



Standards-in-Action 2.0

Frequently Asked Questions

- [I didn't receive a confirmation email or receipt after registering. What do I do?](#)
- [Our team members did not receive the calendar invites. What do we do?](#)
- [Where do I join the meeting?](#)
- [Who do we contact with questions about the kind of lesson we are supposed to select and submit?](#)
- [What are the days and times of the virtual training sessions?](#)
- [Will there be homework in-between sessions?](#)
- [Will I receive my participant materials before the sessions?](#)
- [I am new to Zoom. How do I join the training sessions and participate?](#)
 - [Before the training sessions begin](#)
 - [To join the videoconference](#)
 - [Mute/Unmute & Audio Settings](#)
 - [Start/Stop Video & Video Settings](#)
 - [Participants](#)
 - [Chat](#)
 - [Choose Video Layout](#)
 - [Leave Meeting](#)
- [What if I'm having technical difficulties during a training session?](#)
- [How do I use Padlet?](#)
- [How do I use Jamboard?](#)

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 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 should 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, 2, and 3.

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 at least one week before each 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

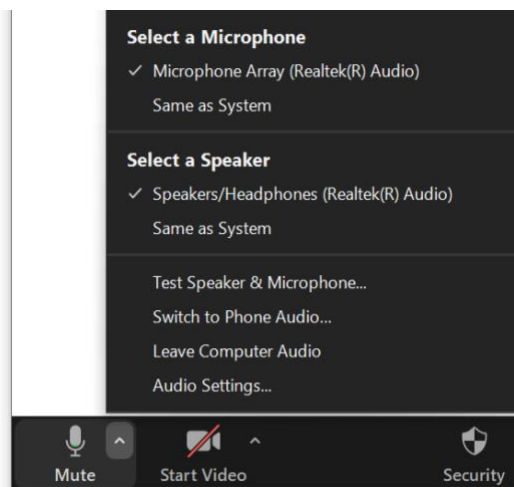
- You will need a computer, tablet, or smartphone – all options should have a speaker or an option for headphones. You will be able to check your audio immediately upon joining a meeting.
- You will receive a calendar invite from Nicole Bravo. The invite will include a link to “Join via computer” and 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.”

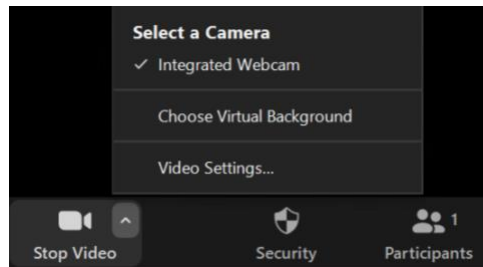
Mute/Unmute & Audio Settings

- You can mute and unmute your microphone. The host also can 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.

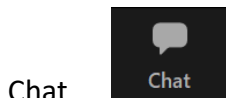


Start/Stop Video & Video Settings

- 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.



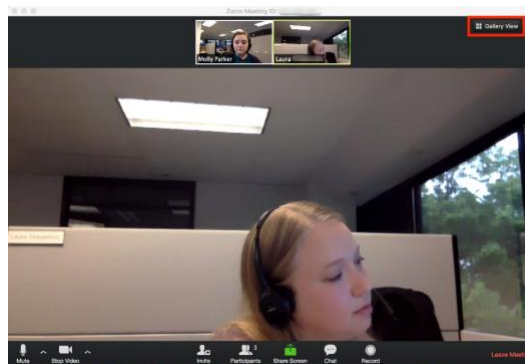
- If you click on Participants, you can see who is currently in the meeting. The participants' list also gives you the option to raise your hand or rename yourself.
 - Raise Hand - notifies host and shows a prompt to simulate hand raise
 - Rename - hover over your name to change it as seen in the participants'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



- Chat with individuals or everyone in the meeting by opening the chat window.
 - Select the drop-down next to "To:" to change whom you are chatting with.

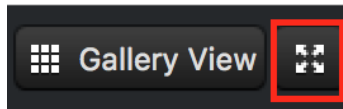
Choose Video Layout

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



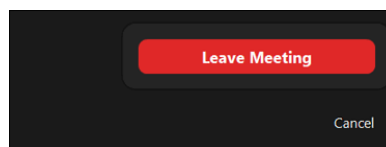
Enter/Exit Full Screen

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



Leave Meeting

- You can leave the meeting anytime by clicking on the Leave Meeting option in the Zoom window's lower right corner.



