

Instructions for Voting Delegates WSSDA Virtual 2022 General Assembly

This instruction sheet is provided to help navigate the virtual platform that will be used during the General Assembly. Items such as understanding how to log in to the virtual meeting platform, how to join the speaking queue and what to do if you are having technical problems are included. We advise reading this instruction sheet prior to attendance at the General Assembly and it is also advised to login at 8:30 am on Friday, September 30th before the event officially starts at 9 am.

Requirements for attending virtually at home:

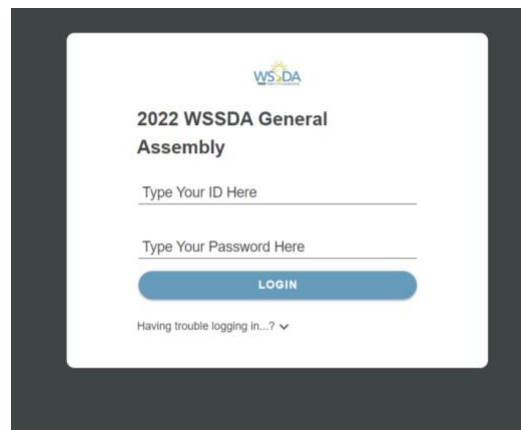
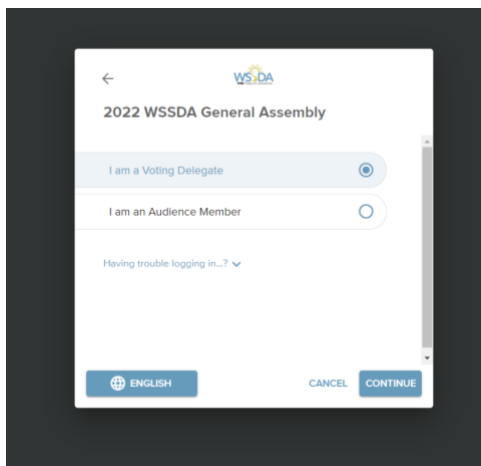
- You must join the virtual meeting on a **laptop** or **desktop** computer.
- Mobile phones, such as iPhones and Androids or iPads and tablets, are not supported.
- It is recommended to use **Chrome** internet browser.
- New Edge (Chromium) and Firefox are also supported browsers.
- Do not use 'Legacy' Edge, Internet Explorer or Safari.

Step #1: Click the blue button at wssda.org/GA:

- Please click the blue button saying "Enter the General Assembly" at the top of the [General Assembly page](#).

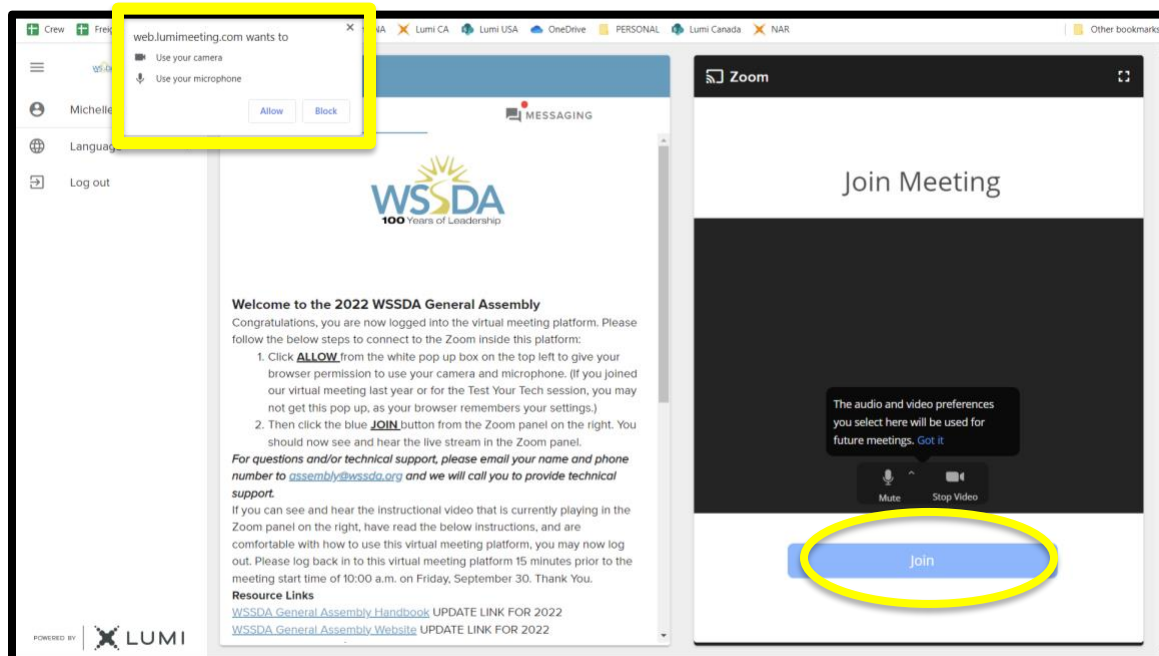
Step #2: Log in to the virtual meeting platform:

