AP Readiness Participating Teacher Instructions

- Registration is only required once for the year.
- **At 8:45 AM**, Educator Attendance will be compiled on Saturday by completing this form

http://bit.ly/ucraprteach2020

Will we also compile Attendance using the Zoom Usage Reports. Therefore, please change your screen name to - First Name Last Name, and "TEACHER" as your "Zoom" onscreen name so that the Class Instructor can identify you and possibly make you a "Co-Host" if you wish to assist as a "Participating Teacher". You are free to decline to assist.

- **At 8:40 AM** log into your first class using the link on the Agenda.

- **At 8:45 AM,** assist the Instructor in admitting students from the "Waiting Room."

- AM Class is conducted from **9:00 AM to 10:35 AM** with designated breaks.

- Student break from **10:35 AM to 11:00 AM**

- **At 10:50 AM, log into your** PM session class and assist the Instructor in admitting students from the "Waiting Room."

- **At 11:00 AM,** assist the Instructor in admitting students from the "Waiting Room."

- PM Class is conducted from **11:00 AM to 12:35 PM** with designated breaks.

- **At 12:35 PM**, Complete the Teacher Evaluation at the end of each APR day -

http://bit.ly/ucrteacheval2020

- ENJOY YOUR DAY!!!

How do I change my screen name in Zoom?
To change a display name, participants 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.