

PARENT DISTANCE LEARNING Zoom BEGINNER'S GUIDE



return
to **LEARN**

return
TOGETHER

Zoom TOOLKIT MENU

What is Zoom and How to Get Started?

- ✓ What Can Zoom Be Used For
- ✓ What You Need to Get Started
- ✓ Testing Microphone and Speakers
- ✓ Waiting Room

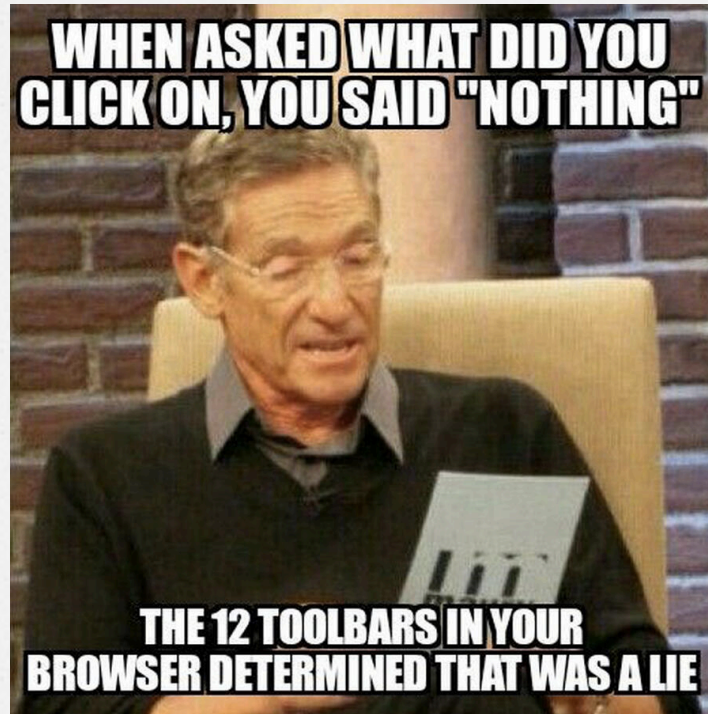
When the Zoom Class Starts?

- ✓ Accessing Zoom Menu and Commands
- ✓ Providing Nonverbal Feedback and Interacting During Class
- ✓ Polling
- ✓ Breakout Room
- ✓ Annotation and Whiteboard
- ✓ Zoom View Options

Zoom Etiquette and Common Issues

- ✓ Etiquette Tips
- ✓ Sound
- ✓ Video
- ✓ Helpful Tips and Resources

What is Zoom and How to Get Started?



What Can Zoom Be Used For?!

Zoom can be used to do many things outside of a regular classroom. You can use Zoom to...

- o Meet with other classmates for projects and assignments
- o Work on homework with classmates
- o Record a presentation
- o Schedule online tutoring or meeting with teacher
- o Host a meeting for a club or organization

What Devices Can I Use Zoom On?

- o Laptop/computer (PC/Mac) -- recommended
- o Tablet (Apple iOS, Android)
- o Smartphone (Apple iOS, Android)

Do I or My Student Need a Zoom Account to Join a Class?



Usually, you do not need a Zoom account to join a class scheduled by the teacher (only meeting hosts need an account). However, teachers can restrict the session to authorized attendees which requires participants to enter a password to join the class. **This safety measure prevents uninvited guests from gaining access to your student's class.**

What You Need to Get Started?