- Select Voting Delegate press CONTINUE
- Enter your ID on the top line – type it right on top of the existing text that says "Type ID here"
- Type your unique password on the lower line – right on top of the existing text
- Click "Login"



Step #3: Connect to Zoom

- After logging into the virtual meeting platform, you must give Zoom permission to use your camera and microphone inside of the Lumi virtual meeting platform.
- **CLICK ALLOW** from the white pop-up box in the upper left-hand corner of your screen.
You will only see this white pop-up box the first time you log in. Your web browser will remember these settings the next time you log in to the virtual meeting platform. If you attended the meeting last year, your browser may remember these settings.
- After you have given your browser permission, click the blue **JOIN** button to connect your audio to the Zoom meeting.
- You will then be able to see and hear the proceedings of the meeting in the Zoom panel on the right side of your screen.



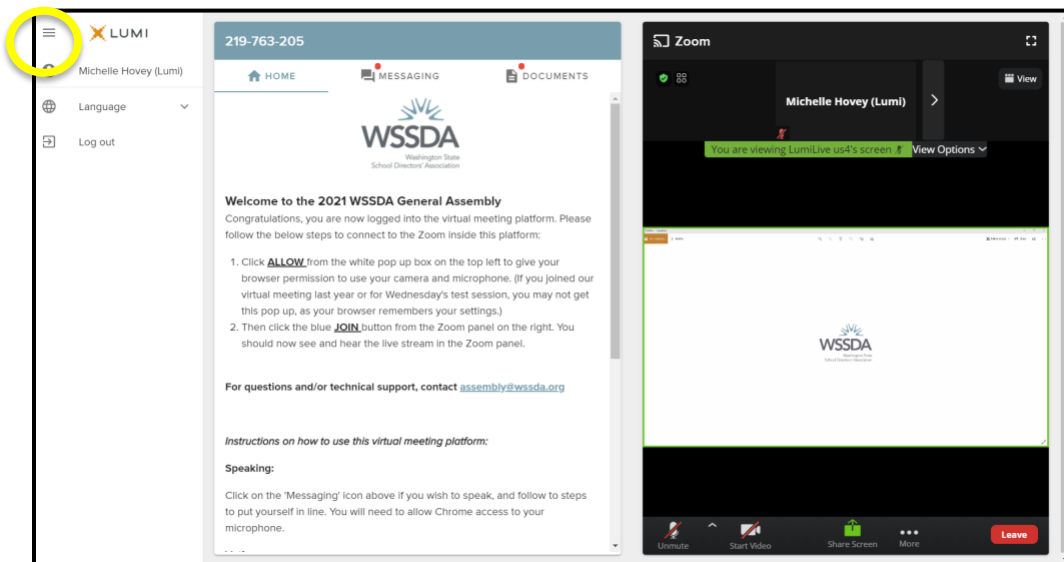
Virtual meeting page layout:

