# Remote Working Training

Teaching staff - March 2020

Why are we doing this training?

1. *Students and staff will be expected to work following the normal timetable as far as possible.*
2. *Academic work should be as demanding and purposeful as it would be were the school open, though it is acknowledged that it may be different in its nature owing to the circumstances.*
3. *Heads of Department, Tutors and Housemasters will maintain an overview role to support teachers and students in the maintenance of progress and achievement.*
4. *The systems of the school - in particular Rewards, Sanctions and Reporting - will continue to be used as far as they are practicable.*
5. *In the event of a long closure, frequent communication at all levels will be key to maintaining a sense of purpose and community and everyone needs to play their part in initiating and keeping up dialogues with staff, students and parents..*

Zoom - plan for today

1. Open the Zoom app from Applications
2. Click sign in and use Google
3. Perform a test call
4. Schedule a meeting
5. Trial it (later)
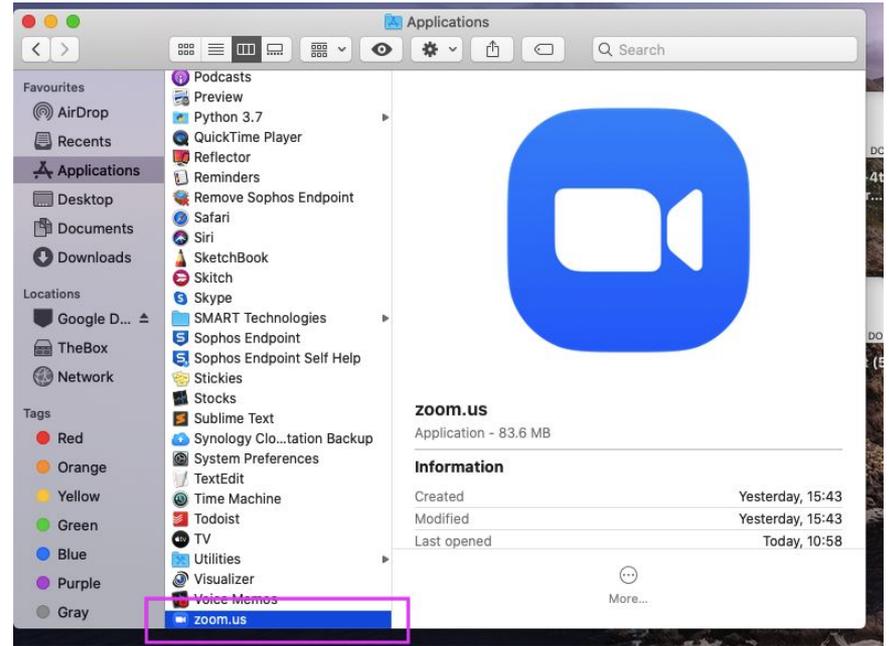
# Sign in using Google and create your account
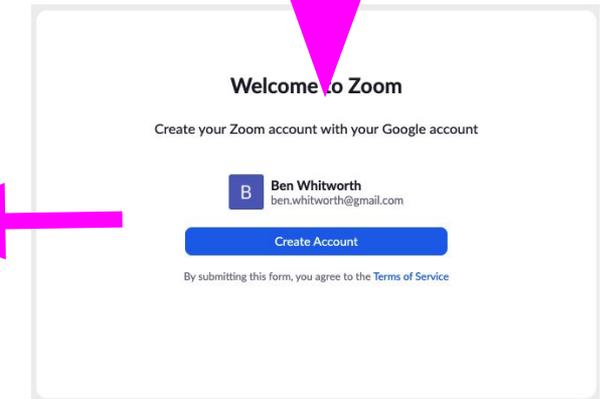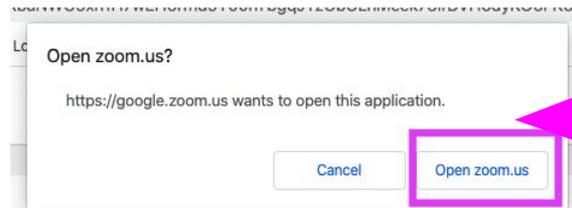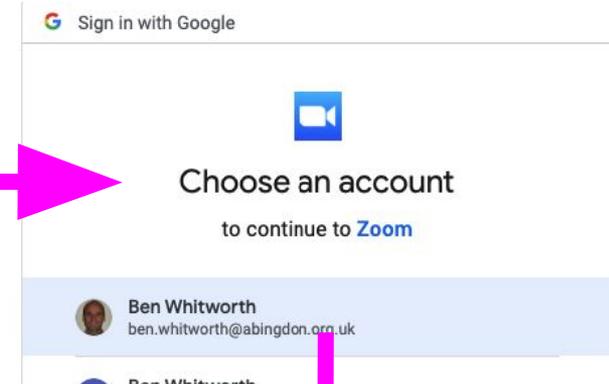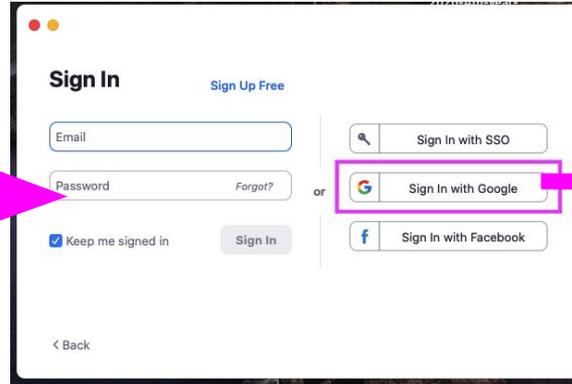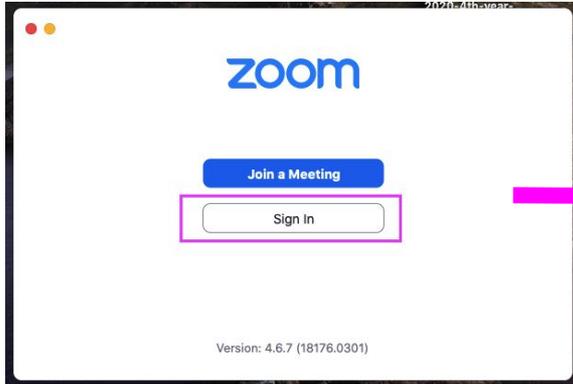
- **Zoom uses Google to log in.**
- **Open the App and then Sign in with Google**
- **It will open a browser to authenticate you**
- **Then click open when prompted to open the app**

