



# Scholars Academy Trust Zoom Accessibility Guide

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## 1. Before the call

Thank you for your interest in attending a consultation event for the opening of Castle Donington’s new primary school.

Due to current circumstances, we are unable to run in-person consultation events. We are keen to hear your thoughts and feedback and will be running two virtual sessions via Zoom. If you are unfamiliar with the Zoom video messaging service, we have created this guide to help you access the events. Remember that you can also email us questions or comments by **email**.

Zoom is a web-based video conferencing tool that allows users to meet online through their browsers or mobile phones (albeit participating in video calls via mobile can present additional challenges).

Prior to signing onto the meeting, give thought to where you will be at the time of the meeting and which device you will be using to ensure that you have access to broadband or mobile signal. If possible, test the broadband speed and/or mobile phone signal at that location to ensure that you have a strong connection with one device or another. While we have operated video calls on speed as low as 3MB per second, broadband for video conferencing needs to be healthy in order to ensure the best meeting experience for all participants.

As mentioned, there are two methods to access your designating **Meeting Room**, via web browser or mobile phone. Please try to access the Meeting Room through **one or both** methods *prior* to the meeting to ensure that you understand the process and know how long it takes to get into the meeting.

Device	Link or Phone Number
Phone Dial-In Code to Meeting Room:	
Computer Browser Link to Meeting Room:	

The call will begin with a brief presentation and introductions from Scholars. Afterwards, you will have time to ask questions or comments. To do so, we ask that you use the “**Raise Hand**” feature so that the Chair can see that you would like to comment. Kindly wait until you have been called on to speak before doing so to ensure that the meeting remains orderly and productive.



## 2. Accessing the Meeting Room via Mobile Dial-In

If you are dialling-into the meeting through your mobile phone, first dial **+44 3300 885830** or **+44 1314 601196**. A message will prompt you to provide a subsequent code, which is the second code listed in the table above followed by **hash** (#). You then be prompted by the machine to provide a participant number, which is not applicable for this meeting. Instead, press **hash** again. You will be dialled-in directly into the meeting and will be on mute automatically.

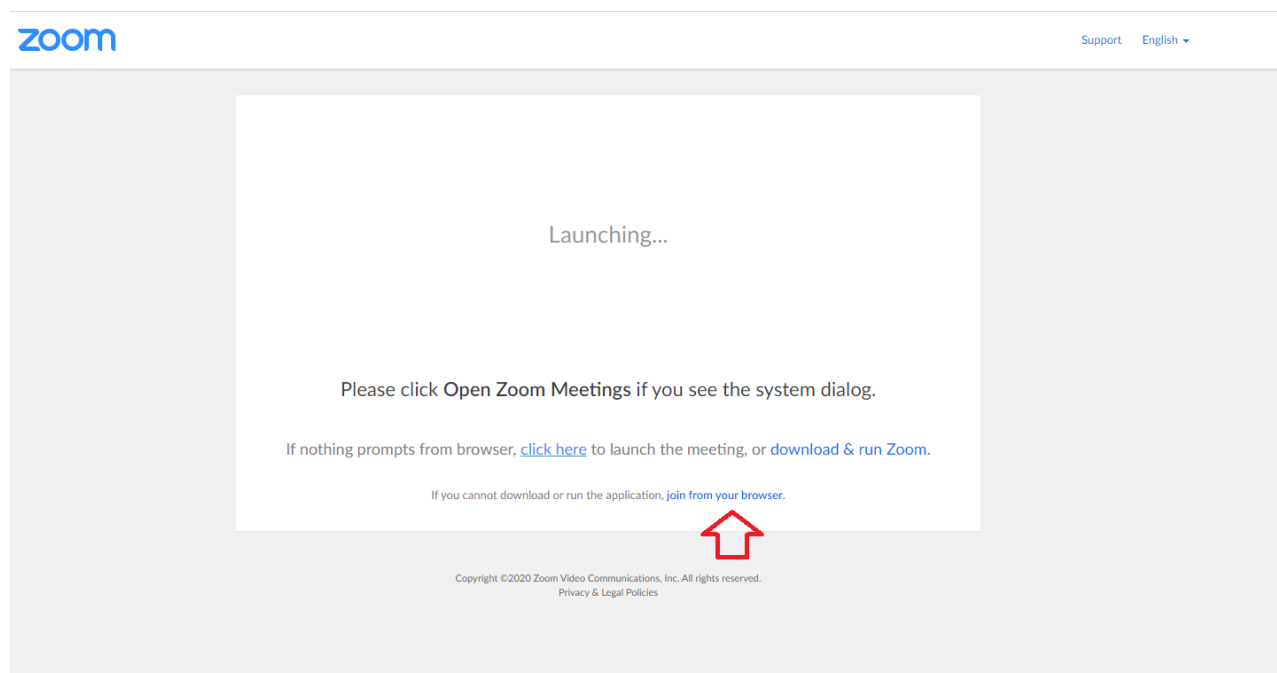
To **mute and unmute yourself**, key in **\*6**. Please do keep yourself muted throughout the call. If unmuted, be wary that the Chair may ask you to turn mute back on if there is any background noise, static, or echoing on your call. At other times that Chair may mute all participants when presenting to participants. However, when you have been called on to speak, please ensure that your microphone is turned on (\*6).