Left side Lumi panel:	Right side Zoom panel:
<p>Use for:</p> <ul style="list-style-type: none"> • Viewing information • Entering the speaking queue • Voting on motions • Viewing documents 	<p>Use for:</p> <ul style="list-style-type: none"> • Viewing / listening to meeting proceedings • Raising your hand to speak <i>after</i> being called on • Enabling audio to participate in the discussion, after being called on

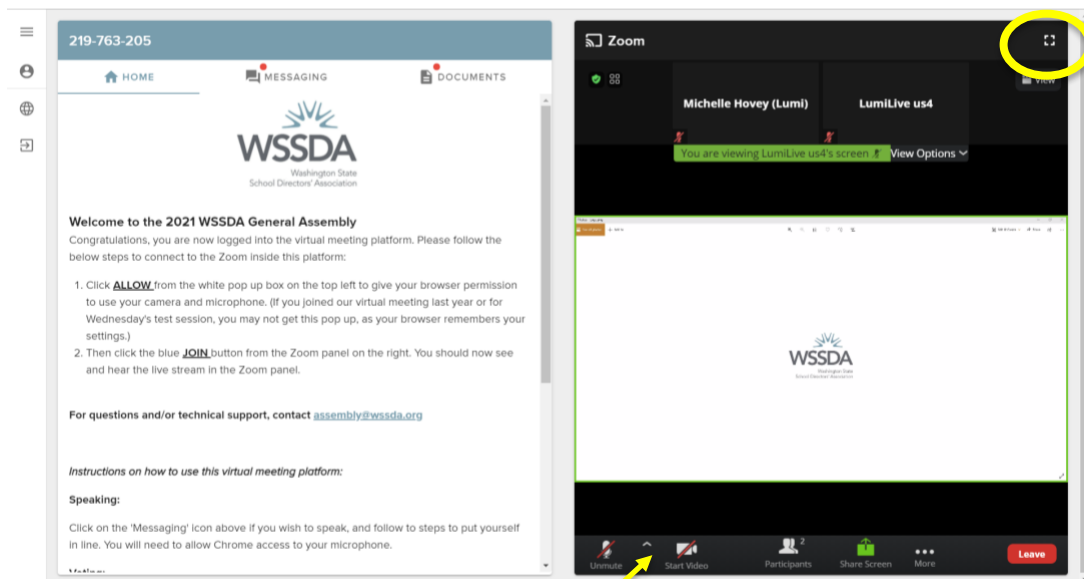
Configure your platform:

After logging into the virtual meeting platform, you can make a few adjustments for better viewing experience:

- Click on the three lines in the upper left-hand corner to minimize the left menu bar.



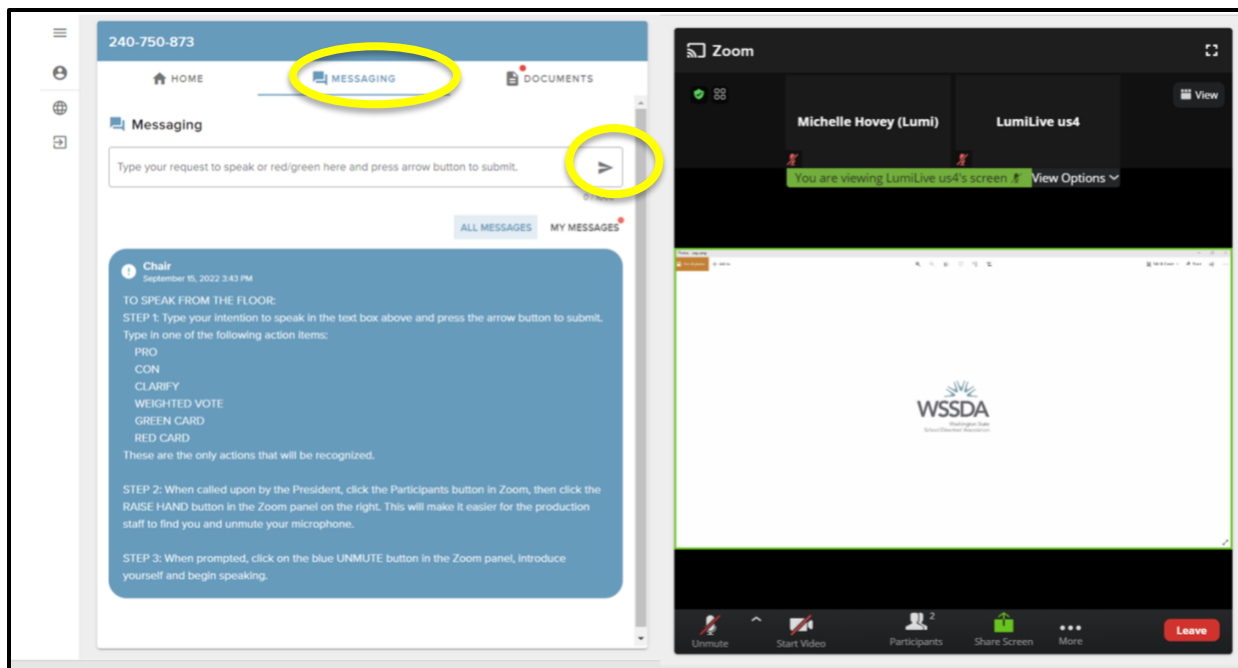
- Click on the white square box in the upper right-hand corner to maximize the Zoom panel to make it easier to see the presentation.



