

# Learning to use...

# ZOOM



Before we start...we need you and your parents to know, this meeting is being recorded.

Why?



LIVE meetings will always be recorded, so that your child can watch them back if they are unable to attend or want to watch it at a more convenient time.



*Parents, if you do not want your child to be visible, please have them turn OFF the camera using this button. We will review how to do this again later in our slideshow.*

# Step 1. Prepare your space

*PLEASE GET HELP FROM YOUR PARENTS*



Ask: What device am I allowed to use?

Please? Thank-you.

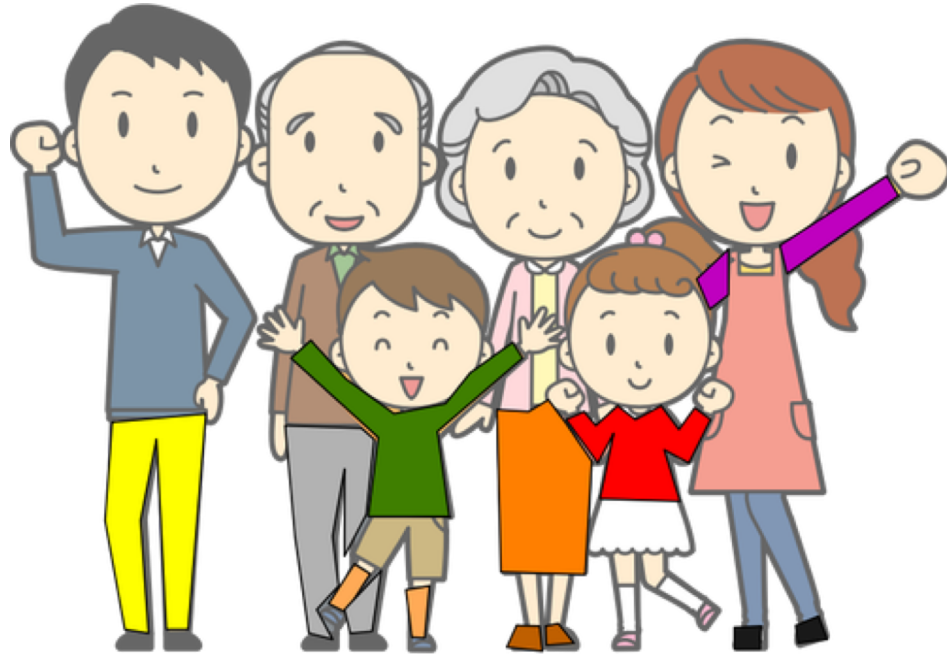


# Where will you sit?





Try to find a **QUIET** space in your house.

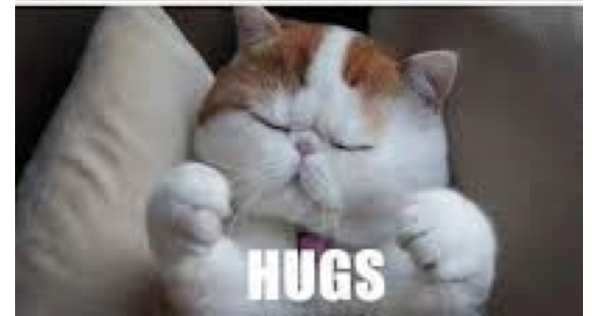
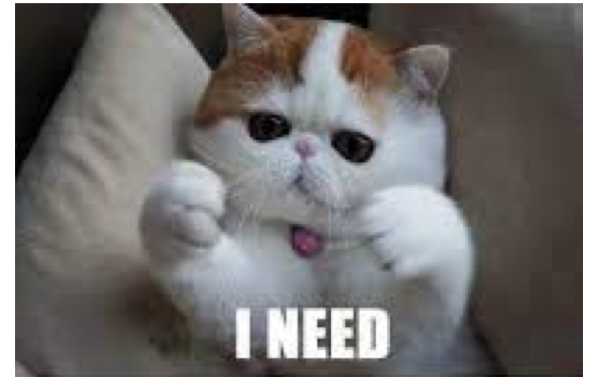


A quiet space is somewhere that is away from where there are lots of people.

