



# **GEP Home Learning Guides**

**Kings College Teachers Zoom Guide**



## Purpose

If GEP schools are suspended and Home Learning is implemented, the following guidelines are put in plan. The intended outcome is that the curriculum is at the forefront of our work and, as far as possible, student progress will not be impacted.

## Assistance

The Network team will continue to provide remote support as normal through the GEP helpdesk system, this will also be clearly outlined on each school's website how to email for assistance. The Network team will then use a remote assistance tool to help users with any issues they may have.

## GDPR & Safeguarding

This plan is supported by the GEP GDPR policy and each school's safeguarding policy. Specific additions to notes:

- The use of video conferencing is governed by the school IT responsible use policy.
- Parent involvement during video sessions – As lessons will be conducted at home, the lessons can feel different. It is important for parents to understand that interaction with teachers through our video conferencing is the same as it would be in lesson, interaction should be between teachers and students alone.
- Video conferencing group size – One-to-one video sessions are not allowed. This opens staff up to a high level of potential risk. The minimum group size is 3 in total.
- Staff email communications must be done on their school email address only.

## Zoom video conferencing

The GEP has decided to use Zoom for our video conferencing system. To use this, teachers will have their own virtual classroom where they can join and leave as required through the day. This virtual classroom is named the Zoom Personal Meeting Room. Your Personal Meeting Room is a virtual meeting room permanently reserved for the teacher that can be accessed with the teacher's personal link, this is called a Personal Meeting ID (PMI) in Zoom.

The teacher will post their personal link in on the Student Message Board and students can join or leave teacher sessions as required.



## *Kings College Teachers Guidance*

1. For each lesson which is suspended, you should notify students through the Student Learning Environment Message Board.
2. The process for setting work:
  - a. Teacher creates a Message Board entry for the work that needs to be completed in class.
  - b. Teachers can input requirements directly into Message Board if required
  - c. For Year 11 and Sixth form it is encouraged to use video conferencing to support lessons where appropriate.
  - d. Every teacher will have their own virtual classroom with a set link, this removes the difficulty of constantly creating virtual classrooms. The teacher can join or leave their own virtual classroom as often as they like.
  - e. Teacher puts their personal classroom link into Message Board and explains the time to join.
  - f. Teachers can pre-record lessons and provide that link instead of the live link as shown later in this guide.
  - g. Students automatically join virtual classrooms muted, students can then electronically raise their hand to request to be unmuted and ask a question.
  - h. There is an electronic whiteboard that the teacher can use to put work up and save for later.
  - i. The teacher can present a PowerPoint, Word, Excel or any other document or program that is on the computer.
3. There is an expectation that teachers will be producing work and lessons for pupils to follow, either through our video conferencing system or providing guidance and documentation on the Student Learning Environment Message Board for students to complete.
4. If video conferencing, Teachers should be professionally dressed as detailed in the school's code of conduct.
5. Work set should reflect the length of the lesson where appropriate.
6. It is recommended that in the lesson documentation clearly identifies the intended outcome of work. E.g. by the end of the lesson you should have completed/learnt "X".
7. It is the students' responsibility to complete work, or communicate to their teacher why it is not completed. Please report to the students tutor or appropriate member of staff if students are not completing work
8. Teachers should take into account home learning for students on SEN/PP register and ensure appropriate expectations and support.



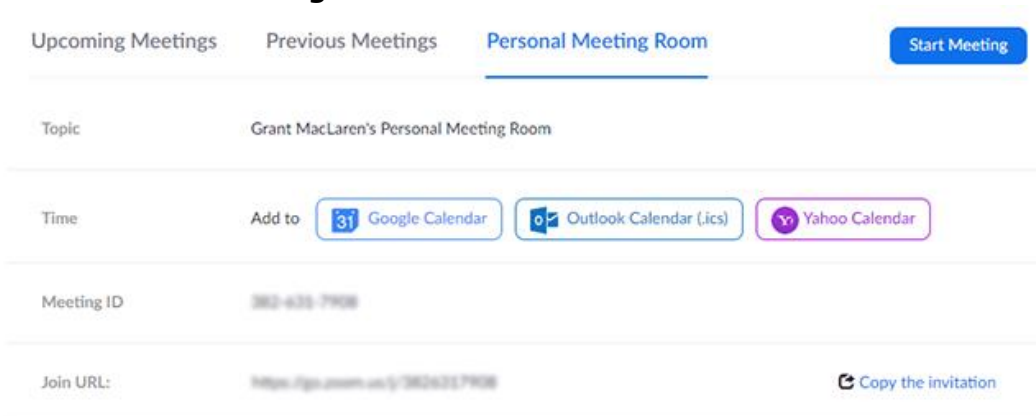
## Quick Setup: Setup your classroom each time for a *live lesson*

