

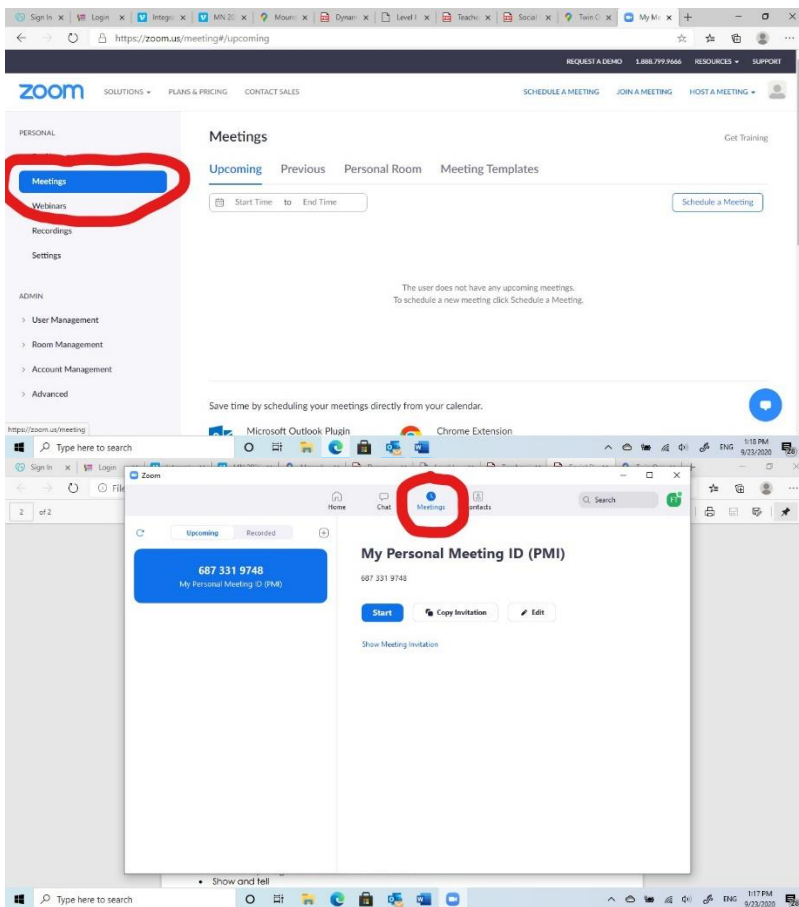


## Zoom Virtual Class FAQs & Detailed Steps

Go to Zoom.us and use the login information provided by Futura. You will be prompted to download the app if you have not already on your device. This is the best format for hosting classes.

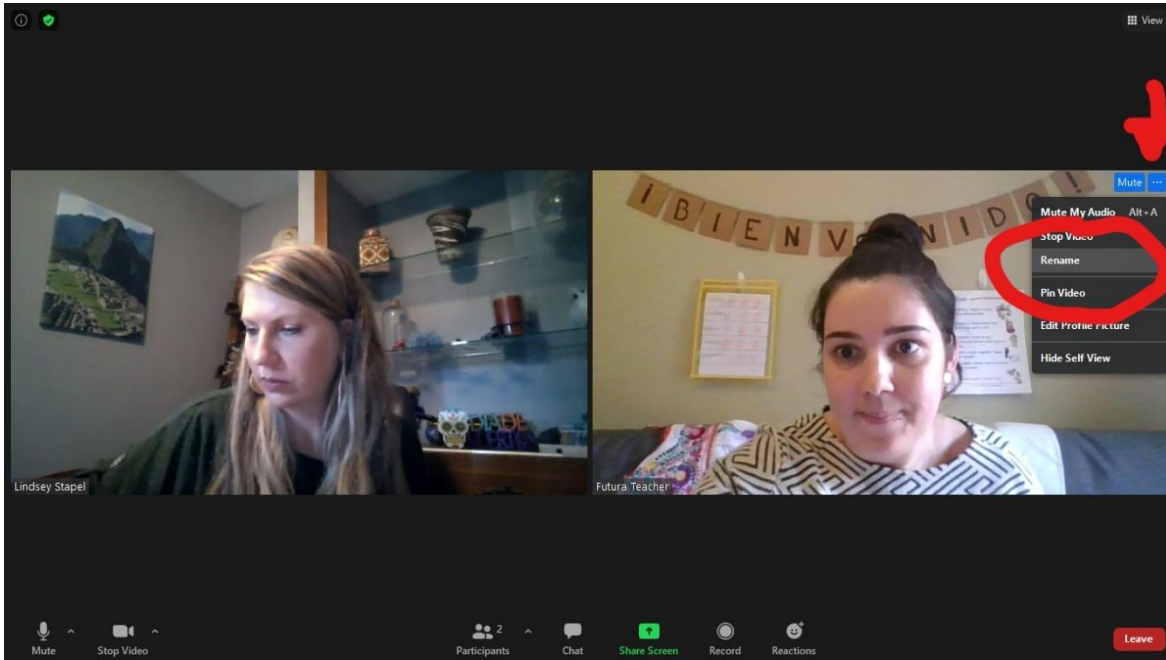
Please reference this Zoom tutorial for any questions: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

