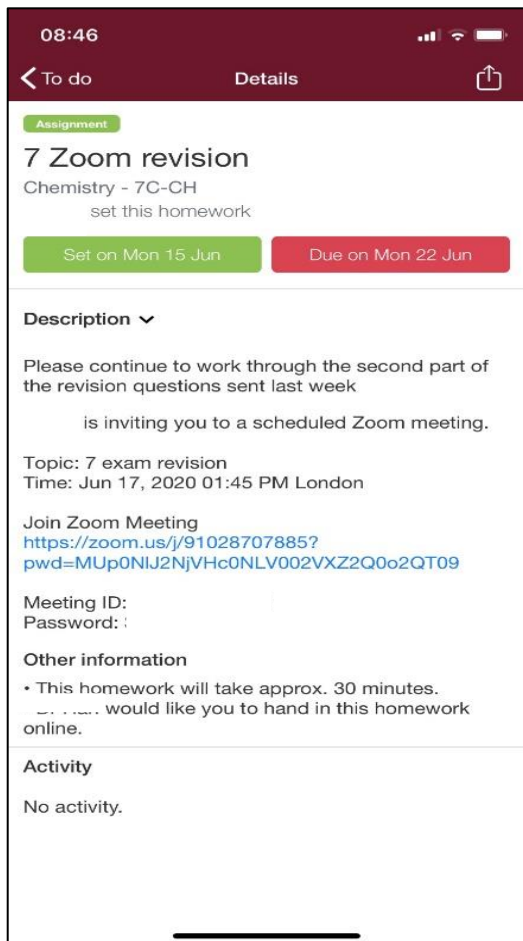




zoom

# Pupil Guide

# Zoom meetings will be set as Classwork on Satchel (Show My Homework)



Click on the link to join the meeting

is inviting you to a scheduled Zoom meeting.

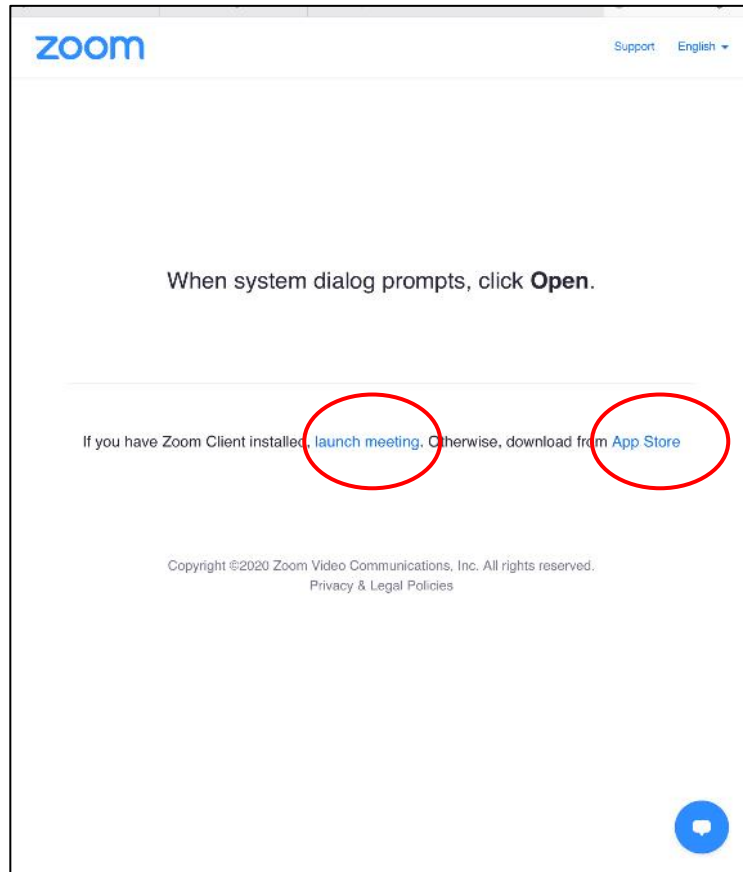
Topic: 7 exam revision  
Time: Jun 17, 2020 01:45 PM London

Join Zoom Meeting  
[https://zoom.us/j/91028707885?  
pwd=MUp0NIJ2NjVHc0NlV002VXZ2Q0o2QT09](https://zoom.us/j/91028707885?pwd=MUp0NIJ2NjVHc0NlV002VXZ2Q0o2QT09)

Meeting ID:  
Password: :