- To turn your camera off, click on the “Stop Video” button from the bottom of the Zoom panel.

How to join the speaker queue:

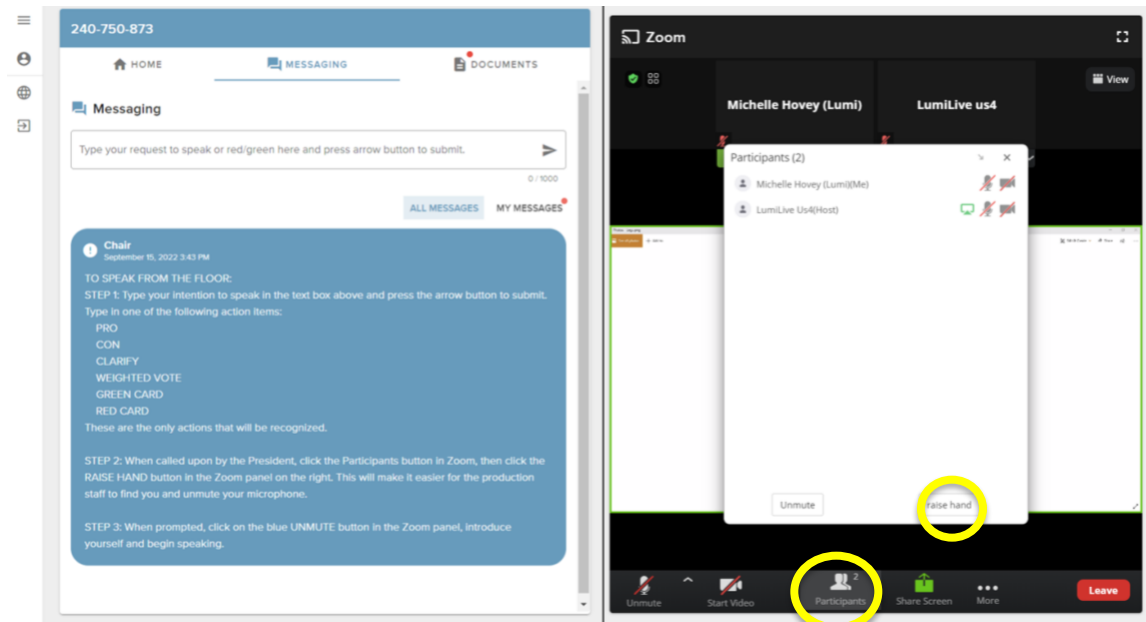
- Click the Messaging icon in the top menu bar.
- Type in your intent to speak in the text box and hit the arrow button to send your request.



