

# **VIRTUAL SCHOOL COUNCIL ELECTIONS WITH ZOOM**




# STEP 1-Nomination Form

Within 14 days of the election (Week of Nov 2, 2020), share the [nomination form](#) and the election process (timeline, where/how to vote) with parents/caregivers via email/Messenger/newsletter, website etc.

**Note: Virtual parents/caregivers are eligible to be voting members on the School Council and run for executive positions.**



# Saving Your Nomination Form

- You must save a copy of the survey to your Google Drive. To do this you will open up the survey and click on the 3 vertical dots in the top right-hand of your screen. From here you will click on, 'Make a copy'.
- Then, you will rename the survey and save it in your Google drive. You may wish to create a separate subfolder and to rename the document to suit your needs.
- Once all of your participants have submitted their responses, you will see the results in the top of your screen, 'Responses'.
- Click on, 'Responses'. Google will then show you the responses to the questions.
- From here, click . This will create a Google Sheet (like Excel) which will compile your data.
- Submitted nomination forms will appear in an Google Sheet.
- You can share your google sheet with others.



## Step 2 - Distribution of Nomination Form

The nomination form should be distributed broadly to all parents/caregivers using all communication mediums being used by the school (e.g. web site, newsletter, school messenger, social media etc.)



# STEP 3 - Preparing for Zoom Elections

- Scheduling a Zoom Meeting
- Creating pre-registration
- Send Zoom Meeting Invitation
- Participants complete pre-registration
- Download pre-registration data
- [Source Interpreters](#)
- Add interpreter to Zoom Meeting
- Start Zoom Meeting
- Sync Interpreter to Zoom Meeting
- Create an Election Poll
- Generate Poll Results
- Close Meeting



# Election Process

- Share candidates'/nominees' information with parents/caregivers via email/Messenger/newsletter etc.
- At the meeting, the elections should be the first order of business
- Introduce elections and advise parents/guardians that they are entitled to one vote each
- Parents/caregivers may vote for ONLY (# of vacant positions) of the total nominees/candidates
- Post the poll for all participants to cast their vote
- Zoom will tally the votes, showing candidates with the most votes, therefore are elected
- If there is a tie in a poll (ballot), another poll will be conducted with those nominees/candidates ONLY
- For parents/guardians who call into the meeting via Zoom, they may cast a vote by
  - Advanced Polling at a safe location at the school (ensure you record names poll voters to avoid a duplication of voting)


For those using the advanced poll, you need to set a voting time on the day of the virtual elections for advanced voting at the school. Parents/Caregivers will go to the school to cast a ballot. Ballots will be counted during the virtual elections.



# Scheduling a Zoom Meeting

## Election Process – Step 3


REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

**zoom** SOLUTIONS ▾ PLANS & PRICING **SCHEDULE A MEETING** JOIN A MEETING HOST A MEETING ▾ 

### Meetings

[Get Training](#)

**Upcoming** Previous Personal Room Meeting Templates

 Start Time to End Time

**Schedule a Meeting**



<https://zoom.us/meeting/schedule>

The user does not have any upcoming meetings.  
To schedule a new meeting click Schedule a Meeting





# Scheduling a Zoom Meeting

## Enter Meeting details including, Registration Required for Elections

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Webinars  
Recordings  
Settings  
Account Profile  
Reports

Attend Live Training  
Video Tutorials  
Knowledge Base

Chrome Plugin for Zoom  
Schedule your Zoom meetings directly from Google Calendar with the Chrome plugin. [Click here to download.](#)

Topic: School Council Elections Pre-Registration

Description (Optional): Please ensure to pre-register prior to the election. Once you have registered, you will be supplied with the Zoom link to the Election Meeting

When: 2020-10-13 7:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

**Registration  Required**

Meeting ID:  Generate Automatically  Personal Meeting ID 529 870 1882

Security:  Passcode 134792  Waiting Room







# Scheduling a Zoom Meeting

## Scroll to the Bottom for Registration Details

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES [Participant](#) [OFF](#) [SCHEDULE A MEETING](#) [JOIN A MEETING](#) [HOST A MEETING ▾](#)

Audio Telephone and Computer Audio  
Dial from Canada

Meeting Options

- × Enable join before host
- ✓ Mute participants upon entry [?](#)
- × Only authenticated users can join
- × Automatically record meeting in the cloud
- × Enable language interpretation [?](#)

[Delete this Meeting](#) [Save as a Meeting Template](#) [Edit this Meeting](#) [Start this Meeting](#)

[Registration](#) [Email Settings](#) [Branding](#) [Poll](#)

Manage Attendees Registrants: 0 [View](#)

Registration Options Automatically Approved [Edit](#)

- × Send an email to host
- × Close registration after meeting date
- ✓ Allow attendees to join from multiple devices
- ✓ Show social share buttons on registration page

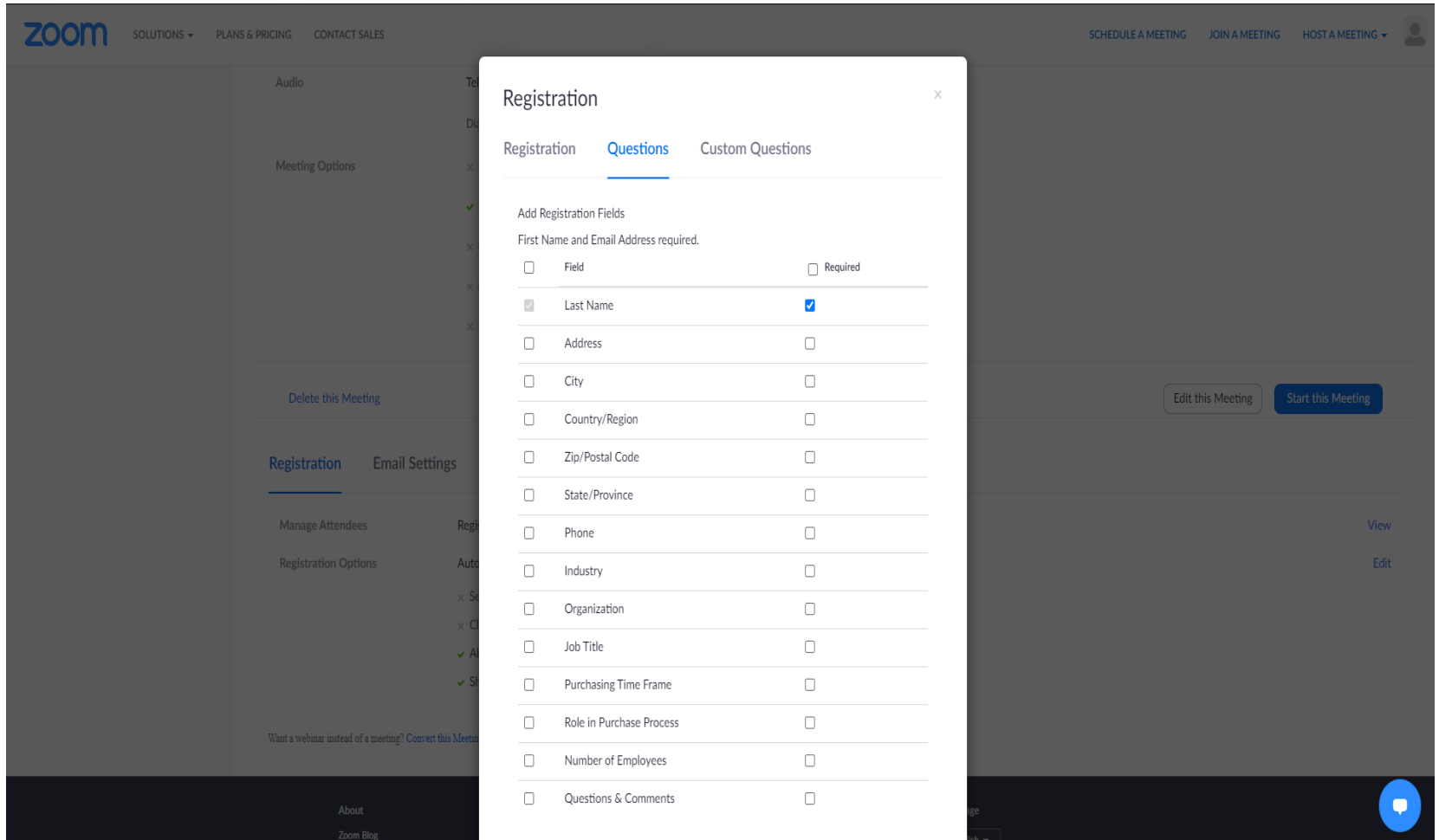
Want a webinar instead of a meeting? [Convert this Meeting to a Webinar](#)

javascrript: [About](#) [Download](#) [Sales](#) [Support](#) [Language](#)

[Zoom Blog](#) [Meetings Client](#) [1.888.799.0125](#) [Test Zoom](#) [English ▾](#)