To start your class (meeting) you will go to the Meetings tab. Carefully select the specific class title and time for your class and click "Start". The first image below is how it will look to find your meetings using the web browser for Zoom. The second image is how it looks to find your meetings using the Zoom app.





Since you will be using one of Futura's zoom accounts to login and find your class, you'll notice once the call has started that the Display Name below your video may be wrong/have another person's name. You can click on the [...] icon next to the mute button in the upper right hand of your video screen and select "Rename" to put your own name there for students to see.



### What are the steps to test my connection prior to class?

A step by step short video (1:43 min) on testing your connection is available here:  
<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

### 1. How do the students join my class?

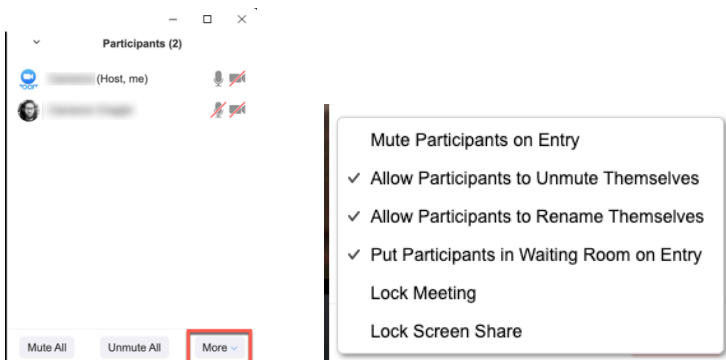
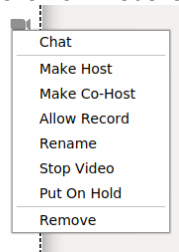
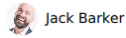
The following features will be used for a safer virtual classroom:

- Waiting Room – This is automatically enabled. Once you join your meeting as host, the names of your students waiting to join your meeting will show up under *Participants*. Click on *Admit* next to the name of each student to let your students into the meeting room. If there is a pop up on your screen for students adding the class, click "admit" to allow them to join. This may show up on the bottom of your screen above the tool bar.

- Mute students when necessary. Restrict screen share or video share
  - Click *Manage Participants* in the host controls to display the participants list.



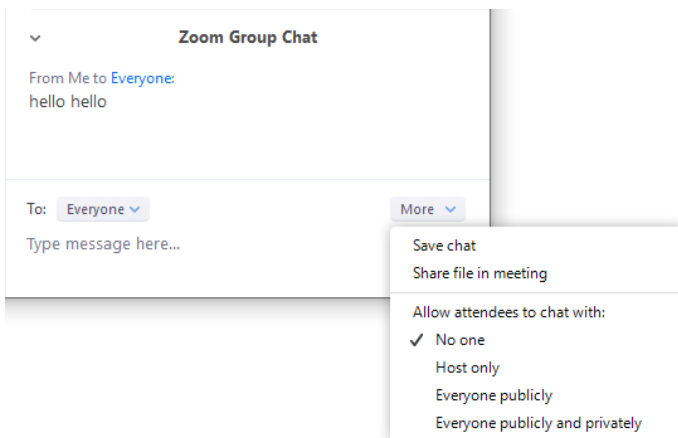
- Hover over a participant and click *More* for these options:



Mute All / Unmute All: Mute or unmute all participants currently in the meeting.