### On Student Message Board

1. Ensure your Personal Meeting ID has been posted on the Student Message Board along with the time of the lesson that students are to join

### On the Zoom webpage

2. Sign in to the Zoom web portal.
3. Click **Meetings**.
4. Click **Personal Meeting Room**.



5. Click **Start Meeting**.

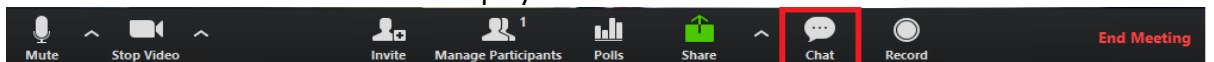
This will open up the Zoom desktop client and start your meeting within your own virtual classroom.

### Once logged into your Zoom classroom

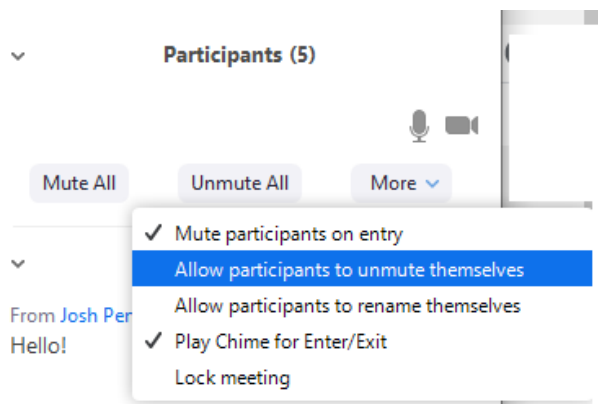
6. Click **Manage Participants** in the host controls to display the participants list:



7. Click **Chat** in the host controls to display the chat list:



8. On the right hand side within the participants window select "More" and untick "Allow participants to unmute themselves"





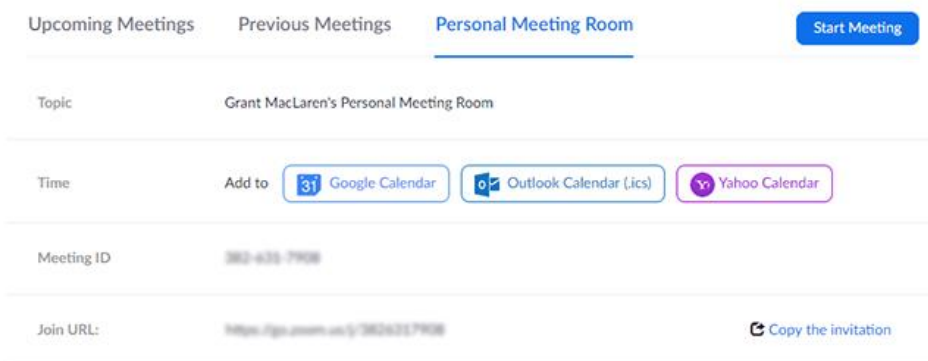
## Quick Setup: Setup your classroom for a **recorded lesson in private**

### On Student Message Board

1. Ensure your Personal Meeting ID has been posted on the Student Message Board along with the time of the lesson that students are to join

### On the Zoom webpage

2. Sign in to the Zoom web portal.
3. Click **Meetings**.
4. Click **Personal Meeting Room**.



5. Click **Start Meeting**.

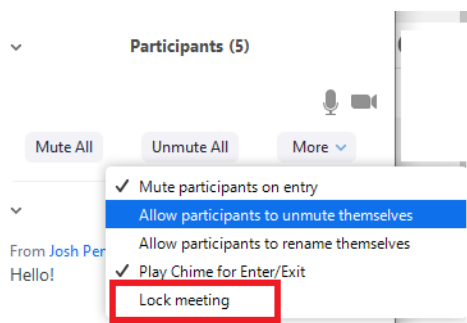
This will open up the Zoom desktop client and start your meeting within your own virtual classroom.

