HOW TO ATTEND A ZOOM MEETING FOR PARENTS/GUARDIANS

NOTE: BGPS has transitioned to using Google Meet for virtual meetings.
For Google Meet click the following link:
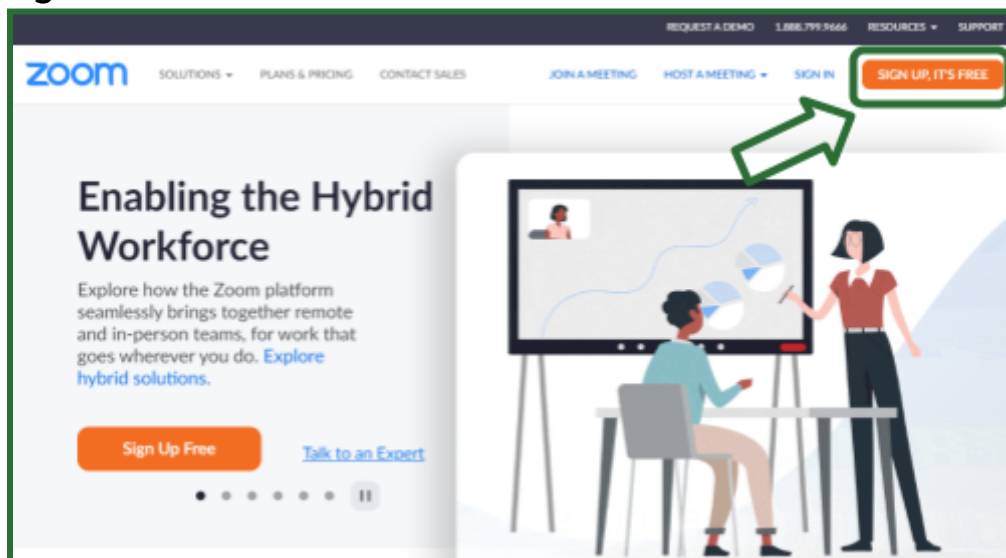📄 How to Join & Participate in a Google Meet

For a video tutorial of these steps, please click on the following link: How to Attend a Zoom Meeting for Parents/Guardians

ACCOUNT CREATION

Parents/Guardians must have a Zoom account to join a BGPS Zoom meeting. Zoom accounts are free to sign up. Use the steps below to sign up for a free account and login to join a BGPS Zoom meeting.
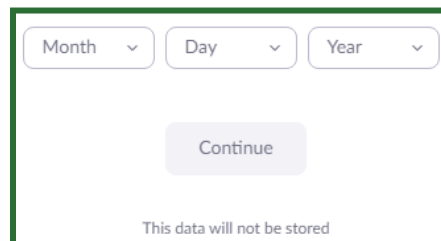
Step 1:

- Go to zoom.us and click the orange **"Sign Up, It's Free"** button in the upper right corner.
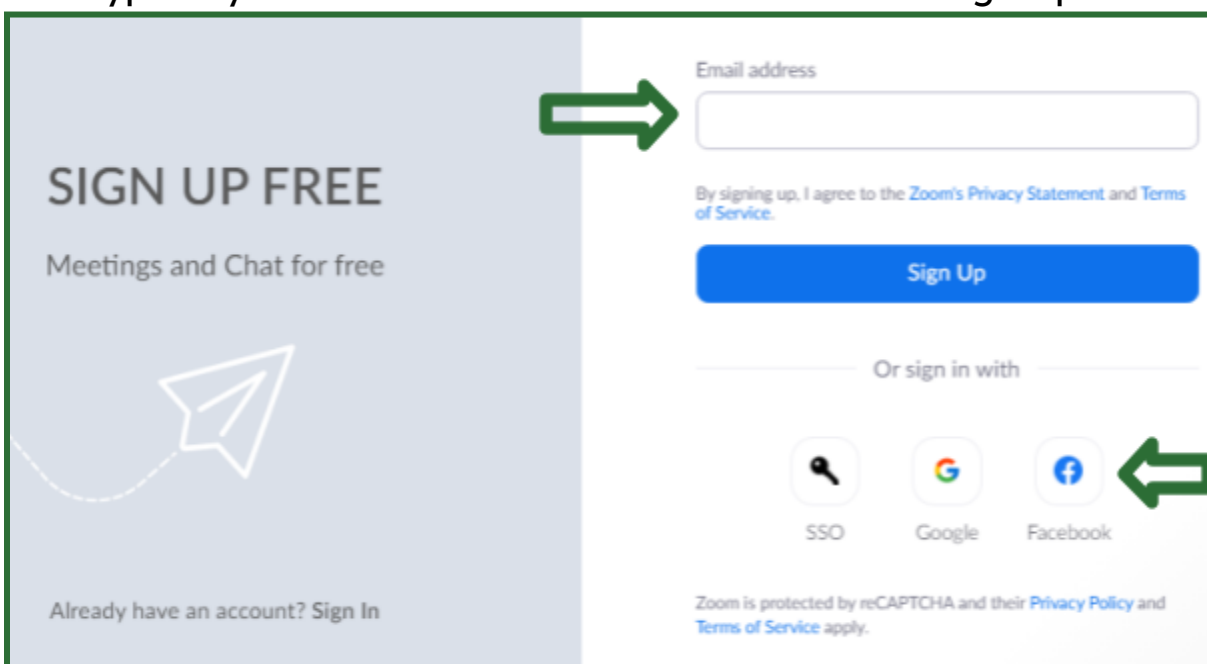
Step 2:

- Verify your age by entering your birth date.
- Click **continue** when complete.

| Month ⌄ | Day ⌄ | Year ⌄ |

Continue

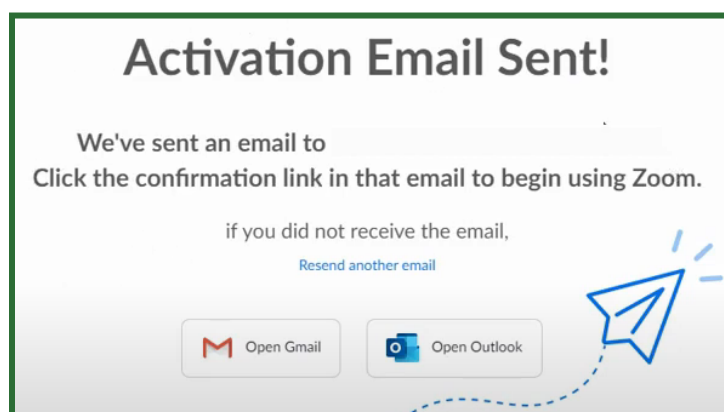This data will not be stored

Step 3:

- Choose how you would like to sign up for Zoom:
    - Use your **Google/Gmail** account by clicking the Google button near the bottom and select your Google account when prompted.
    - Use your **Facebook** account by clicking the Facebook button near the bottom and select your Facebook account when prompted (you may be asked to login)
    - Type in your **email address** and click the blue "Sign Up" button.

SIGN UP FREE

Meetings and Chat for free

Already have an account? **Sign In**

Email address

By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.

Sign Up

Or sign in with

SSO   Google   Facebook

Zoom is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply.

