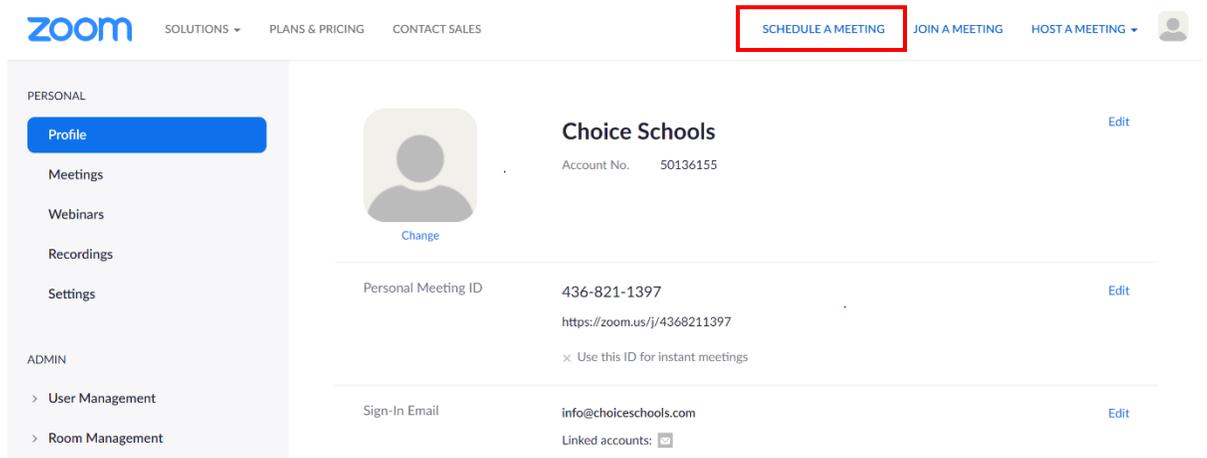


How to Use Zoom

Scheduling a Meeting

1. Sign into your Zoom Account
2. Select **"Schedule Meeting"** in the upper right-hand side of the screen



- a. When the Schedule a Meeting screen shows up, fill out the following information:
 - i. Topic (meeting title)
 - ii. When (date, time)
 - iii. Duration
 - iv. **OPTIONAL:** Require Password (check for safety reasons)
 - v. Meeting Options

1. Check **"Enable join before host"** if desired
2. Check **"Mute participants upon entry"** if desired

- b. Select **"SAVE"**

Topic: My Meeting

Description (Optional): Enter your meeting description

When: 03/25/2020 6:00 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 436-821-1397

Meeting Password: Require meeting password

Video: Host on off
Participant on off

Audio: Telephone Computer Audio Both
Dial from United States of America [Edit](#)

Meeting Options: Enable join before host
 Mute participants upon entry [?](#)
 Enable waiting room
 Only authenticated users can join
 Record the meeting automatically

Alternative Hosts: Example: mary@company.com, peter@school.edu

3. If you wish to record your meeting, check the **“Record the meeting automatically”** box and then select **“in the cloud”**

Meeting Options

- Enable join before host
- Mute participants upon entry ¹
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically On the local computer In the cloud

4. Once your meeting is saved, you see a summary screen with a place for you to add the event to your calendar, as well as copy the invite information.

My Meetings > Manage "My Meeting" Start this Meeting

Topic: My Meeting

Time: Mar 25, 2020 06:00 PM Eastern Time (US and Canada)

Add to: Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID: 521-246-848

Meeting Password: × Require meeting password

Invite Attendees: Join URL: <https://zoom.us/j/521246848> Copy the invitation

Video: Host Off, Participant Off

Audio: Telephone and Computer Audio, Dial from United States of America

- a. When copying the invitation, be sure to select **“Copy Meeting Invitation”**

Copy Meeting Invitation

Meeting Invitation

Choice Schools is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Mar 25, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/521246848>

Meeting ID: 521 246 848

One tap mobile
+1 312 626 6799,,521246848# US (Chicago)
+1 929 205 6099,,521246848# US (New York)