Allow participants to unmute themselves: Participants can unmute themselves if they want to speak to others in the class.

- Restrict *chat* so students cannot privately message other students. Students would still be able to interact with you. This option is available at the bottom of the group *Chat* window. Click *More*, and then choose the appropriate option.



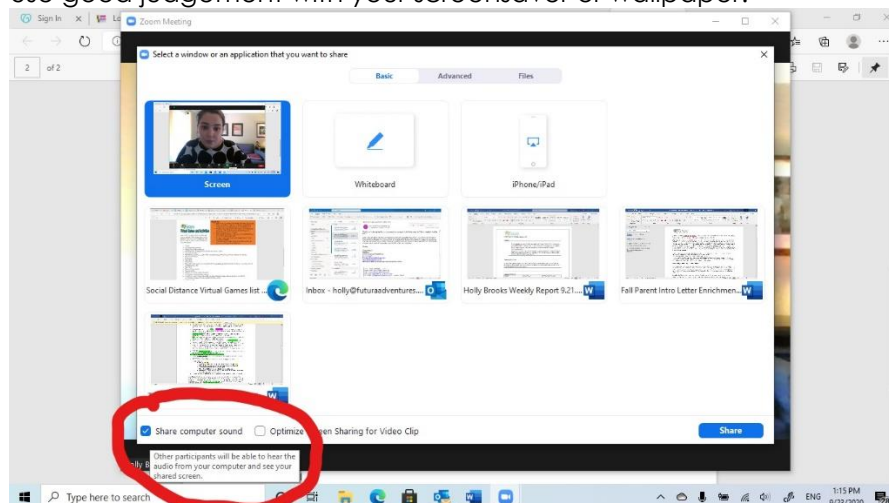
## 2. How do I see all my students on video?

Use Gallery View to see all of your students in class. This feature is available through video settings. Tap **Switch to Gallery View** on the upper-left corner of the Zoom window (right corner for some devices) to launch this view. If you are using a touch-screen and do not see the controls, tap your screen to get them to appear. (Tip: If you cannot find the "gallery view" button on your screen, you can hold down ALT and press F2 and that should switch it for you)

**Note:** Your students should also have their calls on Gallery View so they can see their classmates, however, it is best to ask them to **Switch To Presenter View** when you are doing a skit or presentation. This way, your presentation will be biggest on the students' screens so they can follow along with what you're doing.

## 3. How do I share my screen?

Screen sharing allows you to share visuals such as slides, videos and interactive activities with your students. You may also give students access to screen sharing so they can present their work. To share your screen, just click the green "Share Screen" icon on the bottom tool bar and select what you would like to share. \*If you are sharing a video, be sure to click the "Share Computer Sound" checkbox (image below). Please remember that any open images or tabs on your computer could be visible while using this feature. Use good judgement with your screensaver or wallpaper.

