

RULES for when we meet:

1. **Each Zoom meeting will be locked after 6 minutes. Please be on the time.**
 - This is for security reasons (keeping the hackers out)
2. **Use your actual name when signing in AND preferably your Fayette Co email**
 - I will NOT admit you if you are using a fake name.
3. **DO NOT USE a virtual background. NO inappropriate pictures and/or pictures that are making fun of others.**
 - This feature is disabled on my end as the host, but you can still access your camera roll if you are using your phone.
 - I have contacted Zoom about this to see if there is another way to disable from the camera roll.
 - **If you are using a virtual background that I deem inappropriate I will remove you from the class meeting. If it becomes an ongoing problem, then I will contact your parents/guardians.**
4. **Please act appropriately on camera. Please be aware of your surroundings.**
5. **Everyone will be muted but me.** At times there could be too much background noise and/or too many people trying to talk at once.
6. **Any questions you have for an upcoming meeting can be emailed or texted through Remind to me.** That way I can make sure to get to your question.
7. **Chat feature** will be set so that you can chat with me (*only me*) – in order to ask questions while you are muted.
 - When there are a lot of people on Zoom, then I must scroll over in order to see everyone. This is where the chat feature will be helpful for questions instead of raising your hand.
8. **Sharing Ability** on Zoom:
 - You will not be able to share – this way we won't have random pictures/screens popping up. I will be the only one that can share while we are meeting
 - If there anything you need to "share" with me during the meeting you can email me. I can pull it up for everyone
 - I can share my computer screen with you so if there are any questions about online websites/work then I should be able to walk you through it
 - **Virtual Whiteboard** on Zoom can be used to show calculations
 - I can also share documents through the chat feature
9. **Recording the Meeting:** there will be times I record the meeting so that I can post it later to google classroom. This way anyone that couldn't attend can see what we discussed and/or you can look back on the meeting in order to understand something better.
10. **I will have the ability to remove you from the Zoom meeting at anytime and you will not be allowed back in.**



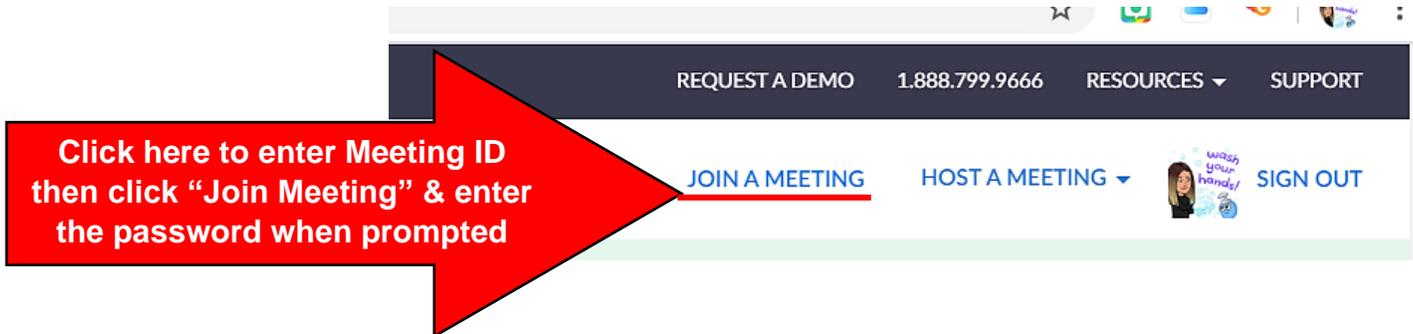
Instructions

Use the Zoom App on your phone or use a laptop/computer/chrome book and go to the Zoom website <https://zoom.us/ent?zcid=2582>

You can also click directly on the zoom meeting URL if it is given to you by the host of the meeting.

Example of an URL <https://zoom.us/j/504696681>

You will need to enter the password in order to gain access.



Click here to enter Meeting ID then click "Join Meeting" & enter the password when prompted

Please use your actual name when signing in AND preferably your Fayette Co email.
I will NOT admit you to the meeting if you are using a fake name.

You can Join with Video (you are on camera) or Join without Video.

If you are not on camera and using a fake name, then I will remove you from the meeting.

When you join the Zoom meeting your screen will be black showing your name.

The meeting will not start until I, the host, start it.

There should be a **waiting room enabled** so that you can join the meeting before the time it is scheduled. *"Please wait, the meeting host will let you in soon."*