- ✓ An internet connected computer, laptop, or mobile device
- ✓ Your meeting ID number (9, 10, or 11 digits) or URL for the meeting
- ✓ By phone, dial the teleconferencing number provided in your invite and enter the meeting ID number when prompted using your dialpad
- ✓ Meeting Room Passcode (on average, they can be 6 digits long, but can range from 1-16 digits long)

Here's an example of a URL:

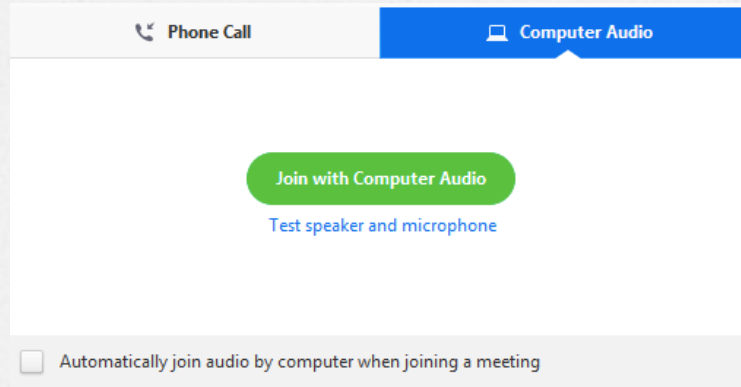
<https://scusd.zoom.us/j/82219111278>

To Download and Launch the Zoom App:

- ✓ Click the link or URL to the Zoom room posted by your teacher
- ✓ Follow the prompt to Download the Zoom application
- ✓ Click the URL of the zoom room
- ✓ Launch Zoom application form web browser

Please note: If you have problems using app, then use the Zoom option through your web browser i.e. Internet Explorer, Firefox, Google Chrome

TEST, TEST, TEST!






Before you enter the class, you will be asked to **Test Speaker and Microphone** to make sure the class can hear and see your student (and vice versa).

Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting and will carry over to future meetings. You may need to give Zoom permission to access your camera and microphone beforehand. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone.

- ✓ **To test your microphone**, click "Test Computer Mic & Speakers" in the pop-up window that appears when first beginning your scheduled class
- ✓ **To test your camera**, just look at the Zoom window to see that you are clearly visible, non-pixelated, and can move and speak without noticeable delays

You may be placed in the **Waiting Room** right before you enter the class. If so, you will stay there until the host or teacher allows you to join.

Meeting Topic:	WELCOME TO THE PARENT DISTANCE LEARNING TOOLKIT MEETINGS!
Host:	Nakeya Bell
Password:	338760
Invite Link:	https://scusd.zoom.us/j/82219111278
	Copy Link
Participant ID:	381182

		
Join Audio Computer Audio Connected	Share Screen	Invite Others

With recent news of Zoom-bombers hacking and disrupting meetings, schools have taken additional safety precautions. The waiting room feature only allows approved participants to enter the class, disable screen-sharing by participants other than the teacher and secures the class from unexpected guests.

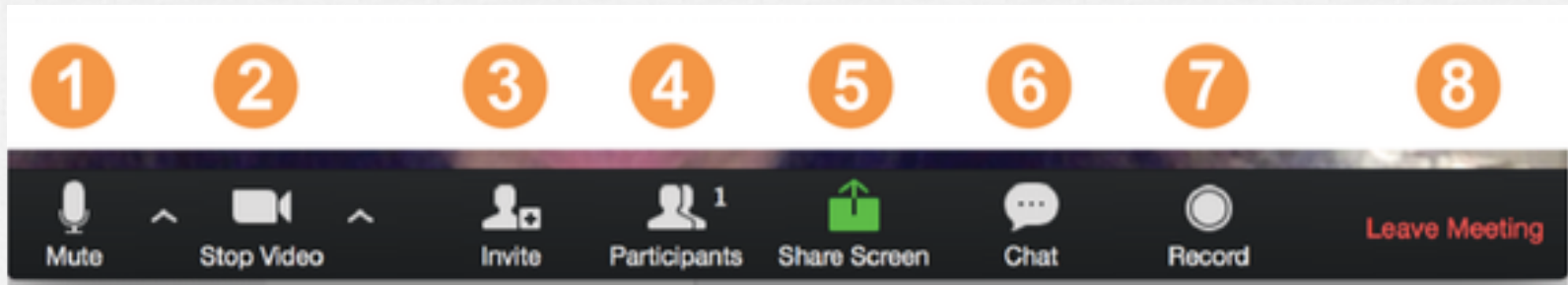
Let's Get Zooming...



