	SPECIAL EDUCATION DIVISION TRANSLATION/ INTERPRETATION DEPARTMENT

INTERPRETATION FOR REMOTE IEP MEETINGS
GUIDE FOR CASE MANAGERS AND SERVICE PROVIDERS

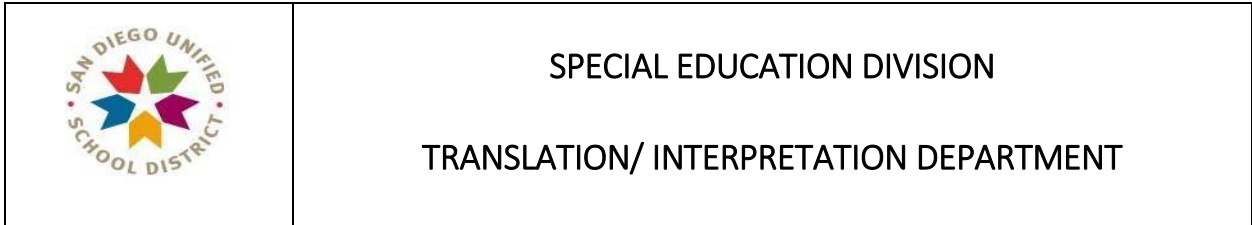**II.** **Generating a Zoom Meeting with the Interpretation Feature Enabled**

If your team will be working with a Spanish or Vietnamese interpreter, and you would like to generate your own Zoom meeting, please follow the steps below to create a Zoom meeting with the interpretation feature enabled.

Please make sure to include the Zoom meeting information on your request form when you send it in.
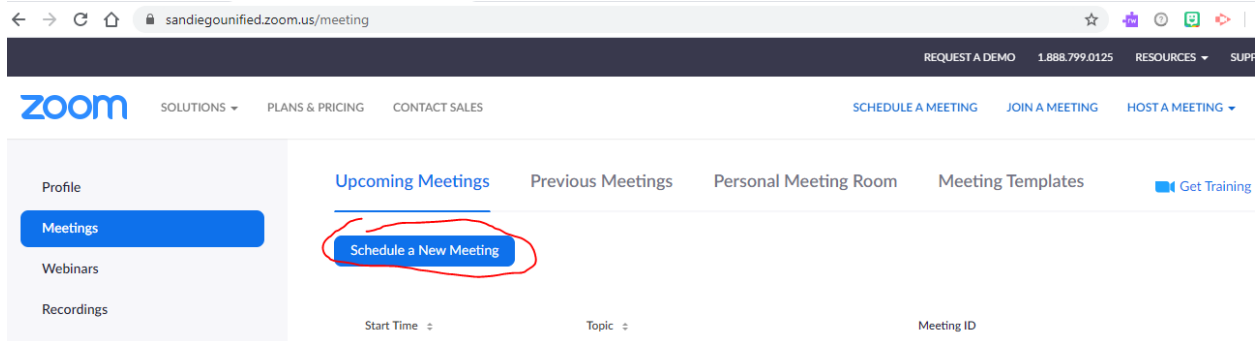
1. Sign in to your sandi.net account on the Zoom website, then select "Meetings" left-hand menu.

2. Select "Schedule a New Meeting".

3. In the "Topic" box, name your new meeting. Please make sure to use a "Topic" that will help you easily identify it as your meeting room with the interpretation feature enabled.

You do not have to make any changes in the "Description", "When" or "Duration" fields. The meeting you will generate is "reusable".