# A quiet place might be...

- A place that is away from pets.
- An office space.

They are cute,  
but can be  
distracting!



# A quiet place is...

Like little brothers and sisters



Or someone watching TV



- Away from any loud noises in your house.

Take a minute and think of a quiet place in your home...



Maybe next time we meet, you can challenge yourself to find an even quieter place to sit!

Remember: You still need to be close to an adult, so they can supervise and help you while you are online.

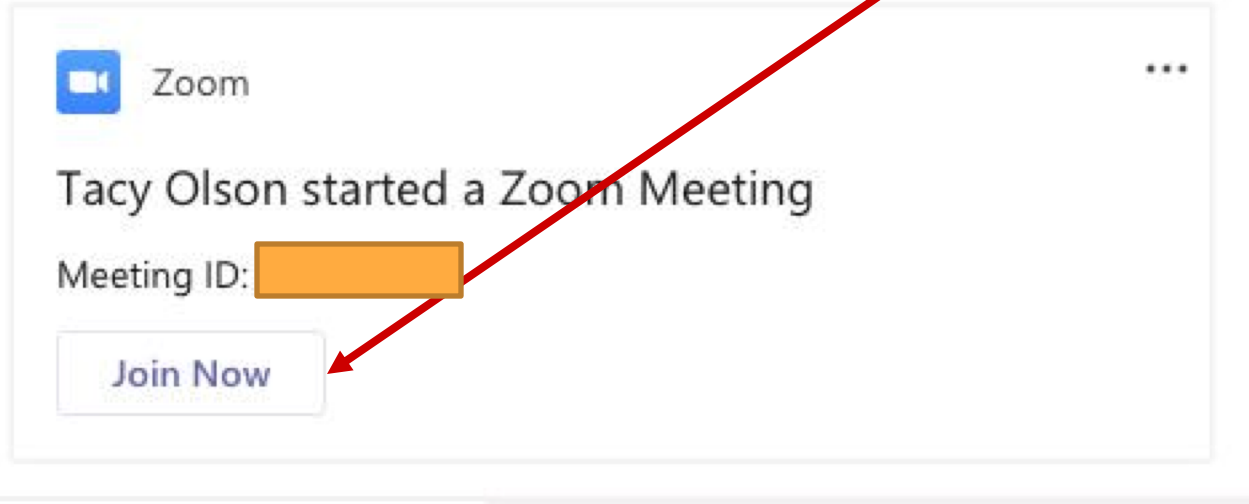
# Step 2. Once you've found the perfect spot...



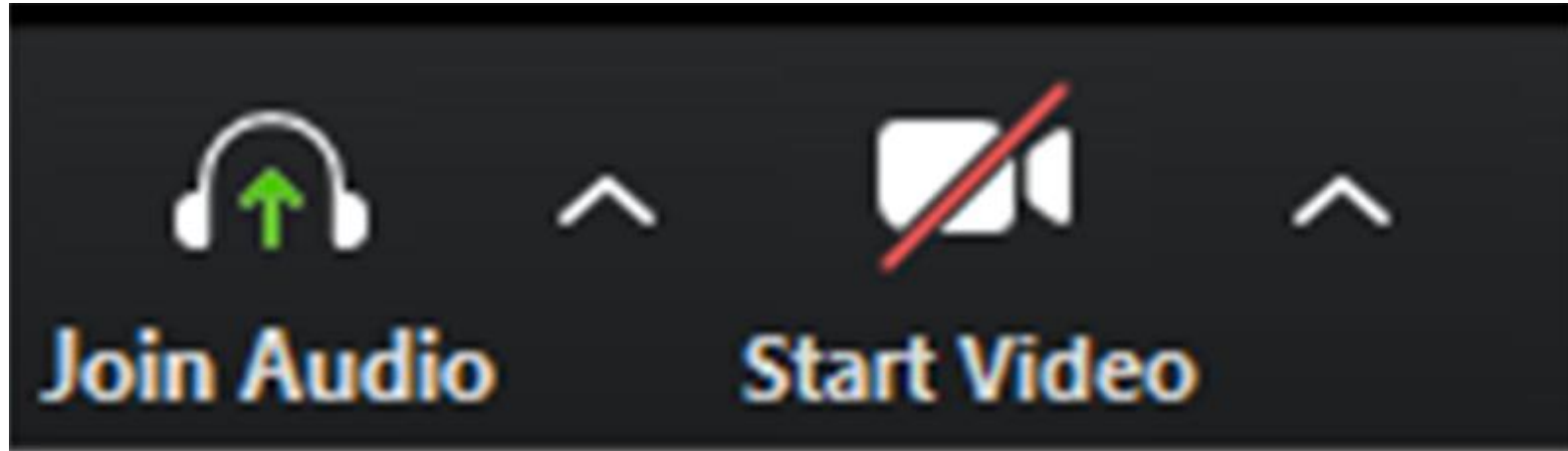
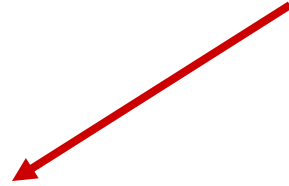
Ask your parents to help you