# Pre-Registration Questionnaire

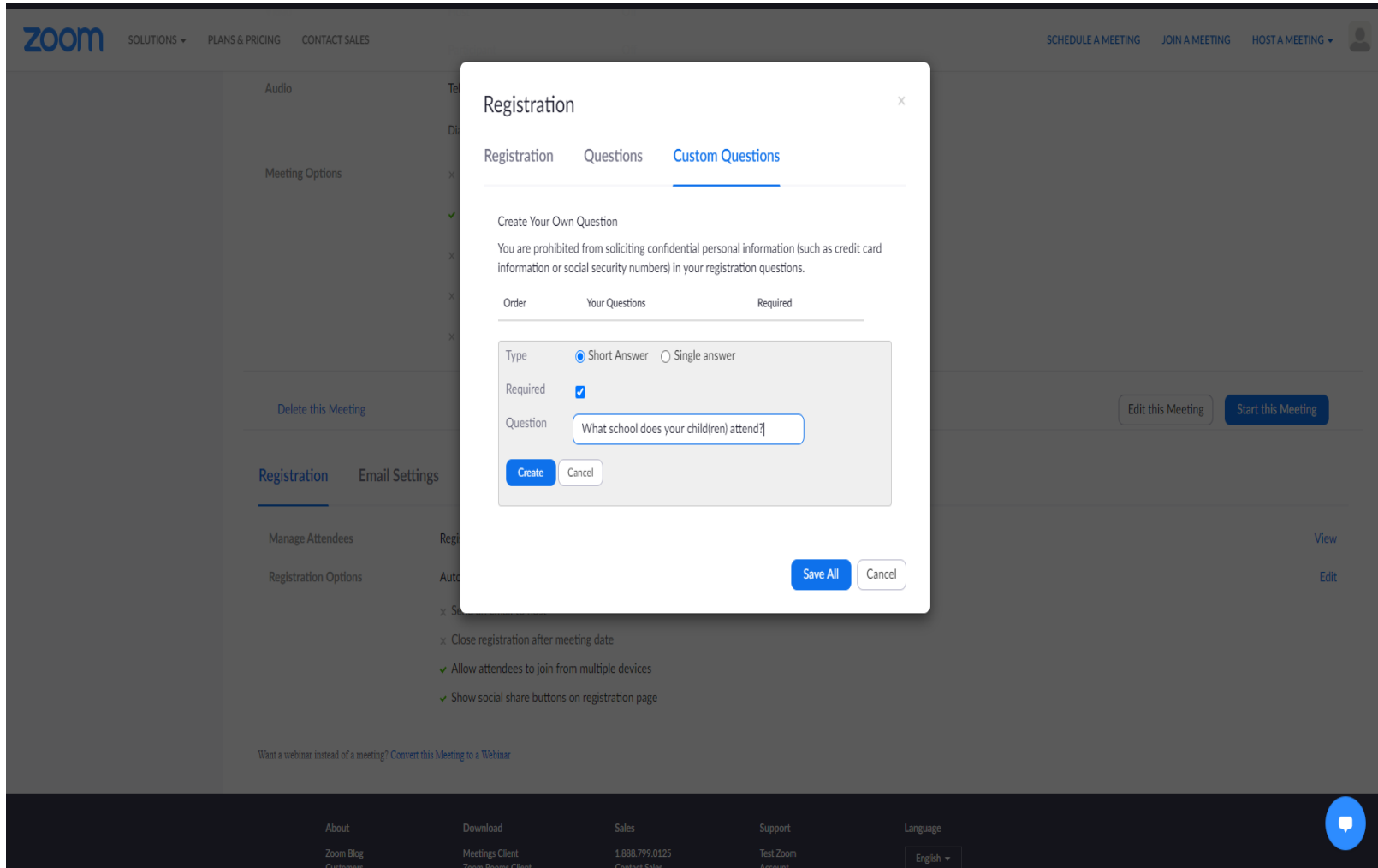


The screenshot displays the Zoom meeting settings interface. A modal window titled "Registration" is open, showing the "Questions" tab. The "Add Registration Fields" section lists various fields with checkboxes for whether they are required. The "Last Name" field is selected and marked as required.

| Field   | Required                                     |
|---|--|
| <input type="checkbox"/> Field                    | <input type="checkbox"/> Required            |
| <input checked="" type="checkbox"/> Last Name     | <input checked="" type="checkbox"/> Required |
| <input type="checkbox"/> Address                  | <input type="checkbox"/> Required            |
| <input type="checkbox"/> City                     | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Country/Region           | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Zip/Postal Code          | <input type="checkbox"/> Required            |
| <input type="checkbox"/> State/Province           | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Phone                    | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Industry                 | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Organization             | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Job Title                | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Purchasing Time Frame    | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Role in Purchase Process | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Number of Employees      | <input type="checkbox"/> Required            |
| <input type="checkbox"/> Questions & Comments     | <input type="checkbox"/> Required            |



# Pre-Registration Questionnaire



The screenshot shows the Zoom meeting registration settings page. A modal window titled "Registration" is open, displaying the "Custom Questions" tab. The modal includes a warning about soliciting confidential information, a table for managing questions, and a form to create a new question.

**Registration**

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

| Order | Your Questions | Required |
|-------|----------------|----------|
|       |                |          |

Type  Short Answer  Single answer

Required

Question

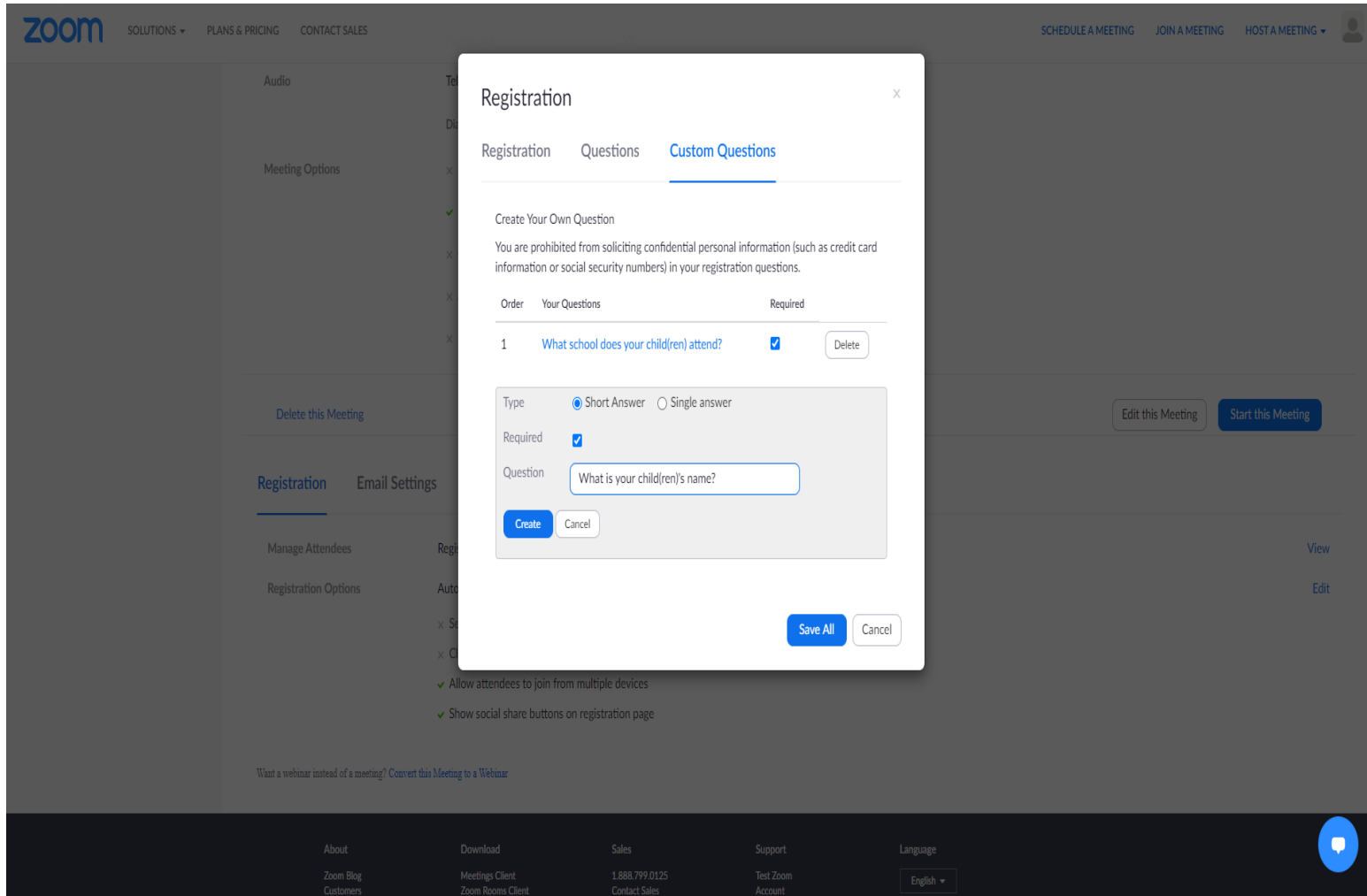
**Create**

**Save All**

Background page elements: Zoom logo, SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, Audio, Meeting Options, Delete this Meeting, Registration, Email Settings, Manage Attendees, Registration Options, Close registration after meeting date, Allow attendees to join from multiple devices, Show social share buttons on registration page, Want a webinar instead of a meeting? Convert this Meeting to a Webinar, About, Download, Sales, Support, Language, Zoom Blog, Meetings Client, 1.888.799.0125, Test Zoom Account, English.



# Pre-Registration Questionnaire



The screenshot shows the Zoom web interface for configuring a meeting. A modal window titled "Registration" is open, displaying the "Custom Questions" tab. The modal includes a warning about soliciting confidential information and a table of custom questions. One question is listed: "What school does your child(ren) attend?" with a "Required" checkbox checked and a "Delete" button. Below the table is a form to create a new question, with the example text "What is your child(ren)'s name?". The form has "Create" and "Cancel" buttons. At the bottom of the modal are "Save All" and "Cancel" buttons. The background shows the Zoom meeting configuration page with various settings like "Audio", "Meeting Options", and "Registration Options".

