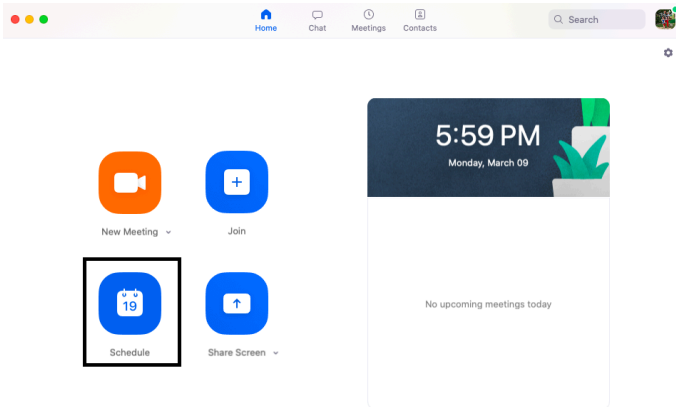


Pre-Work

Schedule a Zoom meeting for the block your students normally meet.

- Open Zoom and select “Schedule”



Enter the date and time for the meeting.

- Select “Outlook” for the calendar option

Schedule Meeting

Topic
Sara Oestreich's Zoom Meeting

Date
3/ 11/2020 2:45 PM to 3/ 11/2020 3:25 PM
☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 835-820-3843

Password
☒ Require meeting password 019413

Video
Host ☐ On ☒ Off Participants ☐ On ☒ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
[Edit](#)

Calendar
☐ iCal ☐ Google Calendar ☒ Outlook ☐ Other Calendars

Add the link for your Zoom session to Finals site. Include the meeting code.

- For LS you can copy this information into Seesaw or Google Classroom

Class Time!

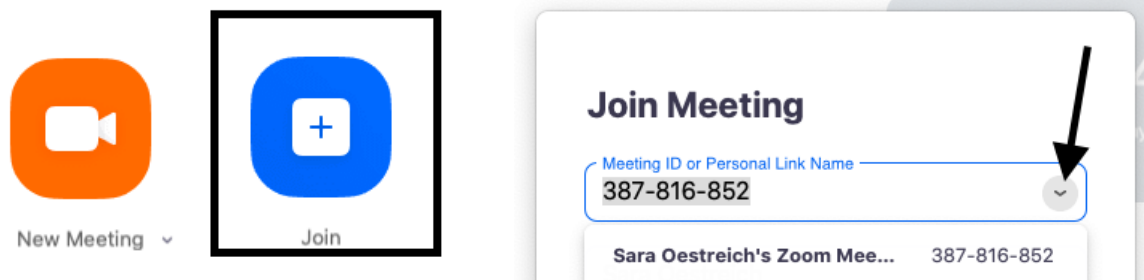
Pull up the content you intend to share with your class.

- Slides
- Websites
- Videos
- Photos
- etc.

This way when you go to share your screen with your students you're ready!

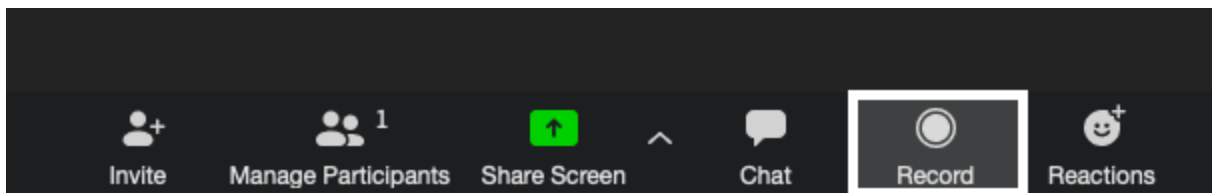
Join the Zoom "meeting"

- Until you join no one else can enter the room.



