



MT. AIRY
LEARNING TREE
NEIGHBORS TEACHING NEIGHBORS

Zoom Information for Teachers

The Basics

Fall 2020

Section 01

Logging On + Getting Started

01 LOGGING ON + GETTING STARTED

HOW DO I LOG ON?

Go to www.zoom.us. If using a MALT account, we will email you the credentials. Please only use this login information to teach your MALT class. Set up your own Zoom account for personal meetings.

WAITING ROOM

MALT has the waiting room enabled for all of our accounts so you will need to let them into the class. Check the names of the students on your roster with those in the waiting room. Privately chat with anyone that doesn't match your roster. Someone else may have registered them or they are on someone else's Zoom account.

PASSWORD

The meeting link will have the password embedded in it.

If you are using your own Zoom account, you must enable the WAITING ROOM or create a PASSWORD. Meetings created by MALT use both.

01 LOGGING ON + GETTING STARTED

WHERE TO SET UP YOUR “CLASSROOM”

Set up your teaching space where you won't be interrupted by other family members, household noises, etc. Ideally, you should be near your internet router (otherwise you may experience a slower connection). Be sure your face is illuminated from the front or side by a lamp, window or other light source.

We highly recommend using a desktop or laptop computer to host your class. Using a phone or tablet as a host reduces the number of features you can use (no whiteboard/annotation, for example).

Section 02

Students

02 STUDENTS

SENDING STUDENTS THE ZOOM LINK

If you are using your own Zoom account, you can send the meeting link to your students at any time. Please also provide that information to us.

MALT sends a reminder email to your students about a day before the first class with the Zoom link to join your class. Please note we are only sending them the link, not the meeting ID/password or the dial-in phone numbers.

We encourage you to email your students with the link before each week of a multi-week class. It's always the same link, regardless of how many weeks your class meets.

Section 03

Zoom Tips

03 ZOOM TIPS

MUTE

You can mute all your students by clicking on “Participants” at the bottom of the screen and choosing “Mute All.” Students can unmute themselves when they have a question or comment.

RAISE HAND

You may want to ask students to raise their hand before they unmute and ask a question or comment. They’ll find it at the bottom of their screen under “Reactions.”

SCREEN SHARE

Located in the menu at the bottom of the screen (that disappears until you mouse over it).

If you will be sharing your screen (or allow your students to share their screens), the file **MUST BE OPEN** before you/they can share it.

03 ZOOM TIPS

CHAT

Also located in the bottom menu is the Chat box. You and your students can use this feature to chat/share information with each other. You can chat with the entire group or privately with an individual.

At the end of the class, you can save the chat to share with students afterward. (Note that it will include the private messages to/from you, as well. You can delete these before sharing with others.)

You can share files in Chat but students attending via phones/tablets might not be able to access them this way. Be sure to email students any files you want them to keep.

03 ZOOM TIPS

WHITEBOARD

This feature gives you a blank page that allows you to write & draw. It's located under "Screen Share" – instead of choosing an open document, choose "Whiteboard." Please note that this feature may not be available on your tablet or phone as a host.

To write/draw, choose "Annotate" from the menu.

Section 04

Class is in Session

04 CLASS IS IN SESSION

ORIENT YOUR STUDENTS

Let your students know at the beginning of class how you'll be instructing, how to raise their hands, how to mute/unmute themselves, when you'll be answering questions, etc.

SECURITY

Late students may enter the waiting room after you have started your class. You'll need to pause to admit them.

You can choose to "Lock" the meeting when all your students have arrived to prevent anyone else from joining. Click "Security" in the bottom menu and "Lock Meeting."

04 CLASS IS IN SESSION

RECORDING YOUR CLASS

The MALT accounts have limited cloud storage and we therefore ask that you don't record your sessions if using our accounts (we will delete them). If you are using your own Zoom account, recording the session is up to you. However, we encourage you to ask permission of your students before recording.

END YOUR CLASS

You will need to end the meeting for all students when your class is finished (bottom right corner).

LOG OUT OF ZOOM

Log out of the MALT Zoom account when you are done teaching your class.

Section 05

Resources

05 RESOURCES

ZOOM SUPPORT

<https://support.zoom.us/hc/en-us>

Zoom has a lot of features available. If you're interested in finding out more, browse through their Quickstart guides and support topics.

MALT STAFF

We may be able to help you and can help you practice before your class.

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