Please note that the meeting may use visuals and that connecting to the meeting via dial-in will not allow you to see the material that is being shared on-screen or see other participants who are using their video to participate in the meeting.

If you would like to **raise a question**, key in **\*9** to **'Raise Hand'**. The phone will let you know that you have raised your hand in the meeting and those who are using their video to participate in the meeting will see a hand next to your phone number in the Meeting Room. When you are called on by the Chair, please unmute yourself (\*6). After you have spoken you will not be able lower your hand, however, the Chair will be able to do this manually for you. Kindly mute again (\*6).

### 3. Accessing the Meeting Room via Web Browser

Please note that Zoom is not supported on Safari and works best with Google Chrome or Microsoft Edge. Click the link which leads to your Meeting Room above to open Zoom in your browser. You will come onto a screen that looks like the following (see picture below):




If you would like to download the Zoom application onto your laptop or device, click “**download & run Zoom.**” If you would like to access the meeting room only through your browser, click “**join from your browser**” which is highlighted above. **For the purpose of this meeting, we recommend that you join from your browser.**

If you have not used Zoom before, you will be prompted to enter your name before joining the call (see picture below). Please enter your name, then click “**Join.**”



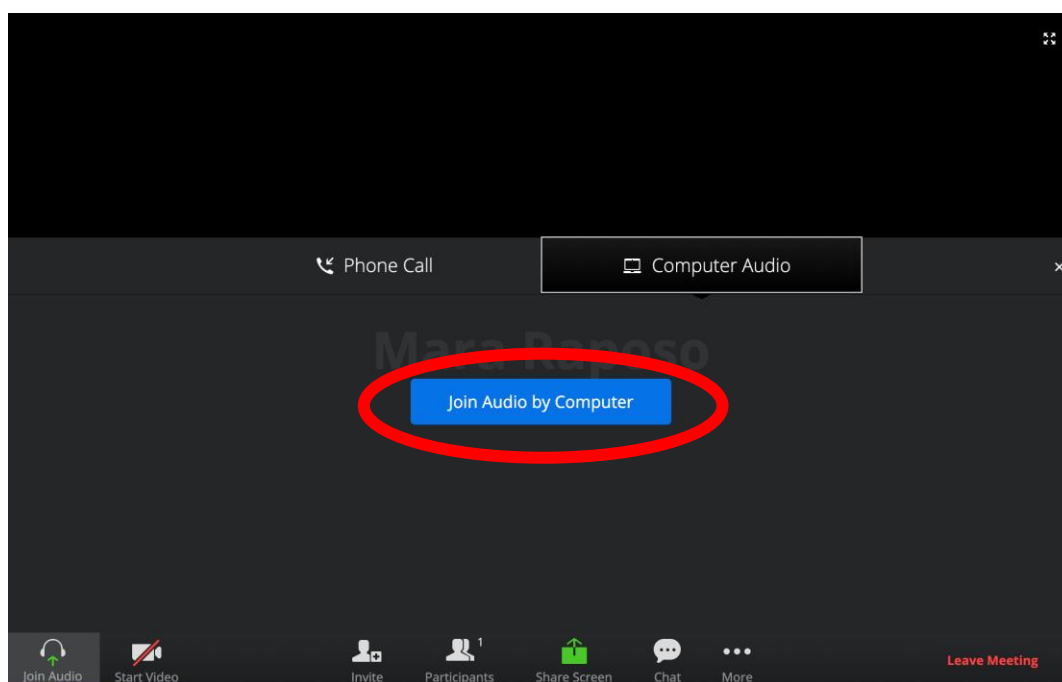
Please enter your name to join the meeting