If you prefer, you can also generate a meeting for each individual appointment.
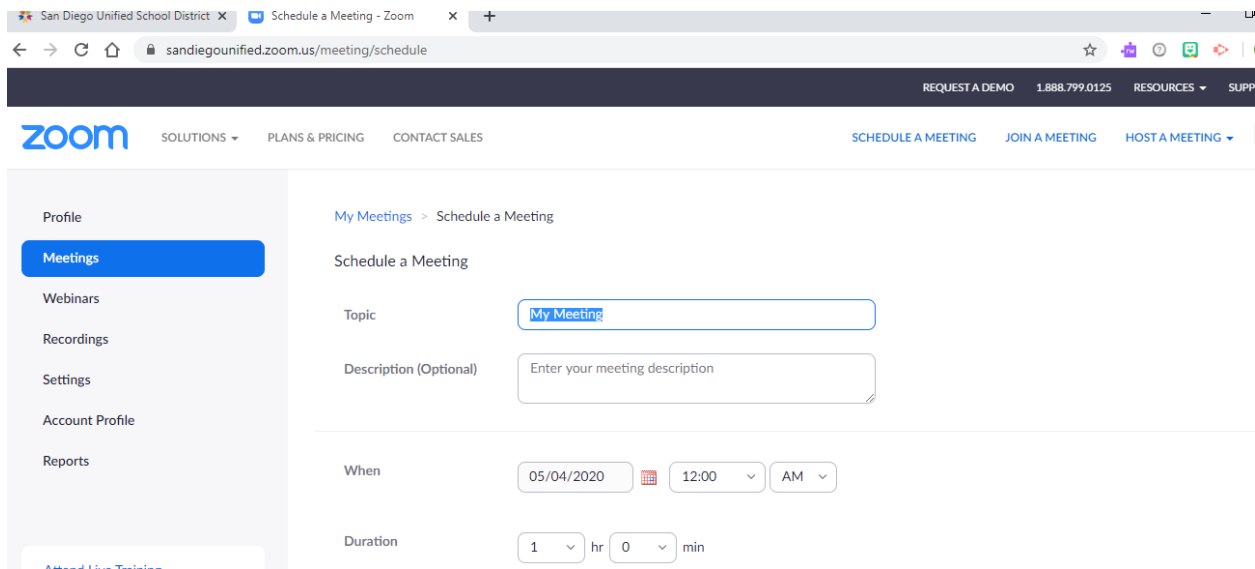
4. Look for the "Meeting ID" section and select "Generate Automatically". **You must choose this option to enable the interpretation feature**.

5. We recommend the following selections for the "Meeting Options", but each team can decide on the settings they prefer:

Option for "Enable join before host" **on**

Option for "Only authenticated users can join" and "Record the meeting automatically on the local computer" turned **off**.

6. At the very bottom of the page in the "Interpretation" section, click "Enable language interpretation" to turn on the feature.

You do not have to set up the interpreter or language information at this time. Your interpreter will be able to do it during the meeting. Click on the "x" and then click "Save".

7. A new page will open with the information for the new meeting you have generated.

Look for the "Join URL" section and click on "Copy the invitation". From here, you can copy and paste the meeting information into the "Special Instructions" section on your request form.

Please note: The meeting information does not have to be updated if the date/ time of the meeting changes.

If your team has chosen to save and send appointments on Zoom, you will be able to edit the meeting date/time information later.

**Using the Interpretation Feature during a Meeting**

The interpreter will ask the case manager to assign them the host role for a few minutes while they get the interpretation feature set up.

The interpreter will provide instructions to team members in the source and target languages, and post instructions in the chat box for late arrivals. Please support the interpreter by helping any team members who join the meeting later get set up with the interpretation feature.

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When the interpretation feature has been turned on you will see a notification appear at the bottom of your screen that looks like this:
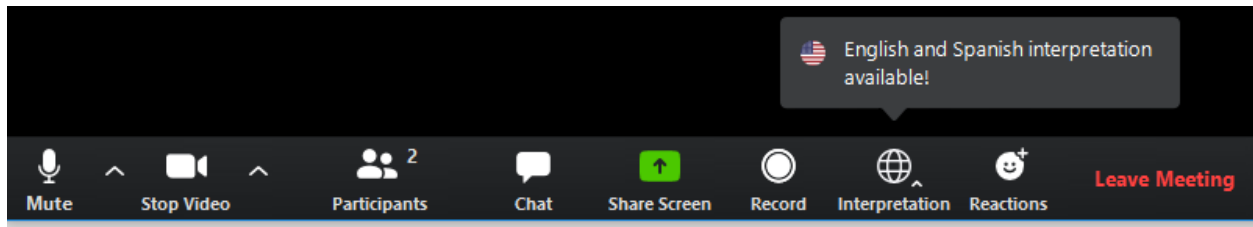
Click on the globe icon and select the "English" channel.

You will only be able to hear the interpreter speaking when they are on the "English" channel. The family will only hear the interpreter when they are on the target language channel.

The interpreter will be able to hear all participants who do not have their microphone muted at all times.