**Registration**

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

| Order | Your Questions                           | Required                            |        |
|-------|--|-------------------------------------|--------|
| 1     | What school does your child(ren) attend? | <input checked="" type="checkbox"/> | Delete |

Type  Short Answer  Single answer

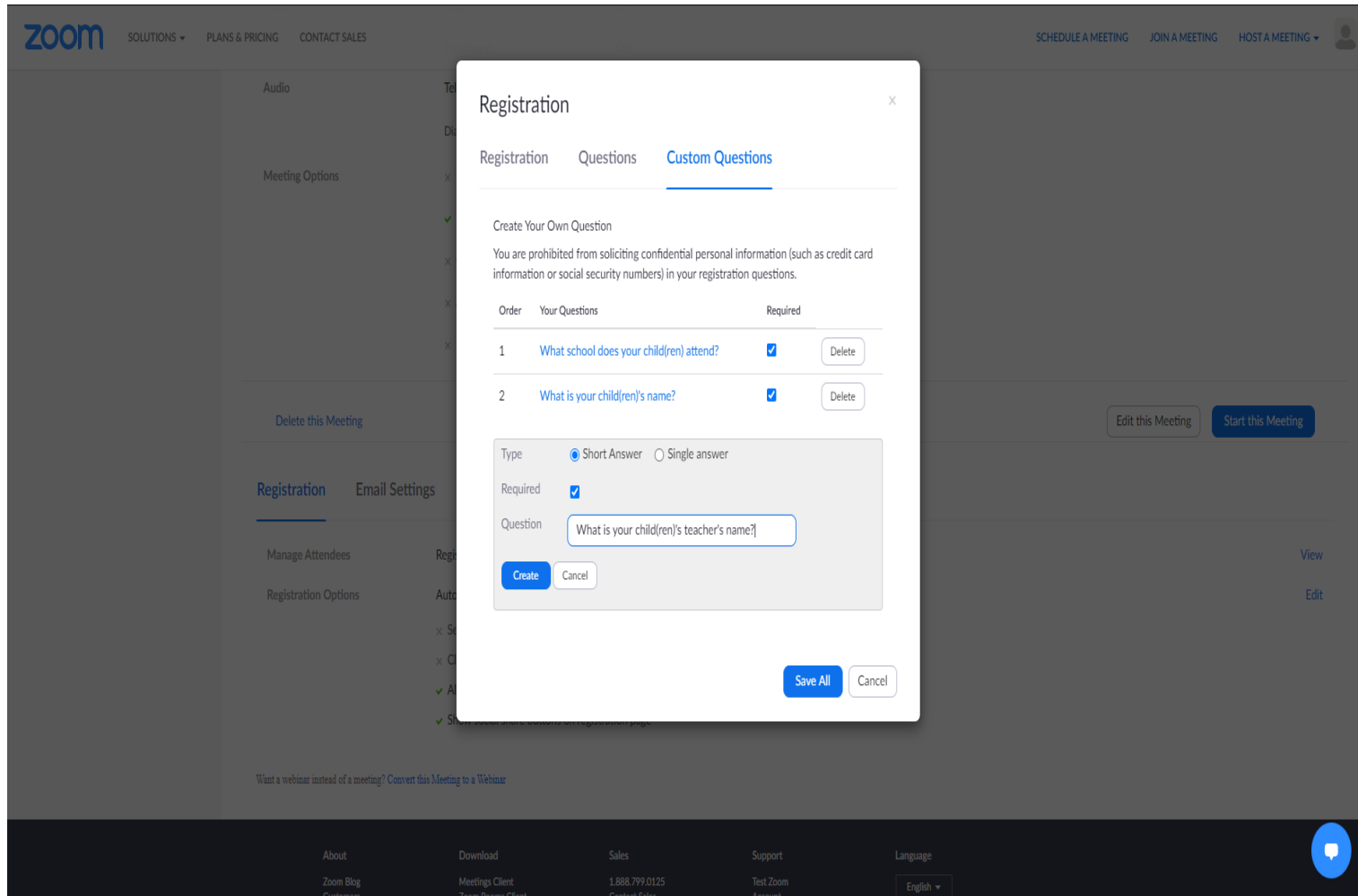
Required

Question

Create Cancel

Save All Cancel

# Pre-Registration Questionnaire



The screenshot shows the Zoom web interface with the 'Registration' settings panel open. The 'Custom Questions' tab is selected, displaying a list of existing questions and a form to create a new one.

**Registration** Registration Questions Custom Questions

Create Your Own Question  
You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

| Order | Your Questions                           | Required                            |        |
|-------|--|-------------------------------------|--------|
| 1     | What school does your child(ren) attend? | <input checked="" type="checkbox"/> | Delete |
| 2     | What is your child(ren)'s name?          | <input checked="" type="checkbox"/> | Delete |

Type:  Short Answer  Single answer

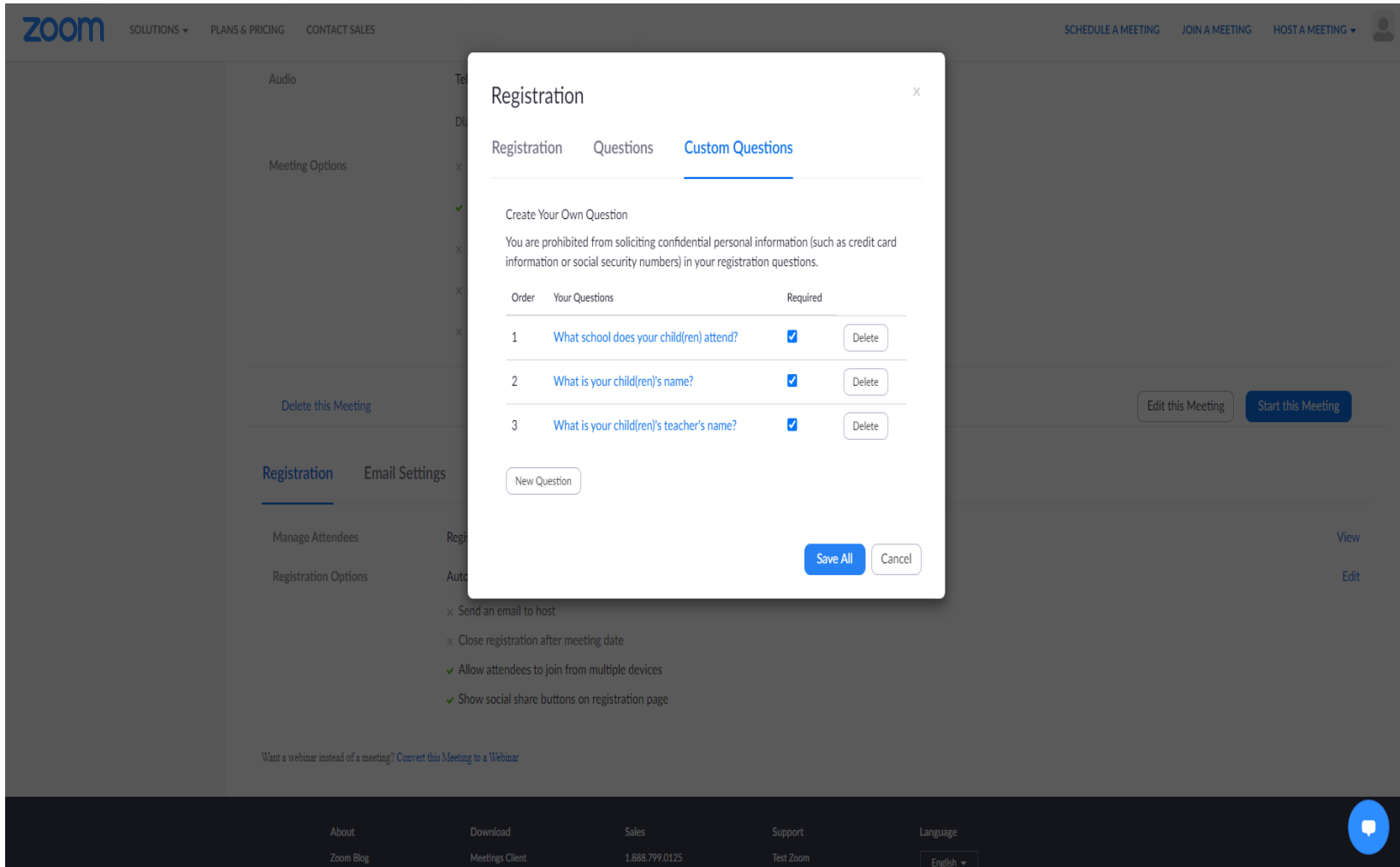
Required:

Question:

Buttons: Create, Cancel, Save All, Cancel



# Pre-Registration Questionnaire



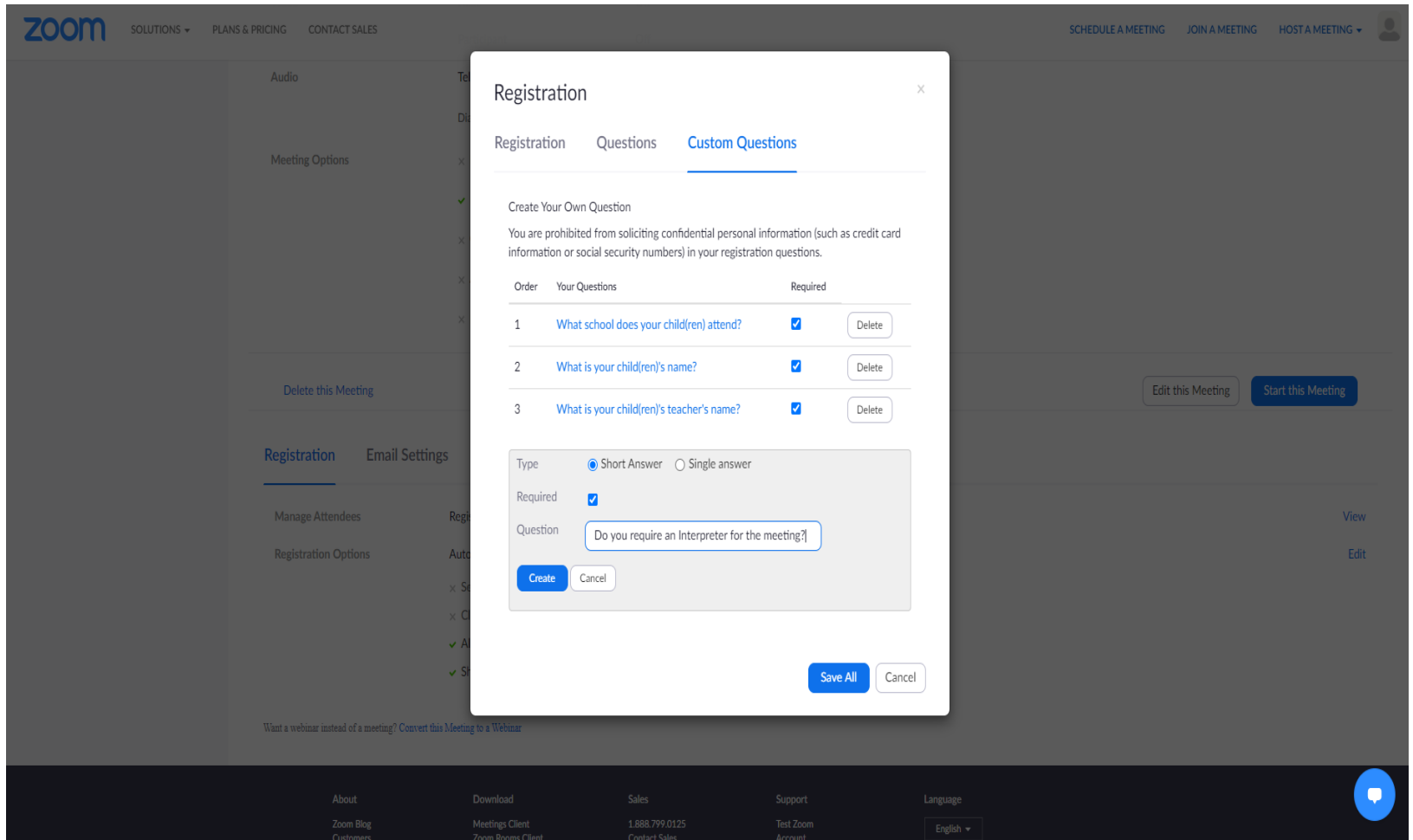
The screenshot shows the Zoom meeting settings interface with a 'Registration' modal window open. The modal has three tabs: 'Registration', 'Questions', and 'Custom Questions'. Under 'Custom Questions', there is a warning: 'You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.' Below this is a table of custom questions:

| Order | Your Questions                            | Required                            |        |
|-------|---|-------------------------------------|--------|
| 1     | What school does your child(ren) attend?  | <input checked="" type="checkbox"/> | Delete |
| 2     | What is your child(ren)'s name?           | <input checked="" type="checkbox"/> | Delete |
| 3     | What is your child(ren)'s teacher's name? | <input checked="" type="checkbox"/> | Delete |

At the bottom of the modal, there is a 'New Question' button, a 'Save All' button, and a 'Cancel' button. The background shows the Zoom meeting settings page with options like 'Audio', 'Meeting Options', 'Registration', and 'Email Settings'.



# Pre-Registration Questionnaire



The screenshot shows the Zoom meeting settings interface with a 'Registration' dialog box open. The dialog has three tabs: 'Registration', 'Questions', and 'Custom Questions'. Under 'Custom Questions', there is a section 'Create Your Own Question' with a warning: 'You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.' Below this is a table of existing questions:

| Order | Your Questions                            | Required                            |        |
|-------|---|-------------------------------------|--------|
| 1     | What school does your child(ren) attend?  | <input checked="" type="checkbox"/> | Delete |
| 2     | What is your child(ren)'s name?           | <input checked="" type="checkbox"/> | Delete |
| 3     | What is your child(ren)'s teacher's name? | <input checked="" type="checkbox"/> | Delete |

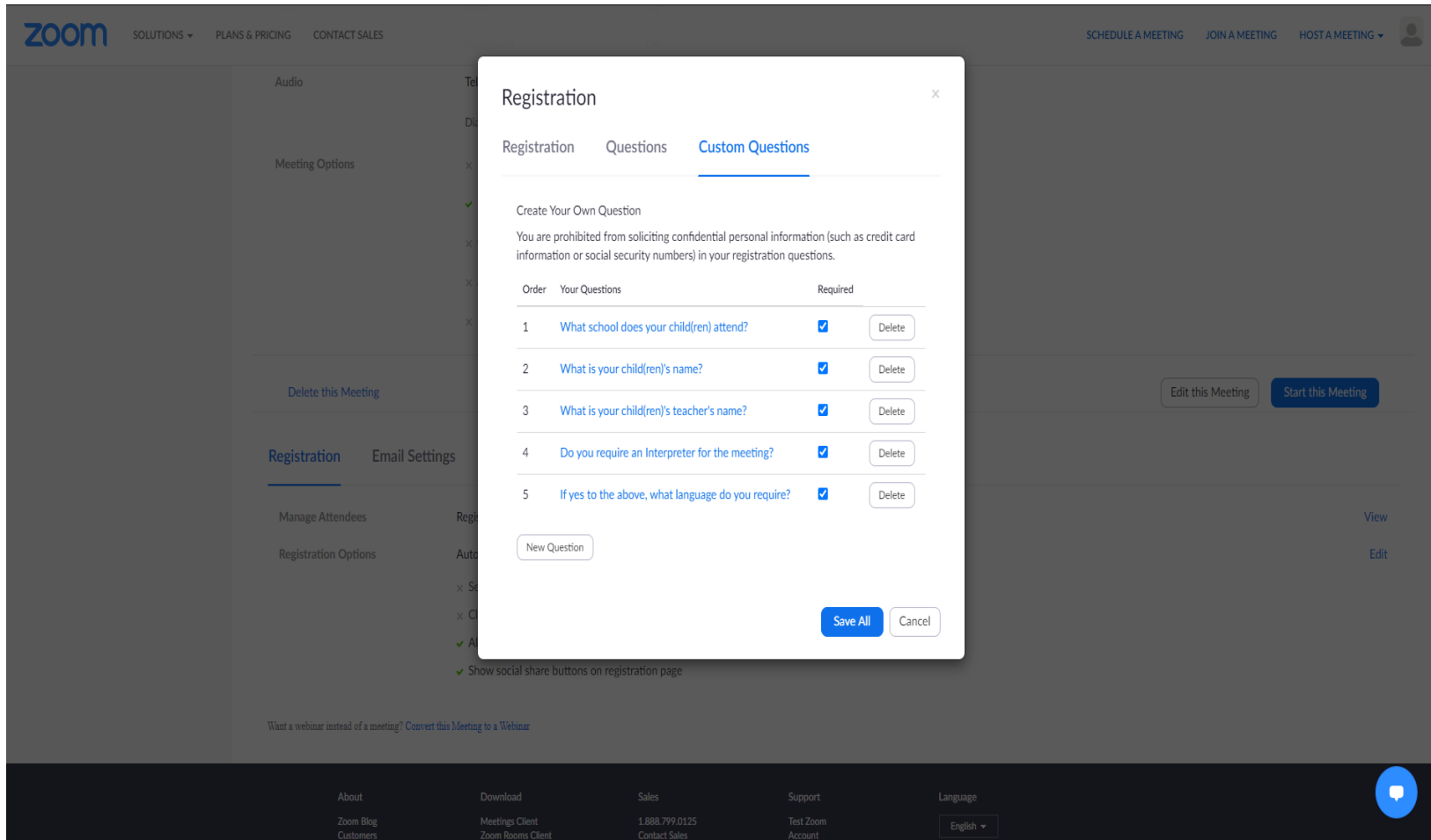
Below the table is a form to create a new question:

- Type:  Short Answer  Single answer
- Required:
- Question:
- Buttons: Create, Cancel

At the bottom of the dialog are 'Save All' and 'Cancel' buttons. The background shows the Zoom meeting settings page with options like 'Audio', 'Meeting Options', 'Registration', and 'Email Settings'.



# Pre-Registration Questionnaire



The screenshot shows the Zoom web interface with a 'Registration' dialog box open. The dialog has three tabs: 'Registration', 'Questions', and 'Custom Questions'. The 'Custom Questions' tab is active, showing a list of five questions with checkboxes for 'Required' and 'Delete' buttons. A 'New Question' button is at the bottom left, and 'Save All' and 'Cancel' buttons are at the bottom right.

