

Notes from Elementary Zoom How-To sessions 3-18-20 and 3-19-20

- *Note Zoom is about 6 days behind in updating and creating new accounts
- A website is being created to hold the zoom recordings of these meetings and resources- please be patient- a message will be sent out on all the FB groups and email lists when it is ready!
- The goal of using Zoom with your students and families is connection and community- so even if you just do a simple meeting to connect with your students that will be great!
- Getting Started with Zoom
 - Log-in and play around
 - Set-up your User Profile
 - Prepare parents and help them get set-up with Zoom (share “Preparing to use Zoom” document)
 - Requirements: computer, laptop, or tablet, internet connection, speakers and a microphone, a webcam
 - Make sure you have updated your operating system and web browser
 - For tablet or another similar device, install the Zoom Cloud app
 - Test it!!
- How to set up a meeting- log into your Zoom account and click on “my account” on the top left -Your user profile will show on the screen and the toolbar for various settings is on the left.
 - The user profile will show your meeting room ID and a link for your personal meeting room.
 - Use the same personal zoom room for all sessions so you give families the zoom ID and it remains the same.
 - Be aware of the time zone setting to ensure it is set to the correct timezone for where you are.
 - When you click on “Meetings” on the toolbar you will see three options for “upcoming meetings,” “previous meetings” and “personal meeting room.”
 - You can set up/schedule separate meetings under “upcoming meetings” but be aware they will have a different ID/links for each meeting you schedule.
 - To use the same meeting room for your meetings click on “personal meeting room”- start meeting is a blue box on the right. Scroll down to edit the meeting room settings.
 - Edit Meeting settings- for a scheduled meeting or for your personal meeting room.
 - Host/Participant video on/off
 - Mute upon entry
 - Enable “Join before host” to allow participants into the room before the host enters
 - Enable “Waiting Room” requires the host to allow each participant in individually.
 - You can allow an “Alternative host” but only with an email under the same account.
 - Automatically record the meeting will start recording as soon as you start the meeting. You have the ability to stop or pause the recording at any time.
 - Recording the meetings
 - you can elect to have the recordings saved on your hard drive or in the cloud.

- If you have them saved in the cloud be aware of how much space they will take up. Recordings saved in the cloud can be accessed from the “Recordings” setting on the left-hand toolbar. Find the recording in the list and click “share” to copy a link that will take families directly to the saved video.
 - You may want to consider setting up a shared Google folder or YouTube Channel (free unlimited storage- set permission as “UNLISTED”) where you can upload videos for students and families to access later.
 - The Settings option on the left toolbar gives a number of options for all your meetings as described above as well as additional options such as:
 - Use the personal ID for scheduling meetings
 - Control if participants can chat or save the chat
 - Allow host and participant to share files using the in-meeting chat
 - Allow host to remove a participant
 - Allowing for closed captioning, virtual backgrounds, email notifications, audio announcement that the meeting is being recorded, etc.
- Your Zoom Screen when in a meeting:
 - Scroll down to the bottom of your Zoom screen to see settings:
 - The microphone icon will mute or unmute
 - The video camera icon will turn the video on or off
 - “Participants” will allow you to see who is in the meeting as well as raise your hand or use nonverbal responses (with the paid version). This setting is “manage participants” for the Host- you can mute or unmute any or all participants. Clicking on “more” will give you the option of allowing participants to mute or rename themselves, play a chime for entering/exit, or lock the meeting.
 - “Polls” will allow the host to create, send or share a poll. Clicking polls allows the participant to see a poll that has been shared.
 - The arrow icon enables the host to decide if participants can share screen or not.
 - The three dots icon gives options for seeing the chatbox and recording the meeting.
 - Scroll to the top right of your Zoom screen for options of switching between “speaker view” (the person speaking will appear as a large box or “gallery view” to see participants in a grid of boxes on the screen. The option to expand the Zoom box to “full screen” is also on the top right corner.
- Live "etiquette"
 - Teachers are professionals, you want to reflect that in your appearance and actions, even via a computer screen. For teachers but also for students: Wear appropriate clothing, be aware of things in the background, no friends over for a playdate, mute yourself when not talking, make sure your camera can see your full face, etc.
 - The host can mute/unmute people, and people can mute/unmute themselves.
 - By clicking on “participants” at the bottom of your Zoom screen participants have the option of virtually raising a hand. With the paid account there are other non-verbal responses.
 - Coming in quietly when late
 - Not derailing the group to greet a late comer
 - Monitoring the chat room
- Using break out rooms