When the Zoom Class Starts?

To enter and start the Zoom class, click **Start Video** to begin broadcasting from your webcam.

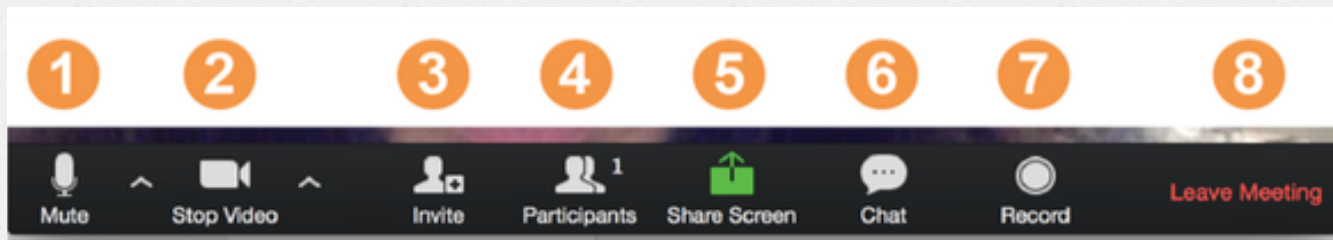
Here's the Zoom Menu Bar:

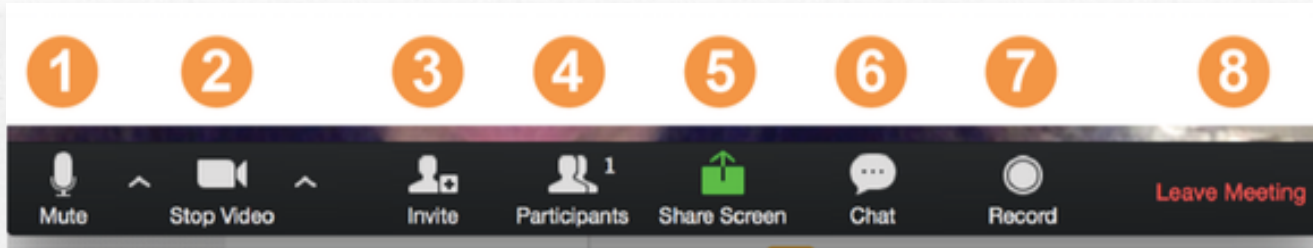


The Zoom menu bar contains several features that can be used at any time throughout class meetings. For laptops, PCs, and Macs the menu can be found by hovering over the bottom of the Zoom window.