# If you have not used Zoom before it may ask you to download the app to your device

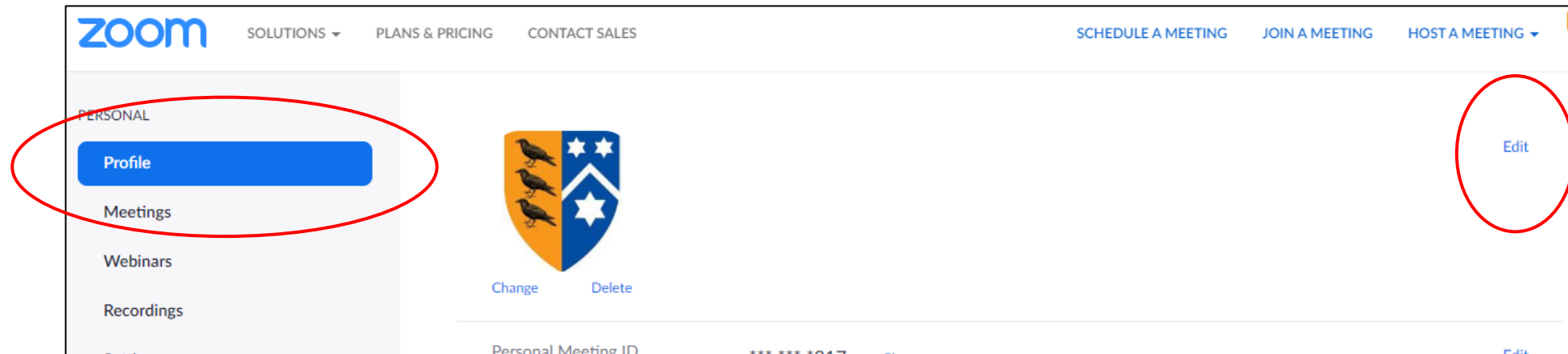


# Joining a Zoom meeting

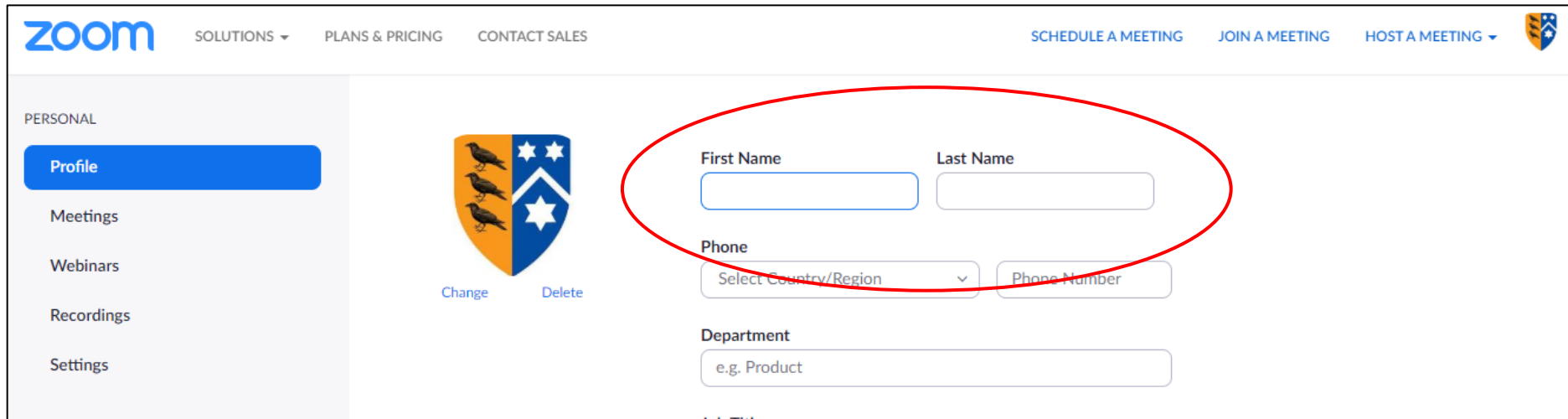
- ▶ **If you have never used Zoom before:** Click on the link in SMHW at least **15 minutes** before the meeting start time
- ▶ **If you have used Zoom before:** Click on the link in SMHW at least **5 minutes** before the meeting start time
- ▶ After joining a meeting you will be put in a waiting room
- ▶ **Make sure that the name you are logging in with is your first and last name – You will not be let into the meeting if you have a nickname or device name**
- ▶ When the meeting starts, your teacher will let you in
- ▶ If you are late to the meeting, you may not be able to enter

# Changing your name

1. Click on profile
2. Click on edit



# Add your first name and last name



The screenshot shows the Zoom user profile page. The navigation bar at the top includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A left sidebar lists 'PERSONAL' options: Profile (highlighted), Meetings, Webinars, Recordings, and Settings. The main content area features a profile picture placeholder with 'Change' and 'Delete' links. Below the picture are input fields for 'First Name' and 'Last Name', a 'Phone' section with a 'Select Country/Region' dropdown and a 'Phone Number' field, and a 'Department' field with the placeholder text 'e.g. Product'. A red circle highlights the 'First Name' and 'Last Name' input fields.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

Change Delete

First Name Last Name

Phone

Select Country/Region Phone Number

Department

e.g. Product

# Scroll down to save changes

**Job Title**  
e.g. Product Manager

**Company**  
Company/Organization Name

**Location**  
e.g. San Jose

**Save Changes** **Cancel**

# Please follow this etiquette in all Zoom meetings

- ▶ Ensure your **camera is on** and you are logged in with **first and last name**
- ▶ Ensure that you are **dressed appropriately**
- ▶ Ensure that your **location and background are appropriate**
- ▶ **Do not make recordings, take screenshots/screengrabs or photographs, or store footage of teachers or other pupils**
- ▶ Follow **normal school rules for conduct and behaviour**
- ▶ Be aware that Zoom meetings will be recorded by the teacher
- ▶ **Any inappropriate behaviour will result in removal from the meeting and a report made to the Senior Leadership Team**
- ▶ If you have concerns about online safety, or if you feel you are being bullied, talk to your parents/guardians or a member of school staff