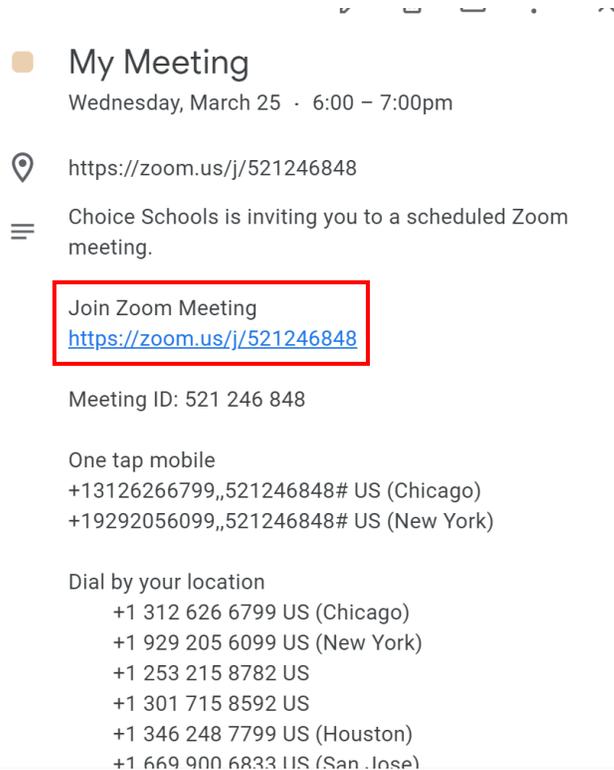
Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US

Copy Meeting Invitation Cancel

5. Once you have copied the meeting invitation, be sure to place it in your desired location.

Joining a Zoom Meeting

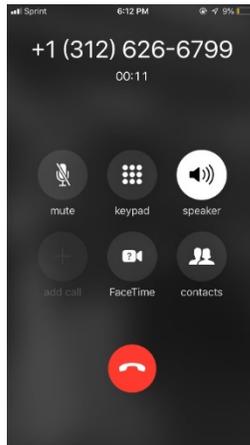
1. Option 1: Calendar Invitation by Computer
 - a. Go to your Calendar Invitation and select the **“Join Zoom Meeting”** link to open the meeting browser



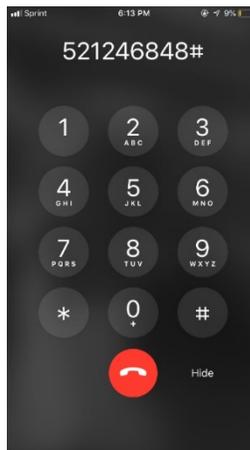
- b. If the meeting has a password, and you have received the link for the Zoom meeting, you may not be prompted to enter the password and will automatically connect

2. Option 2: Phone

- a. Dial the Zoom Phone number on the Calendar Invitation



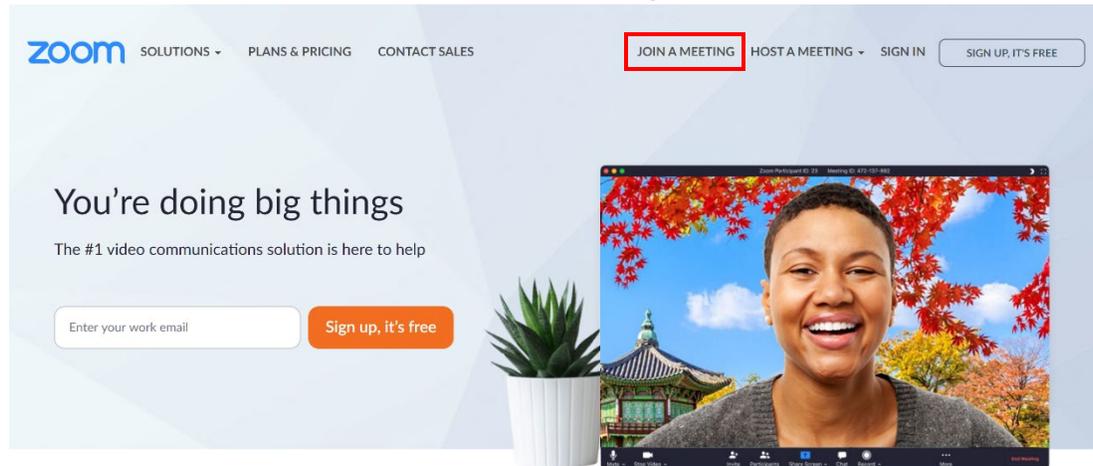
- b. You will be prompted dial the **"Meeting ID"** to join the meeting



- c. If the meeting has a password, you may be asked to type the password to join the meeting. Follow the prompts if you are to do so.

