



# GARCES

MEMORIAL HIGH SCHOOL

## Instructions for Students Joining Virtual ZOOM Class Sessions

Students will attend all classes via their iPad using the ZOOM Cloud Meeting app.

All classes will meet at the normal scheduled class time according to the posted calendar. Additionally, all Garces Memorial attendance rules will apply just as they apply for on-campus classes.

Students will be required to join their teacher and classmates via the ZOOM Cloud Meetings app, which should already be on all student iPads (if the app is not on your device, please download it from the app store).

Students will be required to have their iPad connected to Wi-Fi or use a personal hotspot from a cell phone. If you do not have Wi-Fi and cannot use a personal hotspot, please to go to a place that offers Wi-Fi, like a coffee shop.

iPad software must be up to date. To check your software, go to "Settings", select "General", then choose "Software Update". If your device is not current, follow the instructions to "Download and Install" the latest software.

Roll will be taken by teachers during each session at the teachers' discretion.

Additionally, if you are absent from any session for any reason, an email for your parent needs to be sent to Mrs. Burns (sburns@garces.org). The normal attendance policy still applies.

### Joining a ZOOM class:

1. Make sure your iPad is named correctly so teachers can take roll. Do this by going to "Settings", select "General", then "About", and "Name". Use your last name, first name, then grad year to name your device. Example: Johnson, Joe 2021.
2. Get each teacher's meeting ID code from iTunes U. Each teacher will have their own specific meeting ID code posted. That code will work for the same teacher for all ZOOM class sessions.
3. Open the ZOOM app on your iPad at or before the posted start time of your class. You do not have to "sign up" or "sign-in" to join a meeting, though there are some benefits to doing so.
4. Choose the "Join a Meeting" tab and you will be prompted to add your teacher's Meeting ID code. Enter the Meeting ID and you will be connected. Make sure to "Join with video" and "Call using internet audio" when prompted as you join each class session.

### Getting in touch with your teacher:

1. All teachers' email addresses are listed on the Garces website, [www.garces.org](http://www.garces.org). From the main page, choose the "About" tab, then choose the "Leadership, Faculty & Staff" tab and find your teacher and their email address.