

Guidelines for Interpreters

IMPORTANT: Please read before starting your shift

Ensure you have received the Zoom link for the event or meeting directly from the presenter. If you did not receive the zoom link for the meeting, please contact [Otilia Espinoza](#).

Welcome **Interpreters** to the Zoom Guidelines!

Thank you for supporting the WCCUSD community. Below you will find information to help you understand the work you are doing. We are all learning how to engage our families and community in a virtual world.

- Interpreters must log in 15 minutes before the meeting starts, unless they are instructed to log in earlier.
- Interpreters must indicate the **exact time** they join and leave the meeting on the **Time Card**.
- Interpreters are required to provide interpreting services for the entire duration of the meeting. If no one needs services, interpreters must stay for one hour. Interpreters may leave the meeting after they get authorization from the person in charge or an administrator.
- Please make sure you know how to access and use the Interpretation buttons in Zoom.
- Here is [the Link](#) to Zoom tutorial videos.

Please email comments and feedback to [Otilia Espinoza](#) or **The Rap Center**.

Non-Zoom Meeting

Interpreters must return the equipment to the RAP Center promptly. If the equipment cannot be returned in a timely manner, please Email [Otilia Espinoza](#) at the RAP Center **at 510-307-4590**.

Thank you
MMS/RAP Center