1. Help you login to Microsoft Teams.
2. Choose Mrs. Thomson's Class.
3. Click "Join Now"

You will just need to click on the “Join now” button



To get on the video and to be able to hear your teacher, you will need to click “Join audio” AND “Start Video”



Once you are in the video, turn your microphone off!



What you should see:

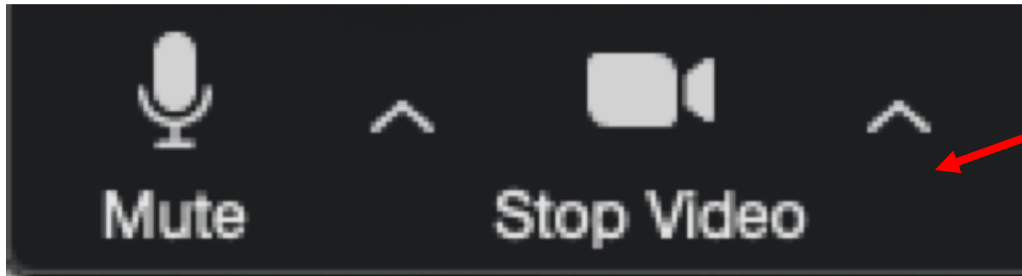




You can tell if your camera is **on** or **off** by looking at the bottom of your screen



Camera and volume **OFF**



Camera and volume **ON**

When you enter the meeting, you will be excited to see your teachers and friends, and they will be excited to see you!



You can say “hi” by waving to us, into the camera,  
and making sure we can see you!