- **NOTE:** If you select the Google or Facebook option you are done and have successfully signed up for a Zoom account. You can skip to Part 2: Logging Into Zoom. If you choose to sign up with an email address, continue to the next steps.
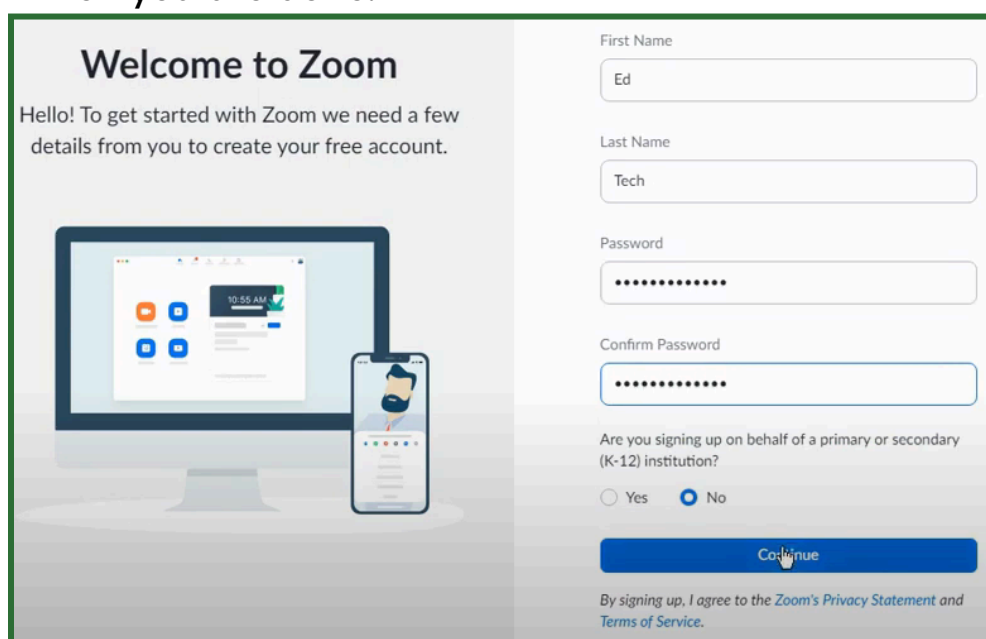
Step 4:

- An activation email will be sent to the email address you used to sign up for an account.

- Go to your email account and open the email from Zoom. Scroll to the middle of the email and click on the orange "Activate Account" button.

Step 5:

- Fill in your first and last name and choose a password that fills the requirements for the account. Select the blue **Continue** button at the bottom when you are done.
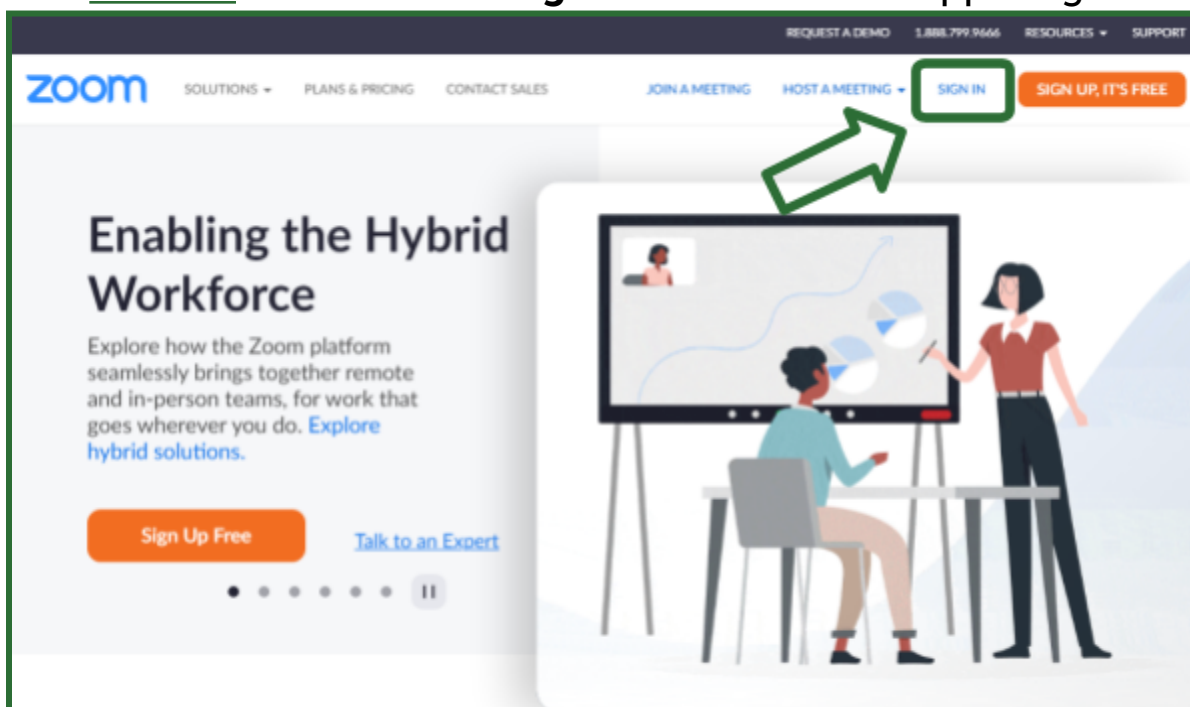