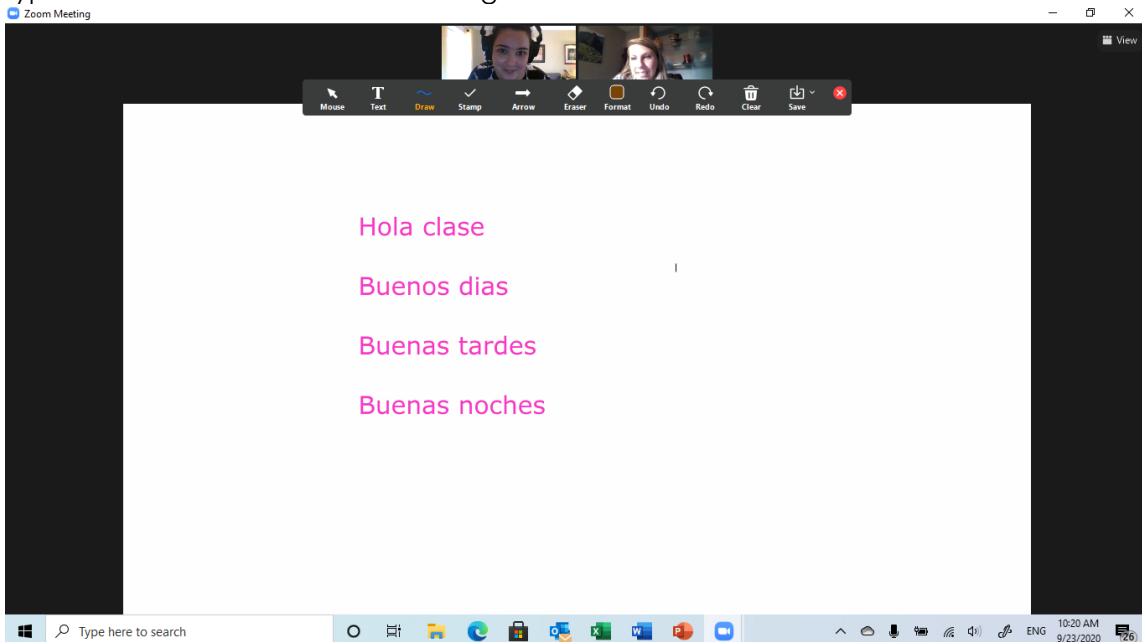


When transitioning between different screen share visuals such as moving from a power point to a Youtube video, you can click "New share" at the top for a smoother transition.

#### 4. How do I use *Annotate* or *Whiteboard* for interactive activities? (unavailable on Chromebooks)

After sharing your screen, annotation controls will display (click Annotate to show hidden controls). The *Whiteboard* feature shares a blank digital page that you and your students can use to work on activities.

Using annotation, you have the ability to draw, type, and add stickers on to your shared content. You will also have the ability to allow participants to annotate on their screen. This is a great way to engage your students. For example, if you share multiple images, you may have students take turns selecting the image corresponding to a spoken vocabulary word and see if they get it right! Or you may use Whiteboard feature for Pictionary or Hangman. Keep in mind that alternate ways to do this with physical props work best for our classes, particularly if your device doesn't have these Zoom features available. The image below shows the Whiteboard tool bar at the top and an example of things you can type as a visual for the students during class.



#### 5. Can I host and join meetings on a mobile device?

Your mobile device can be used as a backup method if you experience technical difficulties when hosting classes. Keep in mind that many of the in-meeting controls (i.e. controlling who screen shares) aren't available on a mobile device. The Gallery View is also limited on smartphones and tablets.

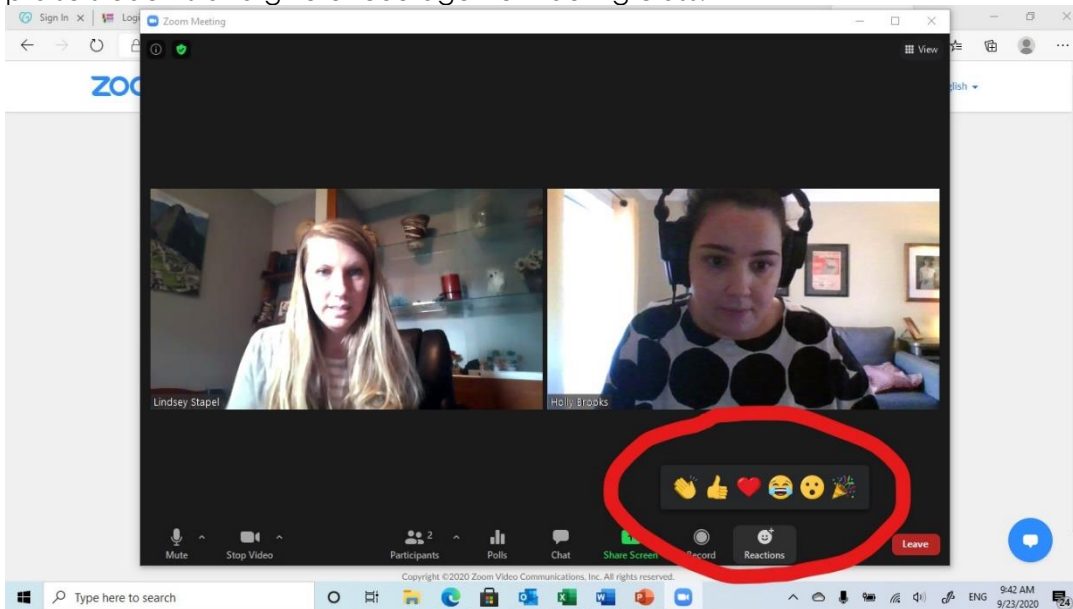
## 6. How can I manage behavior virtually?

