

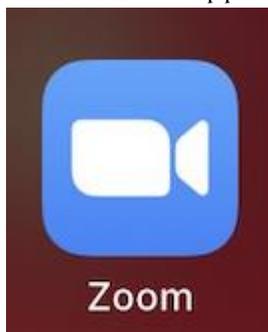
Children and Parents' Guide to Zoom

Tips

- **Audio quality** is important on the calls. If possible try to use a headset with an inline microphone. Standard apple headphones or similar are a good option as well as most bluetooth headsets.
- **Find a quiet place to work from.** It can be very distracting with lots of background noise and most device mics can pick up a lot of it. Close the door to the room you are in and ask other family members not to disturb you.
- **Make sure you are ready for your lesson.** Have you been to the toilet? Do you have anything you might need? Do you have a pen and some paper to make notes? Are you suitably dressed? (You don't need to be in school uniform but no pyjamas please!)
- **Proximity to others in the same meeting.** Try not to be in the same room as others using this Zoom as it will create a horrible audio feedback loop. *Rush to hit the mute button if it does happen.*
- **Test your connectivity at home.** Find the best place on your wifi that works best with your working environment. Poor connection will waste time on the call and lower the experience
- **Remember where the camera is located** on your device and try to talk into it as much as possible.

Step 1

Find the Zoom application on your iPad, the icon looks like this:



Step 2

Make sure you have the meeting code for the lesson you want to join. These will be emailed out to parents once a week but will also be posted in the discussion group on Showbie each morning.

Step 3

Press the Join A Meeting button.



Step 4

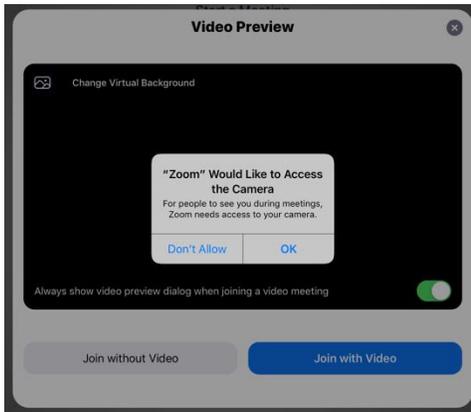
Type in the meeting code. You should then be able to see your teacher on screen. Make sure your microphone is muted and DO NOT unmute it unless your teacher asks you to.

You will need to accept the terms of service (you will only need to do this the first time you use Zoom)

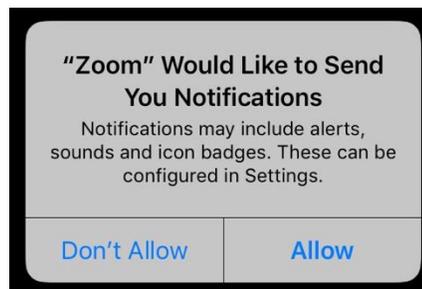


Step 5

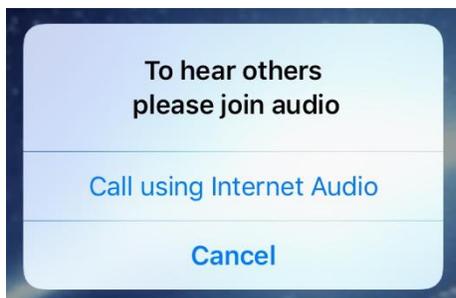
Allow Zoom access to the camera and then click join with video.



Allow access to the microphone and also allow Zoom to send you notifications.



Finally, click Call Using Internet Audio. You are now ready to Zoom!



During Zoom lessons you might need to click on Gallery view (top left of the screen) so you can see everyone else who is joining the lesson. While the teacher is talking it is best to remain in active speaker mode.

In order to help Zoom lessons run smoothly, we are asking everyone to follow the Code of Conduct.

Code of Conduct for Zoom Lessons

- Make sure you are on time for scheduled sessions
- Make sure your screen name is your actual name (First name and surname. No emojis!)
- Make sure your camera is switched on and you can be seen on screen at all times.
- Make sure you are prepared to learn (ie you have everything you need with you and you are somewhere where you are able to concentrate)
- Make sure you are appropriately dressed for a lesson (no nightwear)
- If you are unable to attend a scheduled lesson, send an email to the year group email account to let us know
- Virtual backgrounds can be used as long as they are appropriate and not a distraction from the learning (ie do not change them during a lesson).
- Remember that we are all trying to learn. Do not try to distract anyone else by waving, making silly faces etc
- If you are asked to use the chat function, make sure you use this appropriately.
- Use the raise hand feature if you would like to speak to your teacher.
- Do not write on the Zoom whiteboard unless your teacher asks you to do so
- Please do not leave the lesson until you are told to do so.