

Power Readers

Zoom for Shared Reading

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General Information

Zoom Meeting Info

You will receive your Power Readers meeting information (including meeting ID and passcode) with your match email from EWDC.

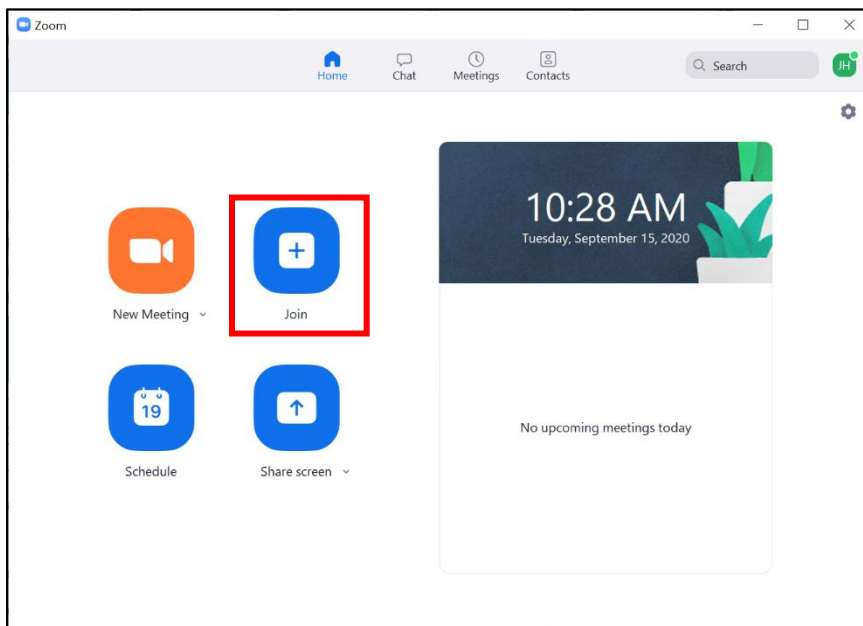
Power Readers Session Overview

- The host will admit you to the meeting with other volunteers and students reading during the same session. Meetings are recorded by EWDC.
- Your EWDC host and co-host will separate the group into breakout rooms (an individual session split off from the main Zoom meeting) where you will read on Epic! with your volunteer.
- EWDC host and co-host will circulate breakout rooms throughout the session. This means they will routinely “stop by” your breakout room to observe, monitor, check in, or they can join when you **Ask for Help** to address any questions.
- After your individual reading session, all participants will briefly return to the main room where the host will end the meeting.

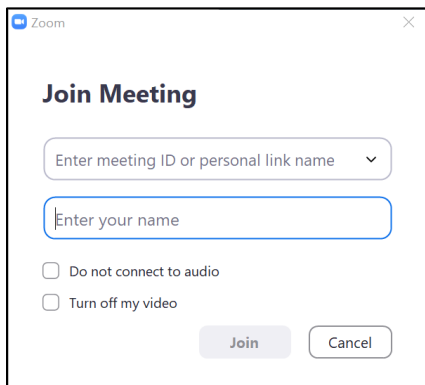
Zoom 101

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app [by clicking here](#). Otherwise, you will be prompted to download and install Zoom the first time you click a join link.

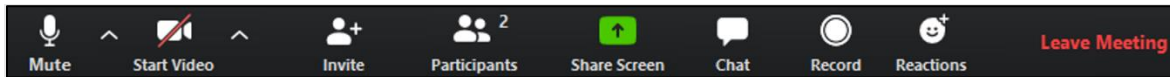
- To join a meeting open your Zoom desktop app and click **Join**:



- Enter the Meeting ID, your name, and password provided to you by EWDC:



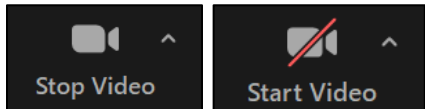
- When you enter the meeting, you will see meeting controls at the bottom of your screen. It will look like this:



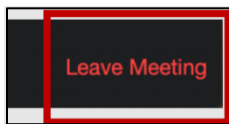
- To **mute or unmute** yourself, click on the speaker command on the bottom left:



- To turn your **video on or off**, click on the video function on the bottom left:



- When the meeting is over, you can leave the meeting by clicking **Leave Meeting** on the bottom right:

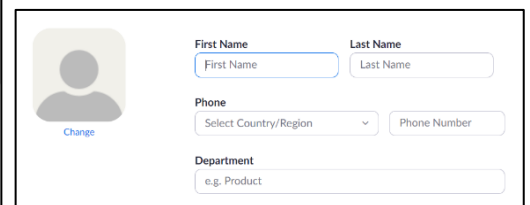
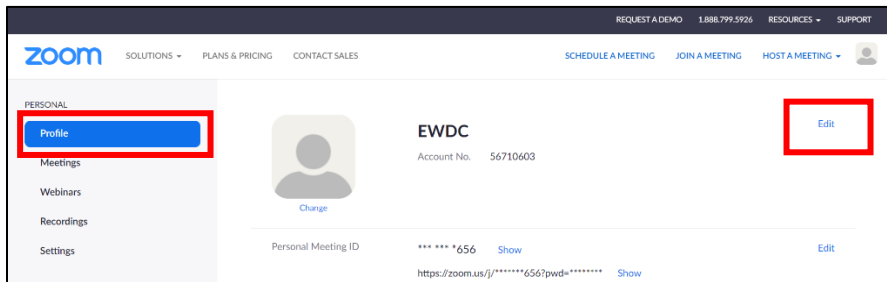


Display Your Name

It is important that the name displayed on your video matches EWDC records.