**Registration**

Registration Questions Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

| Order | Your Questions                                     | Required                            |        |
|-------|--|-------------------------------------|--------|
| 1     | What school does your child(ren) attend?           | <input checked="" type="checkbox"/> | Delete |
| 2     | What is your child(ren)'s name?                    | <input checked="" type="checkbox"/> | Delete |
| 3     | What is your child(ren)'s teacher's name?          | <input checked="" type="checkbox"/> | Delete |
| 4     | Do you require an Interpreter for the meeting?     | <input checked="" type="checkbox"/> | Delete |
| 5     | If yes to the above, what language do you require? | <input checked="" type="checkbox"/> | Delete |

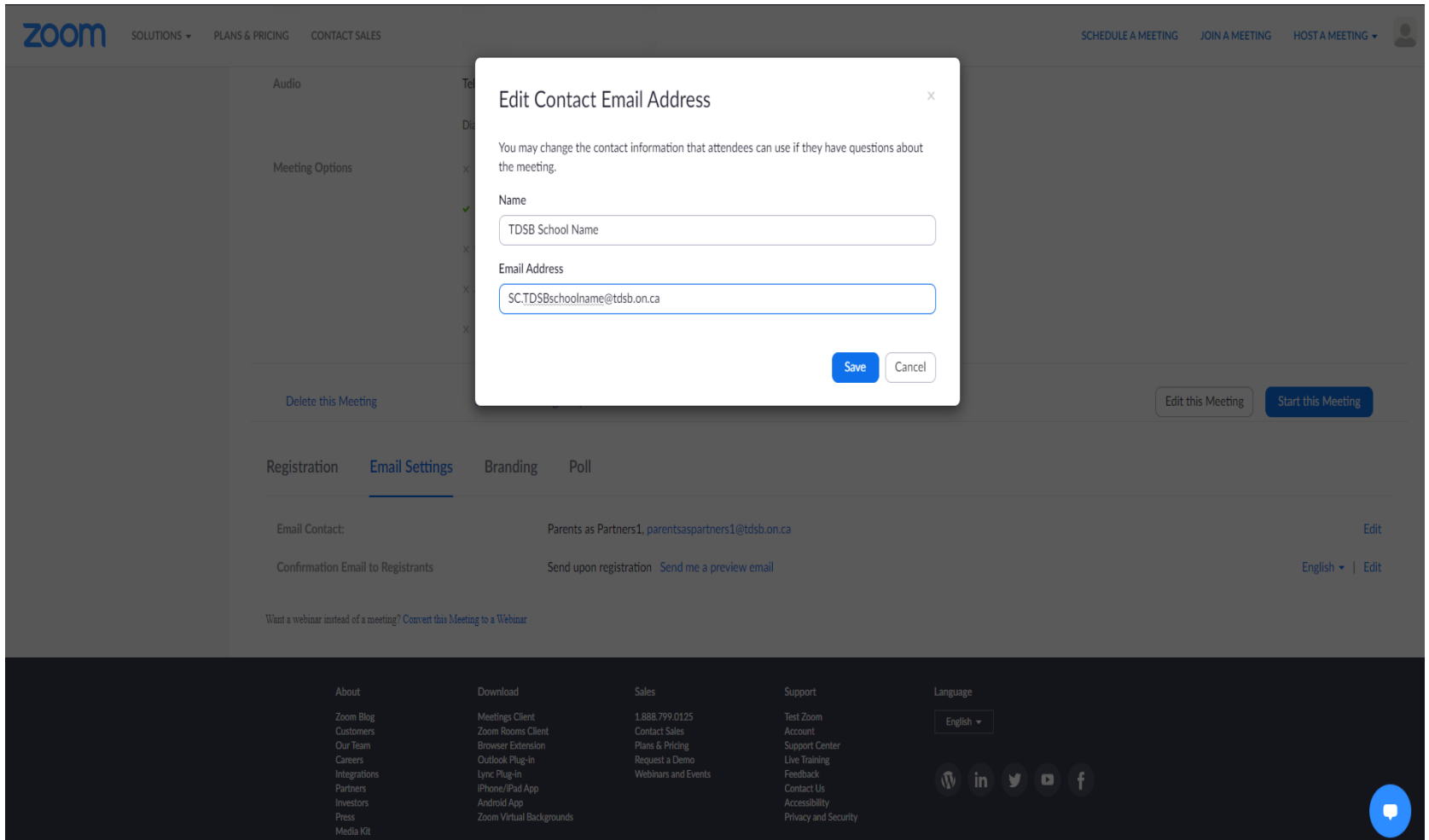
New Question

Save All Cancel





# Pre-Registration Questionnaire



The screenshot shows the Zoom meeting settings interface. A modal dialog titled "Edit Contact Email Address" is open, allowing the user to update contact information for attendees. The dialog includes a "Name" field with the value "TDSB School Name" and an "Email Address" field with the value "SC.TDSBSchoolname@tdsb.on.ca". Below the dialog, the "Email Settings" section is visible, showing the "Email Contact" as "Parents as Partners1, parentsaspartners1@tdsb.on.ca" and the "Confirmation Email to Registrants" as "Send upon registration".

**Edit Contact Email Address**

You may change the contact information that attendees can use if they have questions about the meeting.

Name  
TDSB School Name

Email Address  
SC.TDSBSchoolname@tdsb.on.ca

Save Cancel

Registration **Email Settings** Branding Poll

Email Contact: Parents as Partners1, parentsaspartners1@tdsb.on.ca Edit

Confirmation Email to Registrants: Send upon registration Send me a preview email English | Edit

Want a webinar instead of a meeting? Convert this Meeting to a Webinar

Footer navigation:

- About: Zoom Blog, Customers, Our Team, Careers, Integrations, Partners, Investors, Press, Media Kit
- Download: Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App, Zoom Virtual Backgrounds
- Sales: 1.888.799.0125, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events
- Support: Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility, Privacy and Security
- Language: English





# Pre-Registration Questionnaire

The image shows a Zoom meeting settings interface on the left and a confirmation email template on the right. The Zoom interface includes sections for Audio, Meeting Options, Delete this Meeting, Registration, Email Settings, Email Contact, Confirmation Email to Registrants, and a footer with links like About, Zoom Blog, Customers, Our Team, Careers, Integrations, Partners, Investors, Press, Media Kit, How to Videos, and Board Governance. The confirmation email template is titled "Confirmation Email" and includes a checked box for "Send Confirmation Email to Registrants". The subject is "[Meeting Topic] Confirmation". The body text reads: "Hi [User Name], Thank you for registering for 'School Council Elections Pre-Registration'. We look forward to meeting with you on Zoom on October 13, 2020 at 7:00 p.m. You will find the link to our meeting below. If you have to call in, the call in numbers are also listed below." Below the body text are links for "Add to Calendar", "Add to Google Calendar", and "Add to Yahoo Calendar". The email also provides contact information for questions (parentsaspartners1@tdsb.on.ca), the date and time (Oct 13, 2020 07:00 PM Eastern Time), and join instructions for PC, Mac, Linux, iOS or Android, including a join link, passcode (134792), and a note that the link is unique. It also lists iPhone one-tap numbers for Canada (+16473744685, 97288114776# or +16475580588, 97288114776#) and telephone numbers for higher quality (Canada: +1 647 374 4685 or +1 647 558 0588 or +1 778 907 2071; Meeting ID: 972 8811 4776; Passcode: 134792). International numbers are available at https://tdsb-ca.zoom.us/j/abwiOL6h5n. At the bottom, it states "You can cancel your registration at any time."



# Save the Zoom Meeting Created

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Participants

Audio  Telephone  Computer Audio  Both  
Dial from Canada [Edit](#)

Meeting Options  Enable join before host  
 Mute participants upon entry <sup>ⓘ</sup>  
 Only authenticated users can join  
 Breakout Room pre-assign  
 Automatically record meeting in the cloud

Alternative Hosts

Interpretation  Enable language interpretation <sup>ⓘ</sup>





# Copy Zoom Meeting Invitation

## Copy Invitation and Send to School Community



SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Manage "School Council Elections Pre-Registration"

Start this Meeting

Topic School Council Elections Pre-Registration

Description Please ensure to pre-register prior to the election. Once you have registered, you will be supplied with the Zoom link to the Election Meeting

Time Oct 13, 2020 07:00 PM Eastern Time (US and Canada)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 972 8811 4776

Security  Passcode \*\*\*\*\* [Show](#)  Waiting Room

Registration Link <https://tdsb-ca.zoom.us/meeting/register/UJvf-Gprz8HdLOCYquqCIVNXmOMrgTpWS->

[Copy Invitation](#)

Video Host Off

Participant Off

Audio Telephone and Computer Audio

Dial from Canada

Meeting Options  Enable join before host

Mute participants upon entry

Only authenticated users can join






# Zoom Meeting Invitation

A screenshot of the Zoom web interface. The background shows the 'My Meetings' page for a meeting titled 'School Council Elections Pre-Registration'. A modal dialog box titled 'Copy Meeting Invitation' is open in the center. The dialog contains the following text: 'Hi there, You are invited to a Zoom meeting. When: Oct 13, 2020 07:00 PM Eastern Time (US and Canada) Register in advance for this meeting: https://tdsb-ca.zoom.us/meeting/register/tJMvf-Gprz8tHdLOCYquqClVNxmOMrgTpW5- After registering, you will receive a confirmation email containing information about joining the meeting.' At the bottom of the dialog are two buttons: 'Copy Meeting Invitation' and 'Cancel'. The background interface includes a sidebar with navigation options like 'Profile', 'Meetings', 'Webinars', etc., and a top navigation bar with 'SOLUTIONS', 'PLANS &amp; PRICING', and 'CONTACT SALES'. A 'Start this Meeting' button is visible in the top right of the meeting details area.





## Pre-Registrant Screen

 tdsb-ca.zoom.us



# School Council Elections Pre- Registration

Sep 23, 2020 02:00 PM

Eastern Time (US and Canada)



Please ensure to pre-register prior to the election. Once you have registered, you will be supplied with the Zoom link to the Election Meeting



# Pre-Registrant Screen

tdsb-ca.zoom.us

## Meeting Registration

Susan

Smith

SusanS@somewhere.com

## Pre-Registrant Screen

tdsb-ca.zoom.us

What school does your  
child(ren) attend?