Participants on the English channel and participants on the other language channel will be able to hear each other, but they will hear the interpreter's voice at a louder volume when the interpreter is speaking on their channel.

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On a mobile device:

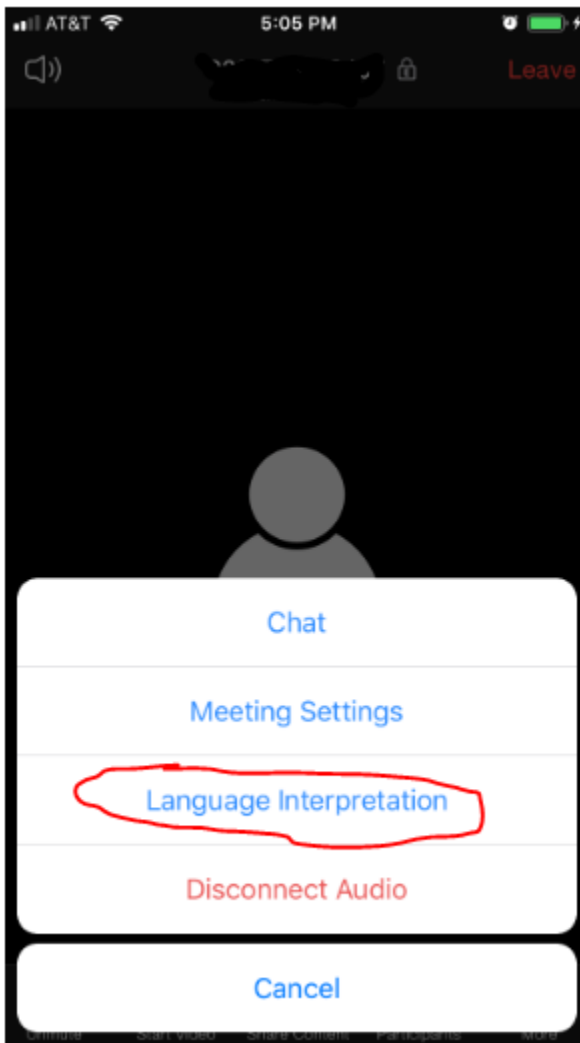1. When the interpreter turns on the interpretation feature you will see a notification that looks like this:
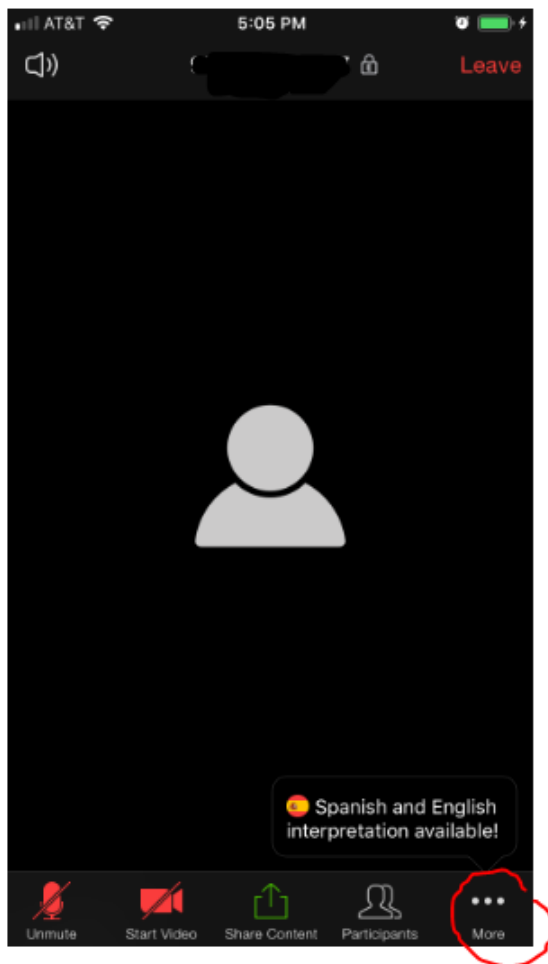
2. Tap the screen if you don't see the lower menu, then select "More"