Step 6:

- This will open a screen where you are prompted to invite colleagues, you can skip this step by selecting the "Skip this Step" button in the lower right corner.
- This will bring up another screen where you can try out a test meeting. This is optional if you want to try it out. You can skip this step by selecting the "Go to My Account" button on the right.
- You have now successfully created a Zoom account and can explore the features and settings if you would like or you can close this window.

LOGGING INTO ZOOM

Parents/Guardians must be logged into their Zoom account **before** attempting to join a district Zoom account. Follow the instructions below to login to your account to be able to seamlessly join your Zoom meeting.

Step 1:

- Go to zoom.us and click the **"Sign In"** button in the upper right.

Step 2:

- Depending on how you signed up for your account, either:
  - Select the Google button to login with your Google account,
  - Select the Facebook button to login with your Facebook account,
  - Or type in your email address and password and click "Sign In."
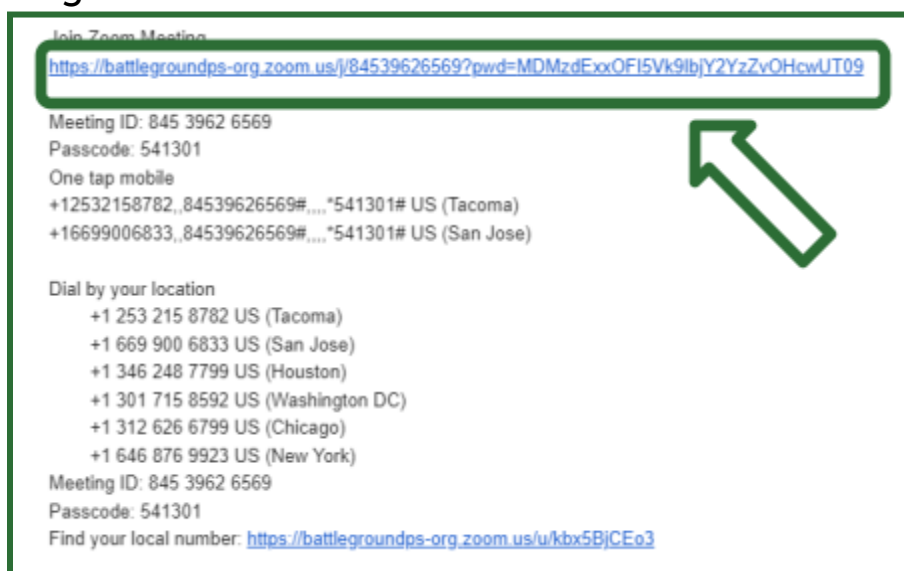
Step 3:

- You are now logged into your Zoom account and you can go to your Zoom meeting invitation to join your Zoom meeting.
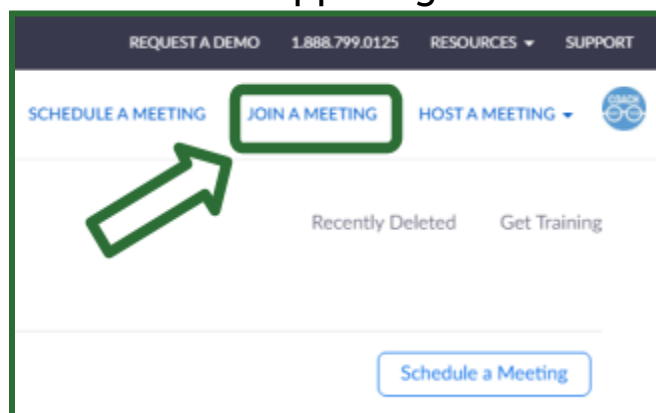
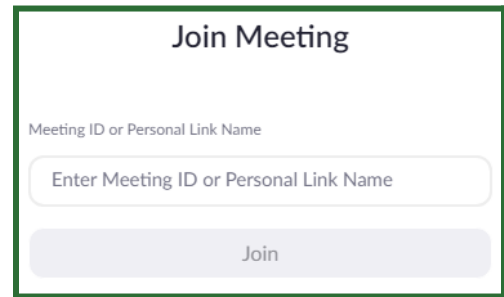# JOINING A ZOOM MEETING

