

Zoom Guide for Parents / Guardians

1. To join in the PTC session with your child's / ward's teachers, you will need the following:
 - a desktop computer / laptop / tablet / hand phone (with the Zoom app installed)
 - earphones or headphones
 - a built-in or standalone microphone
 - a built-in or standalone webcam
2. You will be able to join in the PTC session in the following ways:
 - Zoom application downloaded to your desktop / laptop
 - The Zoom application can be downloaded from the following website:
<https://zoom.us/download>
 - Zoom app downloaded to your hand phone
 - The Zoom application can be downloaded from Google Play Store (Android) or the App Store (iPhone)
 - Web browser (Google Chrome / Safari)
3. You will receive the following invitation via email from your child's / ward's teachers:

Ms Nadine Soraya is inviting you to a scheduled Zoom meeting.

Topic: Ms Nadine Soraya's Zoom Meeting

Time: Jul 8, 2020 07:45 PM Singapore

Join Zoom Meeting

<https://moe-singapore.zoom.us/j/1234567890>

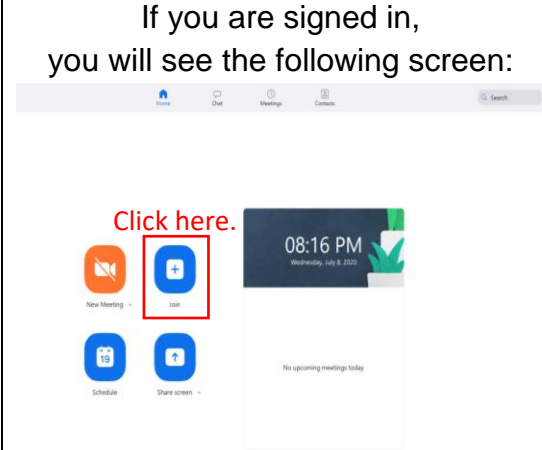
Meeting ID: 123 456 7890	▶ You will be asked to key these details when joining in the session.
Password: abcdef	

Joining in the PTC session via the Zoom app on your desktop / laptop

Step 1: (i) Open the Zoom app on your desktop / laptop.



(ii) Click on “Join a Meeting”.



(ii) Click on “Join”.

Step 2: (i) Type in the Meeting ID that was emailed to you.

(ii) Type in your name.

Note:

To allow your child’s / ward’s teacher to be able to identify you, please type in your name as shown in the example below.

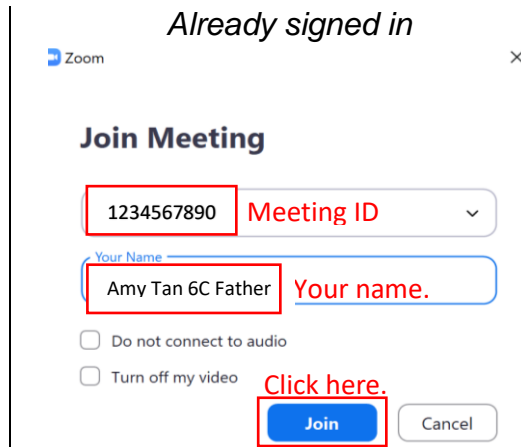
Example:

Child’s / Ward’s Name: Amy Tan

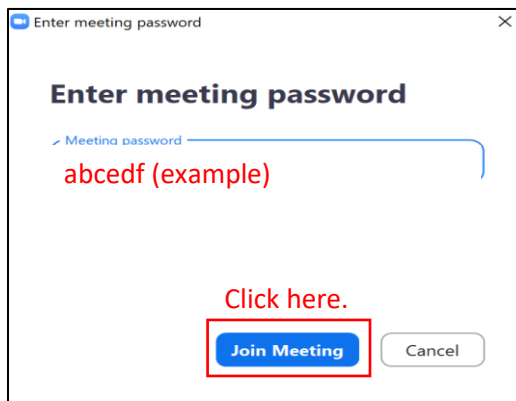
Child’s / Ward’s Class: 6 Charity

Your name would be: Amy Tan 6C Father

(iii) Click on “Join”.

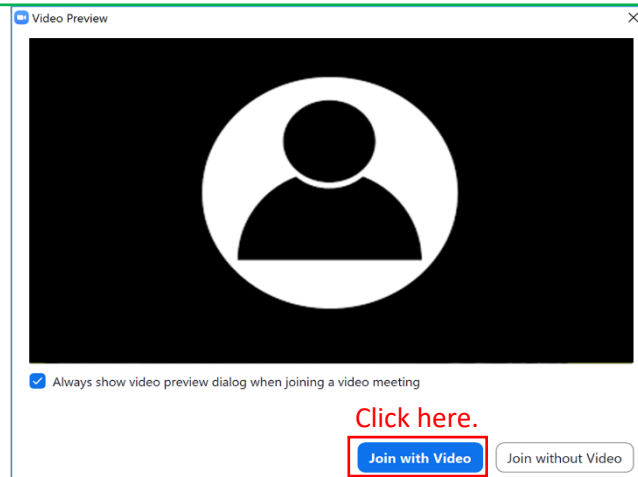


- Step 3: (i) Type in the password that was provided in the email from your child's / ward's teachers.
(ii) Click on "Join Meeting".