Zoom MENU BAR COMMANDS

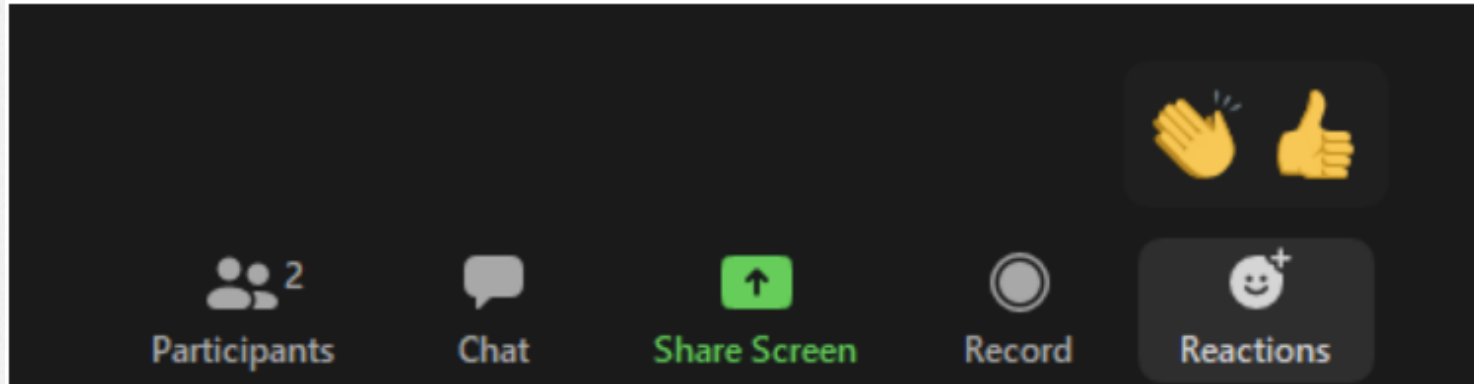
1. **Mute:** Mute/unmute your audio (not the audio of the participants). You can also select you audio input here by clicking the up arrow next to the microphone icon
2. **Share/Stop Video:** Start/stop your video. You can also select your video input here by clicking the up arrow next to the video camera icon
3. **Invite:** Lets you bring more people into the class. Only if your teacher provides those permissions
4. **Participants:** View a list of participants and other interactive options





5. **Share Screen:** Allows you to share a variety of windows and applications. Participants can share views of their desktops, specific windows currently open on their computer and write on a digital whiteboard
6. **Chat:** Works like Facebook Messenger, but without the GIFs or stickers. Send a message to one person (using private chat) or to all participants
7. **Record:** If the teacher allows it, you can record and download the class
8. **Leave Meeting:** Click this when you are ready to end the class

Providing Nonverbal Feedback During Class



To provide nonverbal feedback during class when prompted by teacher:

- Click the Reactions button
- Click one of the icons to provide feedback to the teacher
- Click the icon again to remove it

Please note: You can only have one icon active at a time.

Interacting on a Zoom MEETING

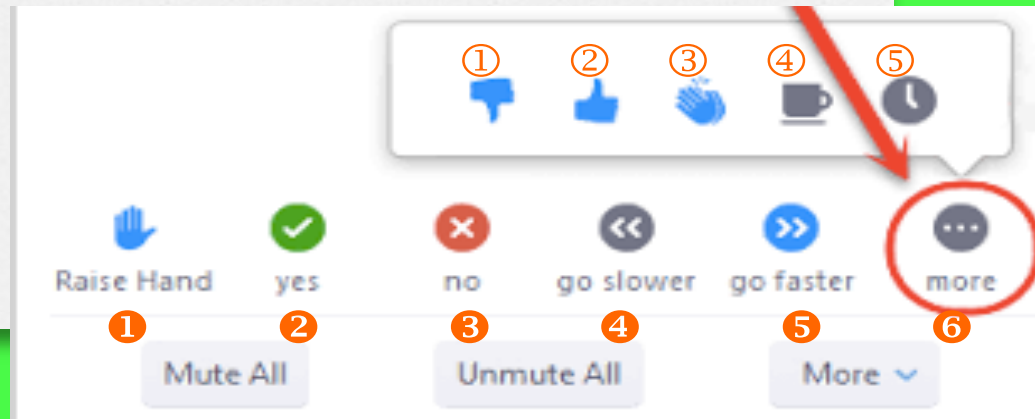
To access these options, click the Participants tab from the Zoom Menu Bar and then click the **more** icon highlighted in the picture below. If you are not able to access this feature, please contact your student's teacher.

Nonverbal Feedback Options

- ① Raise Hand / Lower Hand
- ② yes
- ③ no
- ④ go slower
- ⑤ go faster
- ⑥ more

Additional icons are available by clicking the more button:

- ① agree
- ② disagree
- ③ clap
- ④ need a break
- ⑤ away



POLLING

1. Read and Answer Question

Polling 1: Polling Questions Edit

1.What is your favorite color?