Your Name

  1  2

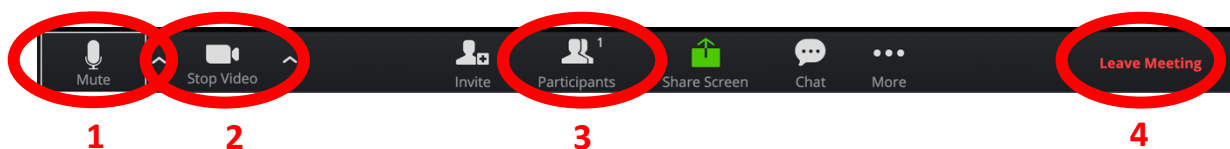
Zoom will ask you if you would like to join the meeting by selecting one of two options: **“Join Audio by Computer”** or by **“Phone Call.”** By clicking **“Join Audio by Computer”** the browser will turn on your microphone and/or webcam. On some devices, you might be asked by your browser to confirm that you wish to enable the microphone or webcam. By clicking **“Phone Call”** you will bring up the joining information and be prompted to dial in using your telephone. If you prefer to dial-in to the call at this time, please refer back to the instructions in [section 2](#).



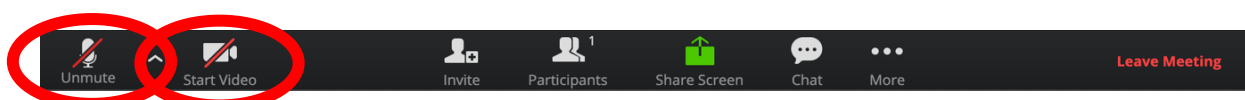


#### 4. During the meeting

When you have entered the Meeting Room, you will see a dock at the bottom of your screen (see picture below). The key functions on the dock for our purposes is to (1) mute and unmute your microphone, (2) start and stop using your webcam to stream video, (3) see other participants, and (4) leave the meeting. Please note that when you enter the Meeting Room, you will automatically be put on mute.



You are able to turn your video stream on and off by clicking the “Start/Stop Video” button. If both your microphone and video streaming are off, your dock will look like the below. You are welcome to stay on camera throughout the call, but will be kept on mute unless your hand is raised to minimise any background noise, static, or echoing in the Meeting Room.



**Muted with video off**

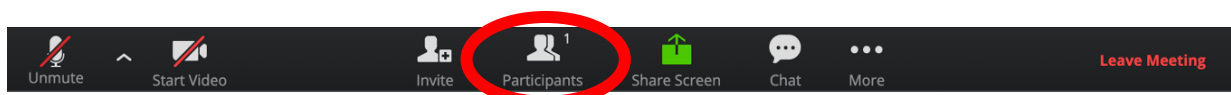
When you have been called on to speak, please ensure that you have your microphone on (1). If you wish for participants to see you, ensure that your webcam is on (2). If you wish to see all other participants, click on the “Participants” button in your dock and a panel will appear from the right-hand side of the screen which will show you all the participants in the call (3).

When another participant speaks during the call, the meeting room will display their video stream if they have their webcam turned on. The same will apply to you when you speak. Please note that your own video stream will not be visible to you when you are speaking.

