Horizon Academy

Zoom Video is our Primary Distance Learning web presentation software. We will be using it to connect with students at home. Below are links to some specific beneficial links that will aid you in mastering zoom before your first class.

Zoom Signup:

I have sent out Zoom account activation emails to all teachers who will be tasked with using Zoom for classes. In order to activate your account, you will need to check your Horizon Academy email address to find the zoom account. When activating, it will require you to fill out some basic information. Below is a step-by-step tutorial document explaining the full process.

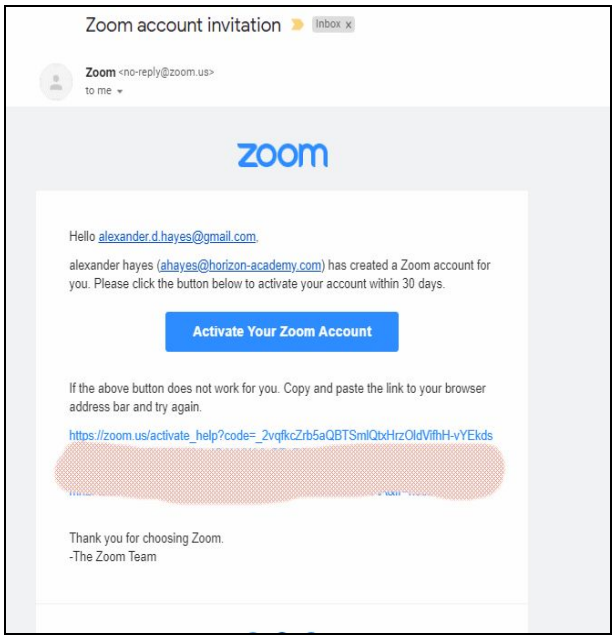
We have received word that our account-wide users will be able to access the unlocked free version of Zoom, however as of 3-16-20, accounts are showing up as Free: 40 minute session limit. There is an account link to sign up for unlocked access. I may send a request for you to fill it out and submit it at a later date.

Zoom.us Covid-19 Unlock Link

Zoom Activation:

All required Horizon Academy Distance Learning (DL) faculty and staff have been sent emails containing an Activation Link. Please navigate to your email and look or search for a subject “Zoom Activation Invitation” from “no-reply@zoom.us”. From here, you will see an email similar to this:

Please Click the blue button, “Activate your Zoom Account”.



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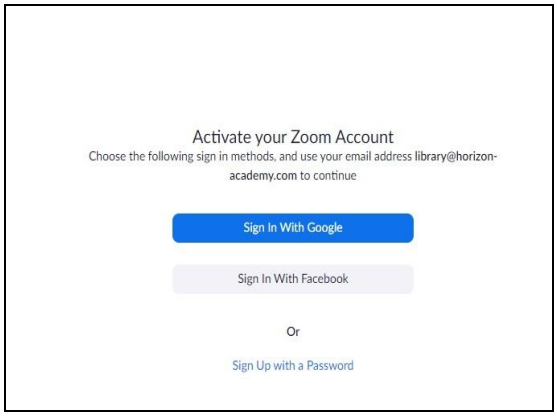
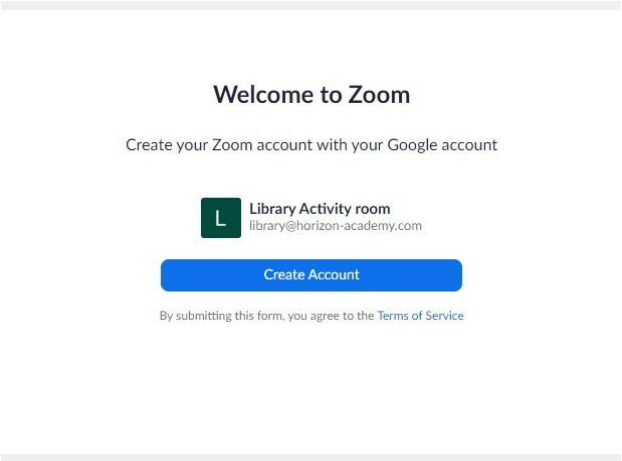
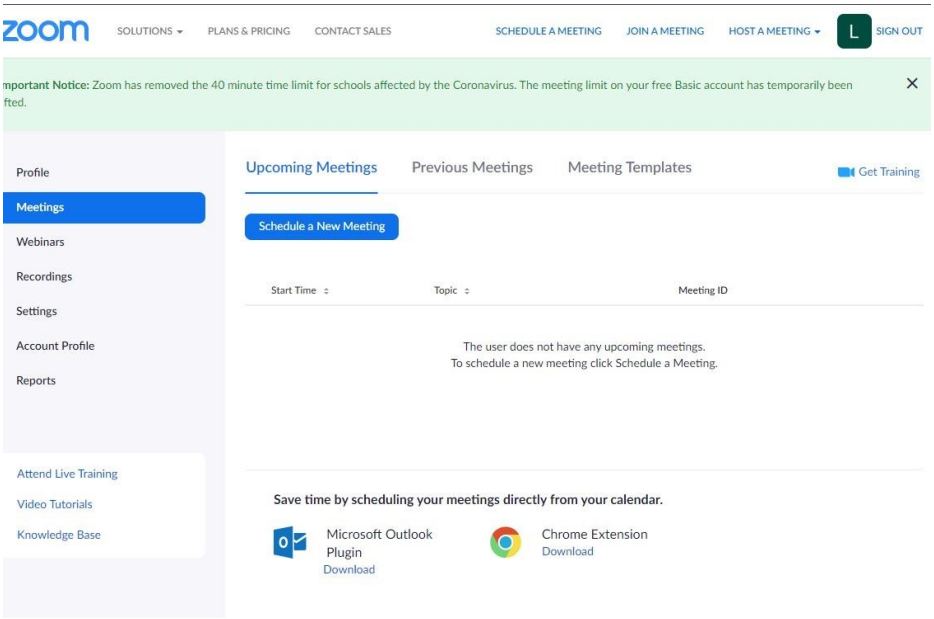
After clicking, you will be taken to the Activation link landing page. Click Sign in with Google and then pick your xxxxx@horizon-academy.com email account.



