



ZOOM - Student/Parent Guide

Last update: 18th March 2020

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1). Signing In.



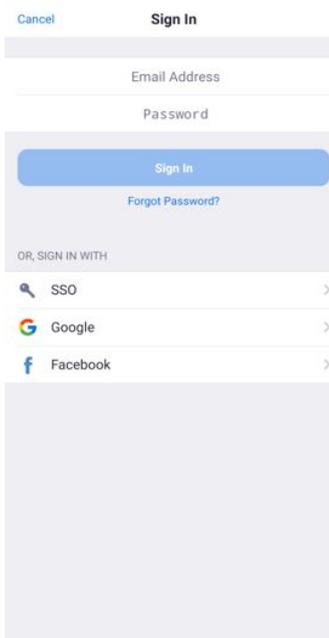
i). Open the app on your school device.

ii). Then click on the 'Sign In' button in the bottom right of your screen.

iii). Click the Google button.

iv). Sign into your school email.

If you have forgotten your password then you can send an email to d.horsfield@kingswarrington.com and he can reset it for you.



2). ASPIRE - Being Prepared For Lessons.

Before each lesson you should endeavour to do the following things:

- i). Have all your equipment ready ten minutes before the lesson.
- ii). Dress professionally.
- iii). Set up in a practical space away from any distractions.
- iv). **Make sure your device is charged**, or plugged in and charging. Zoom uses a lot of battery power.

In order to ensure that you are on time for lessons, you must make sure that are aware of the **new timetable**:

08:30 - 09:10am	Period One
09:10 - 09:30am	Break
09:30 - 10:10am	Period Two
10:10 - 10:45am	Break
10:45 - 11:25am	Period Three
11:25 - 11:45am	Break
11:45 - 12:25pm	Period Four
12:25 - 02:00pm	Lunch
02:00 - 02:40pm	Period Five
02:40 - 03:00pm	Break
03:00 - 03:40pm	Period Six

Please note: **You will finish on Wednesday & Friday at 12:25**, after period four has ended.

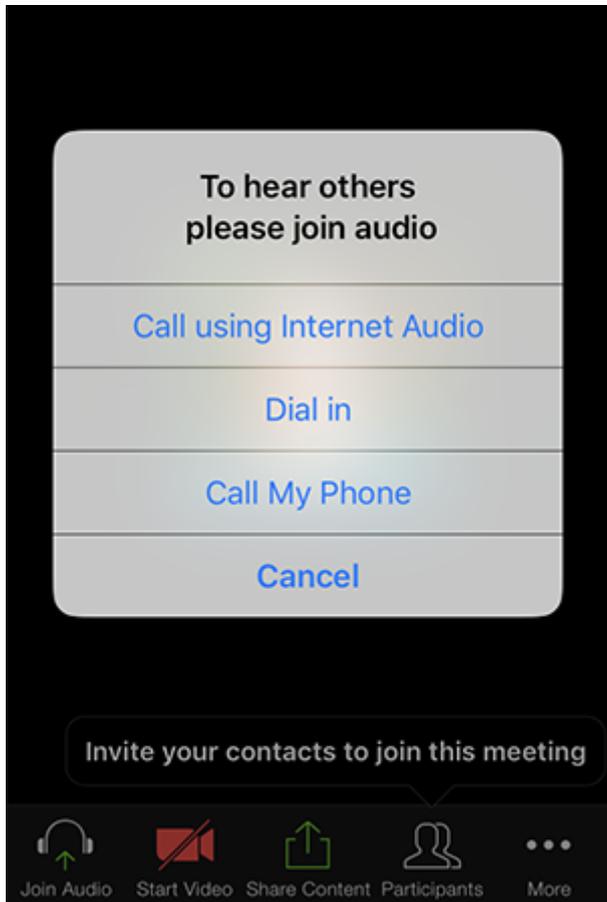
3). Joining A Lesson.

Before the start of each lesson you will receive an email from your teacher. In this email your teacher will have attached a link that looks something like this:

