PGCPS Zoom for Students & Families
on a Computer

For security, PGCPS Zoom meetings with students will require students to login to Zoom with their PGCPS information. In most cases, students will login to Zoom via Clever **first**. Then they will access the meeting via a link in Google Classroom or join with the Meeting ID and password directly in Zoom.

Sign Into Zoom

1 Sign in to **Clever**
clever.pgcps.org

2 Click on **Zoom**
or go to
pgcps-org.zoom.us

3 Click **Sign in**
Sign in

4 Enter your **PGCPS Username & Password**
PGCPS

Get the Meeting Info from Google Classroom

5 In a **new tab,** go to your class in **Google Classroom**

6 Find the post about your Zoom meeting.
Copy the **Meeting ID** and **Password***
or **click the Meeting link**
(*If there is one)

Join the Zoom Meeting

✱✱ If there is a **link** to the Zoom meeting in Classroom, **click** the link and skip to step 10.

7 Return to the browser tab where you logged into **Zoom.**

8 Click the **Join a Meeting** link
JOIN A MEETING

9 Enter the **Meeting ID**

10 Choose how to launch Zoom:
Open zoom.us
or
Join from your browser

11 Enter the **Password***
(*If it is not already there)
Click **Join**

If You Forgot to Sign Into Zoom First
1. Scroll and click "**Sign in with SSO**"
2. Enter "pgcps-org" > Continue
3. Enter your PGCPS logon details

Zoom Tips

Waiting Room — Students will be in a waiting room (a white screen) until the teacher admits them.

Join Audio — Choose how to hear and speak during the meeting.
Click the Join Audio button then select **Computer Audio or Phone Call**

Mute — If you connect your audio through the computer, click the microphone to mute or unmute yourself.

Video — Participant video may be off by default. If you have permission to turn it on, click **Start Video**

Chat — Participants can type a message to your teacher or to everyone in the meeting. Click the Chat icon. When the chat window appears, type your message at the bottom and press the enter/return button on your keyboard.