Click the “Create Account” button.



Which brings you to the Zoom Dashboard



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Editing your profile in Zoom

Please upload your photo to your account profile:

Adding your picture:

1. On your Dashboard, click the **"Profile"** button.
2. Under the logo (should be a letter on a color beveled square), click **"Change"**.
3. Upload a picture of yourself or a pet, something school appropriate. You also have the option to take a picture if you are using a computer with a camera. Remember, Students, parents, and teachers will all be able to see it.

Scheduling a Meeting with Zoom

<u>Scheduled Meetings Ahead of Time</u>

1. You can schedule a meeting to add to *Google Calendar* and then share with others with the invite code. You can also past these into your *Google Classroom* Discussion Stream or Assignments if you would like.
2. Just click on **Meetings** on the side navigation bar
3. Then enter information about your meeting
    a. Name of meeting (aka Class name)
    b. Description (with more details)
    c. When (date and time)
    d. Duration (round up)
    e. Time Zone
    f. Checkbox for Recurring Meeting
        i. Check this if you plan this meeting to happen every school day.
    g. Meeting ID (autogenerate meeting ID)

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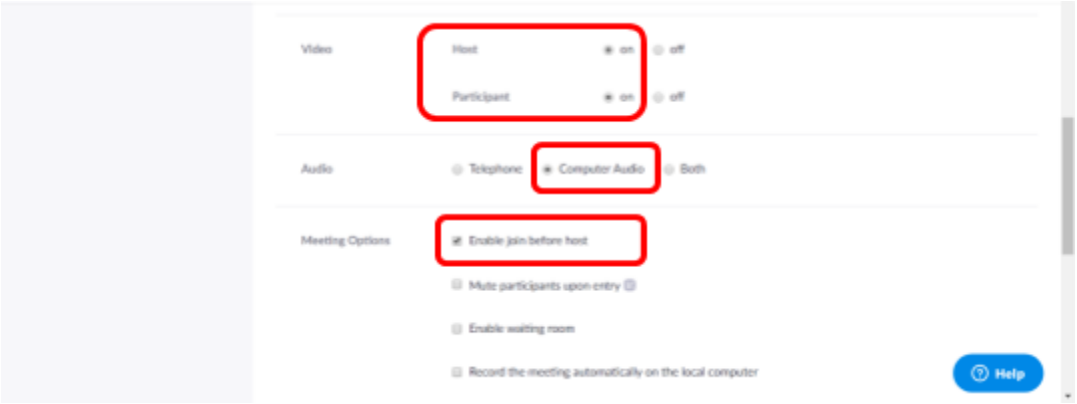
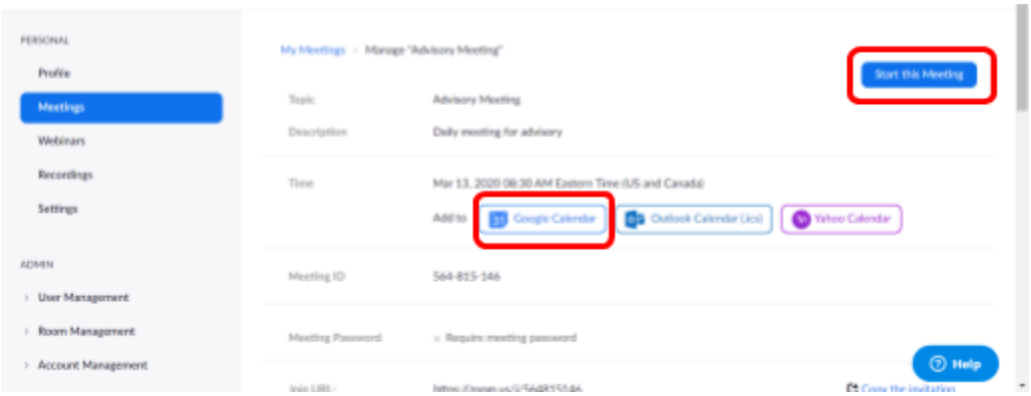
h. Meeting Password (don't require a password)



