

# Zoom

## Once logged onto a zoom account:

1. Click on schedule or Host a meeting
2. Set up meeting with what restrictions you want ( I make sure that I enable a waiting room so I can allow each student into the meeting)
3. You will see a link to copy and paste into a document for your students
4. You will be prompted to start the meeting when it is the time for it
5. You Launch meeting- enable the audio in the left hand corner of your screen – it as a red line through it- make sure you click that to enable that audio.

## Tips to get started: Tips to Get Started

- Schedule your class in the [Zoom](#) application for your desired date/time and copy the invitation details to send to your students.  
\*Please note that students will not need to register for an account to join.
- Join your class a couple minutes early to ensure a proper connection then follow the below tips for a quality online learning experience.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- Schedule a practice meeting with a colleague or family member so you can practice screen sharing and using the chat function. This way you can work through any hiccups before you're ready to start with your students!
- When everyone logs in for the first time, you'll want to spend some time making sure everyone's audio and video are working. It's also a good idea to go over ground rules (see below) and expectations. **This is when I go to manage participants and "mute all" they know when I talk they are muted, and then I will unmute them when they raise their hand!**
- You will probably want to hit the record button so students can access the session later. Also, some school districts require recording the video for child safety considerations. Make sure your Cloud sharing is enabled in your settings. You can always find your recordings at [zoom.us/recording](https://zoom.us/recording).

- You do have the ability to turn the chat feature off if you'd like their undivided attention while you are talking to them. I turn this off for safety reasons, I do not want them private chatting!

- If you really want to get fancy you can try out their virtual backgrounds or beauty filters too!

## Ground Rules

- No chat while teacher is talking
- Be on time
- Zoom from kitchen or living room
- Mute yourself
- Turn on video
- Be prepared
- Adult needs to be present
- Raise your hand to talk
- Be respectful