



# Zoom: A Quick Reference Guide for Parents and Carers

This quick reference guide will help you to get started on the zoom platform. It includes tips for what to do before the meeting, how to join, waiting and during the meeting.



**Pendle Community High School & College**

 [www.pchs.lancs.sch.uk](http://www.pchs.lancs.sch.uk)  [reception@pchs.lancs.sch.uk](mailto:reception@pchs.lancs.sch.uk)

# Before the meeting

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app at [www.zoom.com](http://www.zoom.com) or on the app store. You will need to create an account and keep note of the email address and password you have used for returning for future sessions.

# Joining a meeting

There are multiple ways to join a Zoom meeting with your class. Your teacher will give you the best direction on this. However, here are some of the ways you could join in on the meeting:

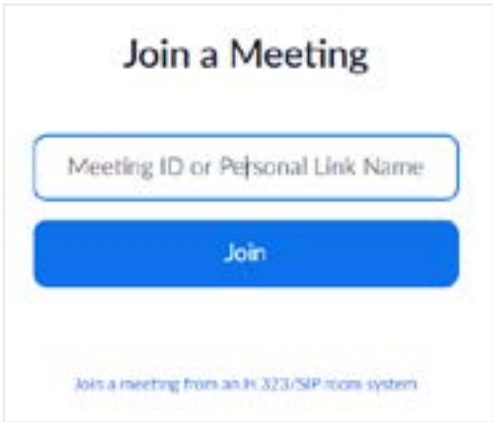
Firstly, select your device/mode:

### 1. Via the Zoom app on Windows/Mac Computer:

Click “Join a Meeting” in your app. Sign in to Zoom and then click **JOIN**.



Enter your **MEETING ID** (this is the number associated with an instant or scheduled meeting from your teacher. The meeting ID can be a 9, 10 or 11-digit number), and enter your display name (could use your child’s name or initials). You do NOT need to be signed in to Zoom. Your meeting will work without having your own sign in. Select your computer audio and click **JOIN**.

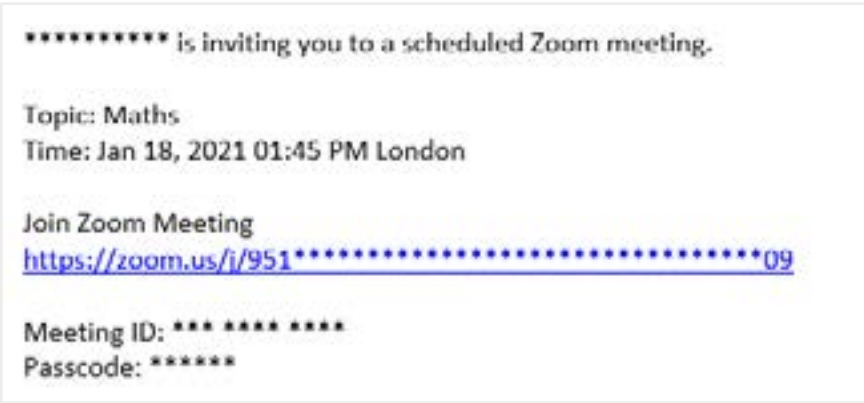


### 2. Via the Zoom website on Windows/Mac Computer:

In your web browser, type in “join.zoom.us”. Enter in your **MEETING ID** provided by your teacher. Click **JOIN**. When asked if you want to open “Zoom.us” click **ALLOW** or **OPEN LINK**.

### 3. Via Email sent by your teacher:

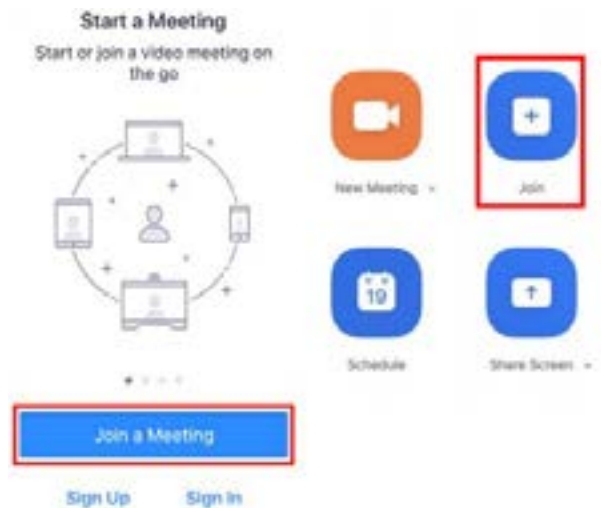
Click the **JOIN MEETING LINK** in your email or calendar invitation. Depending on your default web browser, you may be prompted to open the Zoom App on your computer.



