



## ZOOM

This is the main platform we will use to meet.  
A meeting ID will be given for each online journey session.

If you do not have a Zoom account, you can create a free one at <https://zoom.us/> with parent permission.

## TO JOIN A MEETING

There are many ways to [join a meeting](#), but the easiest way is to:

1. Click the join link that is sent to you via email.
2. You can also click **Join** in your Zoom account when you log in and enter the meeting ID.



Join

## Workshops4girls ZOOM POLICIES

1. When joining, please have the girls put their real names as the user. They will be admitted into a virtual waiting room and will only be allowed in once their name is verified. No cute nicknames or pseudonyms please! This is for the safety of the girls.
2. When Joining the meeting, the “private chat” will be turned off. All questions in the chat will be seen by everyone and will be saved by the Host (Ms. Katie and Ms. Jenny).
3. You might be asked to share your screen to show a presentation. Please make sure you only have your Journey documents open during the time of the course.
4. You may use a Virtual Background for your screen, but you may not change it in the middle of our session. Keep it to one virtual background or none at all.  
*What are virtual backgrounds?* To find out more, click here: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
5. We will be using the **Polling Feature** to ask questions and conduct instant surveys. More information on that is located here: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>
6. We will also be using the **Breakout Room Feature**, where you will be divided into smaller groups during the meeting. When this happens, please stay in your break out rooms until Ms. Katie or Ms. Jenny bring you back to the main Zoom room. For Junior Journeys, we will require one Girl Scout Responsible Adult to be present inside the Breakout Rooms.



## GOOGLE DRIVE

Google Drive

A google drive folder will be used to share resources and documents. The link to this drive will be provided in the same email that your Zoom link for the session will be sent.

For documents that you'd like to create and share with us, please use the following applications in your own google drives.

Google Docs  
Google Sheets  
Google Slides  
Google Forms

To understand the different features of each, please refer to: <https://www.google.com/docs/about/>

### *When Submitting Requirements:*

For Google Docs, Google Sheets and Google Slides — Please create them in your own drives and upload them into the shared drive link that you will receive in the email.

### **WORKSHOPS4GIRLS GOOGLE DRIVE POLICIES:**

1. No School Accounts can be used for Google Drive. The School accounts only allow sharing within the school system.
2. Privacy and Security: For the girls' own security, the links will only be shared with the participant emails of that course. *Kindly refrain* from sharing the link with others that are not enrolled in the journey.
3. The drive will be accessible in the emails sent to the participants in the current session.