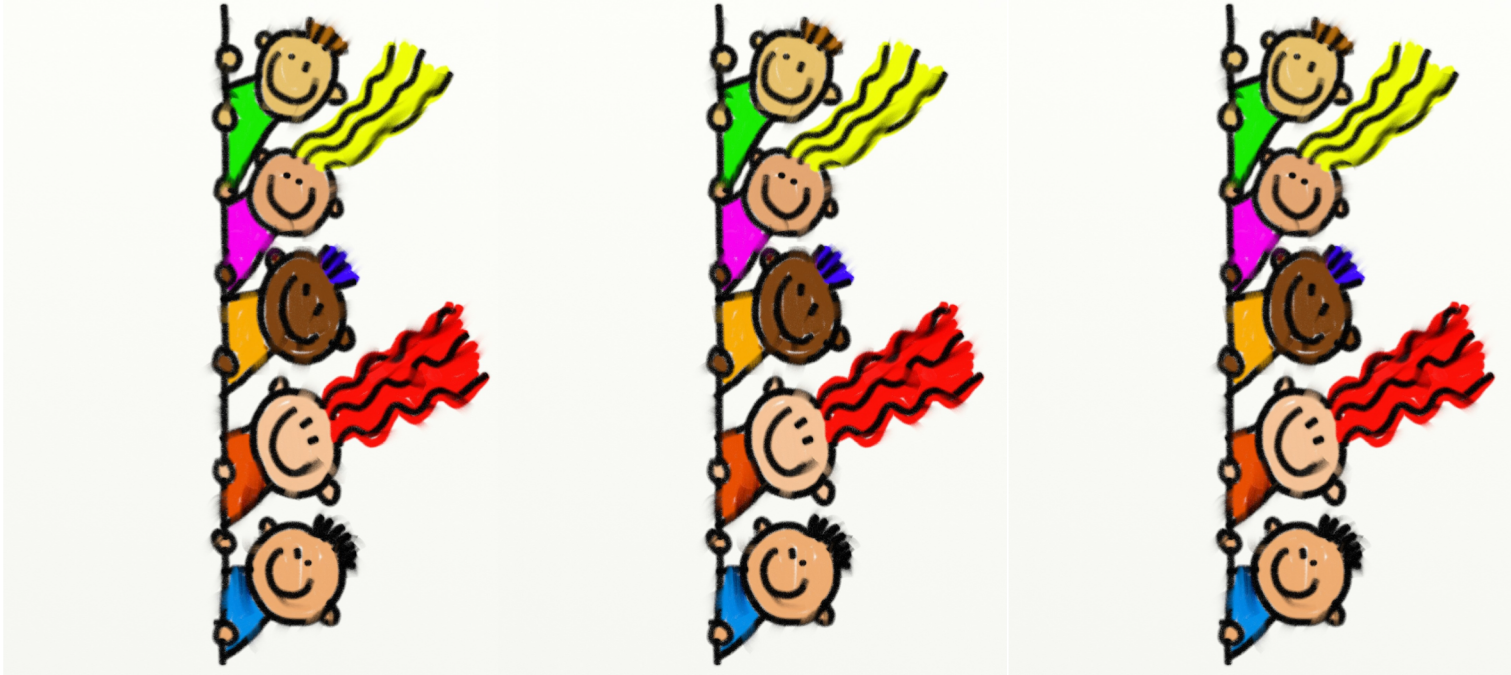
It is polite to turn your camera off if you are eating.

**\*\*Your teacher may also ask you to turn your camera off if their computer is too slow because of too much activity in the meeting...**

***Turning off your camera will help everyone's video go quick - less lag and freezing!***

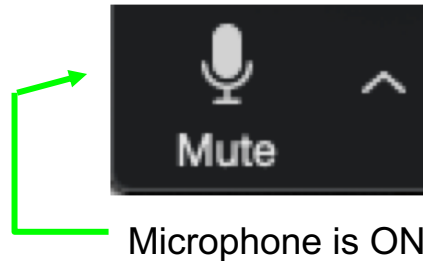


There might be lots of people joining the meeting...



We have **26** students, plus at least 1 teacher, so that's *at least*...

You can turn your microphone ON or OFF using this button. If you need to talk, because your teacher asks you a question, you will need to *unmute* your *microphone*.



We WILL be able to see you throughout the entire meeting...



SO, keep smiling at us!

Just a few more tips



for a happy meeting



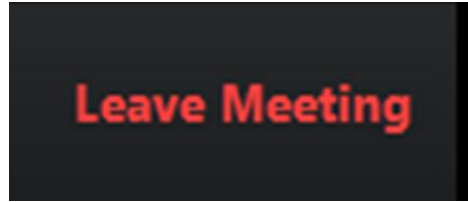
Plug in your earbuds or headphones if you have them...



