

Interpreter's Zoom login sequence and Steps to setup your interpreter channel

1. Enter the meeting through the meeting link you received in the invitation. (Make sure you have downloaded the Zoom app)

(PERSON INVITING YOU)

(Name) is inviting you to a scheduled Zoom meeting.

Topic: Interpretation assignment

Time: Mar 31, 2020 11:00 AM Pacific Time (US and Canada)Join Zoom Meeting

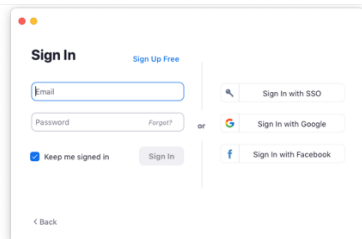
<https://zoom.us/j/197734477>

Meeting ID: 197 734 477One tap mobile

[+16699009128](tel:+16699009128).,[197734477#](tel:+197734477) US (San Jose)

[+13462487799](tel:+13462487799).,[197734477#](tel:+197734477) US (Houston)

2. You may be asked to sign in. Use the email and password you have assigned to this platform (lausd.net) If you have Google connected to your lausd.net account, this is also a way to sign in.

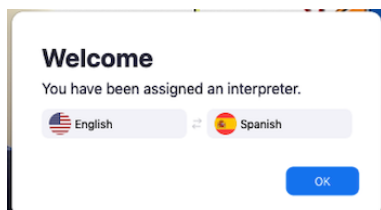


3. If you are placed in the waiting room, you will have to wait to be let in the room.

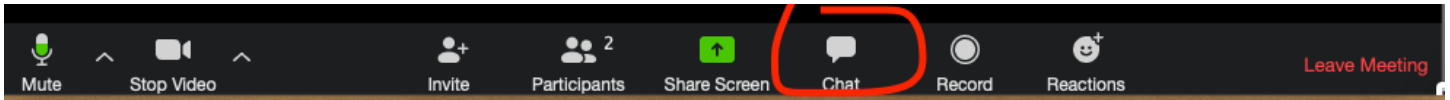
Please wait, the meeting host will let you in soon.

Christine Enriquez's Personal Meeting Room

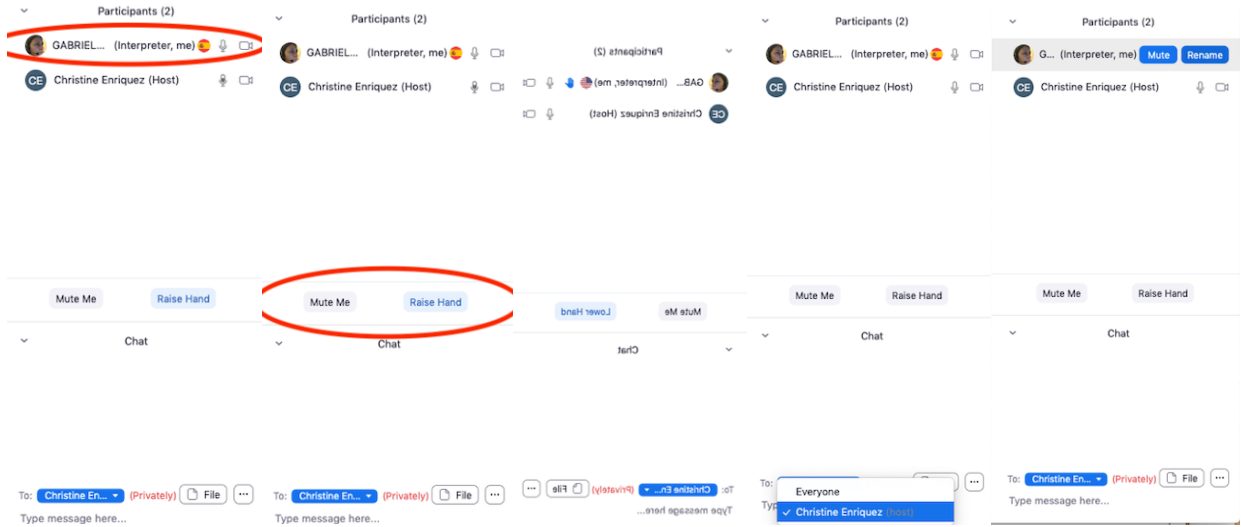
4. Once you are in the meeting, wait for the host to designate you as the interpreter.



5. Press the Chat button below the screen to open the chat feature.



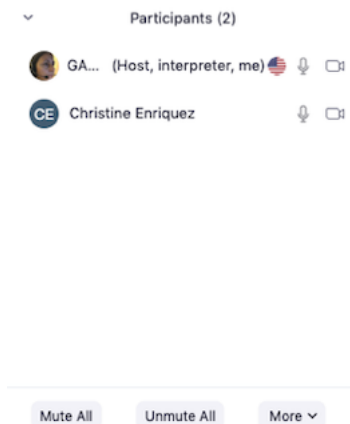
6. Once you are designated the interpreter, you will be able to see it on the Chat window, next to your name. You also have the following chat tools: Mute yourself (when switching with another interpreter). Raise Hand, and Chat to Everyone/Privatey.



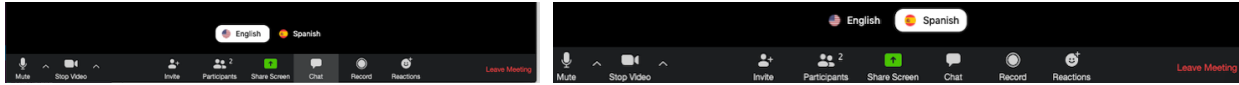
7. If you don't see your name at the top in the chat window, click on Participants at the bottom of the screen.



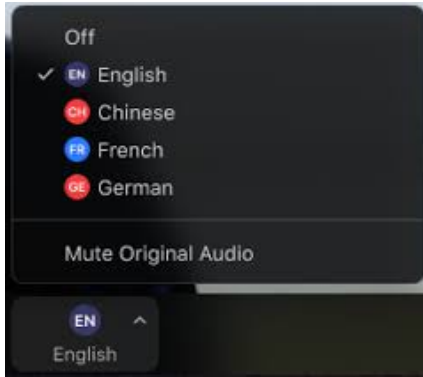
8. You may be designated as a co-host. If you are you will also see it next to your name. Co-hosting provides you the ability to control other speakers (using the Mute feature)



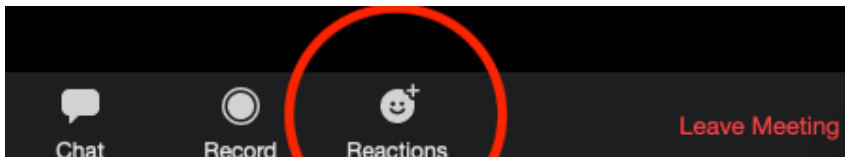
9. Choose your language (SPANISH/etc.) You can toggle back and forth between the source language and the target language when it's the parent's turn to speak.



10. Ask the Parent to set their language at the bottom of the screen. You can mute the English or have it as a background option.



11. Make sure everyone knows the ground rules. (Separate Document)
12. You can always message other participants in the chat section.
13. At the bottom right, you will see the Reactions button. You can use that one to ask for permission to speak or to ask the speaker to slow down/permission to speak from the parent.



14. After everyone introduced themselves and the meeting begins, you will be in your target language channel (SPANISH). Only the parent or other Spanish speaking attendees will be able to hear you in this mode.