United ES

What is your child(ren)'s name?

Sammy Smith





## Pre-Registrant Screen

tdsb-ca.zoom.us



What is your child(ren)'s  
teacher's name?

Mr. King

Do you require an Interpreter  
for the meeting?

Yes

## Pre-Registrant Screen

tdsb-ca.zoom.us



Do you require an Interpreter  
for the meeting?

Yes

If yes to the above, what  
language do you require?

Turkish



## Pre-Registrant Screen

tdsb-ca.zoom.us

Turkish

Captcha Code

Enter captcha code

~~0152c6~~  





# Zoom Meeting Schedule

**zoom** SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile **Meetings** Webinars Recordings Settings Account Profile Reports

Attend Live Training Video Tutorials Knowledge Base

## Meetings Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time Schedule a Meeting

Tue, Oct 13

07:00 PM - 08:00 PM [School Council Elections Pre-Registration](#) Start Edit Delete  
Meeting ID: 972 8811 4776

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download Chrome Extension Download





# Registration Report – Interpretation Requests



SOLUTIONS ▾ PLANS & PRICING

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Meeting Report

Report Queue

Report Type

Registration Report  Poll Report

Search by time range ▾

From:

2020-09-22



To:

2020-09-23



Search

Maximum report duration: 1 Month



Scheduled Time

Topic

Meeting ID



2020-09-23  
02:00:00 PM

School Council Elections Pre-Registration

972 8811 4776

Generate





# Registration Report – Interpretation Requests

zoom SOLUTIONS PLANS & PRICING

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING



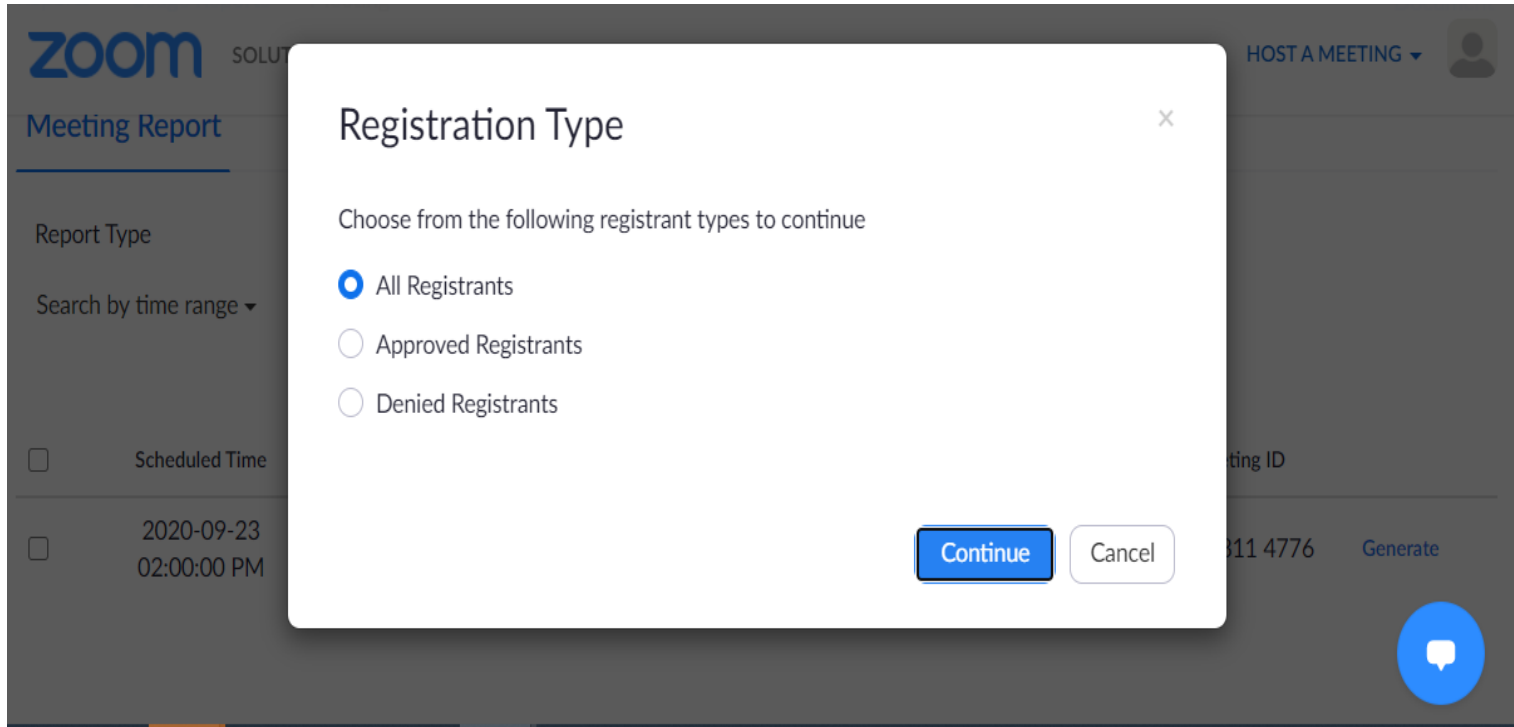
Meeting Report Report Queue

Include reports that failed to generate results

| Report Type         | Scheduled Time           | Start Time               | Topic                                     | Meeting ID    | Generate Time            |                          |
|---------------------|--------------------------|--------------------------|---|---------------|--------------------------|--------------------------|
| Registration Report | Sep 23, 2020 02:00:00 PM | Sep 23, 2020 03:20:27 PM | School Council Elections Pre-Registration | 972 8811 4776 | Sep 23, 2020 08:12:40 PM | <a href="#">Download</a> |



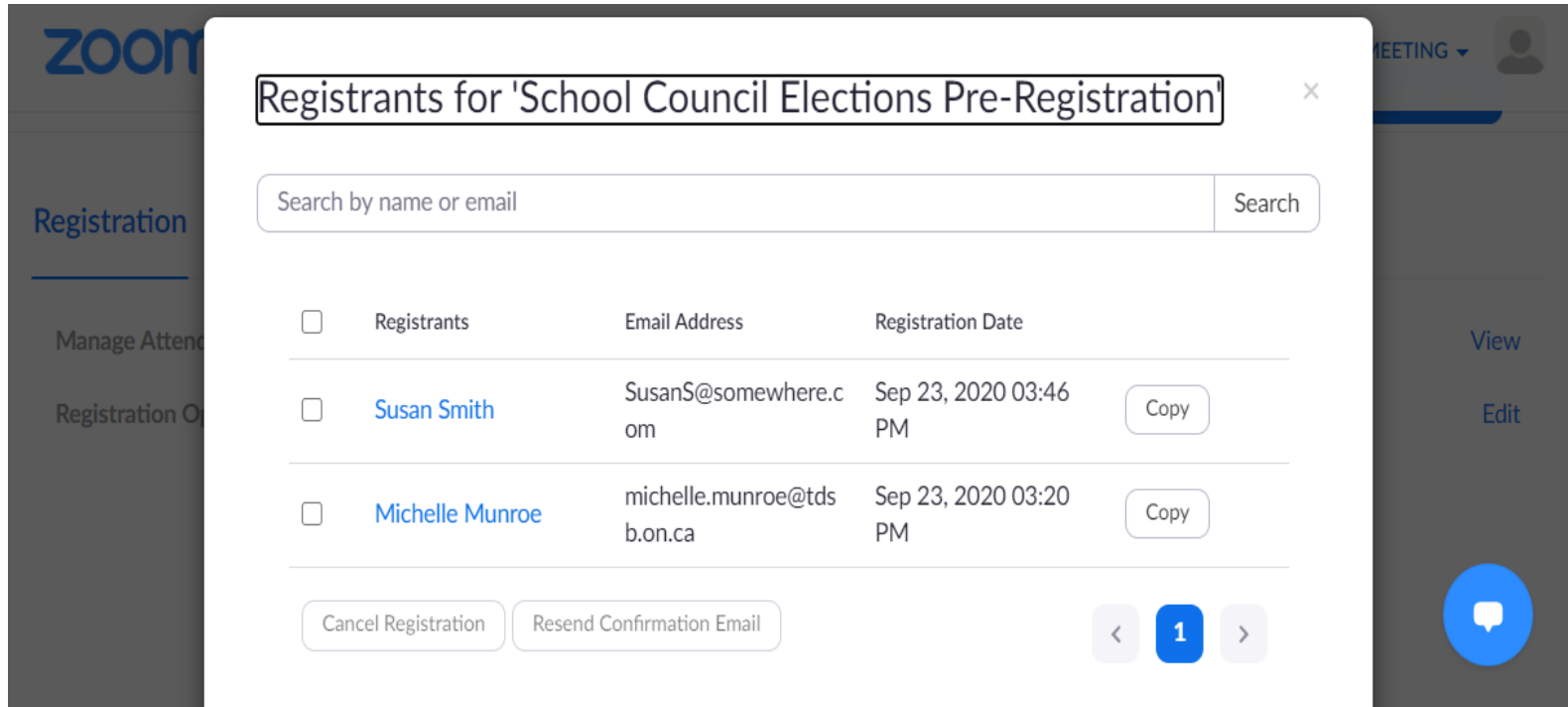
# Registration Report – Interpretation Requests



The screenshot shows the Zoom Meeting Report interface. A dialog box titled "Registration Type" is open in the center, prompting the user to "Choose from the following registrant types to continue". The dialog box contains three radio button options: "All Registrants" (selected), "Approved Registrants", and "Denied Registrants". At the bottom of the dialog box are "Continue" and "Cancel" buttons. The background interface shows the "Meeting Report" section with a "Report Type" dropdown, a "Search by time range" dropdown, and a table with columns for "Scheduled Time" and "Meeting ID". The "Scheduled Time" column has a checkbox and the date "2020-09-23 02:00:00 PM". The "Meeting ID" column has a checkbox and the ID "11 4776". A "Generate" button is visible next to the meeting ID. The Zoom logo and "HOST A MEETING" dropdown are also visible at the top of the interface.