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

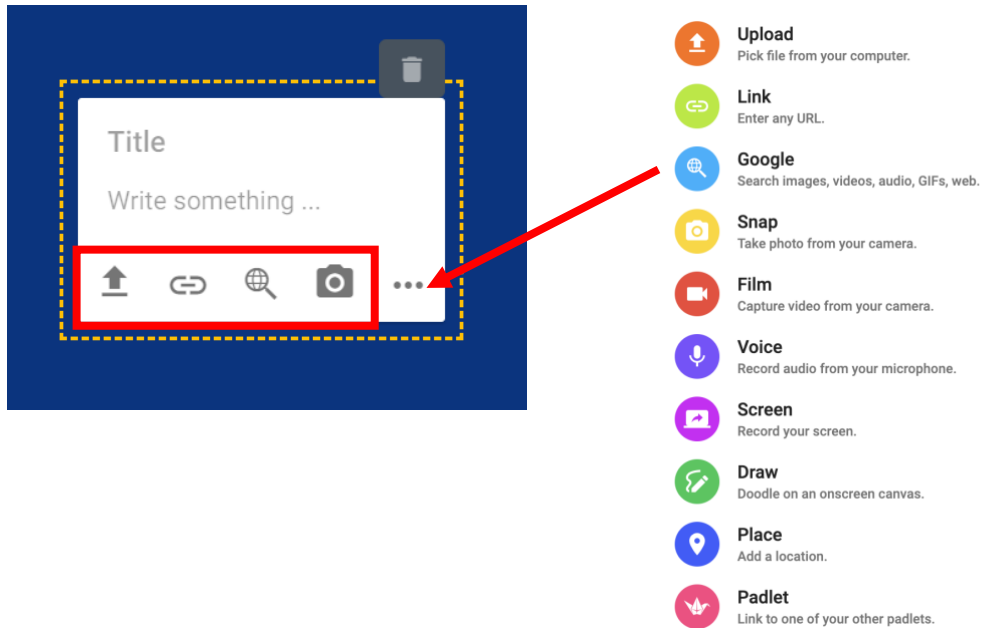
A: Contact Nicole Bravo at nbravo@standardswork.org.

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 on 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?

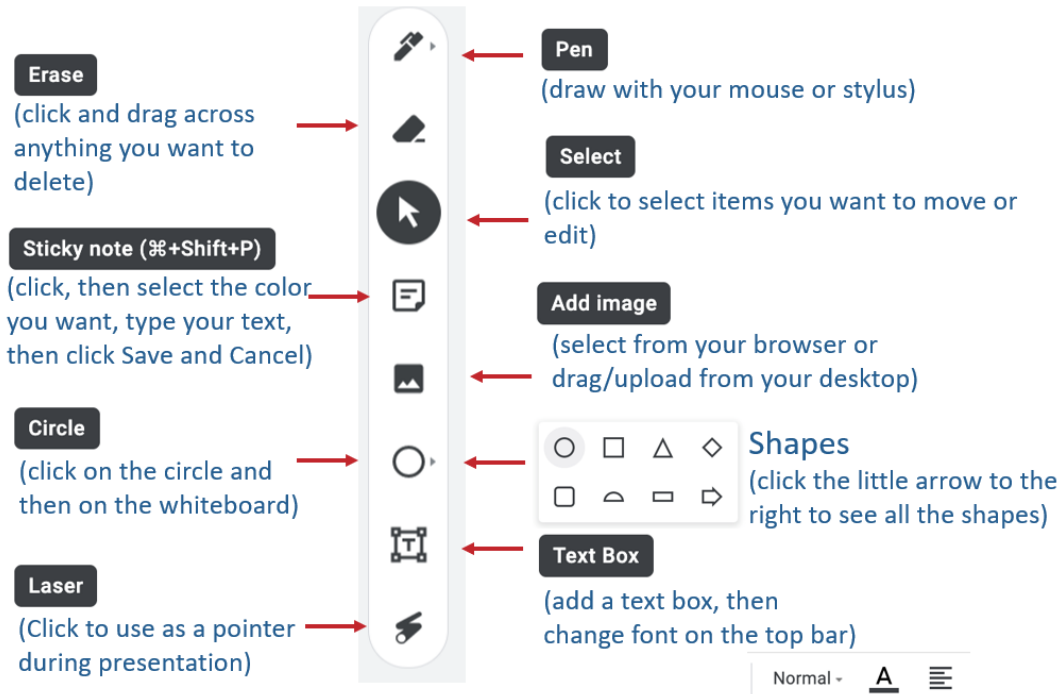
- Open the Jamboard link provided.
- To find your team’s board that you will be working on, use the right and left arrows at the top. Find the one that corresponds to your team.



- The down arrow lets you 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>.