Step 1:

- After you have logged into your Zoom account, go to your Zoom meeting invite. There are two options to join the meeting:
  - Click on the Zoom link in the invitation to automatically join the meeting.

Join Zoom Meeting
https://battlegroundps-org.zoom.us/j/84539626569?pwd=MDMzdExxOFI5Vk9IbjY2YzZvOHcwUT09

Meeting ID: 845 3962 6569
Passcode: 541301
One tap mobile
+12532158782,,84539626569#,,,,*541301# US (Tacoma)
+16699006833,,84539626569#,,,,*541301# US (San Jose)

Dial by your location
        +1 253 215 8782 US (Tacoma)
        +1 669 900 6833 US (San Jose)
        +1 346 248 7799 US (Houston)
        +1 301 715 8592 US (Washington DC)
        +1 312 626 6799 US (Chicago)
        +1 646 876 9923 US (New York)
Meeting ID: 845 3962 6569
Passcode: 541301
Find your local number: https://battlegroundps-org.zoom.us/u/kbx5BjCEo3

  - If you still have your Zoom account open, you can click on the **"Join a Meeting"** button in the upper right corner.

REQUEST A DEMO   1.888.799.0125   RESOURCES ▾   SUPPORT

SCHEDULE A MEETING   JOIN A MEETING   HOST A MEETING ▾

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Schedule a Meeting

- ○ Go back to your meeting invite and copy the Meeting ID. Paste it into the box in the new window that appeared when you clicked Join a Meeting.

Join Meeting

Meeting ID or Personal Link Name

Enter Meeting ID or Personal Link Name

Join

- ○ Click **Join**.

- ○ Then copy the passcode from your meeting invite and paste that into the popup window that appears after you click Join.
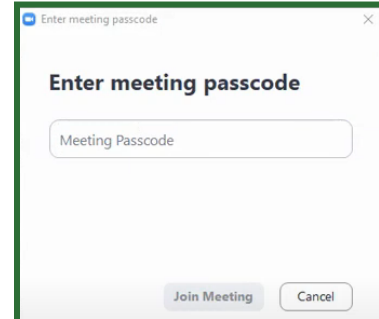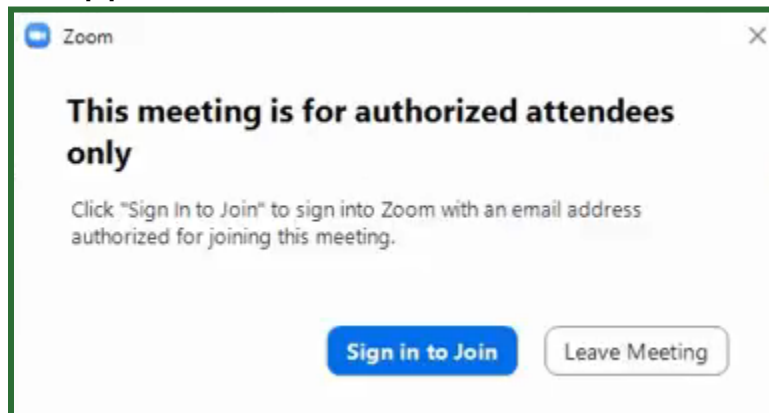