How to speak:

- When you are called upon to speak, raise your hand in Zoom Platform. To do this:
 - Click on the “Participants” icon

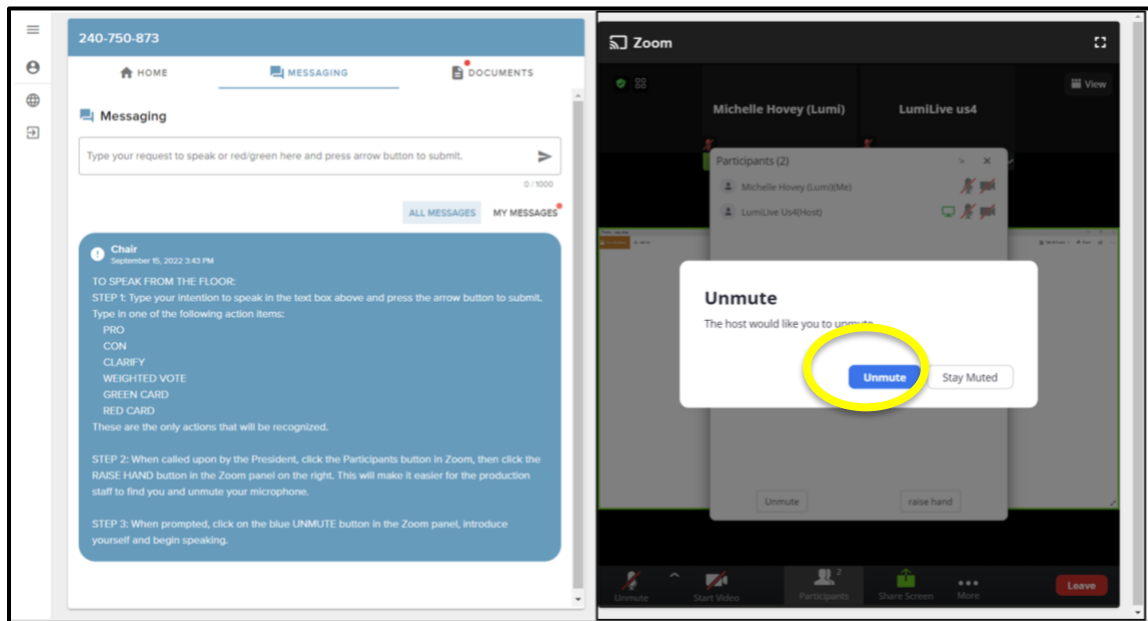
Click on “Raise Hand” button



If you do not see a “Participants” icon, you may need to click the **More icon, then Participants to open the participants panel.*

- Once the production staff have enabled your microphone, you will receive a pop-up message in the Zoom panel prompting you to unmute your microphone.
- *You will not see an unmute button until the production team has prompted you to unmute.*

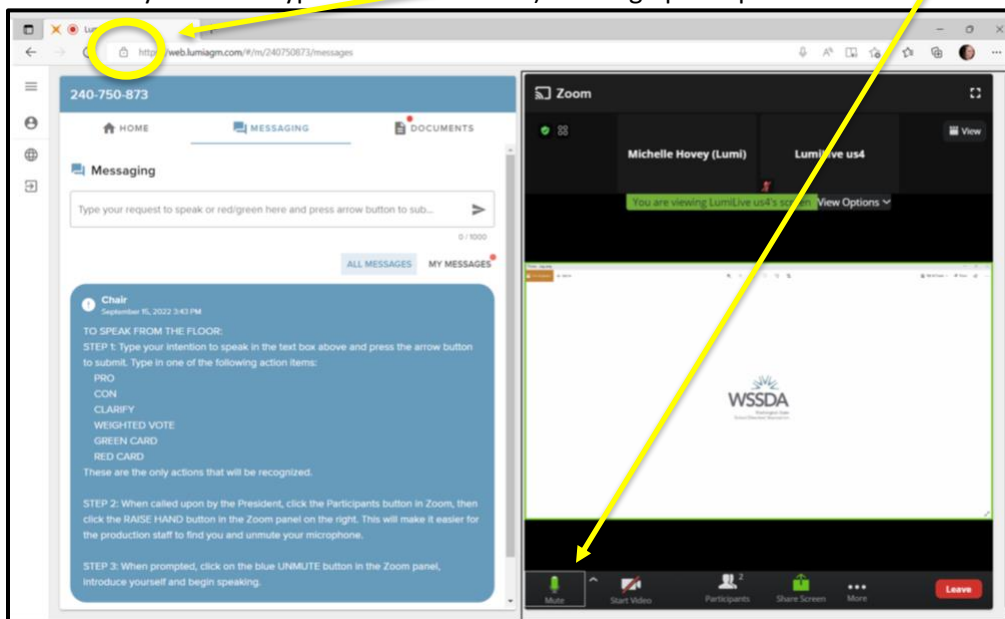
- Click on the blue UNMUTE button, then announce yourself and begin speaking.
- You may turn your camera on when speaking if you like
- Once you are done speaking, the production team will mute your microphone and lower your hand in the Zoom. You will see a note on your screen: “The host has muted you.”

