Interpretation at SUSHD

1. Request an interpreter days in advance of your meeting. The longer you schedule out the reauest the better.
   a. Use this link to request an interpreter.
2. If you are using Zoom as a platform the interpretation will be done through Zoom (you will need to set it up when you set up your Zoom meeting)
   a. See how to set up a Zoom interpretation before the meeting.
   b. See how to start interpretation during the metting.
3. If you are using another platform (TEAMS, Google) the interpreter will use a phone number that parents need to call to hear the interpretation.

How to set up a Zoom intepretation

1. Create your meeting as normal using our SUHSD webportal, choose "SIGN IN"

3. Before you save the meeting select "Interpretation" by checking the box **Enable language Interpretation** once you do that a box will appear.


4. Add the email of the interpreter. If one has not been assigned add your own email (you will receive an email that you are also the interpreter for the meeting, don't' worry)
5. Save your meeting, now you have the option to add interpretation during the meeting.

Interpretation during the meeting.

1. Start your meeting only if you have already set up interpretation prior to the meeting being started.
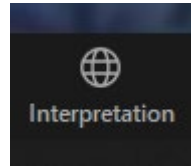
   a. If the icon does not show up, close the meeting and set up interpretation (see above)
3. Once you click on the icon you will have a pop up window appear.
   a. Review the information and make sure the person interpreting shows up under interpreter 1. Click **Start**
      i. If Interpreter 1 shows as **"*****(not joined)"** delete the information in the box and you will be able to select one person in the meeting to interpret.
         1. Check your email you received from the State and Federal office for the name of the person and select it after you delete whats in it.
         2. If the name of the person does not show up, ensure they are in the meeting with you.
         3. Once you select the right person, click **Start**