

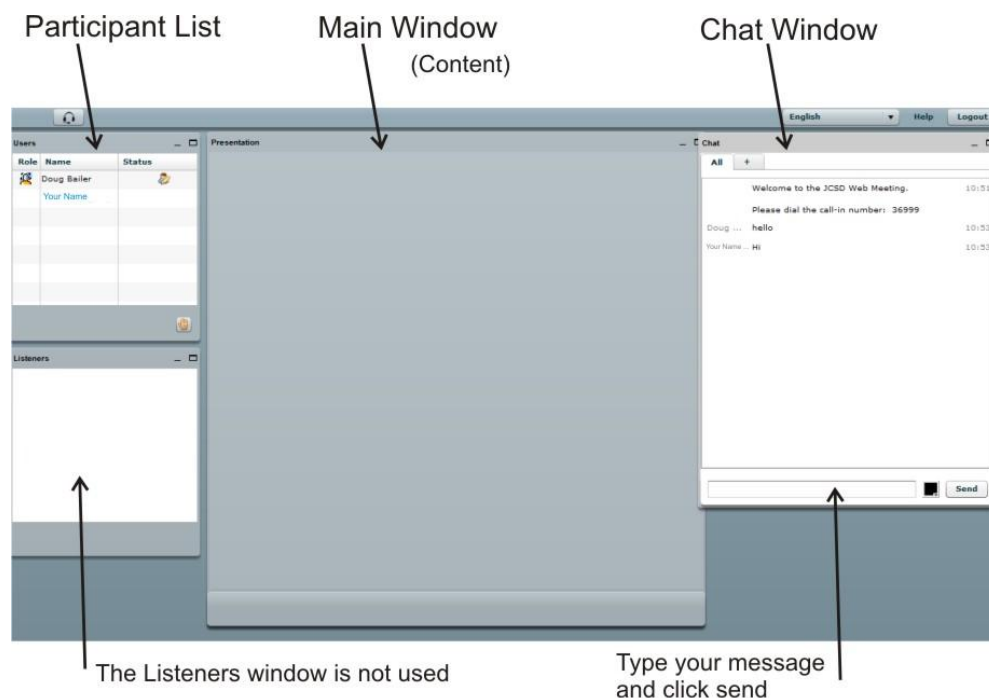
JCSD – Web Meeting

Participant Instructions



1. Login to the JCSD Moodle page (<http://moodle.jackson.k12.al.us>).
Note: JCSD WebMeeting only works from computers within the school system.
If you need to arrange for an outside participant, please contact the Moodle administrator.
2. Click the Web Meeting logo on the left side of the page.
3. Click the Go To Meeting button that corresponds to your meeting.
4. You will be required to enter an enrollment key (provided via email).
5. If the meeting has started, click the [Join Meeting](#) link. If the meeting has not started, you will see a message telling you to wait for the moderator. Refresh the page periodically until the [Join Meeting](#) link appears.
6. Using a school phone dial into the conference call (provided via email).

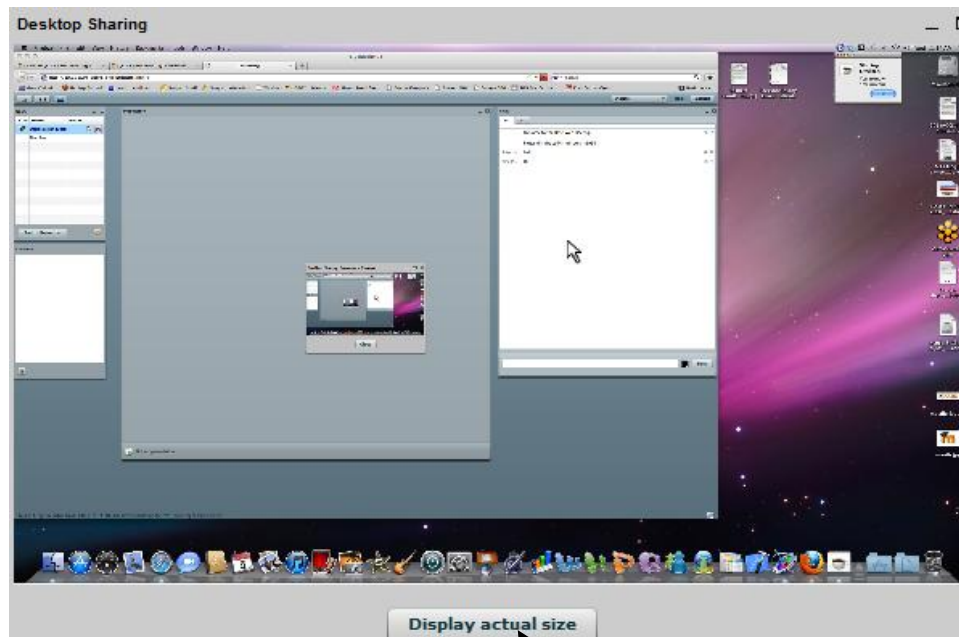
Meeting Window



You can move any of the windows by clicking and holding the top bar and dragging the window to a new location.

You can resize windows by placing the cursor along the edge of the window until it turns into arrows and then click, hold, and drag to the desired size.

If the moderator shares their desktop, a Desktop Sharing window will open. It will appear on top of the other windows:



For best resolution, you should click the **Display actual size** button and then resize the window.