Parents' Guide – Live Lessons on Zoom

Introduction

This guide supplements the Parents' Guides to Teams, to support with the use of the live lessons that we are now embarking on with all children. Thank you so much for the support you are providing to your children to make this work.

Initial Setup

Firstly, you must set your child up with Teams (please see separate user guides). As a reminder, if at all possible, the best device to use is a PC / laptop, but obviously Teams (and Zoom) works on iPads, Android and other devices.
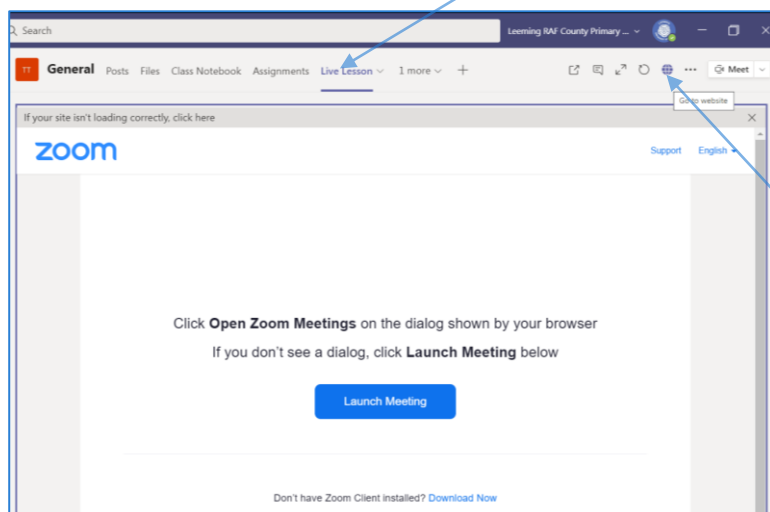
Install Zoom

This is not strictly necessary, but will significantly improve your experience if you are using the Zoom client (available via App store, or by free download on PC by clicking here) rather than viewing it via a web browser.

Accessing the Live Lessons

From now on, there will be *one* 'live lesson' Zoom link set up per class. This will be a recurring meeting, rather than having specific links for each lesson. When the teacher opens it, participants can join.

To access this, go into Teams and look at the top tabs – Posts / Files / Class Notebook / Assignments etc. You should see one called 'Live Lesson' (if not, click 'More').

1) Pressing this should take you to a Zoom webpage (in Teams), or, on tablets, should open Zoom automatically.
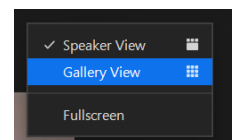
2) It is unlikely that clicking 'Launch Meeting' will work on PC at this point. **You will need to click the 'Globe'** to open an external webpage. This should then launch the Zoom meeting.

3) If, by any chance, there is an issue with this, Teachers should be able to give you the Zoom 'invitation details' (meeting ID and password) so you can enter manually.

Tips and Protocols During the Live Lessons

Views

There are two main views on Zoom – Speaker View and Gallery View. To switch views on PC, this is top right. On other devices (iPads etc.), you have to 'swipe' left and right to change the views.

We recommend that children use the 'Speaker' view when accessing lessons. Obviously, it is lovely for children to see their friends, so they may want to have 'Gallery view' on at certain times, e.g. at the start, or if everyone is sharing ideas etc., but most of the time, it will be less distracting for them to just be able to see the teacher or the active speaker. If the Speaker view keeps switching to other participants, you can 'pin' the teacher – on PC, right click the Teacher's video, and click 'Pin'; on tablets, double tap the teacher's video to pin it. This way, the teacher will be 'full screen' and other children will be thumbnails or off-screen.

Muting

Whilst in a normal lesson we would have a lot of pupil to pupil interaction, on Zoom, this is really difficult. Teachers will set up the meeting so that participants are muted on entry, and remain so most of the time. *Please ensure you remain on mute whenever your child is not talking to minimise background noise* – dogs barking, dishwashers whirring, parents helping etc.

If your child wants to speak, they can temporarily unmute themselves by:

- Pressing and holding the spacebar (PC) or

- Tapping the microphone icon (on tablets).

Please only do so with permission from the teacher, as having lots of children 'chipping in' is very hard to manage.

Chat

The chat feature can be a useful one for children to contribute their ideas in the lessons. However, please ensure this is only used for answering questions etc., not just for general 'chatter' between pupils during the lesson!

To chat, click the speech bubble at the bottom of the screen and write your answers.

Screen Sharing

Video Views

If the teacher is screen sharing, you can show the participants in a floating sidebar; this has three modes (PC):
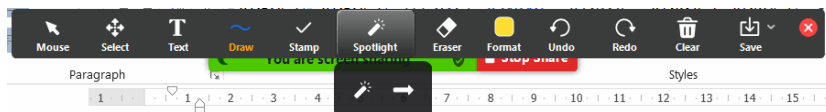
- Minimised (i.e. no video sidebar)

- Active Speaker (i.e. just puts the speaker, the teacher, in the sidebar) - *we recommend this option*.

- Thumbnail (which displays video thumbnails of some of the participants – and should move any who are speaking to the 'top' and display them).

Annotations

The teacher may invite participants to contribute live via 'annotations' (e.g. to highlight text on screen, underline words, type onto the whiteboard etc.). To do so:

- On PC: click the green bar showing that the screen is being shared, select 'View Options' > Annotate'.

- On Tablets:
  click the pencil icon, bottom left, and this brings up the toolbar.

Conduct

We request that:

- Pupils are in a communal space with adults present/ aware throughout the live sessions
- Pupils are appropriately clothed throughout (uniform isn't necessary, but pyjamas etc. are not acceptable)
- Pupils abide by the normal standards of behaviour expected in terms of respect, courtesy etc. and do not distract others – if necessary, the teacher will end their connection to the session.

If the teacher has any concerns regarding safeguarding or appropriate conduct, we reserve the right to end the whole session or an individual's connection to the lesson.