3. Option 3: Zoom Website by Computer

- a. Go to Zoom.com, and select **“Join A Meeting”**



- b. Enter the **“Meeting ID”** in the invitation, and select **“Join”**

Join a Meeting

871 752 090

Join

[Join a meeting from an H.323/SIP room system](#)

- c. If the meeting has a password, you will be prompted to enter the password, after you have entered the **“Meeting ID”**. Once you have done so, select **“Join Meeting”**

Zoom

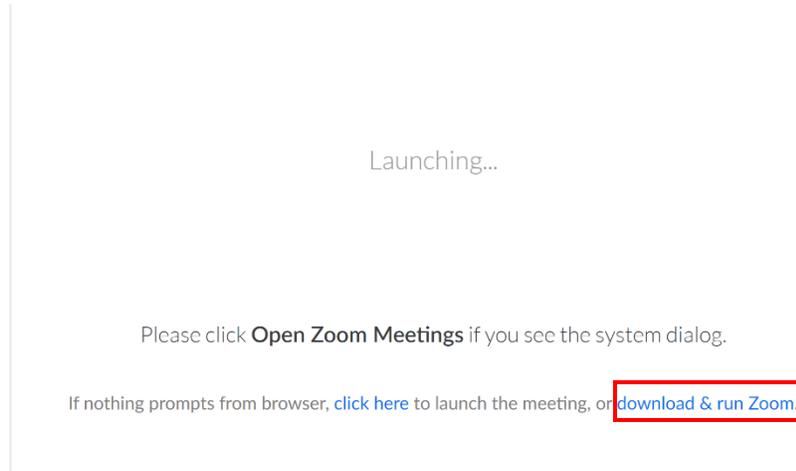
Enter meeting password

Meeting password

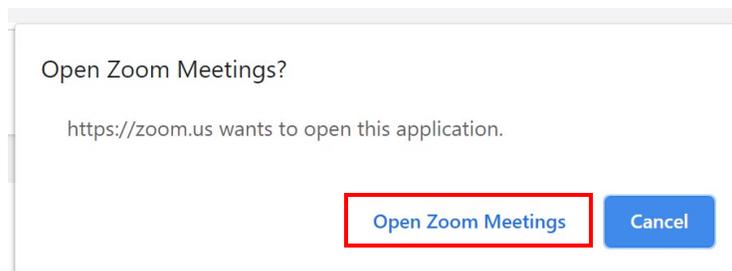
Join Meeting Cancel

Final Steps to Join a Zoom Meeting via Computer

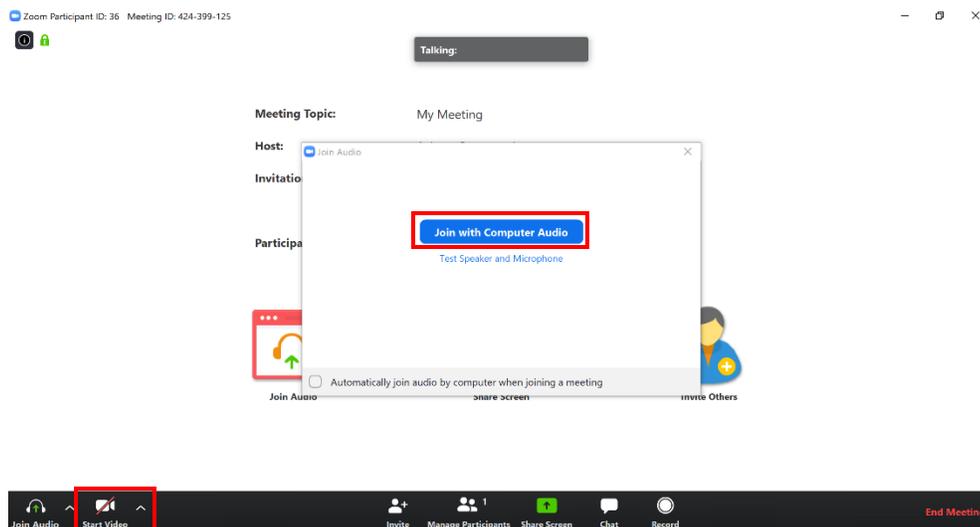
1. Once you have Joined A Meeting via the computer, you will get the screen below.
 - a. If you need to download Zoom, select **“download & run Zoom”** and follow the prompts



