



Standards-in-Action 2.0

Frequently Asked Questions

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Q: I didn't receive a confirmation email or receipt after registering. What do I do?

A: First, check your junk or spam folders. If you don't find it in one of those folders, please check your "other" folder. If it's not in there contact Nicole Bravo at nbravo@standardswork.org.

Q: Our team's members did not receive the calendar invites. What do we do?

A: Contact Nicole Bravo at nbravo@standardswork.org.

Q: Where do I join the meeting?

A: Click on the Zoom link in your calendar invitation

Q: Who do we contact with questions about the kind of lesson we are supposed to select and submit?

A: Email Nicole Bravo at nbravo@standardswork.org.

Q: What are the days and times of the virtual training sessions?

A: The virtual training will be on Tuesdays and Thursdays from 11:30 a.m.-5:00 p.m. EST for weeks 1 and 3. For week 2, the training will be on Thursday at the same time.

Q: Will there be homework in-between sessions?

A: No.

Q: Will I receive my participant materials before the sessions?

A: Yes. They will be emailed to you no later than one week before each week's training. Choose to print the documents or access them electronically during the days of training. If you do not receive your participant materials, contact Nicole Bravo at nbravo@standardswork.org.

Q: I am new to Zoom. How do I join the training sessions and participate?

Before the Training Sessions Begin

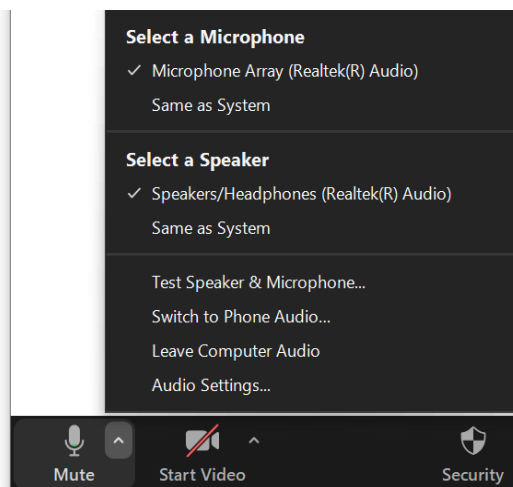
- You will need a computer, tablet, or smartphone – all options should have a speaker or option for headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
- You will receive a calendar invite from Nicole Bravo. The invite will include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

To Join the Videoconference

- At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.
- When you’re in the meeting, please click on the Start Video button to start your video. You can also click on “Join audio by computer.”

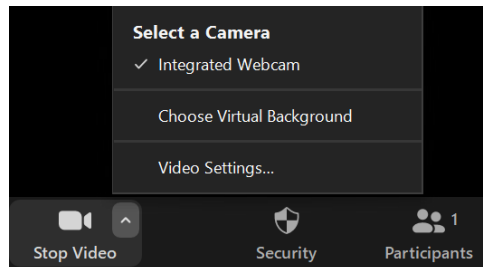
Mute/Unmute & Audio Settings

- You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings.
- If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
 - On your phone, dial the teleconferencing number provided in your invitation.
 - Enter the Meeting ID number (also provided in your invitation) when prompted,
 - If you have already joined the meeting via computer, please go to “Switch to Phone Audio” and enter your participant ID to be associated with your computer.



Start/Stop Video & Video Settings

- You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background.



Participants

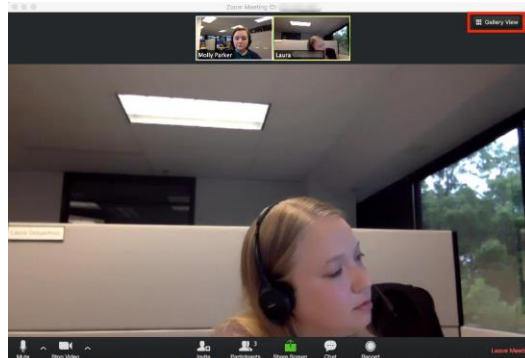
- If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.
 - Raise Hand - notifies host and shows a prompt to simulate hand raise
 - Rename - hover over your name to change it as it is seen in the participants list and video window.

Chat

- Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages.
 - Select the drop down next to "To:" to change who you are chatting with.

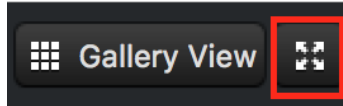
Choose Video Layout

- At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



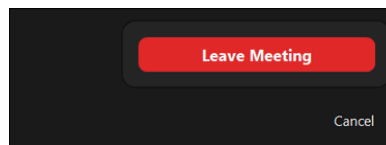
Enter/Exit Full Screen

- At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc.



Leave Meeting

- You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.



Q: What if I'm having technical difficulties during a training session?