# Registration Report – Interpretation Requests



Zoom Meeting

MEETING

Registrants for 'School Council Elections Pre-Registration'

Search by name or email Search

| <input type="checkbox"/> | Registrants                     | Email Address              | Registration Date     |                      |
|--------------------------|---------------------------------|----------------------------|-----------------------|----------------------|
| <input type="checkbox"/> | <a href="#">Susan Smith</a>     | SusanS@somewhere.com       | Sep 23, 2020 03:46 PM | <a href="#">Copy</a> |
| <input type="checkbox"/> | <a href="#">Michelle Munroe</a> | michelle.munroe@tdsb.on.ca | Sep 23, 2020 03:20 PM | <a href="#">Copy</a> |

[Cancel Registration](#)
[Resend Confirmation Email](#)

< 1 >

View Edit



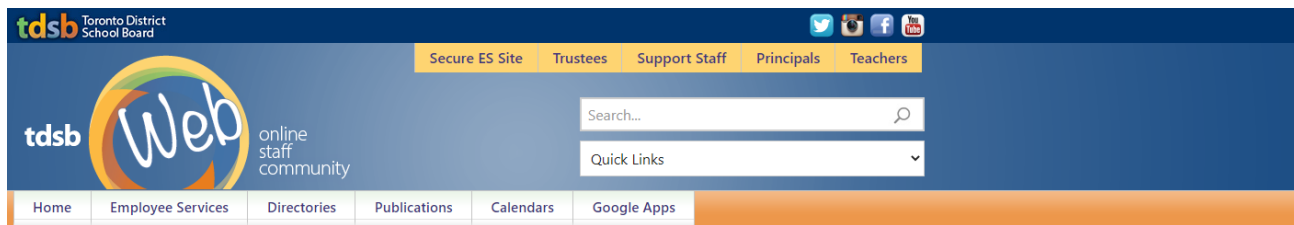




# Scheduling a Zoom Meeting

Source Interpreter via School Admin, Language Determined by Pre-Registration

[http://tdsbweb.tdsb.on.ca/principals\\_site/Parent-and-Community-Engagement/Interpretation-Translation/Interpretation-spoken](http://tdsbweb.tdsb.on.ca/principals_site/Parent-and-Community-Engagement/Interpretation-Translation/Interpretation-spoken)



|   |
|---|
| TDSB Home                               |
| Principals' Site                        |
| ▶ Communication Tools                   |
| ▶ Crisis/Issues Management              |
| Facility Services                       |
| ▶ Forms                                 |
| ▼ Parent and Community Engagement       |
| Community Advisory Committees (CACs)    |
| Community Liaison Groups                |
| Funding and Grants                      |
| ▼ Interpretation / Translation          |
| Interpretation (spoken)                 |
| Over the Phone Immediate Interpretation |
| Sign Language Interpretation            |
| Translation (written)                   |
| Occasional Child Care                   |
| ▶ Policies and Procedures               |

## Interpretation (spoken)

ALL INTERPRETERS ARE PAID FOR A MINIMUM OF 2 HOURS

INTERPRETERS WHO ARE SOURCED BY PCEO ARE PAID BY PCEO AND DO NOT GET ENTERED INTO Smart Find (SFE)

### Booking an Interpreter

#### 2020 – 2021 Interpreter Roster

Interpreters (representing more than 50 languages) should be requested through Smart Find Express (SFE). To use the dispatch feature, schools create a Vacancy using the job classifications codes for the specific language ranging from 7000 to 7060 and using reason code 801. Classification code 790, is now used only for Translators (eff. Dec 1, 2017), who are not booked through the dispatch process and reason code 800.

#### Smart Find Express Interpreter Classification Codes

For assistance with SFE, please contact:

Dispatch Teaching Help Desk (416-338-4747 Ext. 2) or [dispatchteaching@tdsb.on.ca](mailto:dispatchteaching@tdsb.on.ca)  
Dispatch Support Staff Help Desk (416-338-4747 Ext. 3) or [dispatchsupportstaff@tdsb.on.ca](mailto:dispatchsupportstaff@tdsb.on.ca)  
Hours of operation are 7:30 a.m. to 5:00 p.m. during the regular school year.

#### Note

- Only TDSB staff with a Community Interpreter Assignment can be used for Interpretation services. Staff without the designated assignment or Non-TDSB staff cannot and will not be paid via SFE
- If you have not been able to secure an Interpreter through Smart Find and RIO is not an appropriate



# Scheduling a Zoom Meeting

## Source Interpreter via School Admin, Language Determined by Pre-Registration Assign Interpreter, sourced via School Admin

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾


Audio  Telephone  Computer Audio  Both  
Dial from Canada [Edit](#)

Meeting Options  Enable join before host  
 Mute participants upon entry ⓘ  
 Only authenticated users can join  
 Breakout Room pre-assign  
 Automatically record meeting in the cloud

Alternative Hosts

Interpretation  Enable language interpretation ⓘ  
 English ▾ ⇄ Turkish ▾ ×  
[+ Add Interpreter](#)

[Save](#) [Cancel](#)



# Start Zoom Meeting



Profile

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Knowledge Base

## Meetings

Get Training

Upcoming Previous Personal Room Meeting Templates

 Start Time to End Time

Schedule a Meeting

Tue, Oct 13

07:00 PM - 08:00 PM

[School Council Elections Pre-Registration](#)

Start

Edit

Delete

Meeting ID: 972 8811 4776

Save time by scheduling your meetings directly from your calendar.



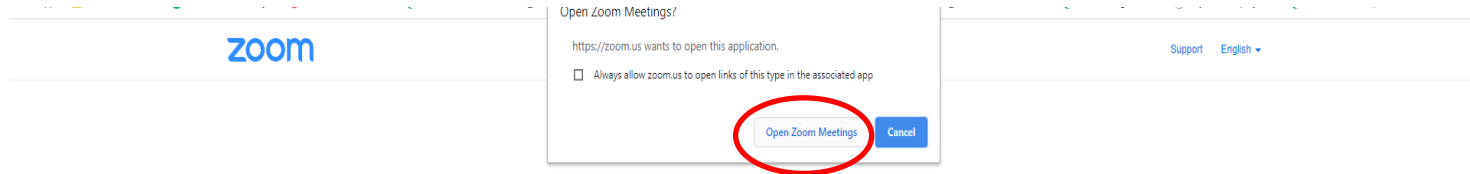
Microsoft Outlook Plugin  
Download



Chrome Extension  
Download



# Start your Zoom Meeting



When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

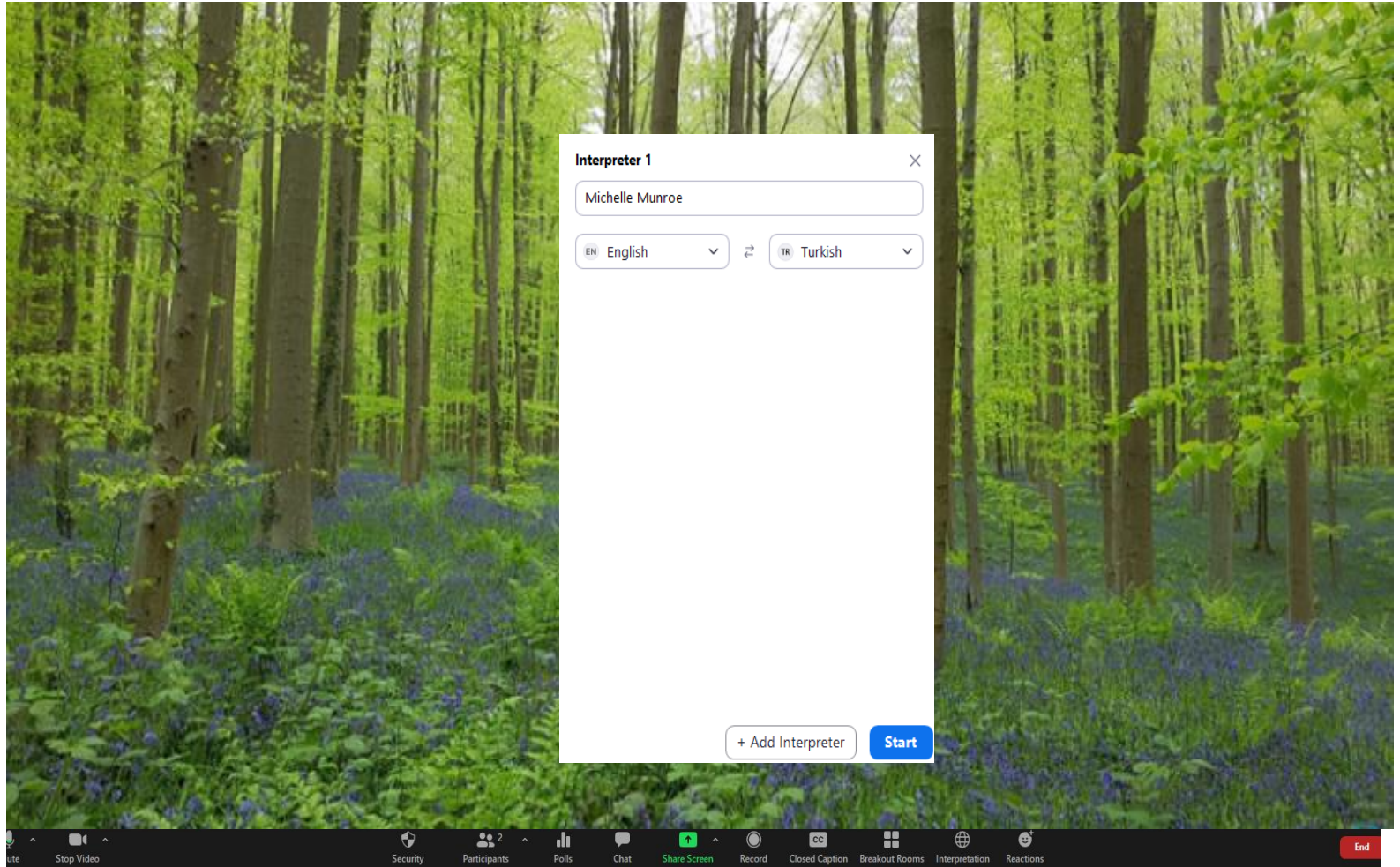
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[Privacy & Legal Policies](#)