Red

Green

Blue

2.Wait for Poll to End

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1.What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

3. View Results

(optional for Zoom host to share)

Polling 1: Polling Questions Edit

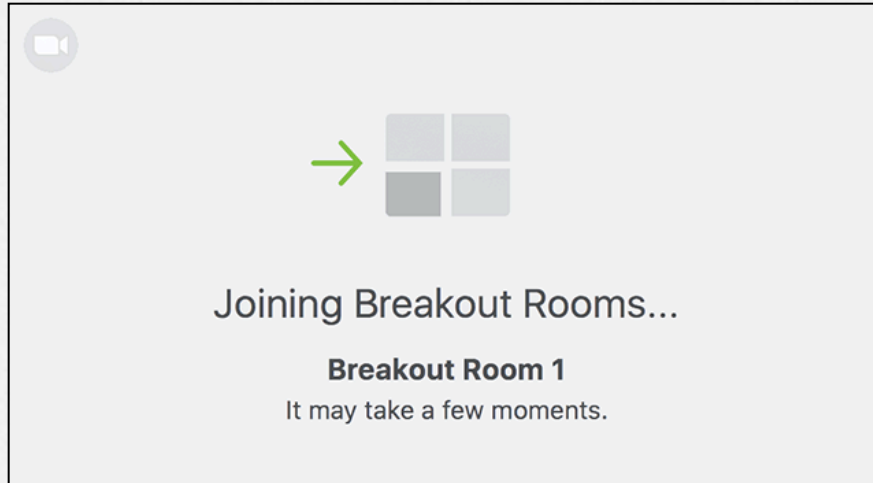
Poll closed 1 voted

1.What is your favorite color?

Red	(0) 0%
Green	(0) 0%
Blue	(1) 100%

The polling feature for meetings/classes allows participants to engage by answering multiple choice questions to provide feedback. The teacher/host will be able to launch the poll during the meeting/class and share poll results from participants' responses.

Breakout Room

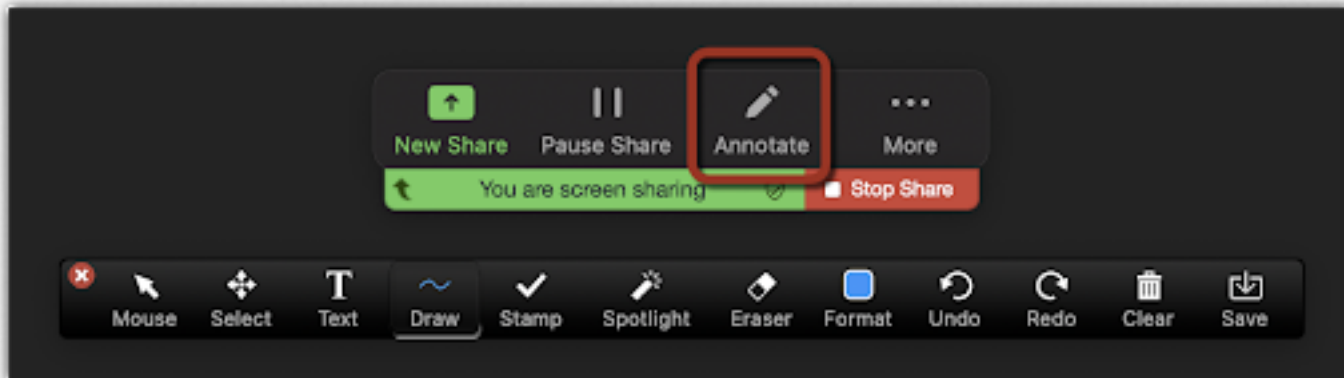


Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups and are completely separated in terms of audio and video from the main session. Breakout rooms can be used for students to hold small group discussions or to complete group work.