- Step 4: Click on "Join with Video".

Note:
You will need to have your camera switched on during the PTC session.



- Step 5: You will see this screen as you wait for the teacher to admit you into the PTC session. You can test your computer audio while waiting.

Please wait, the meeting host will let you in soon.

5 Charity PTC Session (test)
30/6/2020

Click here to test your audio.



Step 6: Click on “Join with Computer Audio” when prompted.

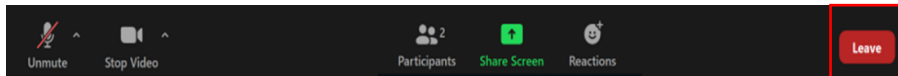
[Click here.](#)



Test Speaker and Microphone

Step 7: At the end of the PTC session, click on “Leave” at the bottom of the screen **(END)** to end the session with your child’s / ward’s teacher.

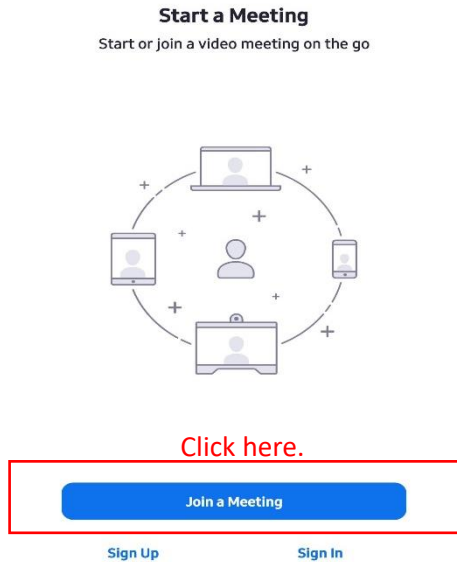
[Click here.](#)



Joining in the PTC session on your hand phone

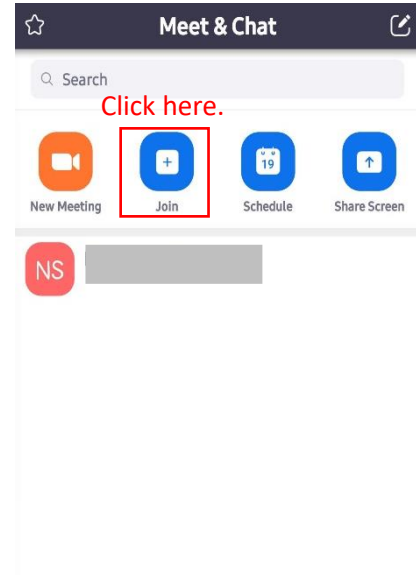
Step 1: (i) Open the Zoom app on your hand phone.

If you are not signed in,
you will see the following screen:



(ii) Click on "Join a Meeting".

If you are signed in,
you will see the following screen:



(ii) Click on "Join".

Step 2: (i) Type in the Meeting ID that was emailed to you.

(ii) Type in your name.

Note:

To allow your child's / ward's teacher to be able to identify you, please type in your name as shown in the example below.

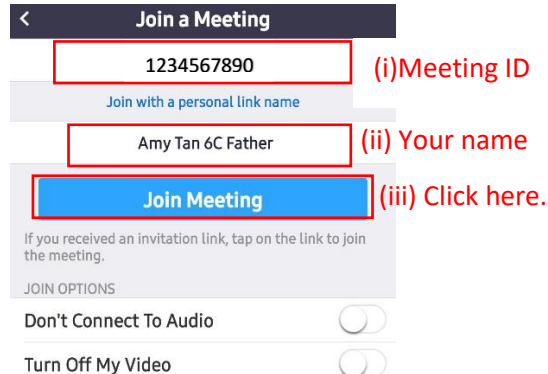
Example:

Child's / Ward's Name: Amy Tan

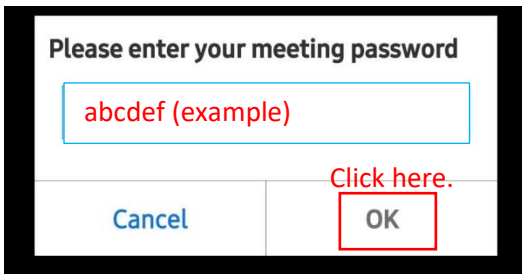
Child's / Ward's Class: 6 Charity

Your name would be: Amy Tan 6C Father

(iii) Click on "Join Meeting".

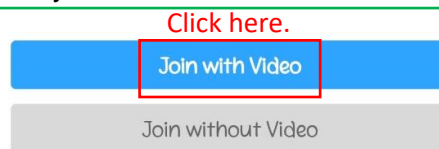


- Step 3: (i) Type in the meeting password that was provided in the email from your child's / ward's teachers.
(ii) Click "OK".