Since you aren't physically with the students in a virtual class, behavior management can be tricky. The most important way to navigate this challenge is by being extremely clear about your expectations during any given time or activity. One way to do this is by using the Zoom Signs (see below example) which are available in the Virtual Learning section of the Futura Intranet under "Virtual Learning Resources."



**MUTE  
MICROPHONE**

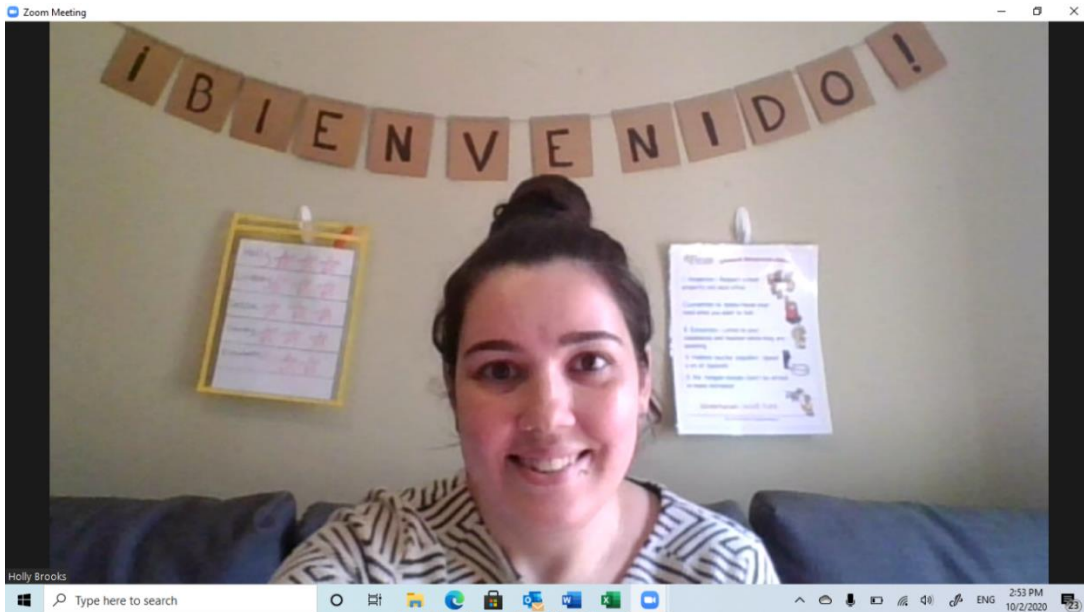
A fun feature to use on the Zoom calls the Reaction icons. The image below shows the different reactions that you or the students can use during class. This can be a fun way to praise students and give encouragement during class.



