



Zoom Resources for Bethel School District Families:

Bethel School District is committed to supporting our students and their families through digital learning. Zoom is a video communication software that teachers are using for video and audio conferencing, collaboration, chat, with students to check-in. Zoom has many features and settings that Bethel has customized to help teachers create a safe, effective online learning environment. Whether you are new to Zoom or an experienced user we have compiled some helpful tips and tricks to help families navigate their Zoom meetings.

Download the Zoom App:

Before you join your first Zoom meeting you may need to download the Zoom app on your computer or iPad.

- On your Bethel iPad: Go to Self Service and install the Zoom Cloud Meetings app



- On your computer: You can download the Zoom app by visiting the [Zoom Download Center - https://zoom.us/download](https://zoom.us/download). Otherwise, you will be prompted to download and install Zoom when you click on your Zoom meeting link.

Joining a Zoom Meeting:

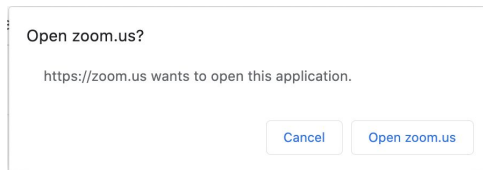
You can join your Zoom meeting via the Zoom link provided by your teacher. We recommend students join their Zoom meetings using their Bethel iPad, however you can also join a meeting on your computer, laptop or from a phone.

Steps to join your meeting:

1. At the scheduled time, click on the Zoom meeting link provided by your teacher. Your Zoom meeting link will look like this:

Join Zoom Meeting
<https://bethelsd.zoom.us/j/93959346879>

2. If you are joining on a computer, you may be prompted to open the Zoom app. Select the "Open.Zoom.us" button.



3. Join audio for your meeting. Follow the prompts to join audio on your computer or iPad.
 - On your computer, Select the "Join With Computer Audio" button.
 - On your iPad, select the "Call using internet audio" button.
4. Start your video by clicking on the "Start Video" button on the options bar. To view the options bar, simply click or tap on the screen and it will appear.

Still having trouble? Check out this detailed [Step by Step Instructions](#)

You can find additional resources at the Zoom Help Center video tutorial - [Joining a Meeting - https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-](#)

Mute Audio:

To mute or unmute your audio, click the mute button (microphone) to turn mute on or off.

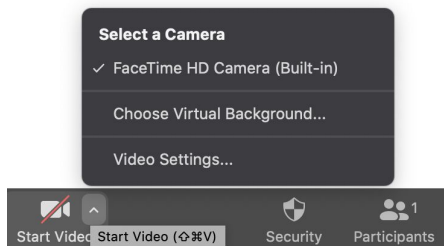


If your mute button has a red line through it, then your audio is currently off. If there is no line, then your audio is on and the other participants can hear you.

Virtual Backgrounds:

Any virtual backgrounds should be appropriate for the classroom environment and approved by your teacher. To set a virtual background:

- On your computer: Click anywhere on the screen to view the toolbar. Click the arrow on the "Start Video" button and select "Choose Virtual Background"



- On your iPad: Tap anywhere the screen to view the toolbar and click the 3 dots and select "Virtual Backgrounds".

Chat Feature:

The in-meeting chat allows you to send chat messages to other users within a meeting. Students can send a message to the entire group in the chat. Students cannot send private messages to individuals in the chat. You can access the chat feature from the toolbar. Click anywhere on the screen to view the toolbar. From your computer click the “Chat” button on the toolbar. From your iPad click on the 3 dots and select “Chat”.

Changing the View During Your Zoom Meeting:

You can change your view between Active Speaker View and Gallery View during your Zoom meeting.

- Active Speaker View: With this setting your screen will show the active speaker only.
- Gallery View: With this setting your screen will show multiple participants at the same time.
- To change between Active Speaker and Gallery view select this button _____

Zoom Troubleshooting Resources:

Zoom has a library of troubleshooting steps and guides to support, you can find that on their website here <https://support.zoom.us/hc/en-us>

Contact Bethel Technology Help Desk:

If you have a question that you need to be answered immediately or need to reset a Bethel password, contact the Bethel Help Desk:

253.800.6767

betheltechsupport@bethelsd.org

Monday - Friday

7:00 a.m.- 4:00 p.m.

Beginning September 3rd we will be offering extended hours to support remote learning. These hours are subject to change.

Temporary Hours to Support Remote Learning:

Monday - Friday

4:00 p.m.-6:00 p.m.

You can send an email to the Technology or Digital Learning Department by completing this [Google Form](#) and someone will be in contact with you within 2-3 business days. You can also visit our website at the [Bethel Technology Page - https://www.bethelsd.org/tech](https://www.bethelsd.org/tech).