### Once logged into your Zoom classroom

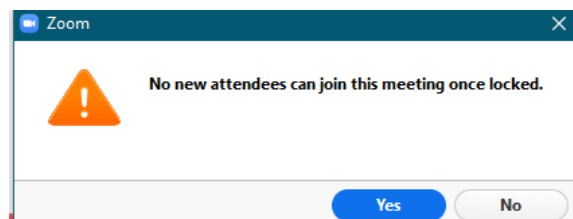
9. Click **Manage Participants** in the host controls to display the participants list:



10. On the right hand side within the participants window select "More" and tick "Lock meeting"

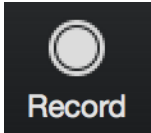


11. You will then see the following window, select "Yes"

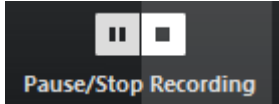




12. Click Record in the host controls

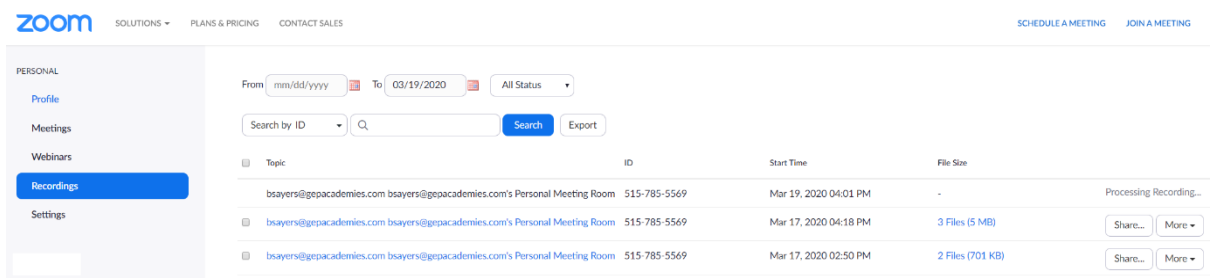


13. You can pause or stop the recording at any time by selecting either in the host controls

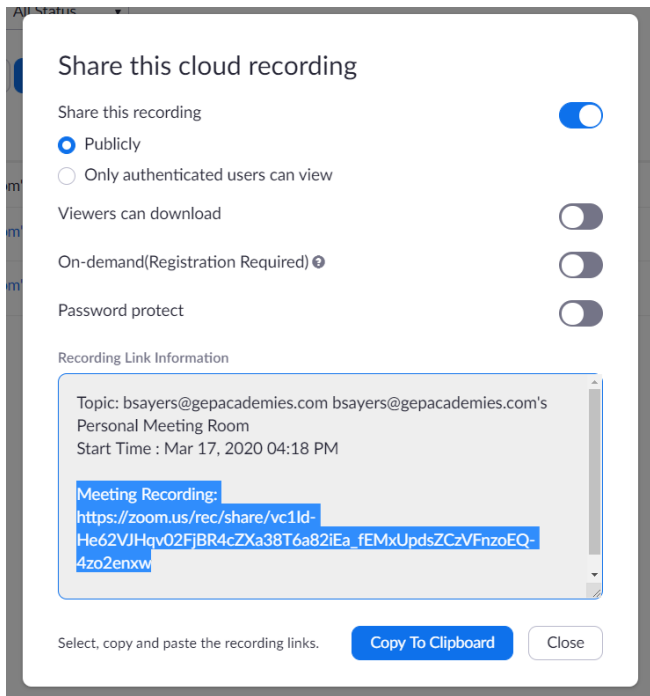


14. When you have finished and press stop recording the system will compress your video (this can take some time depending on the length of the video) and will then email you a link.

