

## Instructions for Zoom and FACTS Lessons

### **How to Create a Zoom Meeting:**

- From your zoom profile, click on “Meetings”
- To create a new class meeting, click “Schedule a New Meeting”
  - “Topic” will be the name of your class
  - “Description” is not necessary
  - “Template” is not necessary
  - “When” will determine the day of the week and time that you have a certain class
    - In the date and time boxes you will punch in the next meeting you have with that class
      - Time is listed by half hours. Type in the exact time that class is supposed to begin.
      - Time Zone must be *(GMT-4:00) Eastern Time (US and Canada)*
  - “Duration” is whatever your class should be
    - ex. Upper School classes are 1 hr 0 mins
  - If this is a class that meets that time every week (like in the upper school), hit “Recurring meeting” and select “weekly” and the day
    - If it is the same time every day, hit daily and choose days
  - Registration is NOT required
  - “Meeting ID” should be generated automatically
  - “Meeting Password” is NOT required
  - “Video” - Leave both Host and Participant “on”
  - “Audio” - Keep on Both
  - “Meeting Options” - Only check...
    - *“Enable join before Host”*
    - *“Record the meeting automatically” (in the cloud)*
    - *“Mute Participants upon entry”*
  - “Alternative hosts” are at your discretion, and can be edited and added as needed
  - Finally, click “Save”
- Zoom will then take you to the class information page. On it is the link for your students. You can edit the class as needed from this page.

### **Live Zoom Meeting:**

- After the Zoom class has been created, go to the FACTS page for that class.
- For Grammar School teachers, choose “Homeroom” for classes. Feel free to also include it on the subject itself.
- For Upper School teachers, select the individual class.
  - Go to the date of that class
  - On the right column of choices, select “Resources”
  - “Caption” should be the class that is meeting, time, and the day that Zoom meets
    - ex. “Anc History - 9:05 AM 3/16/20 [LIVE Zoom Class]”
  - Paste the invitation link for Zoom in the URL input box
    - Hit “Preview” to make sure it sends you to the Zoom meeting
    - If it works, hit “Save”; if it does not, go to support.zoom.us
- Then go the right column again and click “Announcement”
  - “Begin” date will be when you want to announce it, “End” will be when it leaves
  - Message is: “Join Zoom Live Class at [enter time]. Link can be found in Resources.”
- 5 minutes before Live Class begins, follow the link from Zoom to enter the meeting space.
  - Click “Start this Meeting”
  - Students will enter the meeting after this point
  - Take attendance as usual
- When class is over, click the “X” button to leave or click end meeting.
  - Another button will pop up asking to end the meeting again or assign another host, just click end the meeting
- Zoom will automatically record your class for you and send a link of the recording to your class
  - This may take a couple minutes to send to your Providence email
  - This can then be sent to any absentees of the Live Zoom Class for them to view at any time

### **Recorded Zoom Meeting:**

- Before the time that you want students to view the video, open the link to the meeting you will host.

- Zoom will automatically record the meeting from the time you begin it.
- Teach your lesson, then click “end meeting.”
  - Zoom will then send you an email with a link to your recording. This may take a few minutes to get to your Providence email.
- Go to that class page on FACTS
  - For Grammar School teachers, choose “Homeroom” for classes. Feel free to also include it on the subject itself.
  - For Upper School teachers, select the individual class.
- Go to the Resources tab to the right
  - Post link of recorded class from the Zoom email in the URL Box
  - Be sure to caption each assignment with the appropriate Day/Time and Content [Recorded Zoom Class]
- Then go to the Announcement tab and title it: “Join Zoom Recorded Class at [enter time]. Link can be found in resources.”

### **Announce Assignments:**

- Go to class page on FACTS
  - For Grammar School teachers, choose “Homeroom” for classes. Feel free to also include it on the subject itself.
  - For Upper School teachers, select the individual class.
- Click on “Announcement” on the right tab
- Title Day/Time and Class
  - “Message” will contain the assignment that they must complete and what documents, videos, instructions they will need to complete it, which will be in the Resources for the day