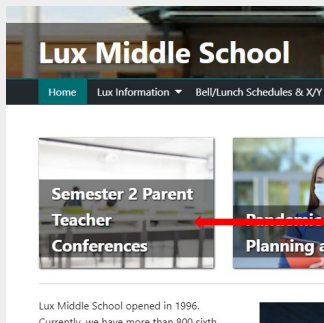


Zoom Tips For Parent Teacher Conferences

1) Go to the [Lux website](#)



Click on "Semester 2 Parent Teacher Conferences"

2) Sign Up &/or review conferences

Semester 2 Parent Teacher Conferences

Sign Up

Use the Sign Up Genius links below to find empty slots with teachers

Tuesday, Feb 2

- [6TH GRADE](#)
- [7TH GRADE](#)
- [8TH GRADE](#)

Thursday, Feb 4

- [6TH GRADE](#)
- [7TH GRADE](#)
- [8TH GRADE](#)

Attend

Follow this button to find Zoom links for teachers at your reserved time

Link will appear here on day of conferences

To sign up or review conferences, click on the appropriate grade level and select the correct teacher (listed alphabetically).

3) To connect with teachers at conference time

Semester 2 Parent Teacher Conferences

Sign Up

Use the Sign Up Genius links below to find empty slots with teachers

Tuesday, Feb 2

- [6TH GRADE](#)
- [7TH GRADE](#)
- [8TH GRADE](#)

Thursday, Feb 4

- [6TH GRADE](#)
- [7TH GRADE](#)
- [8TH GRADE](#)

Attend

Follow this button to find Zoom links for teachers at your reserved time

Link will appear here on day of conferences

At the time you've signed up for conferences, click on the Zoom link that will appear here on the day of conferences.

It is your responsibility to join the conference at the scheduled time and wait for the teacher to let you into the meeting.

4) You'll see a list that looks like this:

Spring 2021 Parent Teacher Conference Zoom Links

Search		
Teacher	Subject	Zoom Link
Armigost	PE	Click to Zoom
Arndt	6th Math	Click to Zoom
Auman	Special Education	Click to Zoom
Bailey	7th Math	Click to Zoom
Bornemeier	8th Math	Click to Zoom
Bubb	6th Humanities	Click to Zoom

Zoom Tips For Parent Teacher Conferences

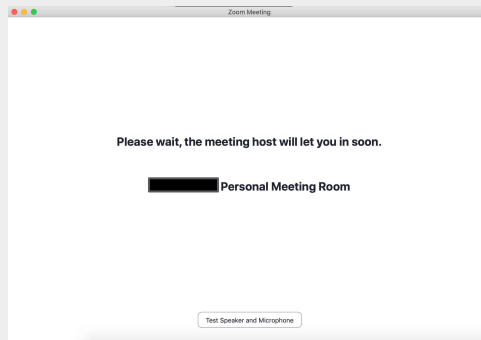
5) Find your teacher(s)

Zoom Links

<div><input type="text" value="Search"/> </div>	
Teacher	Zoom Link

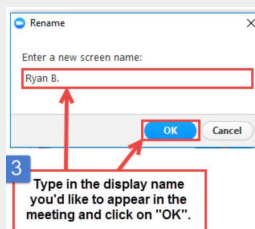
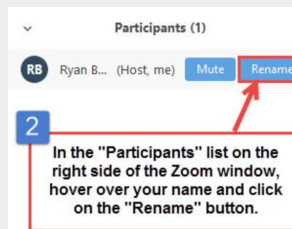
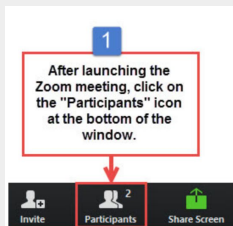
At the top of our Zoom Links, find the teacher name you are looking for. Use the search feature to find the correct teacher. Click on the link provided. This will bring you the teacher's Zoom meeting waiting room.

6) Waiting Room

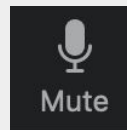
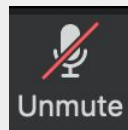


You will know you have entered the waiting room when you see this screen. It will include the name of the teacher. Make sure you entered the correct teacher's Zoom meeting.

7) Change Name if necessary (please use parent or student name so teacher can identify the correct person to let into conferences next)



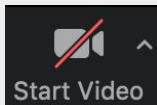
8) Mute/ Unmute



Find the microphone icon in the lower left hand corner to turn your microphone on and off. If you see a red slash through the microphone it means you are muted. Zoom picks up background noise. If you are not speaking, try to mute yourself.

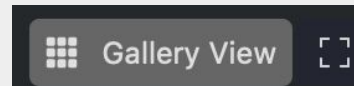
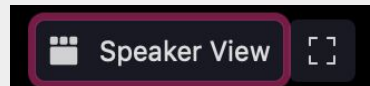
Zoom Tips For Parent Teacher Conferences

9) Video On/ Video Off



Find the video icon in the lower left hand corner to turn your video on and off. If you see a red slash through the video, your video will be off.

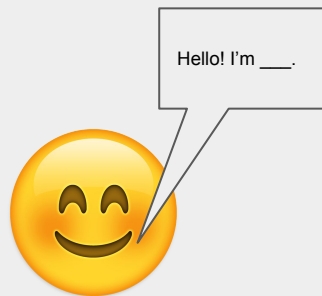
10) Change View



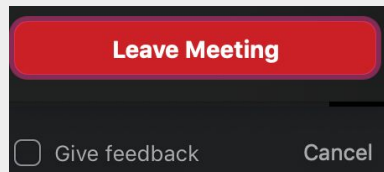
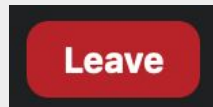
In order to change the view of the two screens, click on "speaker view" or "gallery view" in the upper right hand corner.

11) Introduce Yourself

Make sure to introduce yourself. Your student's teachers are excited to get a chance to talk to you. They will be juggling a lot of Zoom meetings and an introduction at the beginning of the meeting will help them tremendously.



12) Leave Meeting



In order to allow time for all of our families, conferences with each teacher are limited. If you need more time, ask the teacher to schedule a follow up. When your timeslot is over, you will need to leave the meeting. Click the "leave" button in the lower right hand corner. Then, click "leave meeting."