15. You can also access your recordings in the zoom portal by logging into the Zoom webpage and selecting the "Recordings" section



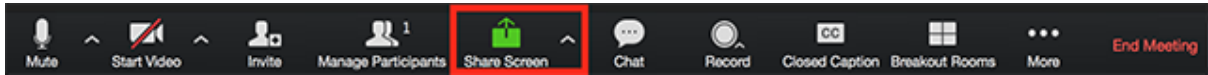
16. You can then select "Share" and the following window will appear where you can copy your "Meeting Recording" link and paste this into Student Message Board for students.



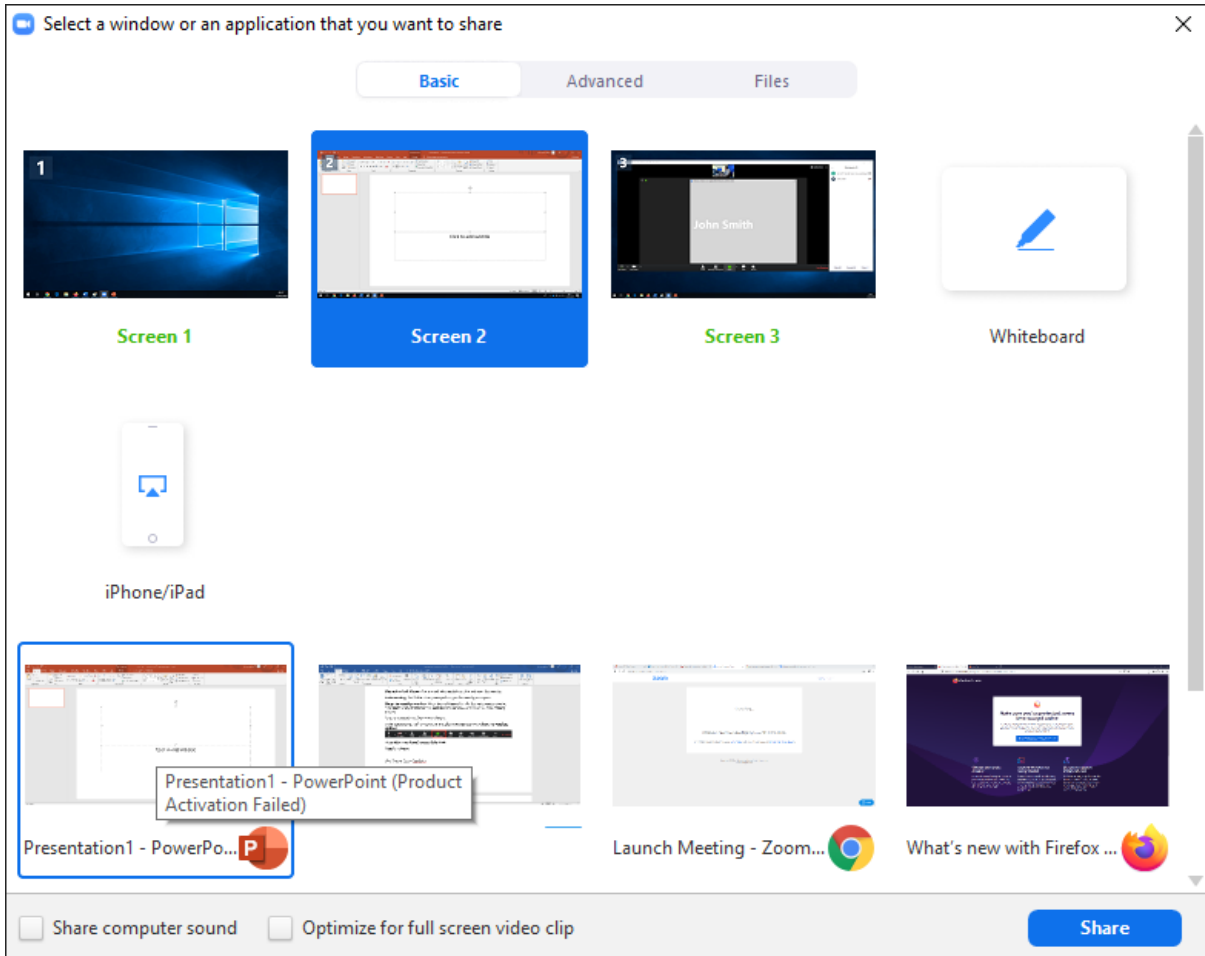


## How to share/show documents

To show a document or your computer screen instead of your camera, you will first need to open the document you wish to show, then select the "Share" button in the centre of the screen.