Join Zoom Meeting

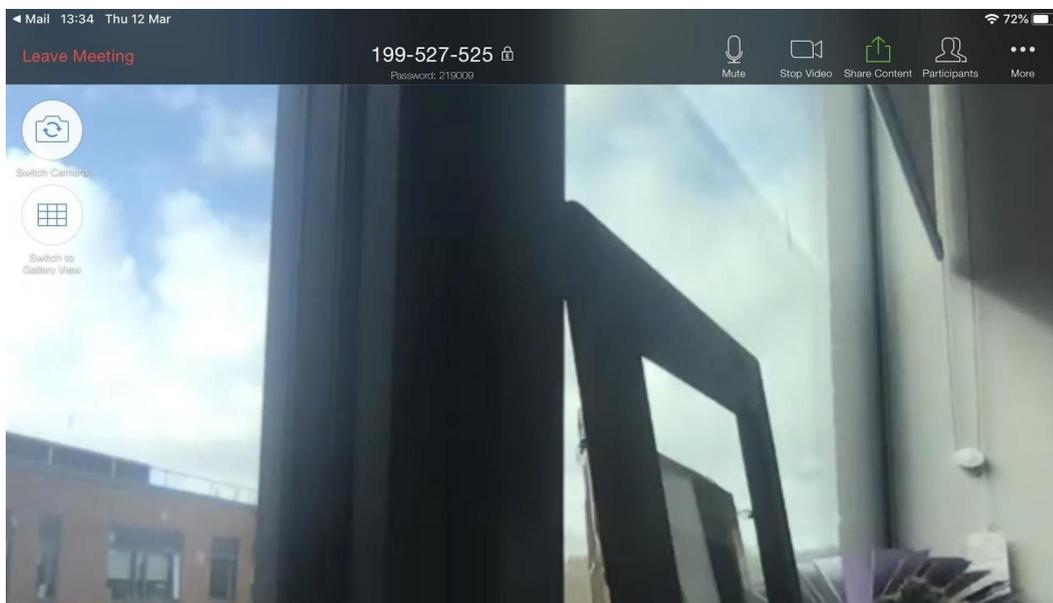
<https://zoom.us/j/107624525?pwd=RElUYk02SU1ZcUViQ3ZlcnNPMzJoQT09>

This link should then lead you directly into the lesson, providing you are logged in on the app. When first joining the call there should be a pop up to call using internet audio, this needs to be selected or you won't hear the audio.



4). The Zoom Classroom.

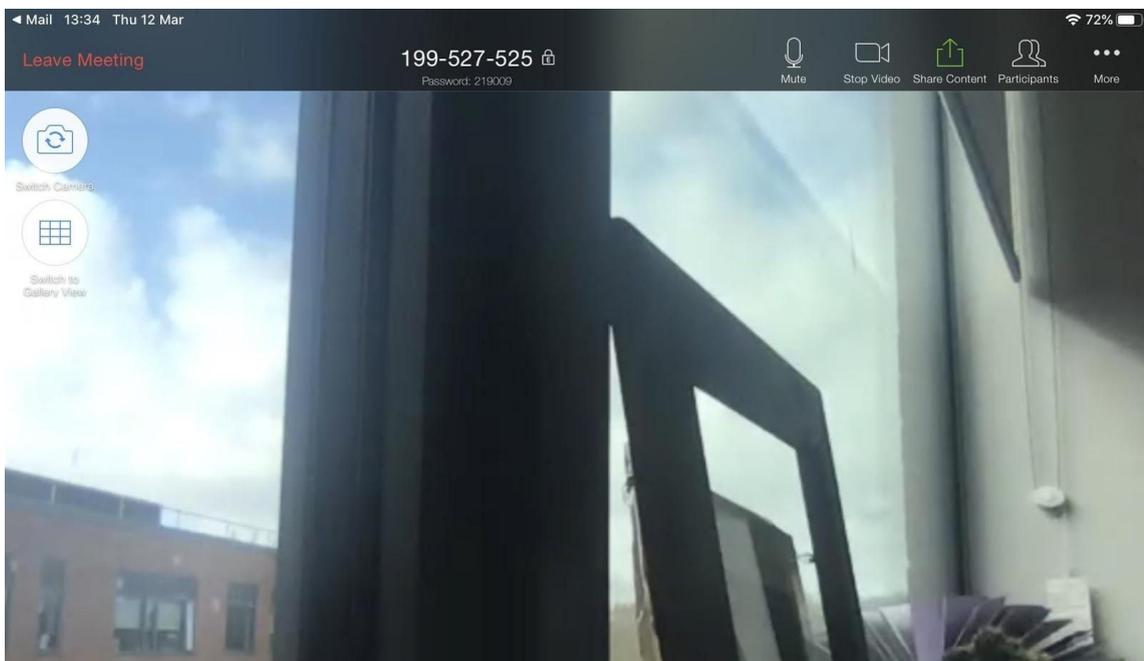
When you join the class your screen should look something like this:



Your teacher will be able to display your lesson resources and you will be able to hear their voice. Some teachers may choose to show their face on camera, but many will not.