i. Video
   i. Host (make sure ON)
   ii. Participant (aka student make sure ON)
j. Audio (make sure set to Computer Audio)
k. Meeting Options
   i. Check box for Enable join before host
   ii. Leave others blank
l. Click the Save button to save the scheduled meeting
m.

4. Add scheduled meetings to your Google Calendar by clicking the Google Calendar option.



5. When the meeting is about to start the meeting organizer (aka teacher) can click the Start This Meeting button to start the meeting.
6. When the meeting is about to start the meeting organizer (aka teacher) can click the Start This Meeting button to start the meeting.

Schedule Instant Meetings

a. To host a quick instant meeting, click the Host a Meeting button in the top right corner of the screen
b. When the drop down list appears, choose With Video On

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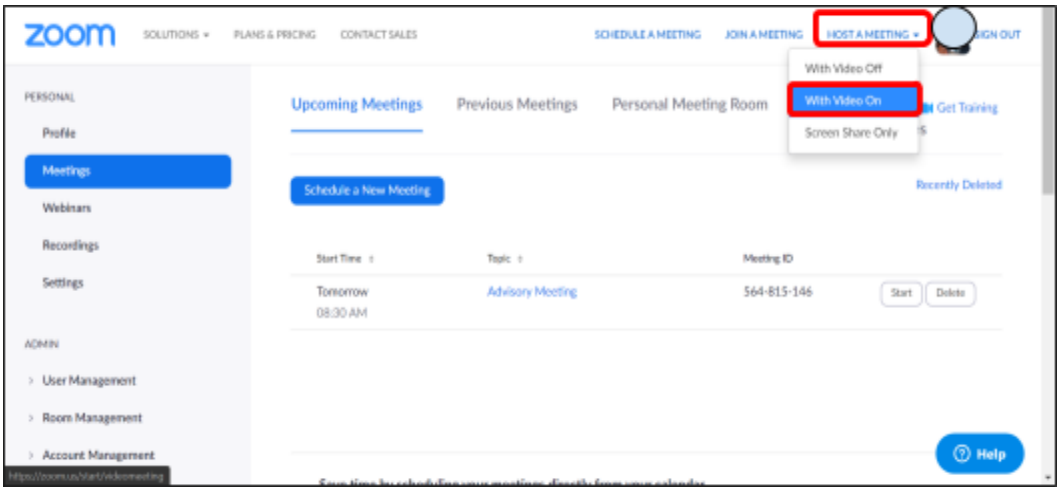
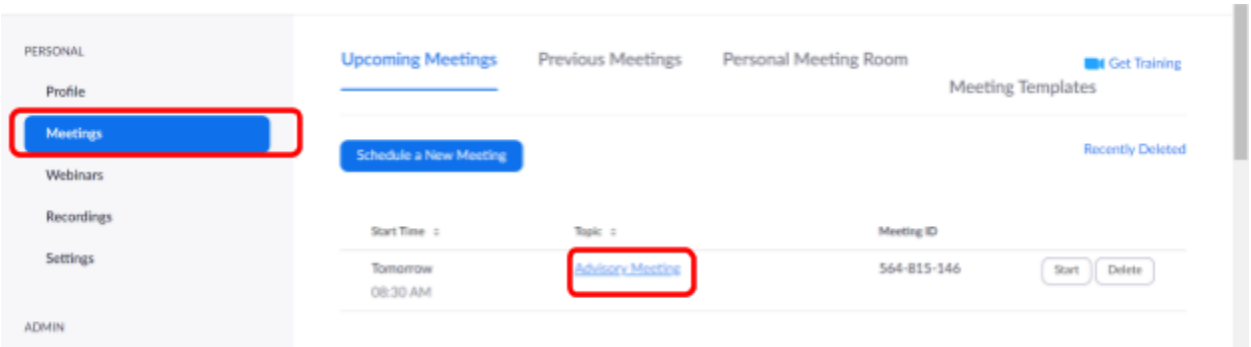
c. This will immediately open Zoom and then give you an opportunity to email or share invite with anyone you want.