- Step 4: Click on "Join with Video".

Note: You will need to have your camera switched on during the PTC session.

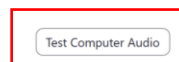


- Step 5: You will see this screen as you wait for the teacher to admit you into the PTC session. You can test your computer audio while waiting.

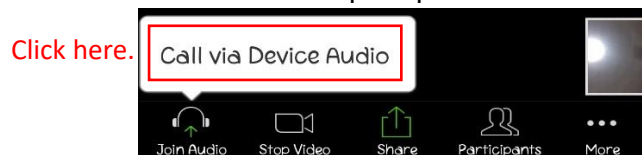
Please wait, the meeting host will let you in soon.

5 Charity PTC Session (test)
30/6/2020

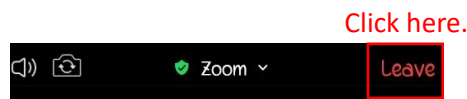
Click here to test your audio.



- Step 6: Click on "Call via Device Audio" when prompted.



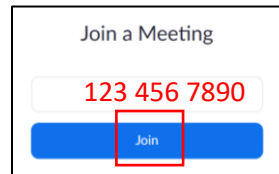
- Step 7: At the end of the PTC session, click on "Leave" at the top of the screen to end the session with your child's / ward's teacher.
(END)



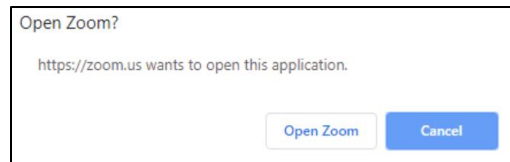
Joining in the PTC session via your web browser

Google Chrome

- Step 1: Open Google Chrome.
- Step 2: Go to the following website: join.zoom.us
- Step 3: Enter the Meeting Id that was provided in the email from your child's / ward's teachers and click "Join".

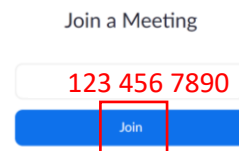


- Step 4: Click Open Zoom Meetings (PC) or Open zoom.us (Mac). You need to click this option every time you try to launch Zoom from a web browser.

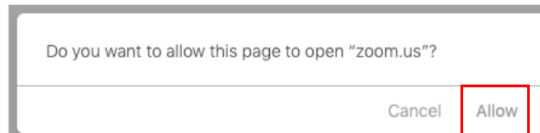


Safari

- Step 1: Open Safari.
- Step 2: Go to the following website: join.zoom.us
- Step 3: Enter the Meeting Id that was provided in the email from your child's / ward's teachers and click "Join".

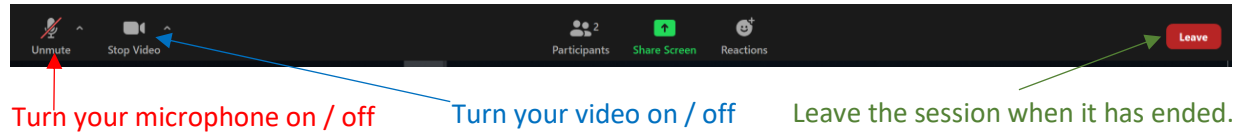


- Step 4: Click "Allow" when asked if you want to open zoom.us.



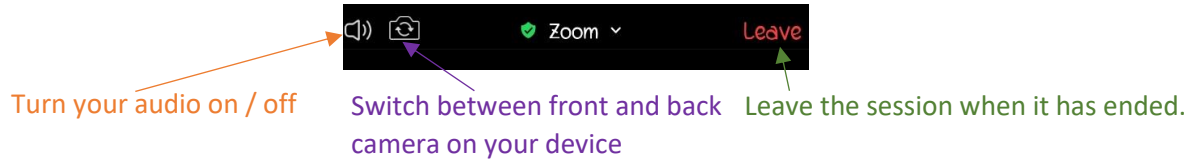
Other important reminders / features:

1. Zoom tool bar (desktop / laptop) – found at the bottom of your screen

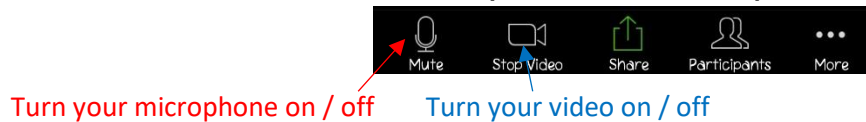


2. Zoom tool bars (hand phone)

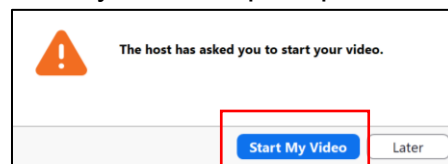
(top of screen)



(bottom of screen)



3. Your child's / ward's teacher will prompt you to switch on your camera if it is not switched on. Click on "Start My Video" if prompted.



4. Your child's / ward's teacher will prompt you to unmute your microphone if it has been muted. Click on "Unmute" if prompted.

