

# Zoom Startup Checklist

- ☐ Sign up for a free Zoom account and [www.zoom.us](http://www.zoom.us)
- ☐ Log in and go to either: 1. the top menu and click Schedule a Meeting or 2. the left sidebar, click Meetings and click Schedule a New Meeting.
- ☐ Enter the:
  - ☐ Topic
  - ☐ Description
  - ☐ Date + Time
  - ☐ Duration [free plan only allows 40 minutes per meeting]
  - ☐ YOUR Time Zone
  - ☐ Choose:
    - ☐ Recurring Meeting or Not?
    - ☐ Password or No?
  - ☐ Video – Host and Participant [ON]
  - ☐ Audio – Computer Only
  - ☐ Choose:
    - ☐ Join Before Host
    - ☐ Mute Participants
    - ☐ Enable Waiting Room
    - ☐ Record the Meeting Automatically
- ☐ Click SAVE on the bottom right
- ☐ Check your settings.
- ☐ Copy the Invitation and paste into an email to parents.
- ☐ Add to Calendar.
- ☐ Create a test meeting [schedule it in the next 5-10 minutes] so you can practice.
- ☐ Log into Zoom.
- ☐ On your Profile Page, click on MEETINGS in the left sidebar.
- ☐ Find the correct meeting and click START [on the right]
- ☐ Choose: Join with Computer Audio or Test Speaker/Microphone
- ☐ Make sure your microphone and video are working.

# Practicing In Your Zoom Meeting Room

- ☐ Move your cursor to make the bottom menu appear.
- ☐ Check to see if the meeting is recording on the Bottom Right [also on top right of screen if recording in on]
- ☐ Icons From Left to Right:
  - ☐ Microphone [click to mute/unmute]
  - ☐ Click the up symbol next to Microphone to choose a different microphone.
  - ☐ Video [Click to mute/unmute]
  - ☐ Click the up symbol next to Video to choose video source.
  - ☐ Invite [click to invite other people]
  - ☐ Manage Participants [click to see who is on and give permissions, mute, unmute, etc.]
    - ☐ Click Manage Participants again to close that window.
  - ☐ Share Screen –Choose and click SHARE [on bottom right]
    - ☐ presentation
    - ☐ whiteboard
    - ☐ iPhone
    - ☐ Launch Google Chrome
      - ☐ Tools will move to the top [just move cursor to the top of your screen and they'll appear]
      - ☐ Stop Sharing Button at the Top
      - ☐ Annotate Button – tools to write on your screen
  - ☐ Click the up symbol next to Share Screen to allow more than one participant to screen share at a time.

# Practicing In Your Zoom Meeting Room

- ☐ Chat - Click to open the chat box to the right. Click again to hide the chat box.
  - ☐ At the bottom of the chat, type a message and hit return.
  - ☐ I like to add a message or ask a question for kids or parents into the chat to get them started while we wait for everyone to get into the room.
  - ☐ Click file to add a file for participants. Choose the source. Choose the file.
  - ☐ You can type in links to websites you want students to go to after your class. They drop in as live links, so do it at the end of class.
- ☐ Record - Click to record if not already recording.
- ☐ Reactions [Emojis - Clapping Hands, Thumbs Up}
- ☐ END MEETING click to STOP the video and then click END MEETING on the bottom right corner of your screen.

## Finding Your Recording

[after your class has ended]

- ☐ Check your Documents Folder
- ☐ If you can't find it: Log into Zoom
- ☐ Profile Page – Left Sidebar – Recordings – Check the path listed
- ☐ Go back and find it on your computer.

Dear Families,

This message will detail all of the assignments for this week while school buildings are closed. I'll send an update with assignments for each week we are off school.

In an effort to make this as easy as possible, you can choose to download and print the assignments or do them online. Please note that not all assignments have both the paper or digital version, some may only be paper or some may only be digital. Everything is labeled with the options available. I have included links to helpful videos for some assignments as well. In addition, I have emailed you your student's passwords for each account they will need to use.

Attached is a chart with all the assignments for the week.

I will be LIVE online each day Monday through Thursday for about 30 minutes each at 9:00am, 10:00 am and 11:00 am for Reading, Writing and Math lessons with the class. This gives students time to do the exit ticket work in between lessons. If your child misses class, help your child do the work as best they can. Some sessions might be recorded and made available to you to watch later. However, not all sessions will have recordings. So please, log in LIVE to each session, each day.

Students are encouraged to also utilize their logins for their online games and lessons through DreamBox and other sites for extra practice.

As always, please email me should you have any questions! I will be available via email during regular school hours to assist as needed.

I have created a remind group to help you and your child stay on top of the assignments and remember to get into our online classroom on time.

Mrs. Burns

Dear Teachers,

I hope you find these resources helpful.

The included family letter is meant to help you draft your own. Feel free to use any portion of the one I have included.

Google Forms and phone pictures are your new best friends. These are perfect ways to do Exit Tickets for your online sessions. Simply include the Google Form link at the end of the session in the chat box and email it to parents as well. Or, you can have younger students write and/or draw a picture of their answer for the exit ticket at the end of your class session, have their parents take a picture of it with their phone and email it to you. In fact, work done on paper at home can be scanned [or phone pictures taken] and emailed to you as well.

We really can keep the learning going even when school is disrupted. Stay calm. Take a deep breath. Think of it as an adventure and a chance for you and your students to try something new together. You've got this!

Feel free to email me with questions about Zoom. I'm happy to help!

While teaching online has its own challenges, it can be a lot of fun too. I have found it helps to put be a bit goofy, use props and give lots opportunities for students to DO something when you're in an online session with elementary students. The more engaging you are, the more they'll listen and learn. Have fun with it!

I can't wait to hear how you keep the learning going online with your students.

All the best,

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Teacher Success Coach

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