You can then select your entire screen or the document, for example "Presentation 1" below and select "Share"

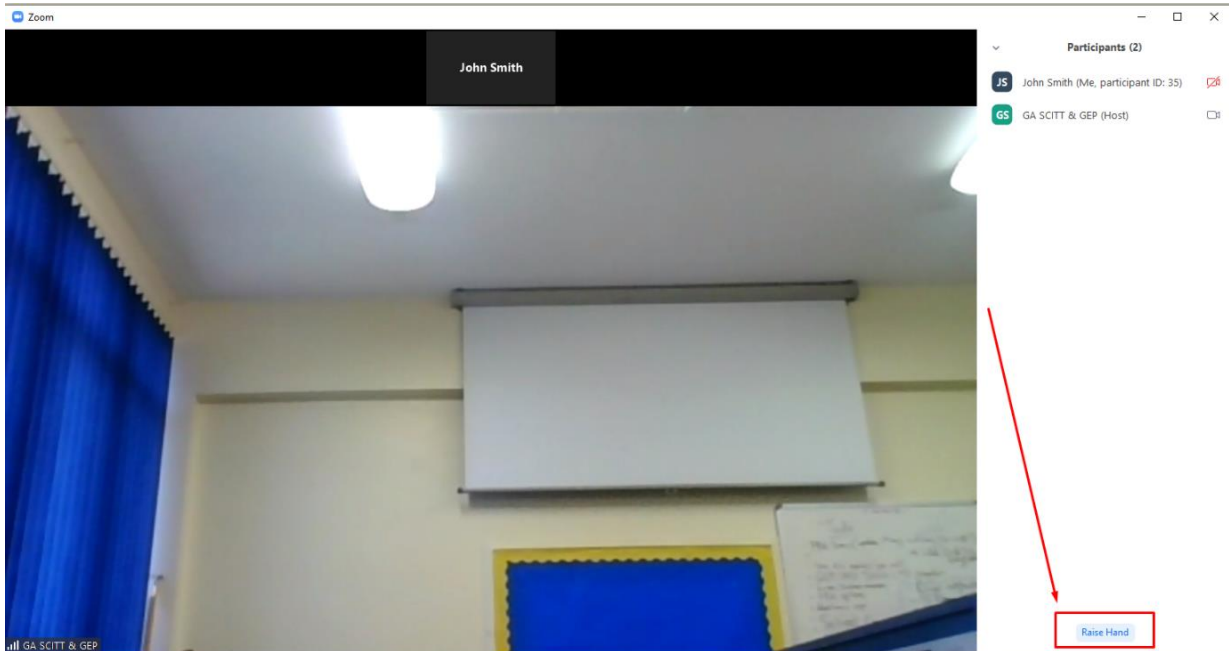


If you share the your screen then the students can see your entire screen, instead it is recommended to share the specific document as shown above, sharing Presentation 1.

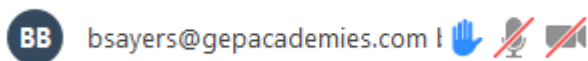


## Advise for managing a class

Students automatically join a class muted and with their camera off. If you have followed the quick setup guide for a live lesson, students will not be able to unmute themselves. So to interact with students you can ask questions and then students can press a button named "Raise Hand"

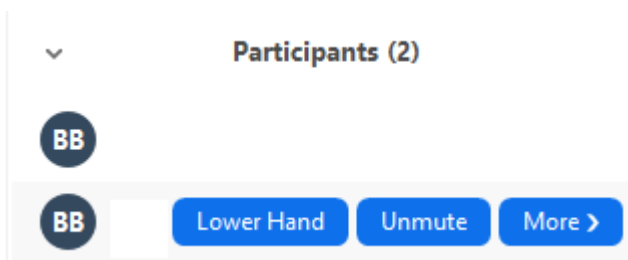


Zoom will then show the students that have raised their hand in the participant's window.



You can then hover over a student's name and unmute them, allow the student to answer your question.

You can then mute the student again by hovering over the top of their name and clicking mute.



