

Using Zoom Video Conferencing App for Teaching and Learning

Zoom is an online video conferencing tool that can be used for teaching and learning. This brief guide steps through how to get started using this digital tool.

To get started do the following:

1. Log in to your MDUSD Google account.
2. Go to Zoom.com in the Chrome browser.
3. Sign up and download the App.
4. Once in the Zoom app click Host a meeting on top menu bar.
5. Invite people by copying URL on the bottom bar.
6. Post this URL in Google Classroom or email.
7. Include the meeting password on the lower right-hand corner.
8. Clicking manage participants on the bottom bar shows you who is attending.
9. You can mute individual students from the upper right of this window and you can mute all clicking the mute all button at the bottom.
10. Helpful additional options can be found in the More button on the lower right. Simple check which of these features will work best for your classroom:
 - a. Mute on Entry-super helpful so tardy students don't enter with mic on.
 - b. Allow participants to unmute-default to this on, you can unmute everyone by clicking unmute on the bottom of the More option withing the participants' panel.
 - c. Allow participants to rename-don't let students be able to do this.
 - d. Play Entry chime-each time someone enters the Zoom meeting a chime will alert you this has occurred. Use it as you like.
 - e. Lock Meeting-do this once all participants have entered.
11. Share screen allows the host (teacher) to share their computer screen within Zoom.
12. Chat within the participant panel should have some guidelines for the students:
 - a. Texting is only for questions
 - b. Off task, the behavior should have progressive consequences which may result in students frequently miss using the Chat being block form using it.
13. The Zoom meeting can be recorded and posted to Google Classroom.
14. Reactions are a fun addition to the chat.
15. Ending meeting - make sure everyone has exited.