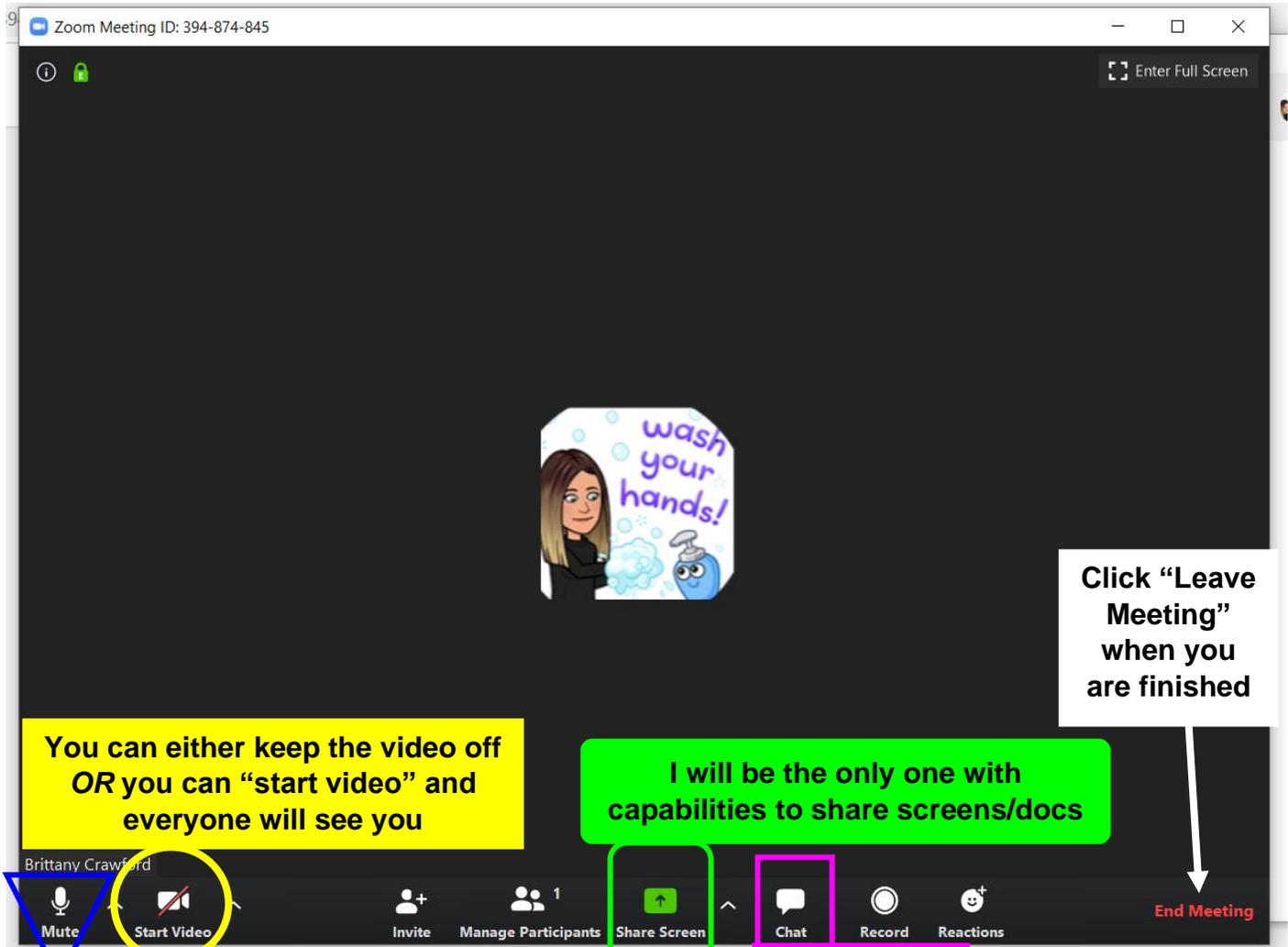
I am thinking that once our NTI (non-traditional instruction) days begin Monday I will set up multiple Zoom times for *questions and help*. This way it will lessen the number of students during the meeting and might help us stay on a schedule. *If you cannot attend during the specific time then I will post the video of the meeting on google classroom.*

I will send out upcoming Zoom meeting times via email, remind, google classroom, and the class website.

If you ever need help and want to Zoom with me one-on-one or with just a handful of people, then let me know by emailing and/or texting through Remind.

I'm more than happy to help however I can!

Without the video on, my screen (this is from my laptop) shows my bitmoji:



Click "Leave Meeting" when you are finished

You can either keep the video off OR you can "start video" and everyone will see you

I will be the only one with capabilities to share screens/docs

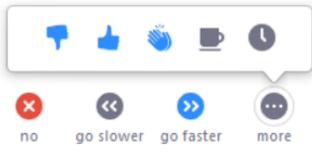
Mute Start Video

You will probably be muted during our class meetings

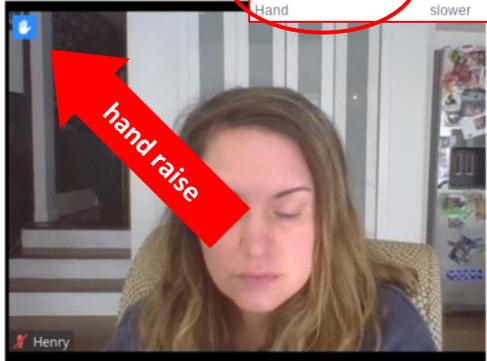
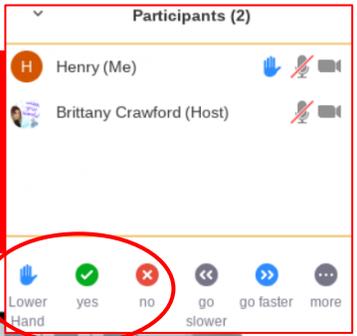
Chat feature

Click on Manage Participants and you should see where you can select non-verbal feedback: If there are a lot of people on the meeting then I will probably not see these on your screen, so use chat feature

Non-Verbal Feedback



- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
 - agree
 - disagree
 - clap
 - need a break
 - away



Soooo, we shall see how this goes 😊

It's a new type of classroom for us, but I think it could be quite useful. I've Zoom-ed with various people during this time away from school and am learning how to use it as you are.

As I find out about new features, I will let you know and try to show you how to use them.

ALSO, if you have any suggestions that might help us in using Zoom then please let me know!!

MISS seeing everyone!
Mrs. Crawford