- b. If you have downloaded Zoom already, select **“Open Zoom Meetings”**



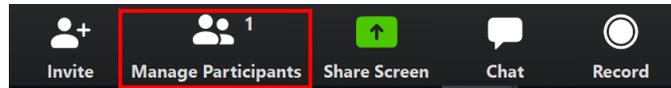
2. Once you have joined the meeting, you will view the screen below, select **“Join with Computer Audio.”** If you desire to be on video, select the **“video icon”** in the lower left-hand side of the screen



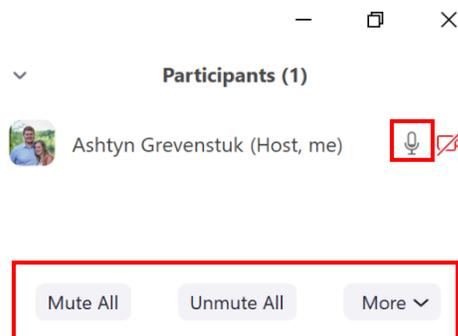
Hosting a Zoom Call

1. Important icons to use to ensure a smooth meeting

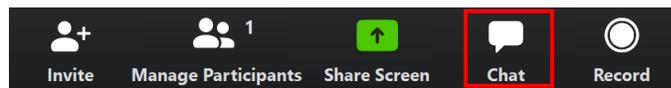
a. Manage Participants



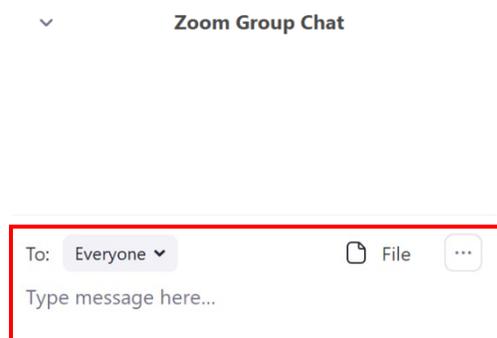
- i. After selecting the **“Manage Participants”** icon. A pop-up will show to the right-hand side of your screen. Here you are able to manage the people in your meeting by muting them all if needed. You can mute individual participants by selecting the microphone icon next to their name.



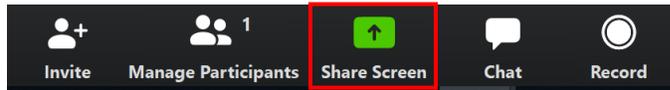
b. Chat



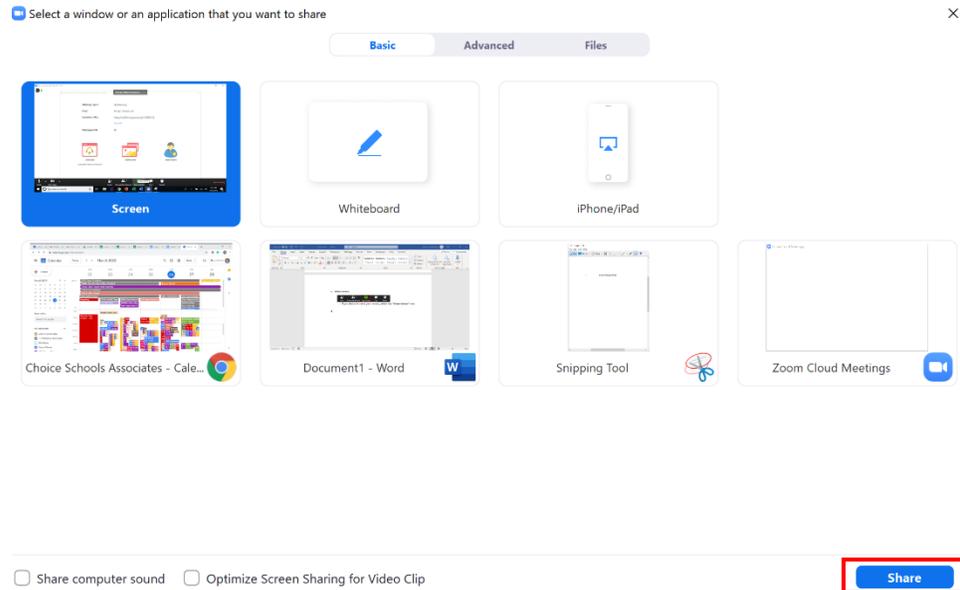
- i. After selecting the **“Chat”** icon. A pop-up will show up on the right-hand side of the screen. Here, participants will be able to chat with everyone in the group and ask questions.