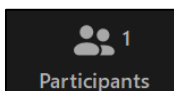
If you have a zoom account...

- **Change your name before a meeting using account settings**
 - To access your Zoom profile, sign in to the [Zoom web portal](#).
 - Click **Profile** on the left side pane.
 - To change your name, click **Edit** on the right side. Enter your name, and hit **Save Changes**.

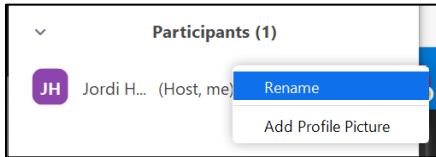


If you do not have an account, or if you prefer to change your name in the meeting...

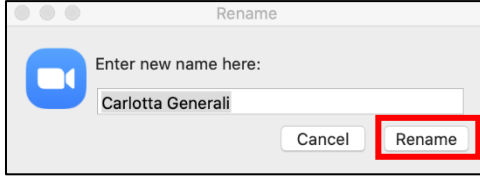
- **Change your name during a meeting**
 - Hover over your video and click on the [...].
 - Hit **rename** from the drop-down box.
- OR**
- Click on the participants button located in your meeting controls at the bottom of the screen, it will open the participant pane on the right.



- Click on yourself and select rename from the drop-down box.



- Enter the correct name and hit Rename:



Reading with Your Volunteer

Breakout Rooms

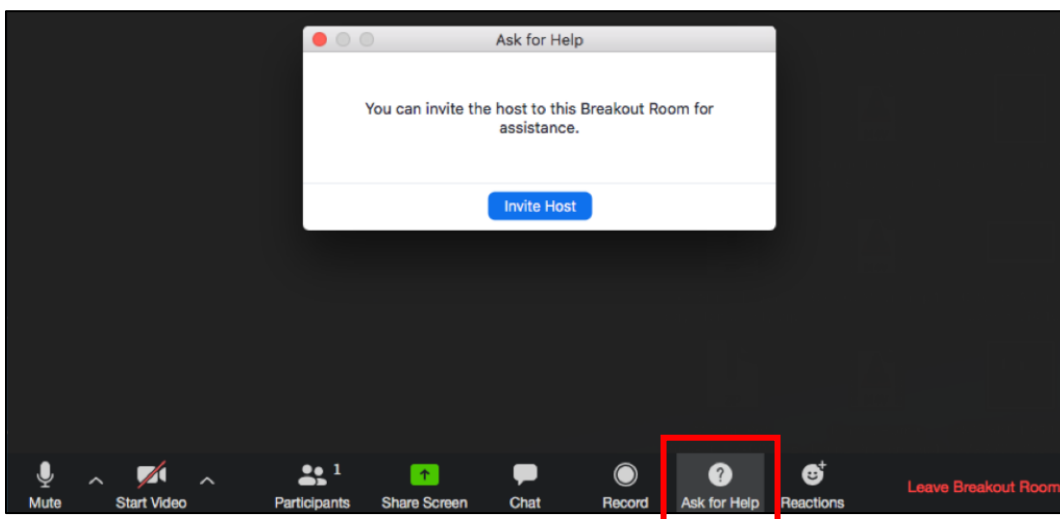
- The host will assign your volunteer-student pair to a breakout room.
- Once the host opens the breakout rooms, you will be automatically redirected to the room.
- In the breakout room, your volunteer will share their screen with you to read together on the EWDC shared reading platform, Epic.
- The host will cast a message to all breakout rooms when 5 minutes are left in the session, and then again when 1 minute is left.

Troubleshooting

Asking for Help

Please feel free to ask a question by asking the host to join your breakout room if you need any assistance.

- If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.
 - Click **Ask for Help** in the meeting controls.
 - Confirm that you would like assistance by clicking **Invite Host**



If Host/Co-Host Drop Out

Technical issues happen. While we hope for minimal interference, we have to prepare for technical difficulties.

- Should the host unexpectedly drop out of the meeting, the co-host will keep the Power Readers session going until the host can re-join.
- Should the host and co-host both drop out, then the meeting will end. Please be prepared to rejoin the session (with the same meeting ID and passcode) as soon as the meeting gets back up and running. The meeting will still end at the scheduled time.

Mandated Reporting

EWDC is required by partner district/schools to report suspected child abuse and neglect. EWDC staff and volunteers undergo required training before meeting with students.