

## AP Readiness Student Instructions

- Registration is only required once for the year.
- Use First Name, Last Name, and School as your “Zoom” onscreen name. **SEE BELOW**. Attendance will be taken using this information via Zoom.
- Appropriate dress and camera background is expected.
- Stay “muted” during session unless participating at the Instructor’s direction.
- Do not take photos or engage in “private chats” with other students.
- You may leave your video “off” unless directed to turn on by the Instructor
- **At 8:30 AM**, log into your first class using the link on the Agenda.
- **At 9:50 AM**, transition to the small group session. You may stay in the same room or switch to a different room if you choose. If you switch, “Leave Meeting” and then click on the link for the new class.
- **At 10: 40 AM**, log into your 2<sup>nd</sup> class using the link on the Agenda,
- **At 12:05 PM**, transition to the small group session. You may stay in the same room or switch to a different room if you choose. If you switch, “Leave Meeting” and then click on the link for the new class.
- **At 12:40 am**, Complete the Student Evaluation at the end of each APR day.
- ENJOY YOUR DAY!!!

### **How do I change my screen name in Zoom?**

**To change a display name, students should follow the steps below:**

1. From the Zoom Room click on the "Participants" icon at the bottom of the window
2. A Participants window will appear. Click the "Rename" button.
3. Enter your new name in the "New Screen Name" field.
4. After clicking the blue "OK" button, your new name will appear.