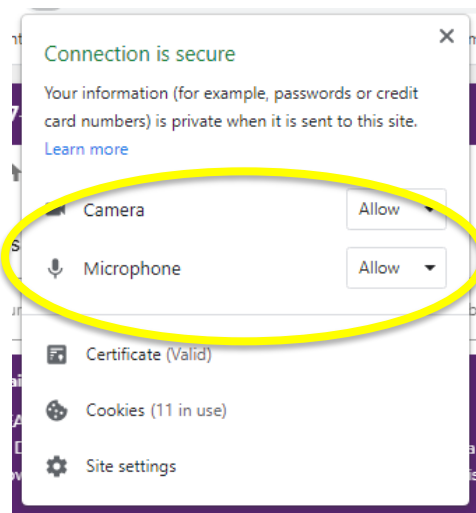


Microphone troubleshooting:

When you are speaking, you will see the microphone icon in the lower left Zoom turn green.

If you cannot be heard while speaking, click on the padlock icon from your web browser (just to the left of where you would type in a web address) to bring up an options menu.





After clicking on the padlock icon, you will see a pop-up menu - make sure it says **ALLOW** next to microphone.

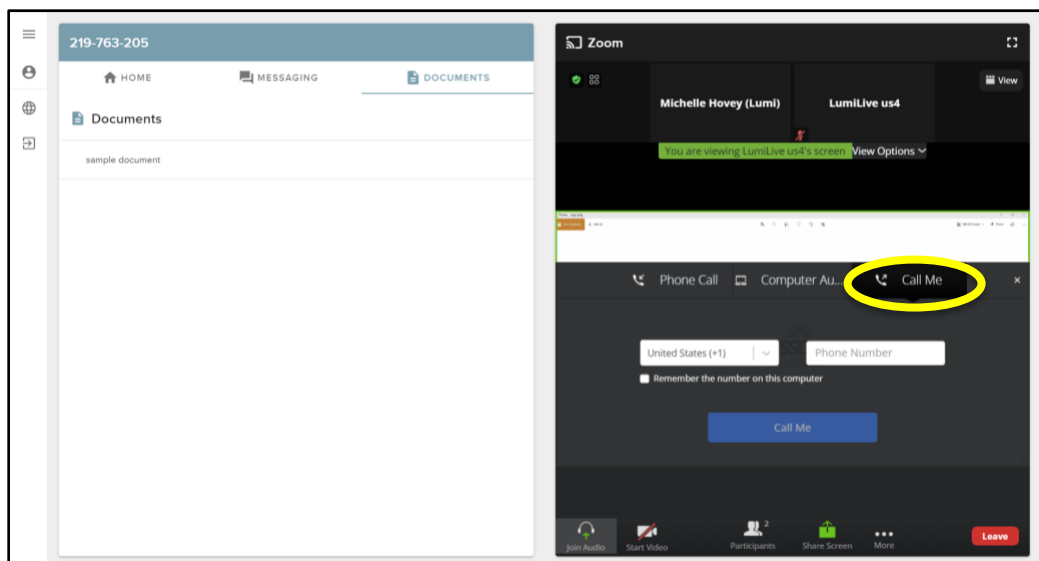
If you still cannot be heard, please refresh your browser by clicking on the circular arrow button to the left of where you would type in a web address.