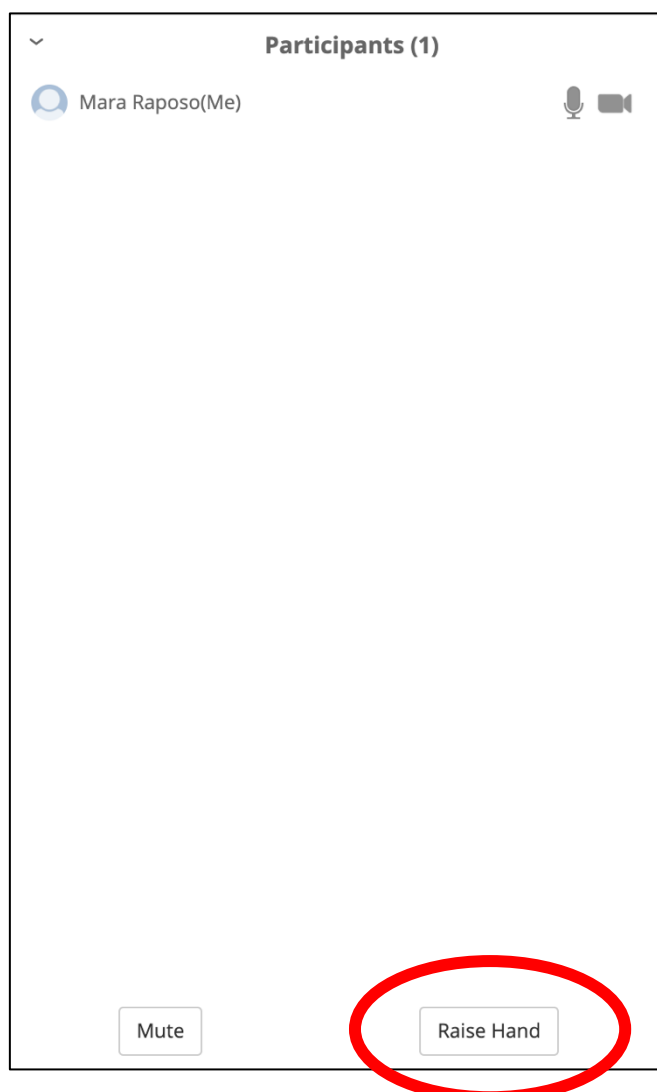


## 5. Asking a question on the call

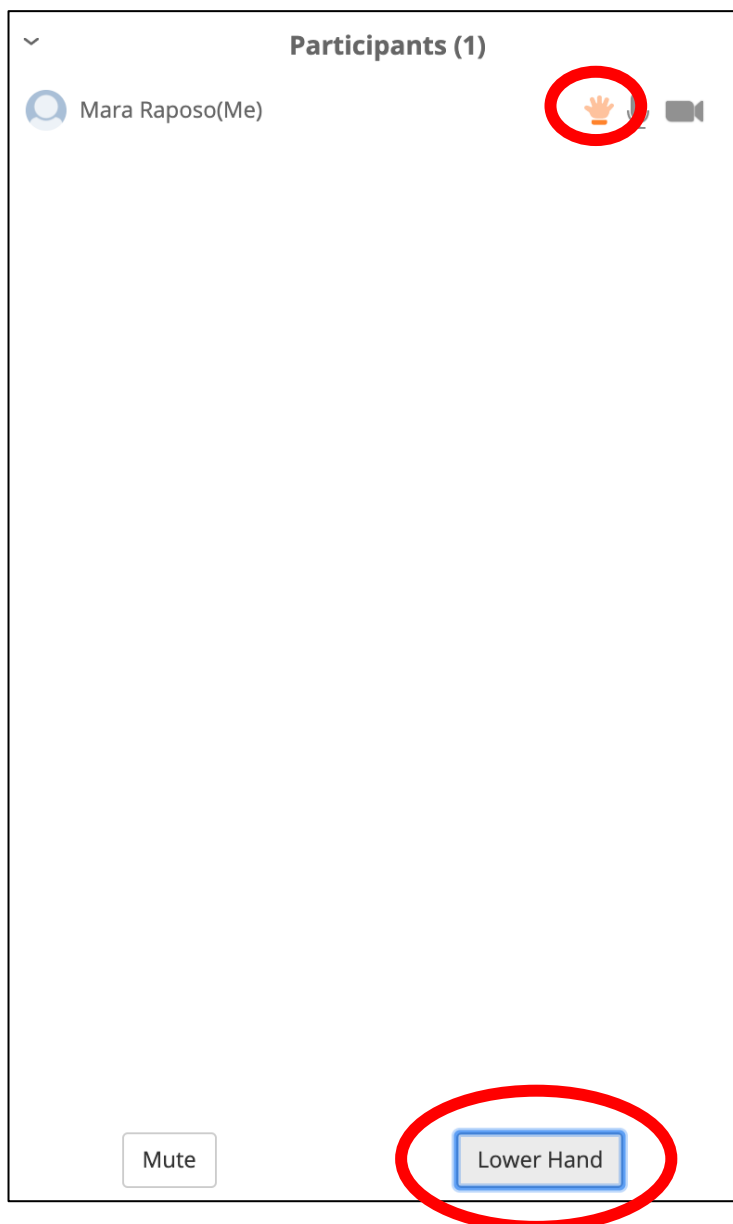
When you have a question to ask on the call, please click on the **“Participants”** button in the dock on the bottom of your screen, which will open up the Participants Panel on the right-hand side of the screen (see picture below).



On the bottom right-hand corner of the Participants Panel is a button which enables you to **“Raise Hand.”**



When you click on this button, a small hand will appear next to your name on the participant list, indicating that you have a question (see picture below). The Chair of the call will note this and come to you in turn. When the Chair calls on you, ensure that you are not on mute before beginning your discussion.



After you have been called on and your question has been answered, please click **“Lower Hand”** to remove the hand next to your name. Repeat as necessary for further questions.

## 6. Exiting the call

You can leave the call at any time by clicking the “**Leave Meeting**” or by exiting your browser completely.