3. Click on the "Language Interpretation" option.

4. The list of available languages will appear.
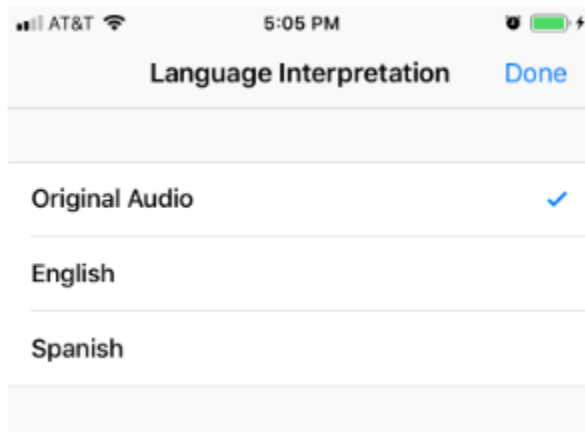
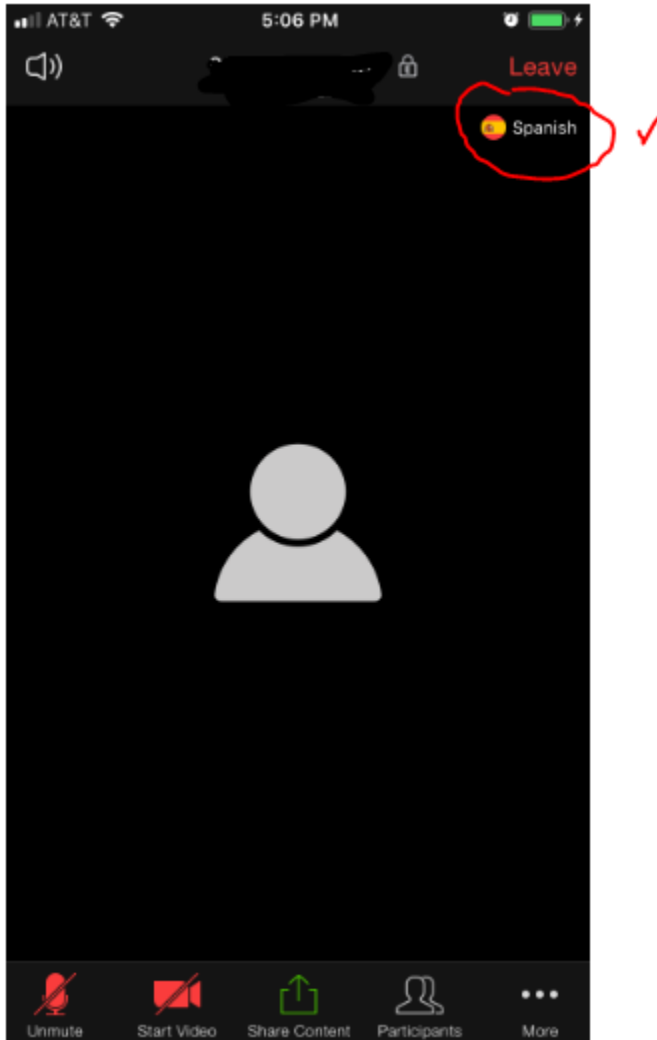5. Select your language channel, and make sure to hit **"Done".**
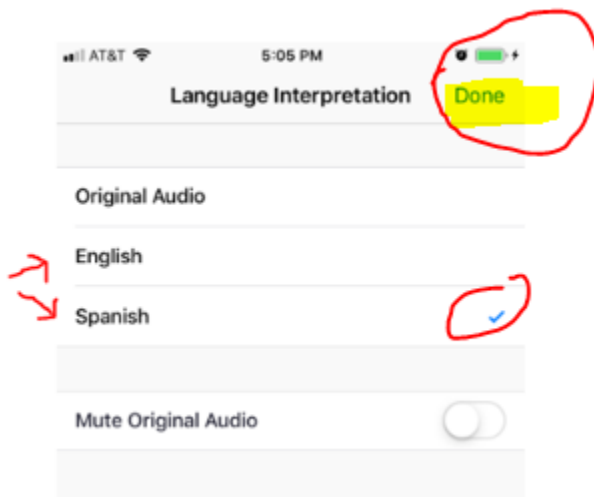
6. Your main screen will look like this:

Please contact Mario Garcia, the SPED Interpretation/ Translation supervisor, if you have any questions or require urgent support: 619-362-4430.