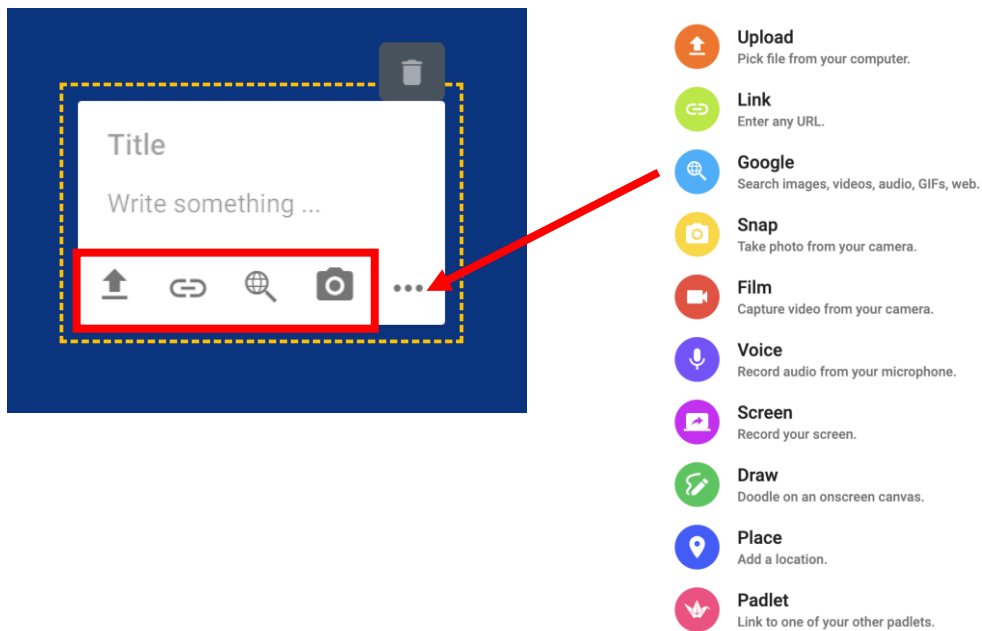
A: Contact Nicole Bravo at nbravo@standardswork.org.

Q: How do I use Padlet?

- Open the Padlet link provided. Click on the plus sign at the bottom right corner of your screen. This will allow you to post something.



- A text box will appear where you can “Write something...” The other icons give you the following options (in order from left to right): upload, link, search, and snap. The three dots in the right will give you those four previous options plus six others..



- If you would like a video tutorial, please watch this YouTube video: https://www.youtube.com/watch?v=KmJY4j_F8Xc (start at 2:15).

Q: How do I use Jamboard?

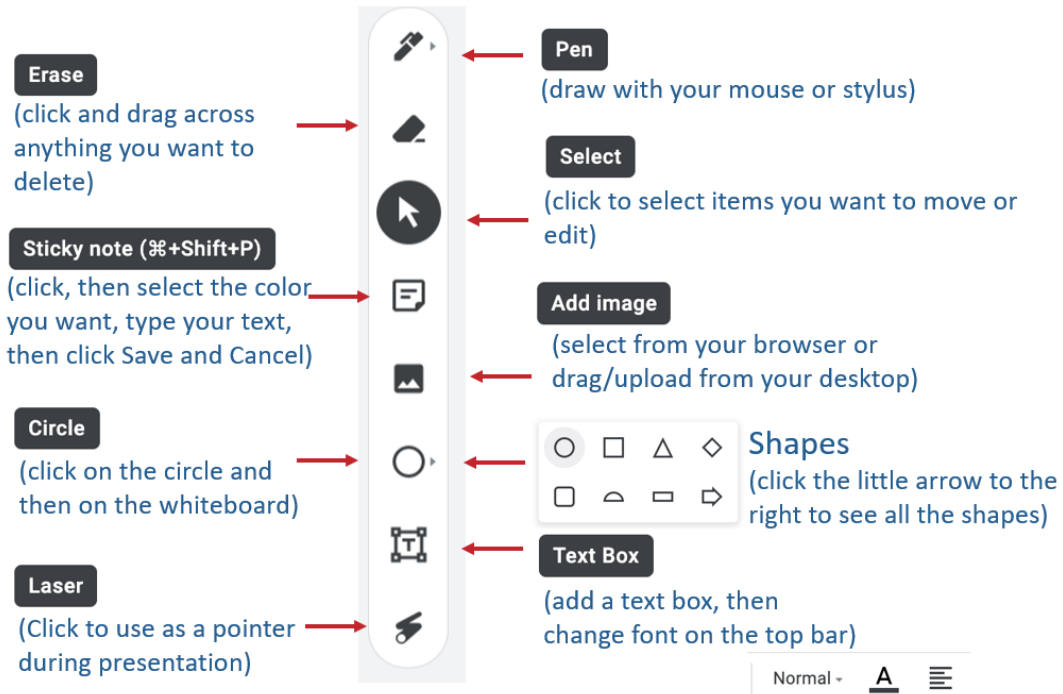
- Open the Jamboard link provided.
- In order to find your team’s board that you will be working on, use the right and left arrows at the top. Find the one that corresponds to your team.



- The down arrow allows you to see all the boards as you scroll through them.



- When you have your team’s Jamboard open, look for the toolbar on the left side of the screen. Hover over the icons to see the different functions.



- If you would like a video tutorial, please watch this YouTube video: <https://www.youtube.com/watch?v=f1nVeBHEAal>