Audio troubleshooting:

If your audio stream is breaking up or crackly, it is likely that your internet is not stable enough to stream the Zoom meeting. You can disconnect your computer audio and click on the **“Call Me”** option instead. This will allow you to type in your phone number and have Zoom call you so that you can listen to the audio on your phone. You will still watch the Zoom meeting on your laptop, and you will still participate in the voting and speaker queue in the virtual platform on your laptop. You will simply listen to the meeting on your telephone.

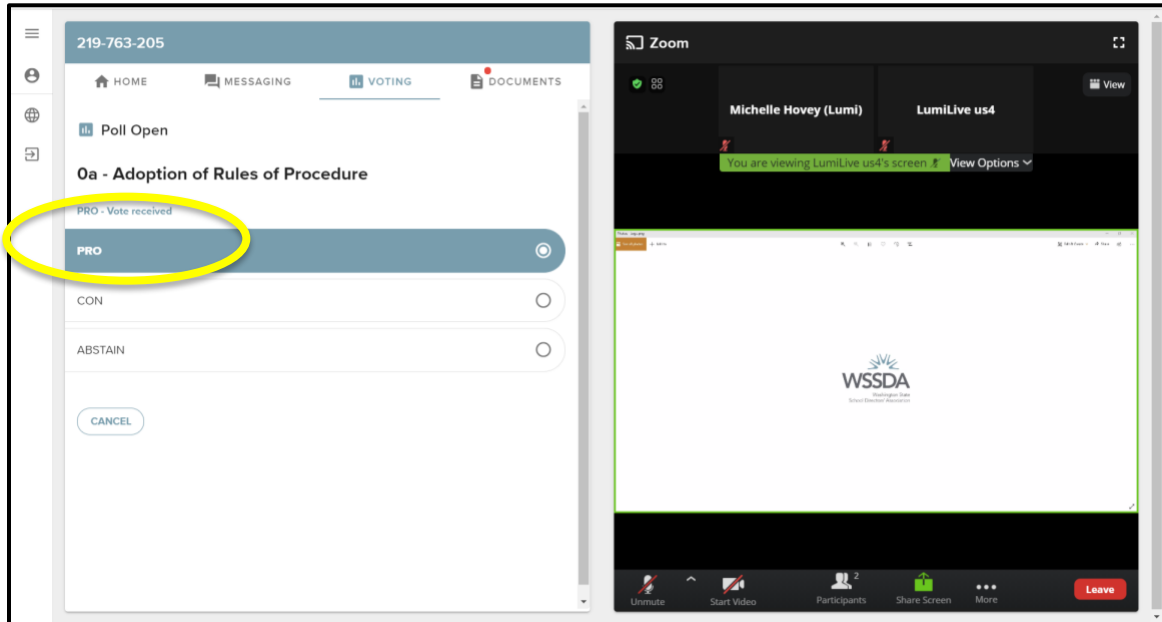
To switch from computer audio to telephone audio:

- Click on the up arrow button next to “Audio Settings” from the lower left-hand corner of the Zoom panel.
- You will see a menu pop-up and you can then select “Leave Computer Audio” and then select the “Call Me” option instead.