c. Share Screen (Must be Host)

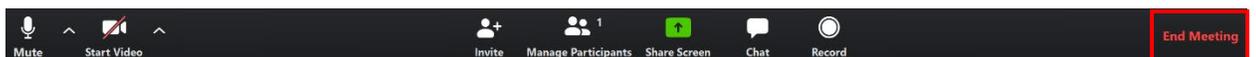


- i. If you desire to share your screen, select the **“Share Screen”** icon. Here you are able to select what screen you wish to share in your meeting, for the participants to view. Once you have selected the desired screen, select **“Share.”**

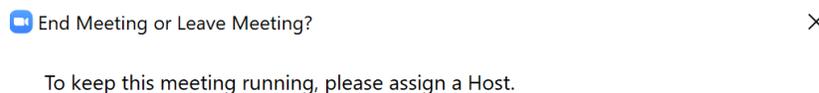


2. Ending a Meeting

- a. To end a meeting, select **“End Meeting”** at the lower right-hand side of the screen.

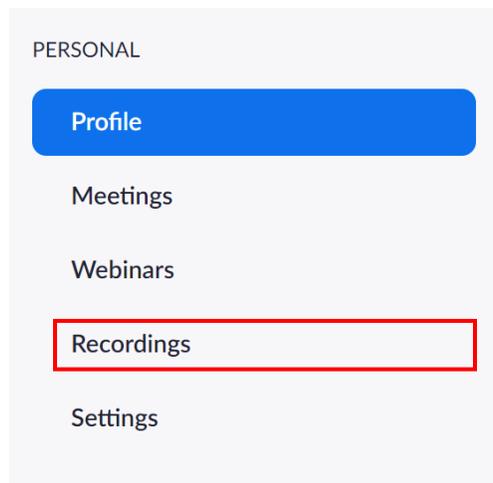


- b. After you select **“End Meeting”** a pop-up screen will show up, where you can select **“End Meeting for All”** where you will end it for all participants. Or **“Leave Meeting”** where you will just be leaving the meeting, and participants are still able to use the Zoom call.



Tips & Tricks on How to Create a Smooth Zoom Meeting

1. **Mute all participants** when scheduling the zoom call. This ensures that your sound is not overwhelmed, and you are able to communicate well with participants in the meeting.
2. Use the **Chat** feature in the meeting to have participants take attendance, ask questions, etc.
3. Record your Zoom meeting so you have something to send out to those who were not able to participate.
 - a. On your main Zoom screen, you can manage your recordings, by selecting **"Recordings"** on the left-hand side of the screen. You will also receive an email with a link to share the recording.



- b. **NOTE:** If participants "test" the Zoom call before it starts, you will get a recording email sent to you. Make sure to double check that it is the correct Zoom recording that you want to share.
4. The **Basic** plan in zoom, only allows 100 participants in a meeting at a time.
 5. You may only use one zoom line at a time.
 - a. i.e. Do not set up 2 meetings at the same time, as one of them will not be able to join, or they may end the current meeting going on.

Safe Practices for Zoom and Remote Learning Guidelines for Teachers and Staff

Helpful Link: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

As schools move to remote learning programs, we are utilizing new technology and platforms to connect with students and families, and to distribute curriculum content. Student safety remains a priority as we move the learning environment from the physical classroom to the virtual one. The following are best practices while using online platforms, specifically Zoom.

1. **Do not share the Zoom meeting links, meeting ID's or recordings** you are provided with on any public channel i.e. websites, social networking sites. Choice Schools staff may share these only to current students, parent/legal guardians or other staff members at their respective school.
2. Advise your **students to not set up their own Zoom accounts**. Encourage students to join Zoom meetings by clicking on the link provided for each meeting or entering the meeting ID.
3. **Students should not provide their full name** as it will appear on their screens. First name and last initial will suffice. Elementary students may wish to use 'nicknames'.
4. Please be advised that certain **sharing features, including file sharing and chat for Pre-Primary and Primary levels, have been restricted**. Please do not modify these settings without approval from Administration.
5. **The waiting room feature has been enabled on all the classroom Zoom accounts**. This allows you to only permit invited participants into your meeting room. Be sure this is turned on at all times.
6. Small group Zoom lessons should be **recorded in "speaker view" with participant cameras turned off**.
7. **Currently the co-host feature is not available** to us. We are in the process of trying to figure out how we can access it. Please bear with us as we gather more information we will share it with you.