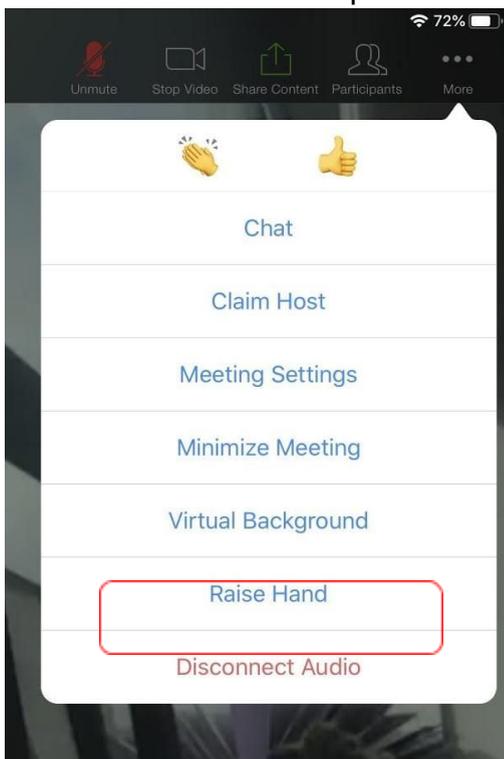
5). Communicating With Your Teacher & Asking Questions.

All student microphones will be muted so that only the teacher's voice can be heard. If you want to ask a question you will need to click on the 'More' button in the top right hand corner of the screen.



You

will then be shown a drop down



Click 'Raise Hand' to ask your teacher a question.

It will send your teacher a notification to let them know that you are asking for help.

They may then send you a private message, or enable your microphone privileges.

Most of the other options you see here you will not use.

The one exception may be the 'Chat' option which you may use to send messages to the class or teacher. However, the teacher will normally have this disabled.

menu which looks something like this:

6). Handing In Work

At the end of each lesson your teacher will expect you to hand in work for them to look over and mark.

Google Classroom:

To hand work in on Google Classroom, click on the 'Classwork' button at the top.



From here, you should be able to see all the topics you are working on. Select the topic that you wish to hand work in for:

All topics

 [View your work](#)

 [Google Calendar](#)  [Class Drive folder](#)



Week 6a LC1 Pythagoras' Theorem...

No due date



Simplifying algebra and expandin...

No due date



What my first pages should look like

No due date

Then Select 'View Assignment':

[View assignment](#)

From here you should be able to upload photos of your work to google classroom. Just click 'Add or Create'.

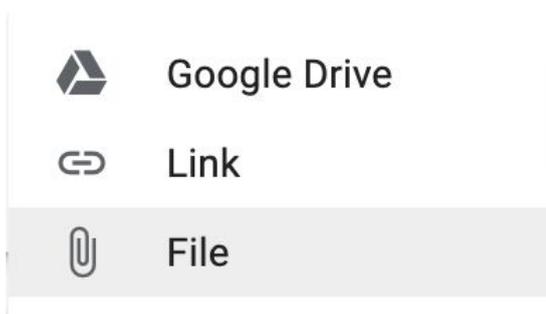
Your work

Assigned

[+ Add or create](#)

Mark as Done

Select one of these three options:



'Google Drive' - This option should be used for any documents you have created using Google Docs.

'Link' - Ignore this function. It is very unlikely that your teacher will ask you to use this.

'File' - This option can be used to upload photos from your camera roll.

Make sure that you mark your work as 'done' so that the teacher can see that you have completed the assignment.

Mark as Done

Only the Teacher will be able to see your work.

7). Problem Solving.

In order to ensure that your learning isn't affected, you might need to try and solve certain issues on your own, or by asking your parents/carers. You could also ask any brothers, sisters, or friends if they can help.

If your internet stops working - Disconnect from your home internet then reconnect. Often this is all that is needed to reboot the connection. If this doesn't work, try turning off your wireless router for 30 seconds.

If you are still having issues and cannot join a class your teacher will flag your absence. A member of TAC or your Year Leader will then call home to help resolve any issues.

If you cannot hear your teacher's audio - Shut down the 'Zoom' app and restart it. Alternatively, check to see if your device volume is turned up, or make sure that you haven't muted the lesson.

If you cannot access the app - Email Mr Horsfield (d.horsfield@kingswarrington.com)

If you don't receive a Zoom link - Make sure you refresh your email and check Google classroom for any work that your teacher may have set. Email your teacher if this issue continues. **Do not** assume that there is no work to do - this will not be the case.

8). Scholar Support

For those students who receive teaching scholar support, Mrs Lawrence has set up an email address through which you can contact the SEND team:

scholarsupport@kingswarrington.com

Please remember that your teacher is always your first point of contact. You should only access this email if you feel it is absolutely necessary, or if your teacher advises that you do so.