You can also lower the students hand after they have answered the question, or the students can do this themselves.



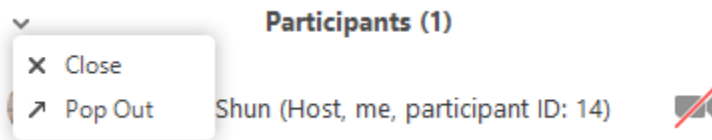


## Controls for managing Students

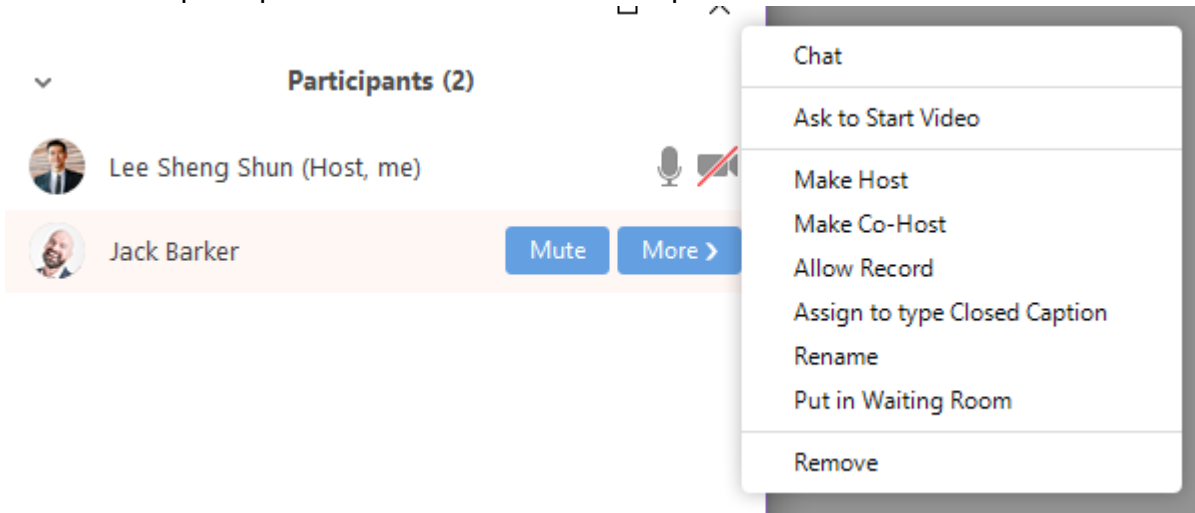
Click **Manage Participants** in the host controls to display the participants list:



Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:



Hover over a participant and click **More** for these options:



**Chat:** Open the [chat](#) window to send messages directly to the panelist. Please do not use private chat with students

**Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.

**Make Host** – Please do not use

**Make Co-Host** – Please do not use

**Allow Record** – Please do not use

**Assign to type Closed Caption** (only available to the host): Assign the attendee to type [closed caption](#) during the meeting.

**Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.

**Note:** To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your [profile](#).

**Put in Waiting Room:** – Please do not use

**Put On Hold:** – Please do not use



**Remove:** Dismiss a student from the meeting.

You will also have access to enable or disable these options at the bottom of the participants list:

**Mute All / Unmute All:** Mute or unmute all participants currently in the meeting except for yourself as the teacher.



## *Forgotten passwords*

Any user in the GEP can request a password reset from their personal email address by emailing [passwordreset@gepacademies.com](mailto:passwordreset@gepacademies.com). This will automatically create a helpdesk ticket and will also have an automated reply to the sender asking for the following information:

If you are a **student** requesting a password reset:

1. Please outline which system(s) you require the password reset for
2. Full name (including middle names)
3. Username
4. Date of Birth
5. A parent's email address

If you are a **parent** requesting a password reset to any of our systems:

1. Please outline which system(s) you require the password reset for
2. Full name (including middle names)
3. Student/Pupils Username
4. Student/Pupils Date of Birth
5. First line of address