- The host can set up a break-out room by clicking on the three dots with “more” in your zoom screen.
- A white box will pop up with controls for creating the number of rooms, dividing participants “automatically” (at random) or “manually” (you assign each participant to a room). In meeting settings you can pre-assign participants to break-out rooms before you start your meeting, using participant email addresses.
- When you click “create rooms” the participants will receive a notification inviting them to join a breakout room. When they accept they will be moved into a separate room.
- The host can join and leave any breakout room while they are in session, but can only see one breakout room at a time- so if assigning students to breakout rooms you may want to have a teacher or adult in each breakout room.
- The recording will follow the host, so you may want to pause recording while in breakout rooms.
- Screen share- click on the green rectangle with the arrow to share your screen.
 - Options for sharing screen include your full desktop, a specific open tab, or the whiteboard. Choose your option and then click the blue “share” button on the bottom right corner.
 - When sharing your screen a black control tab will float - scroll to it to see setting options.
- To share a video or something with audio you will need to scroll to the black toolbar, scroll over to “more, scroll down and choose “share computer sound.”
- Preparation to lead a zoom meeting or lesson
 - Camera set-up
 - Text pre-written to add to chat
 - Materials sent before-hand
 - Break-out rooms pre-planned or random
- Uses of Zoom for 6-9 level
 - REMEMBER: Your first couple zoom meetings will be crazy and all over the place as children will be excited to see everyone, to use this new platform, work to figure out the settings, etc. That is O.K! There will be a learning curve for this new on-line world we are finding ourselves - expect that and be o.k. with a little chaos at the beginning!
 - Think about right now like the beginning of the year- students will need time to socialize, you will need to go over ground rules, set the expectations, create a schedule and routines, etc.
 - When thinking up your plan consider all the possibilities!
 - Consider an individual check-in with each family to ascertain their specific situation, resources, computer availability, etc. This is a great way to find out what your student’s situation is as well as connecting with your families and continuing a feel of community.
 - Start with meeting or e-mail for parents including zoom how-to, daily schedule, expectations, your availability, etc- send a “how to use zoom” prior to the first meeting. Send a daily/weekly schedule to parents.
 - Send parents a list of resources they can collect now (before stores close!) to have around the house for their students to do simple science experiments, make reports, etc.
 - Consider having daily “office hours” for parents as well as one for students where they can drop into a zoom meeting to touch base with you, ask questions, etc.

- Students should be able to do zoom meetings and most assignments independently.
- You could host once a day class meeting similar to a classroom daily meeting- Continue your regular routines such as check-in, do the date, sing your morning song, go over the day's schedule, etc.
- You can hold small group meetings by level/age for giving lessons and activities for the day.
- You could provide a schedule of available lessons hosted by teachers throughout the day (e.g. making snack together, doing yoga, telling story, etc.). These could be optional lessons students could choose to come to or not, just as they would in the classroom.
- Remember: "It's not about the work, it's about the process inside the child!"
- Encourage your students to do activities and work at home that they regularly do in the classroom: journal, write stories, research, find interesting leaves outside and identify them, graph how many windows, doors, etc are in their house, make a list of nouns in their house and write three adjectives for each, etc. Encourage activities versus worksheets!
- Encourage students to keep a "work journal" at home just as they do at school- recording the time and the activity they are doing. This will help you get a sense of what their world is like right now and help them start to use their new wide-open time in a more thoughtful way.
- Consider ways the students can share with the class, or a small group- share a report, introduce a pet, etc. via zoom or via videos/pictures.
- Break-out rooms should be monitored and given very specific directions.
- Examples of lessons/activities teachers have shared:
 - Parts of an animal with a pet at home
 - practical life, cooking, folding laundry, etc,
 - parts of a plant/leaf rubbings found in your yard
 - hunt for shapes/angles etc. around the house
 - reading groups in small meetings by sharing screen or sending reading material ahead of time
 - students can make their own stamp game with construction paper (or send a document they can print and cut), or use legos/beans, etc.
 - Students could write an "I survived" book
 - Research! Send links to good sites for students to find information such as Britannica kids and let them do what they love to do- research reports!
 - Kitchen science activities
 - Send links to virtual museums students can visit and write three things they learned to share with the class.
 - Many children are very technologically capable- they could take pictures of activities they are doing or make a video- they could even make their own "lesson" video to share with the class (e.g. how to juggle, how to draw a cat, etc.)
 - Coins for money work
 - Listen to or read books and write a book report to share with the class.
 - There are many many ideas for activities and lessons that teachers are sharing on Montessori Facebook groups and such- be creative and think of ways to keep students active, getting outside, exploring, researching, etc!
- Resources with ideas: https://www.weareteachers.com/things-to-do-during-covid/?utm_content=1584460940&utm_medium=social&utm_source=facebook&f

[bclid=lwAR3OUQTKSxVk4uUCXHbEphiX863jtVtyCNGCZzILQuIslqZ2FhHNbHgd
LAQ](https://www.scientificamerican.com/education/bring-science-home/)

- <https://www.scientificamerican.com/education/bring-science-home/>
- Backpack Sciences' Facebook group:
<https://www.facebook.com/groups/backpacksciences>
- How to use Google Classroom tutorials:
 - <https://youtu.be/GkOnn7IewjQ>
 - <https://youtu.be/zFTCAA2EH4w>
- Montessori Facebook Groups
 - <https://www.facebook.com/groups/142934059905031/>
 - <https://www.facebook.com/groups/1604764129793810/>
 - <https://www.facebook.com/groups/1681115335445742/>
 - <https://www.facebook.com/groups/474571162749926/><https://www.facebook.com/groups/964674280541862/>
 - <https://www.facebook.com/groups/2752976171483331/>
 - <https://www.facebook.com/groups/2265830539/>
- Zoom training videos: https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions?zcid=1231&_ga=2.15637311.825234474.1584401223-627444295.1523479687

Zoom K-12 School Verification for lifting the 40min limit: https://zoom.us/docs/ent/school-verification.html?zcid=1231&_ga=2.170956329.825234474.1584401223-627444295.1523479687