1. **Inviting people to Meeting**
   a. Whether you scheduled a meeting or set up an instant meeting, you have to invite your participants.
      i. For Scheduled Meetings:
         1. Go to Meetings in your Zoom account
         2. Click on blue link for Meeting Details



         3. Then scroll down until you see the invite information

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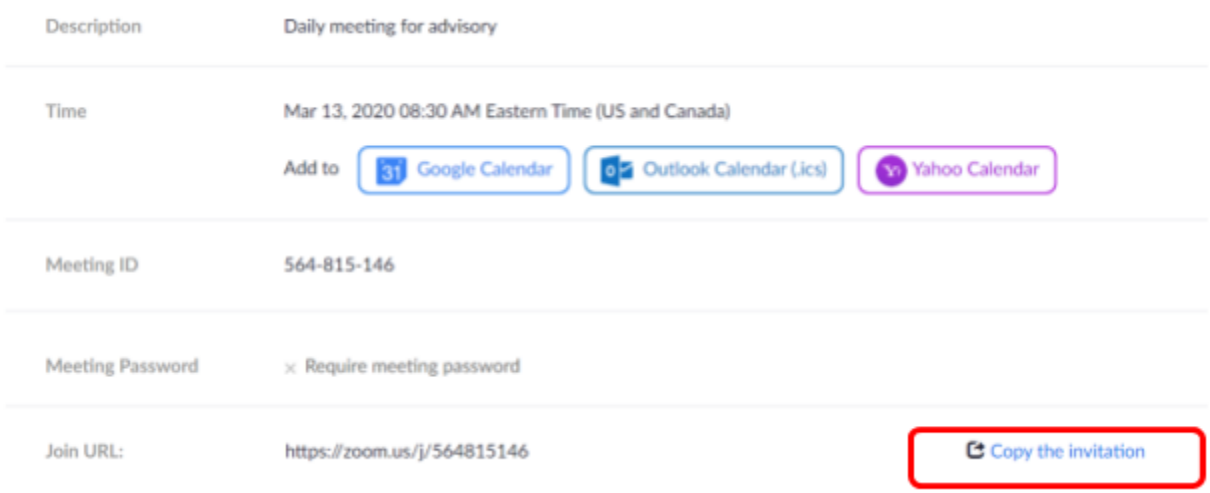

4. Copy the invitation and paste to a Gmail and email to participants or paste to a Shared Google Doc or directly to Classroom to share with participants.

ii. For Instant Meetings:

1. Start the meeting
2. Then click the invite button on the navigation bar

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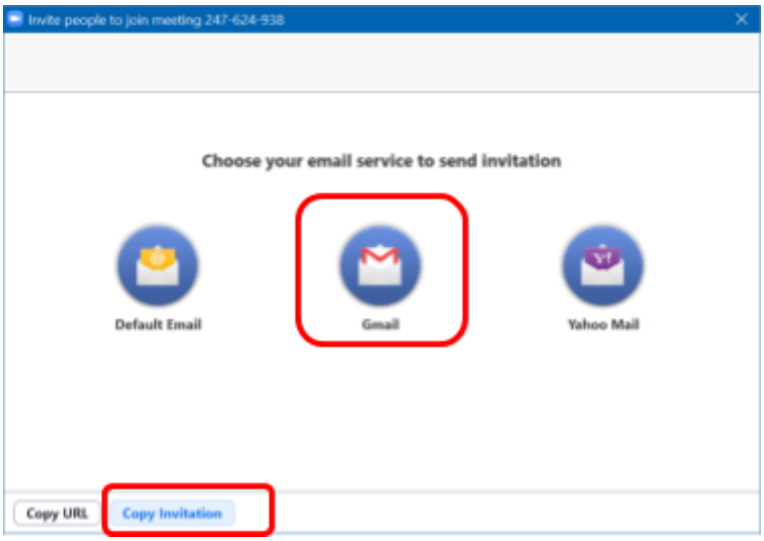

3. This will bring up a choice of using Gmail for inviting participants or click on copy invitation on bottom of window to copy and paste to Google Doc or Classroom.