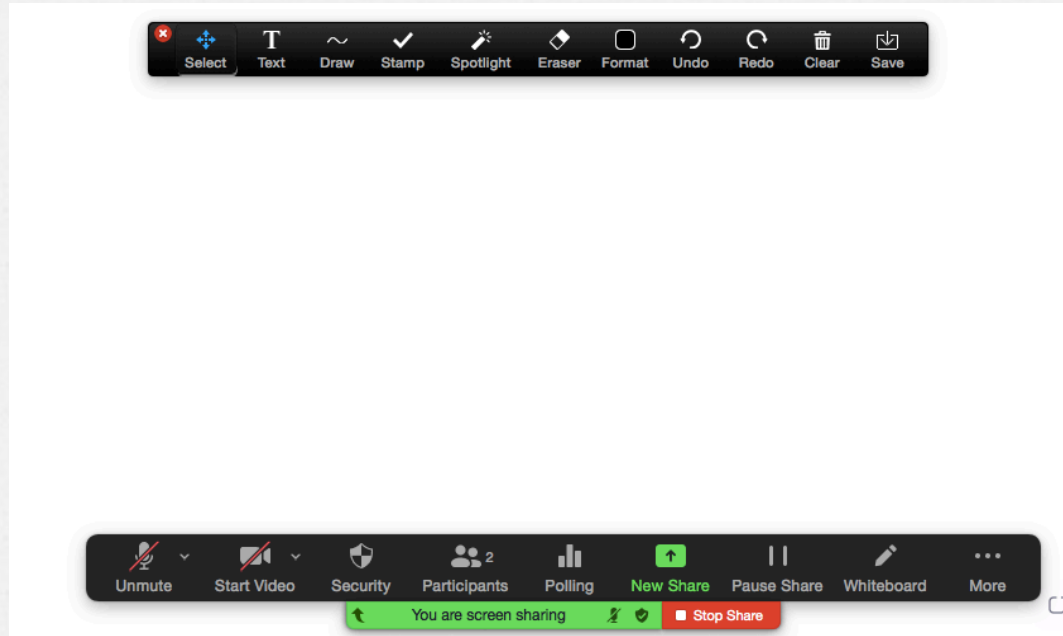
Annotation and Whiteboard

Annotation allows you to draw on a shared screen while the **Whiteboard** allows you to write on a blank screen everyone can see. It replicates writing on a whiteboard in a live classroom by displaying an empty canvas for the teacher and class to annotate on.

- To annotate, you will select the Annotate tool while on your screen. This option will bring up a new toolbar with a variety of ways to doodle on the screen



Zoom Whiteboard



When you click on the Whiteboard icon, it will bring you to a screen similar to the one above and the annotation tools will become available for you to use.

Zoom VIEW OPTIONS



Zoom Views can be changed by hovering the mouse at the top right of the Zoom Meeting window and clicking the desired view. There are three views in Zoom:

- ◆ **Speaker View:** Focuses on the person speaking
- ◆ **Gallery View:** Shows all participants (up to 25 people)
- ◆ **Fullscreen:** Maximizes screen

Zoom Etiquette and Common Issues

Zoom meeting,
audio only



Zoom meeting
with video



Hire Write Talent

Zoom Etiquette Tips

Video chatting is a new experience for many students and parents. Here are some tips to help your student:

- **Be prepared and on time!** Just like at school, it's important to be in class on time and have all materials ready to go
- **Do not move around or give a tour of your home.** Designate a comfortable space to support your student's distance learning needs and schedule
- **Comfortable and appropriate attire!** School uniforms may not be required, but you want to make sure your student looks presentable for class
- **Mute the mic!** Microphones can pick up any and everything, so keep your mic muted until it's time to speak
- When your on camera, remind your student to not do other activities that may cause distraction such as eating, drinking, talking with other people, shuffling papers, etc.