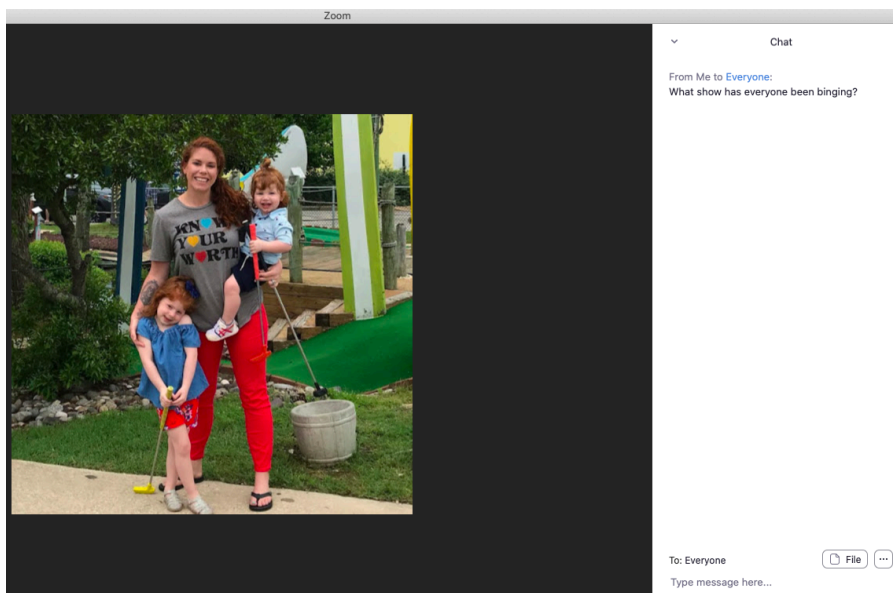
HIT RECORD!

- This way you don't forget
- When you hit "stop recording" at the end of class a video is automatically saved...more on that later.



Write a question in the chatbox.

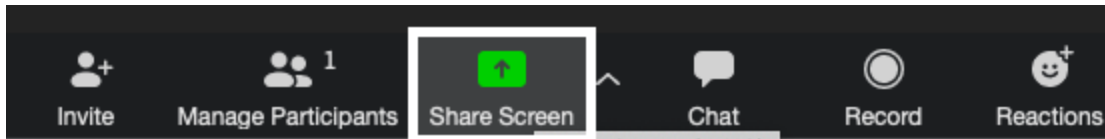
- This can be a "do now" question or just one to invite conversation as students enter



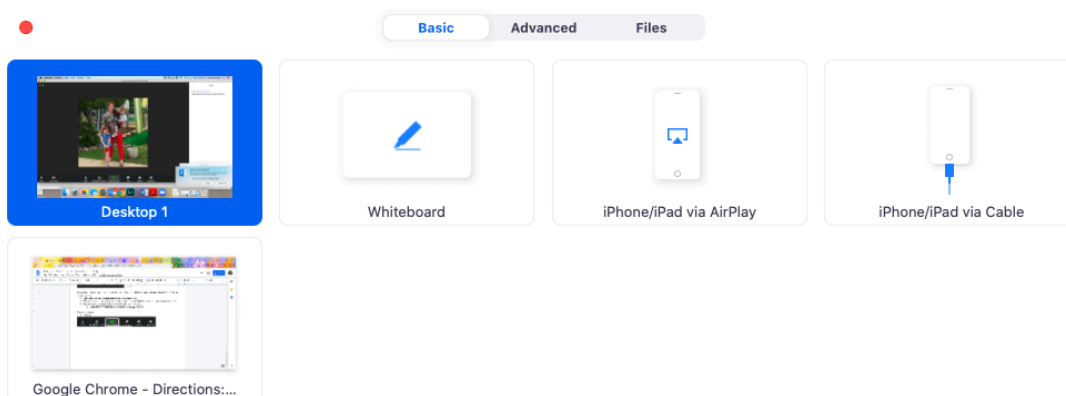
Remember to talk as your students enter the room. Respond to their answers and allow them to “chat” back to you in response.

- This reassures your students that they’re in the right place!
- This allows you to be sure that students can hear you and also that they know how to use the chat box.
- It gives a nice personal touch as students enter the classroom.
 - Expect that it might take a few minutes to get everyone in.

Share your screen.