# Interpretation Available for the Zoom Meeting



# Sync Interpreter to Interpretation Function



**Interpreter 1** ×

Michelle Munroe

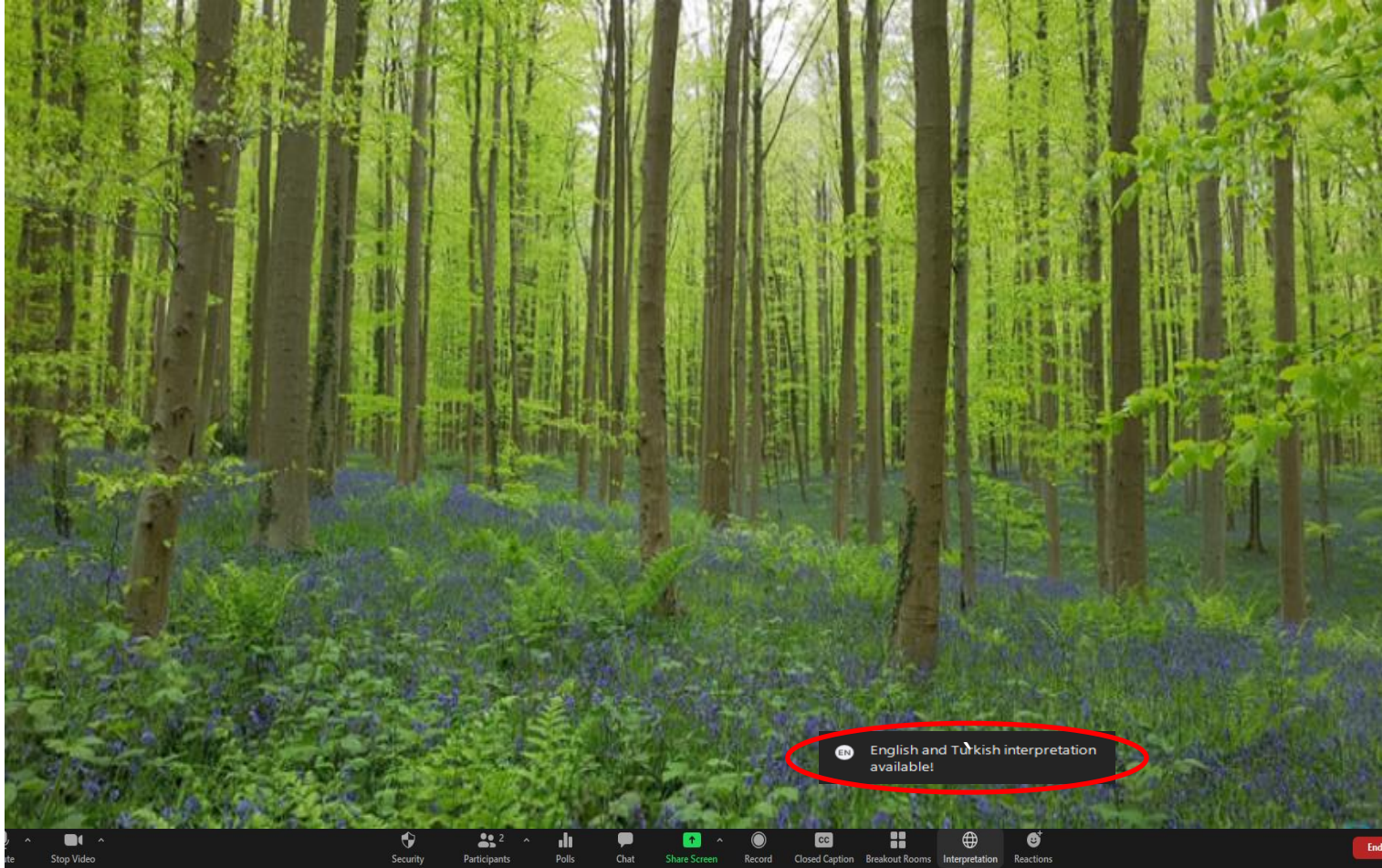
EN English ⇄ TR Turkish

+ Add Interpreter **Start**

Mute Stop Video Security Participants Polls Chat Share Screen Record Closed Caption Breakout Rooms Interpretation Reactions **End**



## Interpreter has been Synced to Interpretation Function



# Creating Election Polling during the Zoom Meeting







# Add Election Polling Question

Poll 1

Edit

Add a Question



# Add Anonymous Election Polling Question

Add a Poll



School Council Election

Anonymous? 

1.

Please cast your vote for 5 of the people below to represent you as your School Council representative.

Single Choice  Multiple Choice

Susan Smith

Latha Khan

Michelle Johnson

Boris Trump

Justin King

Shelley Trudeau

John Mahoney

Colleen Fraser

Holly Campbell

Lisa Chi

247

Delete

+ Add a Question



# Add Anonymous Election Polling Question

Add a Poll ×

The user information in poll report will be kept anonymous

Anonymous? ?

1.

Type your question here.

Single Choice  Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

[+ Add a Question](#)





# Polls Created for Zoom Meeting

Zoom Meeting Settings

Zoom logo | SOLUTIONS | PLANS & PRICING | CONTACT SALES | REQUEST A DEMO | 1.888.799.0125 | RESOURCES | SUPPORT

Zoom Meeting Controls

- Make participants join early
- Only authenticated users can join
- Automatically record meeting in the cloud
- Enabled language interpretation

Interpretation: michelle.munroe@tdsb.on.ca (English ⇄ Turkish)

Buttons: Delete this Meeting, Save as a Meeting Template, Edit this Meeting, Join Now

Navigation: Registration | Email Settings | Branding | **Poll**

You have created 1 poll for this meeting. [Add]

| Title                            | Total Questions | Anonymous |                 |
|----------------------------------|-----------------|-----------|-----------------|
| ▼ Poll 1:School Council Election | 1 question      | Yes       | [Edit] [Delete] |



# Polls Created for Zoom Meeting

Zoom Polls window: Polling 1: School Council Election [Edit]


**1. Please cast your vote for 5 of the people below to represent you as your School Council representative. (Multiple choice)**

- Susan Smith
- Latha Khan
- Michelle Johnson
- Boris Trump
- Justin King
- Shelley Trudeau
- John Mahoney
- Colleen Fraser
- Holly Campbell
- Lisa Chi

**Launch Polling**



# Display for Host showing Poll Results

 Polls
— □ ×

School Council Election in Progress
2:11

Attendees are now viewing questions
2 of 2 (100%) voted

**1. Please cast your vote for 5 of the people below to represent you as your School Council representative. (Multiple choice)**

|                  |            |
|------------------|------------|
| Susan Smith      | (0/2) 0%   |
| Latha Khan       | (1/2) 50%  |
| Michelle Johnson | (0/2) 0%   |
| Boris Trump      | (0/2) 0%   |
| Justin King      | (1/2) 50%  |
| Shelley Trudeau  | (1/2) 50%  |
| John Mahoney     | (2/2) 100% |
| Colleen Fraser   | (1/2) 50%  |

End Polling



# Poll Closed

**Polling 1: School Council Election** [Edit](#)

Polling is closed 2 voted

**1. Please cast your vote for 5 of the people below to represent you as your School Council representative. (Multiple choice)**

|                  |            |
|------------------|------------|
| Susan Smith      | (0/2) 0%   |
| Latha Khan       | (1/2) 50%  |
| Michelle Johnson | (0/2) 0%   |
| Boris Trump      | (0/2) 0%   |
| Justin King      | (1/2) 50%  |
| Shelley Trudeau  | (1/2) 50%  |
| John Mahoney     | (2/2) 100% |

[Share Results](#) [Re-launch Polling](#)



# Generate Poll Results



SOLUTIONS ▾ PLANS & PRICING

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Meeting Report

Report Queue

Report Type

Registration Report  Poll Report

Search by time range ▾

From:

2020-09-22



To:

2020-09-23



Search

Maximum report duration: 1 Month



Scheduled Time

Topic

Meeting ID



2020-09-23  
02:00:00 PM

School Council Elections Pre-Registration

972 8811 4776

Generate





# Close Zoom Meeting





Toronto  
District  
School  
Board