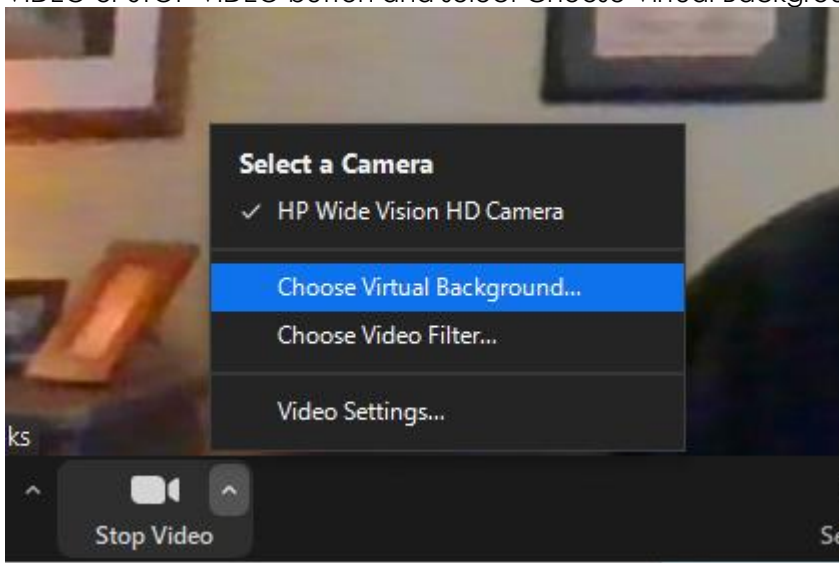


### 7. How should my environment look?

Be creative! Below is an example of how you could set up your space to be inviting for students. There are many options for how to achieve this such as: an easel, a plain wall, a whiteboard, or anything else that clearly marks your teaching space. Have real visuals either posted around you to show on screen or at the ready to physically hold up and show to students on video.

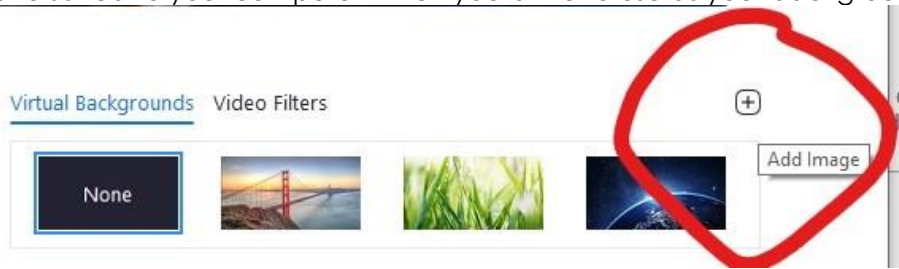


You could also choose to use a virtual background for a portion of your class. We have catalogs of virtual backgrounds which are relevant to our lesson plans in the Virtual Resources section of the Futura Intranet. To use one, save the photo you wish to use to your computer. When you are in your zoom meeting click on the arrow on the START VIDEO or STOP VIDEO button and select Choose Virtual Background.

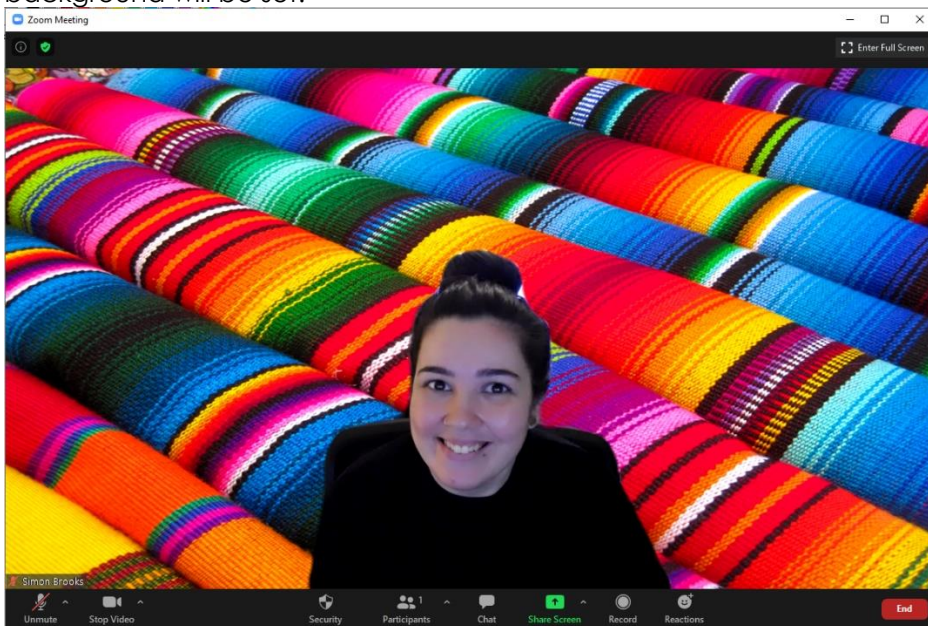




Then click the "+" icon and select add image. This will prompt you to find the photo you have saved to your computer which you'd like to use as your background.



Once your photo is selected, you can close out of the settings window and your virtual background will be set!



More Basics:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Reference:

<https://blog.zoom.us/wordpress/2020/04/24/zoom-for-education-top-10-frequently-asked-questions/>