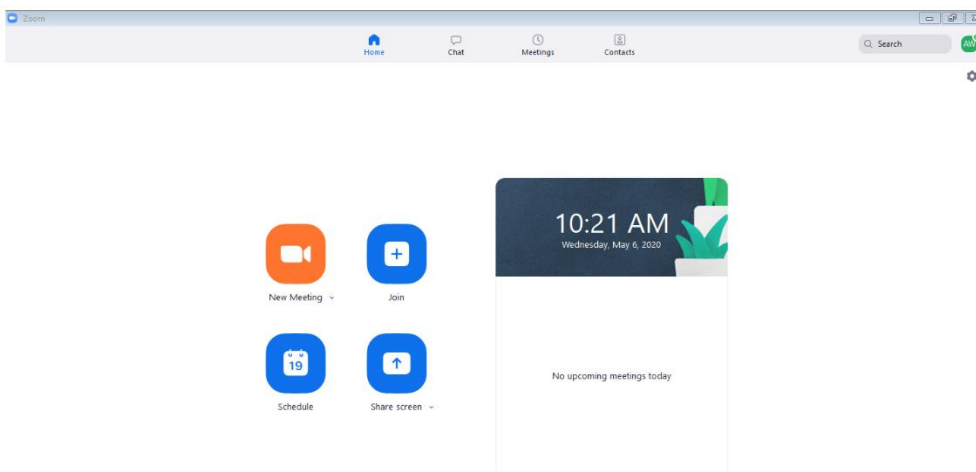


- 4) You will then be taken to the following screen. You do not need to download Zoom if you are using a desktop/laptop, but can instead just use your browser (Firefox/Explorer/Edge/etc. ).

**When joining through an internet browser, you will be asked to enter a name. Please use BPS – forename (e.g. BPS – Alex) so that teachers know it is a child from our school.**



- 5) If you have downloaded Zoom, you will be taken to the following screen.





- 6) When you select *Join*, you will be asked for the meeting ID. You can also change the name that is displayed. **Please make sure this is changed to BPS – forename (e.g. BPS – Alex) so that teachers know it is a child in our school.**

A screenshot of the Zoom "Join Meeting" dialog box. The window title is "Zoom". The main heading is "Join Meeting". Below the heading is a text input field with the placeholder text "Enter meeting ID or personal link name" and a dropdown arrow. Below that is another text input field containing the text "BPS - Alex". There are two checkboxes: "Do not connect to audio" and "Turn off my video", both of which are currently unchecked. At the bottom right, there are two buttons: "Join" and "Cancel".

You will need to join with computer audio and video in order to hear the teacher, be seen and be heard.

- 7) You will then be asked for the meeting password.

A screenshot of the Zoom "Enter meeting password" dialog box. The window title is "Enter meeting password". The main heading is "Enter meeting password". Below the heading is a text input field with the placeholder text "Meeting password". At the bottom, there are two buttons: "Join Meeting" and "Cancel".

- 8) Once you have entered this, you will need to wait until the teacher has admitted you to the meeting.

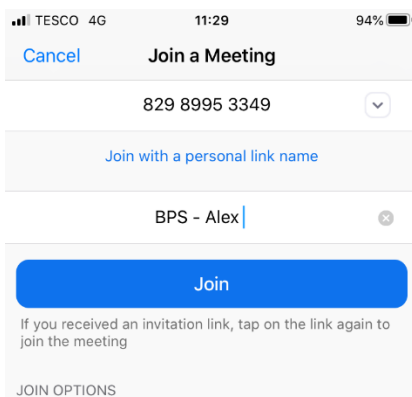


## Mobile/Tablet

- 1) You will first need to download the Zoom application for Apple or Android.
- 2) Once you have downloaded the application, you will need to select *Join a Meeting* (you do not need to *Sign Up*).



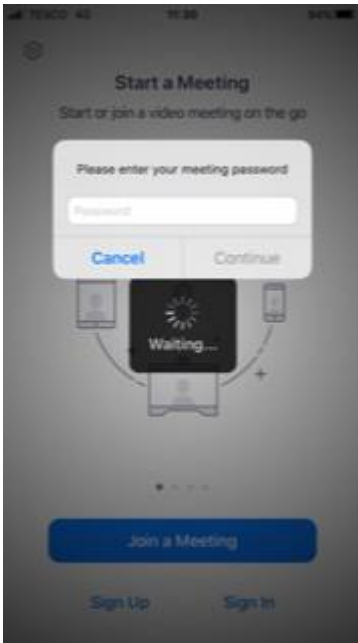
- 3) You will then be asked for the meeting ID and your name.



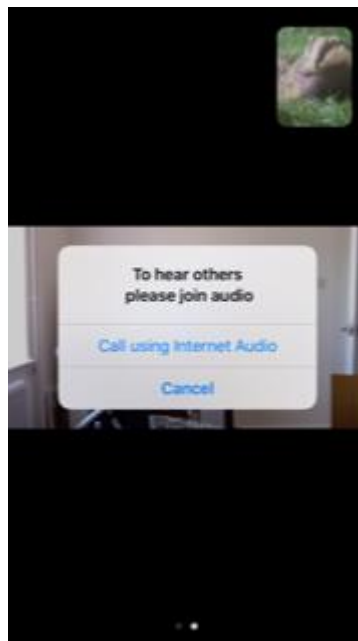
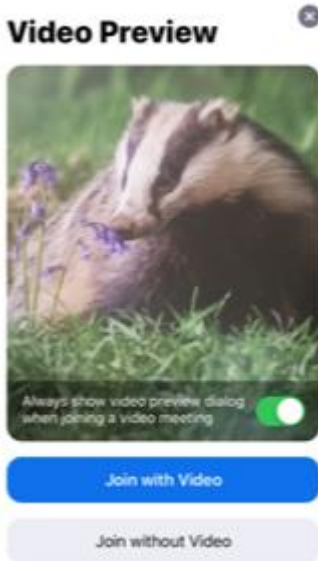
**Please make sure you change your name to BPS – forename (e.g. BPS – Alex).**



4) You will then be asked for the password.



5) Once you have put in the password, you will be asked whether to *Call with Internet Audio* and *Join with Video*. Please make sure you select both options.





6) Finally, you will be taken to the waiting room until the teacher lets you in.