## Joining Continued:

### 4. Via the Zoom app on iOS (iPhone, iPad, etc.):

Be sure you have downloaded the Zoom app via the App Store. Tap **JOIN A MEETING** (no need to sign in). Enter your **MEETING ID**, and enter your display name (could use your child's name or initials). You do NOT need to be signed in to Zoom. Be sure your audio and video are on, and select **JOIN**.

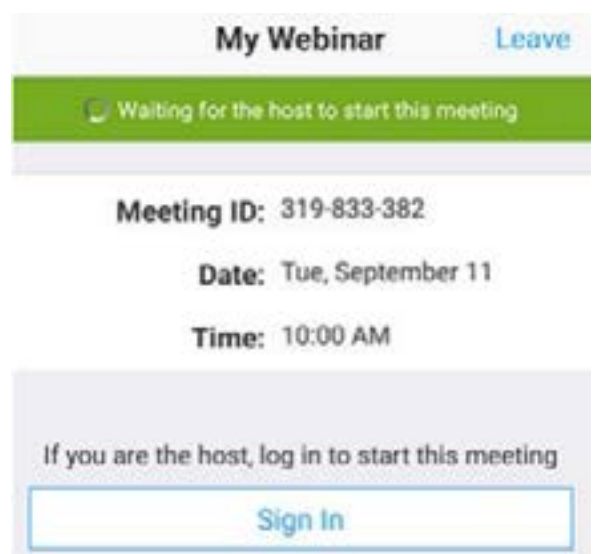


**5. Via the Zoom app on Android:** Be sure you have downloaded the Zoom app via the Google Play Store. Tap **JOIN A MEETING** (no need to sign in). Enter your **MEETING ID**, and enter your display name (could use your child's name or initials). You do NOT need to be signed in to Zoom. Be sure your audio and video are on, and select **JOIN**.



## Waiting for the Host (teacher) to Start the Meeting:

If the teacher hasn't started broadcasting (meaning he/she is not yet on your screen), you'll receive something similar to the following message (see right image - waiting for the host to start this meeting). Just patiently wait a few minutes for your teacher to jump on! You may also be asked to stay in the waiting room until you are allowed access to the meeting after it has started. This gives the teacher chance to set up.



## During the Meeting:

You as the parent/carer are able to use a few controls during the meeting. Here are a few common ones:

**CHAT:** You can open a chat window by clicking CHAT. This is a great feature to have in case someone's speakers aren't working or are not on. You can alert each other via CHAT if you can't hear one another.

**RAISE HAND:** You could tap the RAISE HAND button while the teacher is speaking in case you have a question about something that he/she is discussing or working on with your child. This alerts the teacher that you need him/her when he/she has a moment.

**REMOTE CONTROL:** Your teacher may give you REMOTE CONTROL. This means, he/she is giving you and your student access to what he/she is seeing on his/her screen. This is great for remote learning because now your teacher can use any worksheet, document or website with your student! It also makes the platform more fun and engaging. On some devices, you may see a button that says something like "Tap here to control screen remotely." Be sure to press that button for control! Control will be touch screen if you have a touchscreen device, or you'll control via a computer mouse depending on your device/computer.

**PATIENCE:** Technology works great...when it works! Patience and understanding is so important when starting out with remote learning.

## Contact Information

If you need to contact your son/daughter's class teacher for any reason, please use the relevant email address from the list below.

CLASS	TEACHER NAME	EMAIL ADDRESS
Irwell	L Gibbons	lgibbons@pchs.lancs.sch.uk
Hodder	J Kirk	jkirk@pchs.lancs.sch.uk
Wenning	D Poole	dpoole@pchs.lancs.sch.uk
Calder	S Plant	splant@pchs.lancs.sch.uk
Yarrow	L Hunter	lhunter@pchs.lancs.sch.uk
Ribble	M Akhtar	makhtar@pchs.lancs.sch.uk
Darwen	D Wilson	dwilson@pchs.lancs.sch.uk
Wyre	C Endersby	cendersby@pchs.lancs.sch.uk
Slaidburn	C Byrne	cbyrne@pchs.lancs.sch.uk
Pendle	J Chambers	jchambers@pchs.lancs.sch.uk
Blacko	S Blyth	sblyth@pchs.lancs.sch.uk
Marsden	N Dean	ndean@pchs.lancs.sch.uk
Lytham	D Sharp	dsharp@pchs.lancs.sch.uk
Bowland	A Huggett	ahuggett@pchs.lancs.sch.uk