Enter meeting passcode

Enter meeting passcode

Meeting Passcode

Join Meeting   Cancel

- ○ Click **Join Meeting.**

- **NOTE:** If you forget to login before joining a Zoom meeting, a popup notification will appear:
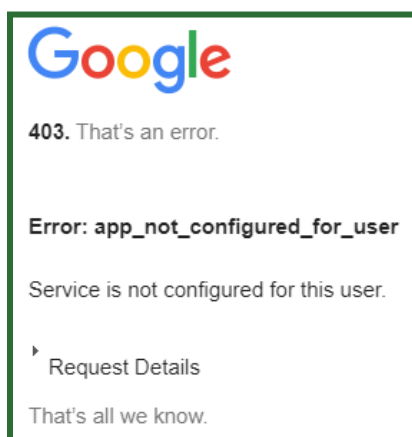

Zoom

This meeting is for authorized attendees only

Click "Sign In to Join" to sign into Zoom with an email address authorized for joining this meeting.
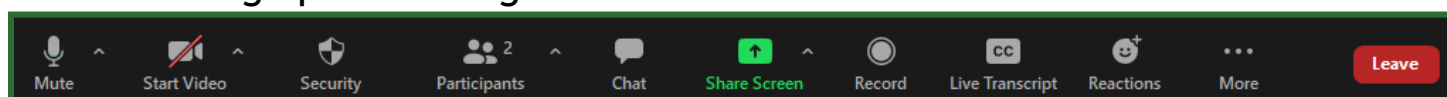
Sign in to Join   Leave Meeting

- **Don't worry! All you have to do is click the blue "Sign in to Join" button at the bottom and it will prompt you to login to your Zoom account from there.** Then it will automatically allow you to join the Zoom meeting after logging you in.

- **If you see the following error message then you will need to contact the teacher/host and ask them to fix the meeting settings so they are set to "Sign in to Zoom" to give you access:**

Google

403. That's an error.

Error: app_not_configured_for_user

Service is not configured for this user.

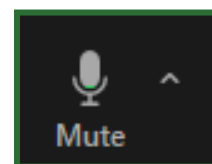‣ Request Details

That's all we know.
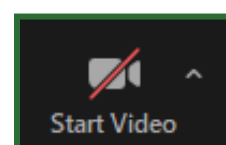
ATTENDING A ZOOM MEETING

- Now you will be in a Zoom meeting. You will need to wait for the teacher/host to let you in from the waiting room. You will have the following options along the main Zoom menu:
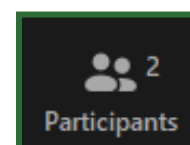
Mute | Start Video | Security | Participants 2 | Chat | Share Screen | Record | Live Transcript | Reactions | More | Leave

Mute/Unmute button with a small arrow next to it to test your microphone and speaker as well as select which microphone and speaker you would like to use in your Zoom meeting.
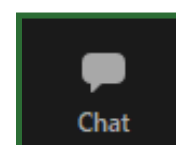
Mute

Start/Stop Video button with a small arrow next to it to select which camera to use in your Zoom meeting.

Start Video

Participants will open a panel on the right with a list of meeting participants. You will also have options next to your name in this panel.
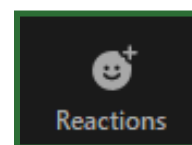
Participants 2

Chat will open a chat window either on the right or as a popup where you can type messages to the host or all participants.
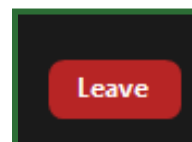
Chat

Share Screen will allow you to choose a screen to share during the meeting. NOTE: after you click this button you must select a screen from the popup window and then press the Share button to share your screen.
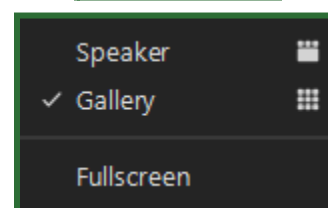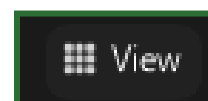
Share Screen

Reactions are emojis and other nonverbal feedback to share during the meeting.

Leave button will remove you from the meeting when you are ready to leave or the meeting is over.

View in the upper right corner will allow you to change your view to see the speaker in full screen or see everyone at once in the gallery view.

To open this article in a new window, save it to your Google Drive, or print the article, please click on the following link:
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