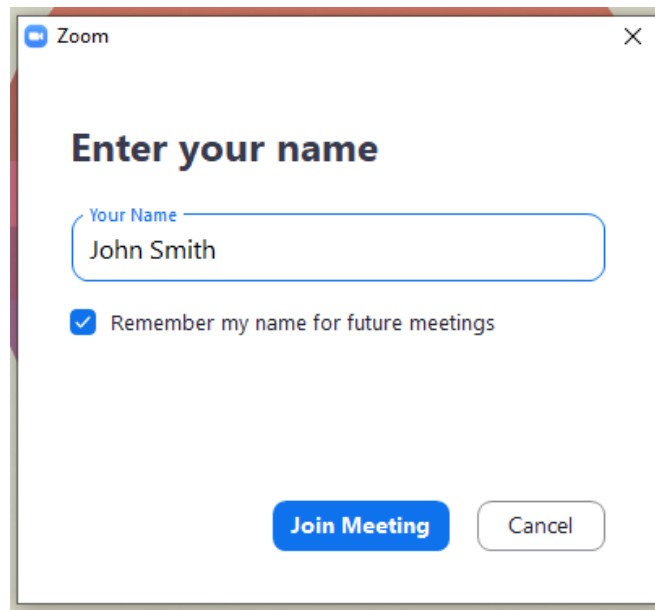
If you are a member of **staff** requesting a password reset to any of our systems:

1. Please outline which system(s) you require the password reset for
2. Full name (including middle names)
3. Username
4. School email address
5. Date of Birth
6. Telephone number – please note we will call you to confirm.

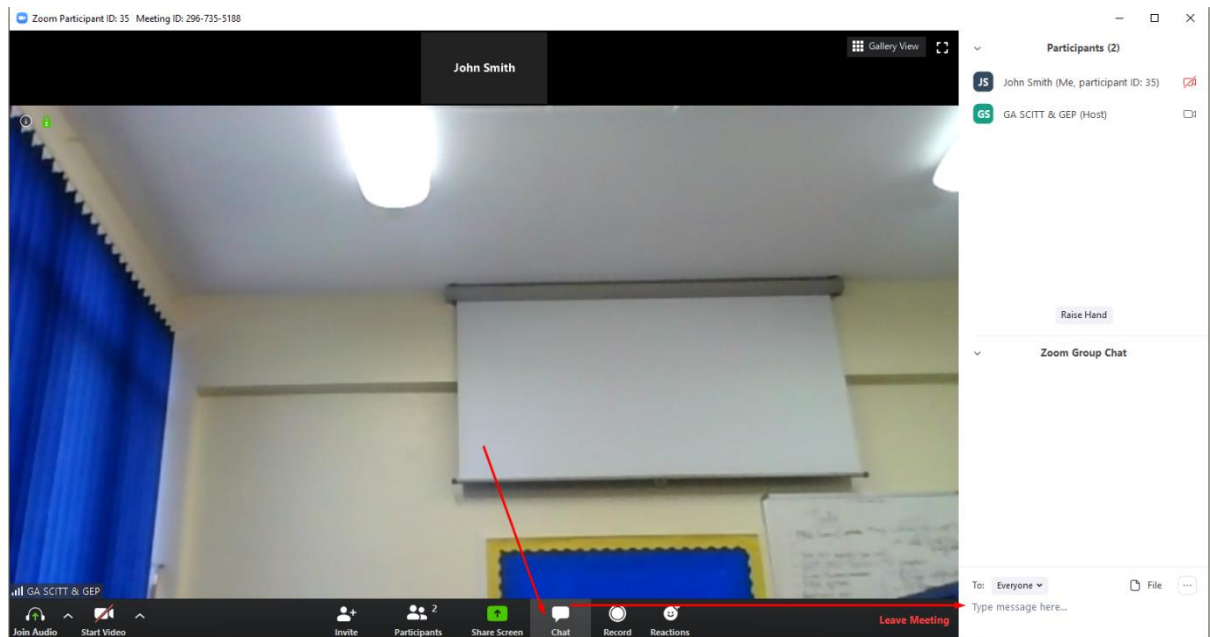


## What does a student see?

Students will follow the link provided on the Student Message Board. Once the Teacher has joined the room, students are asked to type in their name.



Once joined students can chat to everyone in the group, see the participants but other functionality is turned off.





1. You can also put your hand up to be unmuted, the teacher can then unmute you so that you can ask a question though your audio