Don't have the Zoom app installed?

If you do not have the zoom.us app installed then please go to zoom.us/test and click Join. This will start the app installation.

You may be asked to grant permissions to the app to allow it to access your computer's microphone and camera. Please say yes to these, but no to file sharing (unless you want to use it to share files).

If you see "zoom detected a problem with your computer's audio and needs to restart, enter admin username and password" this likely means the speakers are on mute
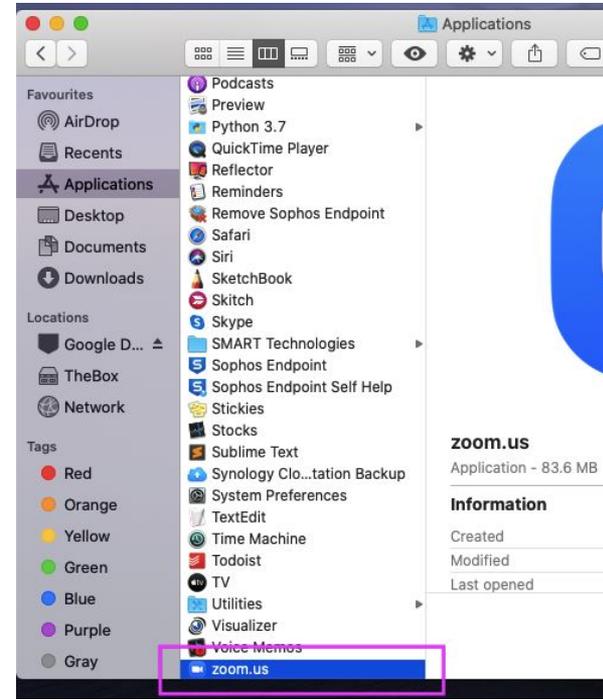
The Zoom App
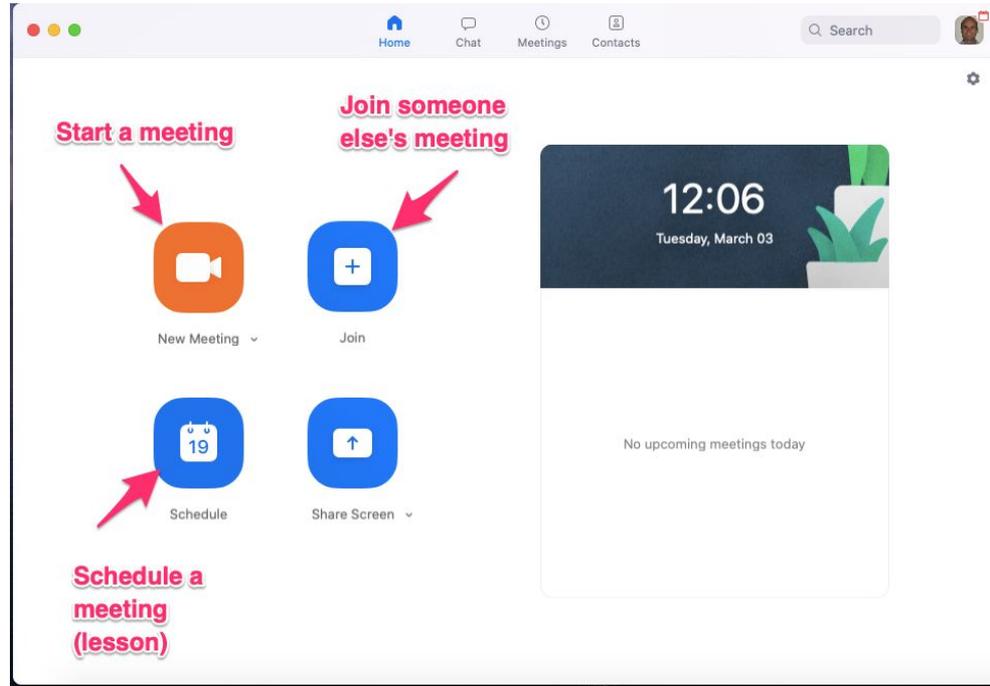
Scheduling a meeting