2. **During the Meeting**
    a. Some recommendations for virtual meetings
    b. Make sure if you are not talking, you should be on Mute (on the screen; not on your computer itself)
    c. Make sure to open your chat window so you can moderate students chatting
    d. You can mute students if you click and open Manage Participants window
    e. I recommend calling on specific students and unmuting them so they can speak. When they are done, mute them again.
        i. If it is a private meeting with only 2 people, then both people do not need to mute. Only if 3 or more people

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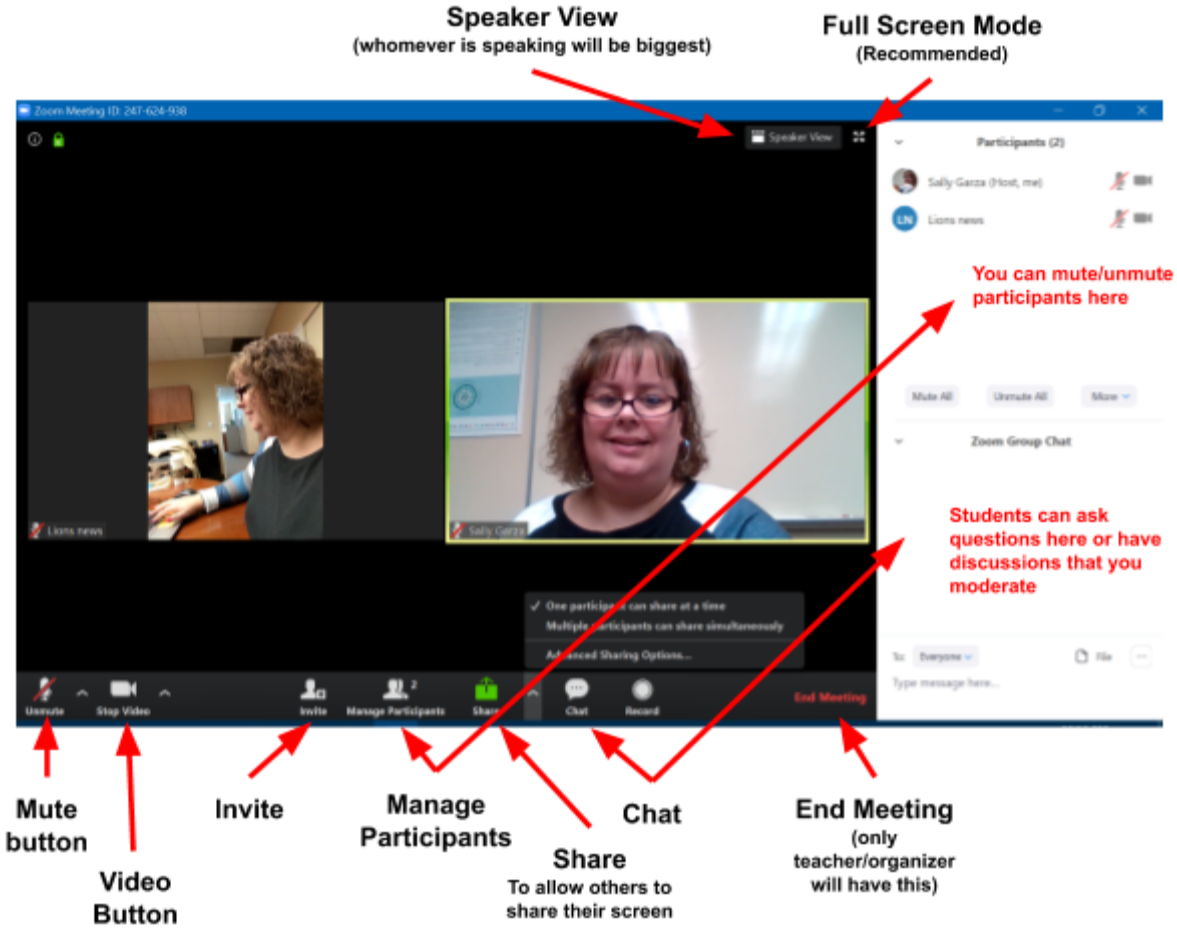

3. **Ending a Meeting**
    a. Once the meeting is over, make sure to click the End Meeting button and it will close on all users.

Credit and Thanks to the Lawrence School for providing documents and screenshots that are borrowed in this guide