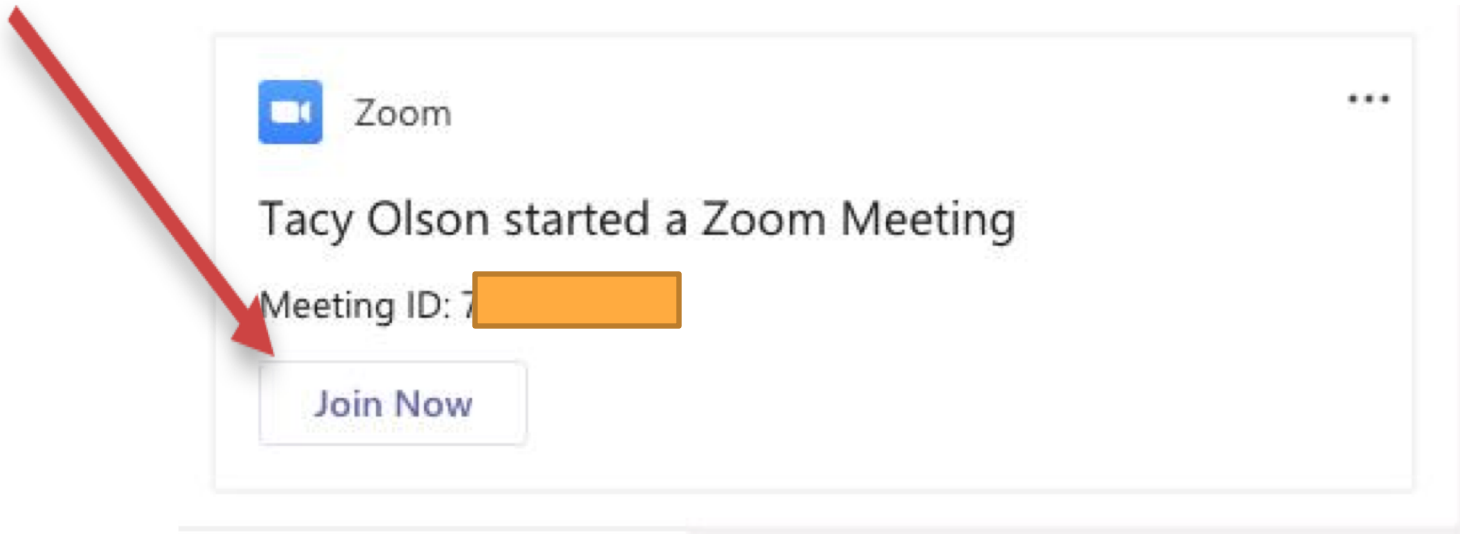
Don't sit too close to someone else on their computer. If you do, it might create a loud, unbearable noise!



To exit the meeting space, you will need to click on this button



If you accidentally leave the meeting, click the link in Microsoft Teams again



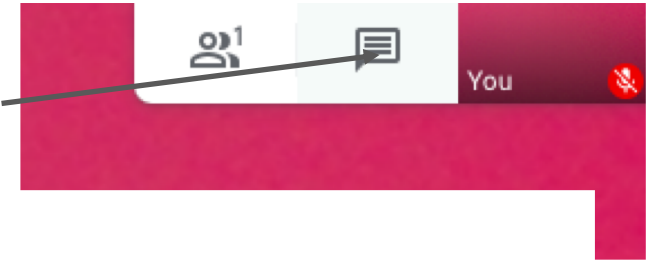
# To show that you want to speak, type in the following into the chat bar:

- **Q** if you have a question ???

\*\* Others may be added as we move along



Click here  
to open chat



Type your question and  
click enter, or the arrow,  
to send

Send a message to everyone



# Be Respectful

The teacher has the ability to:

- Mute you
  - Remove you for the chat
- 
- If I have asked you to mute yourself OR have gone ahead and muted you and you are yelling in the background and distracting the class I may remove you from Google Meet for today's lesson.
  - The same rules apply to the group chat - if you are not respecting the chat for questions and comments then you may be removed.
  - Please arrive on time and leave when you are asked to exit - if you enter the chat 30 mins. before our time it's like "coming in before the bell".



**Remember - this is our "classroom" now!**



When you hear your teacher say “**bye**”, that is your signal to hang up. The teacher will hang up last.



**Leave Meeting**