- Create a time and give it a name
- Use your own meeting ID
- Start with your video on, but the others off
- You can link it with Google Cal, or just create a set of instructions to put in a task for students
- Mute the students to start
- Don't allow them to join before you

Schedule Meeting

Topic

4R2a Biology

Date

03/03/2020 ⌄   12:30 ⌄   to   03/03/2020 ⌄   13:00 ⌄

☐ Recurring meeting   Time Zone: London ⌄

Meeting ID

○ Generate Automatically   ● Personal Meeting ID 328-548-4229

Password

☐ Require meeting password

Video

Host ● On ○ Off   Participants ○ On ● Off

Audio

○ Telephone ○ Computer Audio ● Telephone and Computer Audio

Dial in from United Kingdom Edit

Calendar

○ iCal   ○ Google Calendar   ● Other Calendars

Advanced Options ^

☐ Enable Waiting Room
☐ Enable join before host
☑ Mute participants on entry
☐ Only authenticated users can join: Sign in to Zoom
☐ Automatically record meeting
   Alternative Hosts:
   Example:john@company.com;peter@school.edu

Cancel   Save

Inviting others to a meeting

Students need to know the URL of your meeting room.

Either copy the whole invite and send in a Firefly task, or just send them the URL.

It will be the same URL for all your meetings.

Your meeting has been updated

MEETING INVITATION

Ben Whitworth is inviting you to a scheduled Zoom meeting.

Topic: 4R2a Biology
Time: Mar 3, 2020 12:30 PM London

Join Zoom Meeting
https://abingdon.zoom.us/j/3285484229

Meeting ID: 328 548 4229

One tap mobile
+442034815240,,3285484229# United Kingdom
+441314601196,,3285484229# United Kingdom

Dial by your location
        +44 203 481 5240 United Kingdom
        +44 131 460 1196 United Kingdom
        +44 203 051 2874 United Kingdom
        +44 203 481 5237 United Kingdom
Meeting ID: 328 548 4229
Find your local number: https://abingdon.zoom.us/u/abqpZFVEPP

Open   Close   Copy Invitation

Running a meeting

Control sound

Control who is in the meeting and raise hands

Open the chat window

Control Video

Share your screen

Record the screen

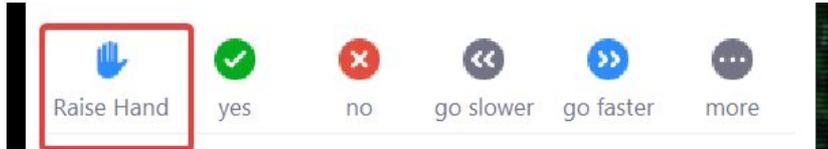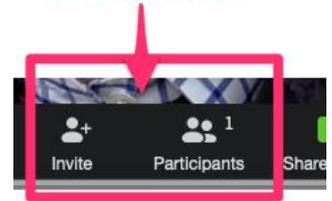Mute Stop Video Invite Participants 1 Share Screen Chat Record Reactions Leave Meeting

Participants - managing the flow of the meeting

Students should open the participants tab. Here they are able to raise a hand, say yes / no / go faster etc.

You can also unmute people and see a list of people attending

Joining a meeting (students)

- Students will click on the URL of the meeting and it will prompt them to open the app.
- They will then join the meeting, but their video and audio will be muted
- You can then unmute people from the participants tab if/as you want.