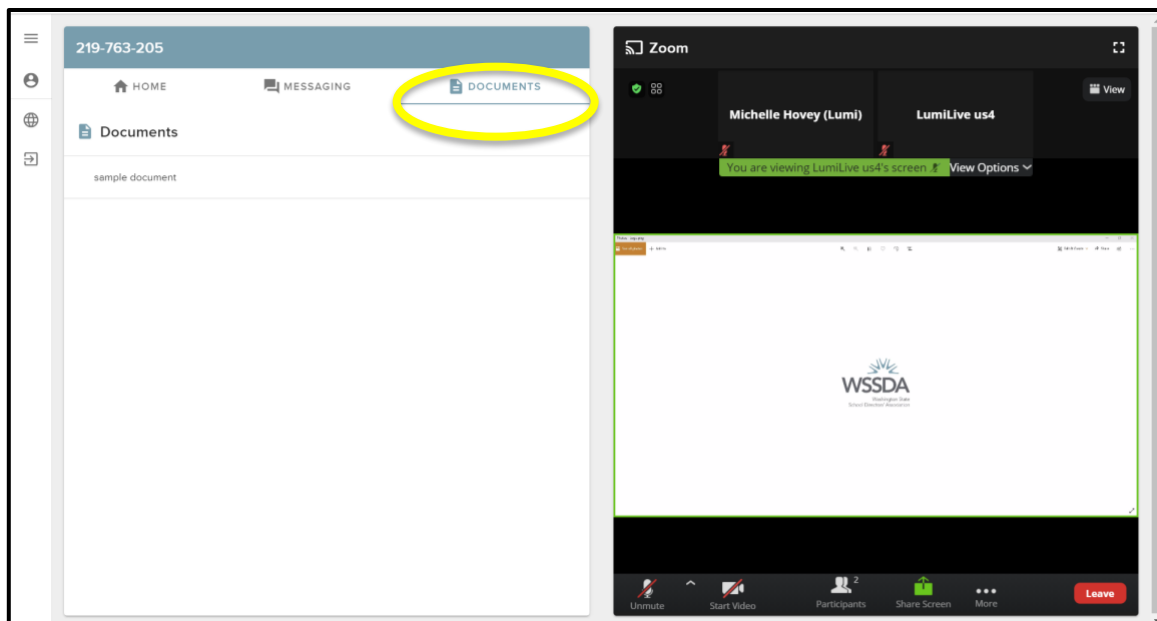
How to vote:

- When a vote is opened, it will automatically appear on your screen.
- To cast your vote, simply click / touch your choice and it will be highlighted.
- You will see confirmation text of your vote on screen as well.
- To change your vote, simply click / touch a new selection and you will see confirmation of the new selection on your screen.



How to view documents:

- You can click on the documents icon at any time during the meeting to view documents.
- Click on the document name to open that document within the virtual platform.
- Click on the download button to save the document outside of the virtual platform.



Best practices / tips:

The following are tips to prepare for the best virtual meeting experience:

- Virtual attendees at home must join the meeting on a **desktop** or laptop **computer**, do not join on a mobile device.
- We do recommend to use **Chrome** web browser for the best experience. Microsoft Edge, Firefox and Safari are also supported browsers.
- Do not use Internet Explorer, Safari or, Legacy Edge.
- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio more clearly.

Getting connected tips for virtual attendees:

The following are tips for getting connected to the virtual meeting:

- ❑ Log into the platform 30 minutes before the meeting start time to test your log in credentials, speakers, and microphone.
- ❑ Check your internet connectivity.
- ❑ Familiarize yourself with Zoom:
 - How to unmute yourself
 - How to find the Raise Hand button from the Participants window

Technical assistance troubleshooting:

For questions and/or technical support, email assembly@wssda.org with your name and phone number.

FAQs

- **What is my ID / password to log into the Lumi platform?**
Your ID and password will be **unique to you** for all attendees and was accessed online by a board member from your district.
- **Does the platform allow for voting members to group chat with each other and other voting members during the virtual meeting?**
No. Voting members are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform.
- **What if two of us are watching together?**
Both parties may watch on the same device to watch the Zoom feed, but any school board voting delegate will need their own device to vote. If you will speak during the meeting, please make sure to mute the audio connection on the other device with the Zoom meetings, as not to cause feedback.
- **Which browsers are supported for virtual attendees at home?**
It is recommended to use Chrome.
New Edge (Chromium), Firefox are also supported.
Do not use 'Legacy' Edge, Safari or Internet Explorer.