



Lárionad Náisiúnta um Threoir san Oideachas
National Centre for Guidance in Education



October 2021

NCGE / Euroguidance Ireland are coordinating the delivery of the Guidance Service to (Irish) students in European Schools through the remote meetings application '**Zoom**'.

As you are aware these meetings are scheduled for outside of school class time.

Following your appointment booking - a Zoom meeting link will have been sent to you.

Please use this link to access the meeting on the evening concerned.

S3, S4 and S5 students will be attending meetings with an Irish Guidance Counsellor in groups of up to 6.
S6 and S7 students will meet an Irish Guidance Counsellor individually.

The Zoom Application

In order to attend your Guidance appointment we recommend that the '**ZOOM Client for Meetings**' (desktop) or '**ZOOM Cloud Meetings**' (mobile) application is **first** downloaded to your (home accessible) device. The link to do so is here - <https://zoom.us/download>

Please note:

Zoom is highly secure. It meets very high standards of HIPAA5, the USA legal system for online security. For more information in relation to ZOOM Privacy & Security click [HERE](#)

Joining the SESSION

- On the day and time of the scheduled appointment click on the meeting link received (we recommend accessing the meeting at least 5 mins prior to the scheduled start)
You will be prompted to open / download Zoom – select the relevant option.
- You will be brought to a message stating that the meeting host will 'permit your entry soon'.
There is a 'waiting room' in place for all meetings.

You can **test** joining a meeting through this link: <https://zoom.us/test>

Attendee Controls

- On being permitted entry to the meeting please ensure that you have your microphone and where feasible, your camera, enabled. Your Microphone and Camera can be activated by clicking on their icons at the bottom of your screen. *Both will be off by default at the beginning of the meeting.*
- **Choosing video layout** - At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share
- **Enter/Exit full screen** - At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc
- **Leaving the meeting** - You can leave the meeting by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

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Being assigned to 'break out rooms'

If you are in S6 or S7, on your initial entry you MAY be prompted to join a 'break out room' before beginning your 1-1 session.

Please follow the Guidance Counsellor and on-screen instructions.

Attendee questions / feedback

The method of asking questions of the Guidance Counsellor is through voice / chat.

Please feel free to use either.

Verbal Questions: (GROUP SESSIONS ONLY)

Click the '**Participants**' button.

Click the '**Raise Hand**' icon to notify the Guidance Counsellor that you wish to speak.

Click the icon again to remove it

Text Questions:

If you would prefer to ask questions in text form, they may be submitted through the clicking the '**Chat**' button at the bottom of your screen.

The Guidance Counsellor may wait until the end of the session before answering / responding to 'chat' messages.

Meeting Etiquette

NCGE / Euroguidance Ireland respectfully requests that students adhere to the following:

- Please ensure that your location is quiet and secure from intrusion
- Please ensure that all hardware is functioning prior to participation
- Please be courteous in any questions raised or comments made
- Where you are attending a 'Group' session, please ensure that your microphone is muted when you are not speaking
- Where you are attending a 'Group' session, please do not engage in private chat with other students (unless the Guidance Counsellor permits you to do so)

You may wish to use a '**Zoom Background**' - information on how to do this is [HERE](#)

If you have any questions following your reading of this please e-mail – euroguidance@ncge.ie

THANK YOU