Zoom COMMON ISSUES

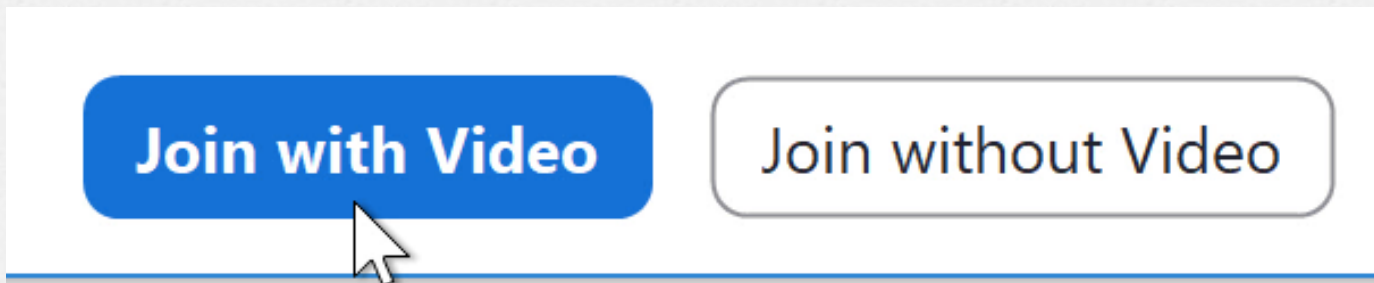


Sound

A common issue is experiencing an echo during a Zoom class. If you hear an echo or feedback, check for the following:

1. **Is your students' devices too close to each other?** To resolve, have your students that are too close to each other move apart or ask one of them to leave the audio conference or mute audio on their device
2. **Does your student have both computer and telephone audio on at the same time?** To resolve, have them manually leave one in favor of the other. If connecting through the Zoom phone option, you either hang up on the telephone call or leave audio during the conference by clicking the up arrow next to the microphone icon and choosing *Leave Computer Audio*

Zoom VIDEO ISSUES



When you join a class/meeting, Zoom will prompt you with an option to ***Join with Video*** before entering the meeting. Always click this button, or else you will enter the call without your camera feed

- If your web camera isn't showing up, the first thing to do is check to make sure all other programs that use the webcam are closed. Zoom won't be able to use the camera if you have already given access to it in a different application
- If you experience lagging and freezing, it may be a problem with your internet connection

If you are still having issues, you may want to try to uninstall Zoom and reinstall it from the Zoom download center.

Zoom HELPFUL TIPS



Make sure you have the latest Zoom app downloaded and always check for updates!

Here are a few tips to keep in mind:

- ✓ Practice Zoom with your students! (Zoom offers free accounts!)
- ✓ **CHARGE UP** your device the night before!
- ✓ Review all of your student's teacher distance learning communication which should provide great support tools to prepare for school (class schedule, teacher's contact info, virtual office hours, etc)
- ✓ Find a quiet location before you start. If you are able, have your student use headphones or earbuds with an external mic to minimize outside distractions
- ✓ Make sure you have access to a strong Wi-Fi signal
- ✓ Join session **at least 15 minutes early** to test your audio and video connections
- ✓ Close any windows or programs open on your device that are unrelated to your class

Zoom HELPFUL RESOURCES

- ◆ SCUSD Distance Learning Webpage

learn.scusd.edu/

SCUSD FACE Zoom BEGINNER'S GUIDE

- ◆ Zoom

zoom.us/

Students with Special Needs

zoom.us/accessibility

- ◆ EDU.GCFGlobal.org provides free computer, adult literacy, and life skills training to anyone with access to the Internet

edu.gcfglobal.org/en/zoom/getting-started-with-zoom/1/

- ◆ **Common Sense Media** is the leading source of entertainment and technology recommendations for families (Website can also be viewed in Spanish!)

commonsensemedia.org/blog/parents-ultimate-guide-to-zoom



“Above all, children need our unconditional love – whether they succeed or make mistakes; when life is easy and when life is tough.”

Barack Obama