8. **Do not take and/or distribute photos of your screen** especially if students' images appear on the screen.
9. **Be sure to record only the "Speaker Screen."** Remember to record any circle time or lesson that you want to record. You do not want to have hours and hours of recorded Zoom calls! **Be selective.** Pre-Primary and Primary should just record circle and story times. Elementary should just record any lessons or meetings that you know a student will miss. See below for how to upload recorded Zoom meetings.
10. Locate on your computer where your Zoom meeting recording has been automatically saved. It is usually in your 'documents' folder - then locate the 'Zoom' folder - then your recording by date. **Upload your recording to your classroom Google Drive (you can access this via your Gmail account).**
11. **Attendance** should be taken daily. Take note of who attends your small group lessons and any other individual and group lessons during the day.

Additional Security Measures That Can Be Activated During Meetings

Adjust Screen Share Options in the Meeting

Most likely, your Zoom In-Meeting settings at the account level are set to allow all participants to share. Giving students the opportunity to share their work is a powerful feature of Zoom. It is best to leave this setting enabled at the account level and make fine-tuned adjustments within meetings when it is not appropriate for others to share.

Below is a screenshot of the Zoom meeting settings at the account level. To check your account settings, go to zoom.us, sign in, choose Settings on the left, and then select **In-Meeting (Basic)** and scroll to **Screen sharing**.

In-Meeting Screen Share Settings

1. In the Zoom toolbar, select the caret next to **Share Screen**
2. In the **Advanced Sharing Options** window, make these adjustments:
 - How many participants can share at the same time?
 - Select **One participant can share at a time**
 - Who can share?
 - Select **Only Host**

3. When you get to a point in your meeting that you want students to share, simply return to the same Advanced Sharing Options and adjust the settings.

Mute All Participants

To avoid having unwanted voices speak at inappropriate times, follow these steps once you have started the meeting:

1. Select the Manage Participants button in the Zoom toolbar
2. At the bottom of the Participants window, select **More**
 - Choose **Mute Participants on Entry**
 - Deselect **Allow Participants to Unmute Themselves**
3. How to encourage students to share in voice:
 - Stop and various points and ask students if they have questions. Instruct them to use the Raise Hand feature to communicate to you that they'd like to speak. You will see a raised hand next to a student's name in the Participants window. Verbally call on the student and manually unmute the student's mic

Disable Attendee Annotation

If you have Annotation enabled in your In-Meeting (Basic) settings at the account level, that means attendees will be able to annotate on your shared screen at any time.

To check your account level settings:

1. Log in at Zoom.us
2. On the left, choose **Settings**
3. Select **In-Meeting Basic**
4. Scroll to **Annotation**. If Annotation is enabled, that means attendees can annotate on your shared screen.

While this feature can be great for collaborative activities, you can easily deactivate the feature but **only once you have begun to share your screen**.

Follow these steps:

1. Share your screen
2. Click **More** in the screen share controls
3. Select **Disable participants annotation**

If you wish to encourage students to annotate your shared screen, simply re-enable the feature by following the same steps.

Just in Case

If a disruptive, uninvited attendee appears in your meeting, the first thing you should do is take a deep breath. Focus on managing the situation, as opposed to engaging with the individual. Follow these suggestions:

To stop unwanted screen sharing:

- Share your own screen. You are the host and you may take screen sharing over from attendees.

To stop unwelcome webcam video or sounds:

1. Select the **Manage Participants** button in the toolbar.
2. Locate the person's username (which will also be at the top of their video).
3. To the right of their name, mute their webcam and/or microphone.

To remove the person from the meeting:

1. Next to the person you want to **remove**, click **More**.
2. From the list that appears, click **Remove**.
3. For an added layer of comfort, you may consider **Locking** the meeting. But doing this would prevent your own students from entering.
 - Select the **Manage Participants** button
 - In the Participants window go to the bottom and select **More**
 - Choose **Lock Meeting**