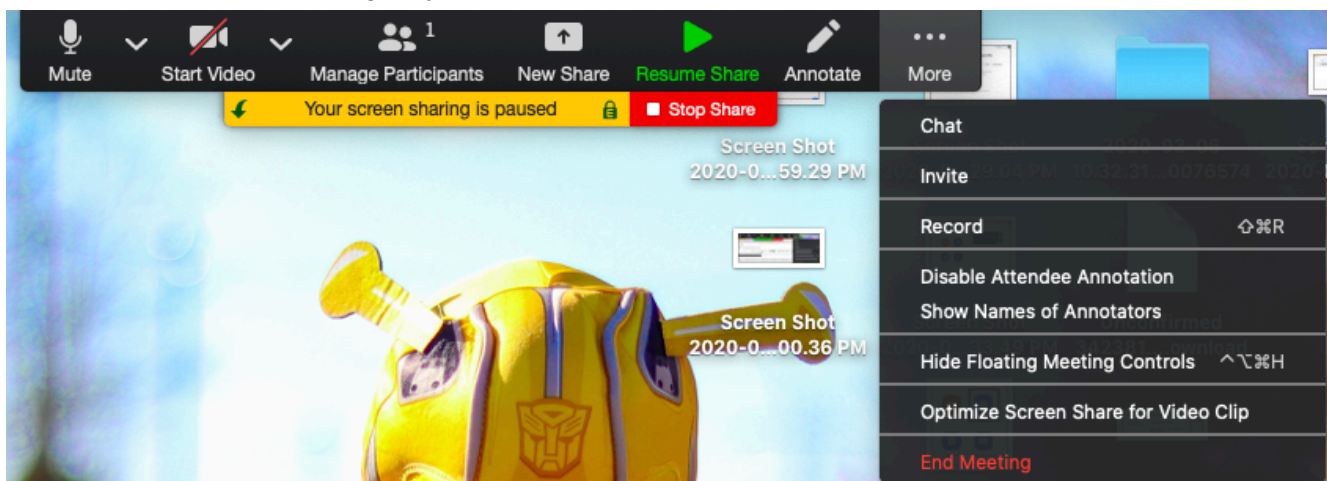


Select an option by double clicking the window you want to share



If you want to see the chat box, end the meeting or stop sharing your screen; use the shortcut menu by putting your cursor at the top of your screen.

- The “three dots” will give you even more options



Remember during class to use formative assessment. Checking for understanding is very important in virtual learning where you're unable to read the understanding of your students just by looking at them!

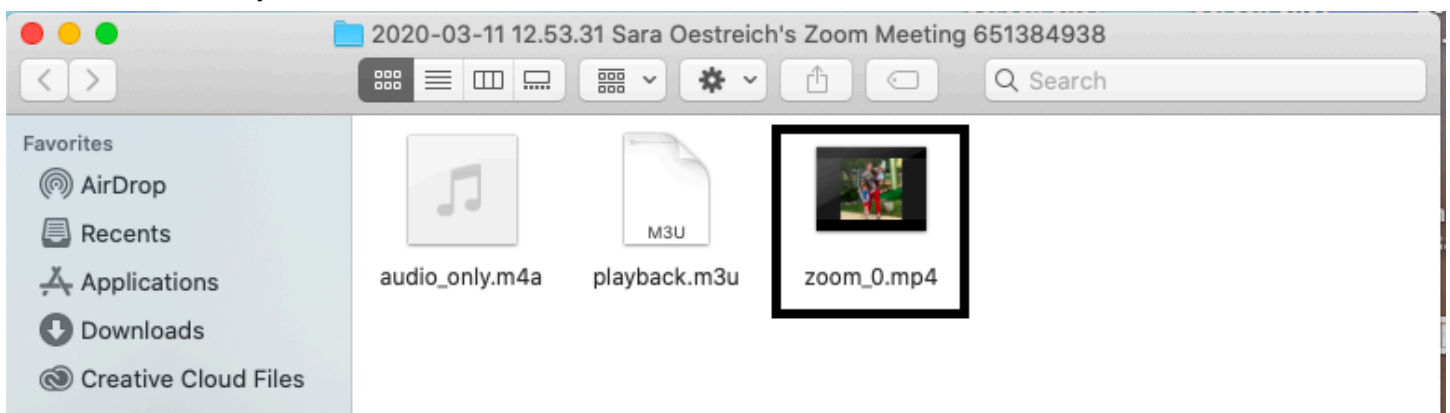
Ideas:

- Pause -- allow them to talk to you
- Ask a question then ask for a response in the chat box
- Use a collaborative Google Doc or Google Sheet (give every student a row)
 - Have them respond to a question or do work in real time so you can check for understanding

Ending Class



A recording is automatically generated and faster than you can blink (or do a screen capture!). The saved file will be available on your screen.



You can now rename, upload, share...do whatever your heart desires with the file!