

## Teaching Lessons remotely using Zoom into a Primary Classroom

This guide provides information on teaching lessons remotely, where the teacher is at home and streaming live to their class in school, supervised by an appropriate adult.

### Hardware recommended for a successful delivery

#### Teacher at home

- **Laptop/computer** - Ensure a well-lit room with laptop, or desktop device. Ideally the device will be connected directly into the internet router or be near it and connected by Wi-Fi. A headset with microphone can reduce external noise interference and reduce distractions.
- **Webcam** – either built into the laptop or an external USB one. Most webcams have a built-in microphone which some users may prefer to the one on the headset.
- **Visualiser** – used to model handwriting, mathematical calculations, matching and labelling activities or sharing a story book. [Guide](#) to changing camera settings.
- **Graphics tablet** – provides another solution for handwriting and annotation of documents.

#### Classroom in school

- **The classroom PC and AV equipment** - will be used to project the remote lesson onto the screen and use the speakers so the class can hear the teacher.
- **Student devices** - if the school can equip each child with a device (with the zoom app installed), they could each join the lesson with headphones on.
- **Visualiser** – will enable the adult in the room to share pupil work with the teacher at home by selecting the visualiser camera for the classroom.
- **Webcam facing the class** – directing a webcam at the class gives the teacher a view into the room and can help them with engagement.
- **Microphone** – if there is no microphone on the webcam, one will be needed so that the adult in the class can give feedback to the teacher and allow the teacher to hear answers to questions.

### Recommended Software Set up

Ensure all children and staff have downloaded and installed the Zoom app.

Staff should create Zoom accounts using their school email addresses to avoid sharing personal accounts (and personal usernames). Using the guide [here](#), schools should advise staff on the settings to use to match their Remote Learning Policy or see the educator guide [here](#).

Purchasing a Zoom account and licencing each teacher will enable the school to create default settings, and mandate others, to help create a [secure experience](#) and allows sessions to last longer than 40 minutes. Zoom provide several options to educational organisations, with full details including pricing being available [here](#).

### Best Practice for Teaching Remotely

Staff should not use a Personal ID to run Zoom meetings, and it is best practice to generate a new meeting each time. Familiarise yourself with [how to set up a Zoom meeting](#). Email the link to the supervising adult and share with Head of Year/Stage for forwarding on to remote pupils.

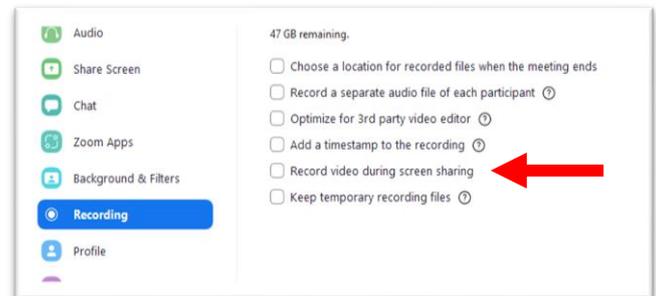
Make sure that your waiting room is set up so that you choose who is admitted and when. A guide to doing this can be found [here](#). You could use this to take a register as you admit remote pupils.

‘Mute all on entry’ can be set up in Zoom by following [these instructions](#).

## Teaching Lessons remotely using Zoom into a Primary Classroom

Schools find that disabling private chat is a useful feature if you have remote learners. This means that pupils can't send each other private messages. Enabling chat with everyone allows remote learners to ask questions and submit answers. You may also want to use the [polling](#) for this as well.

You can record your shared screen only in Zoom. This will only record content the teacher is sharing (their PowerPoint etc) and the sound. The camera views will not be recorded. Ensure that the box 'Record video during screen sharing' remains unticked in your settings. This feature allows you to use the content afterwards for any pupils that couldn't attend or pupils who would benefit from a recap.

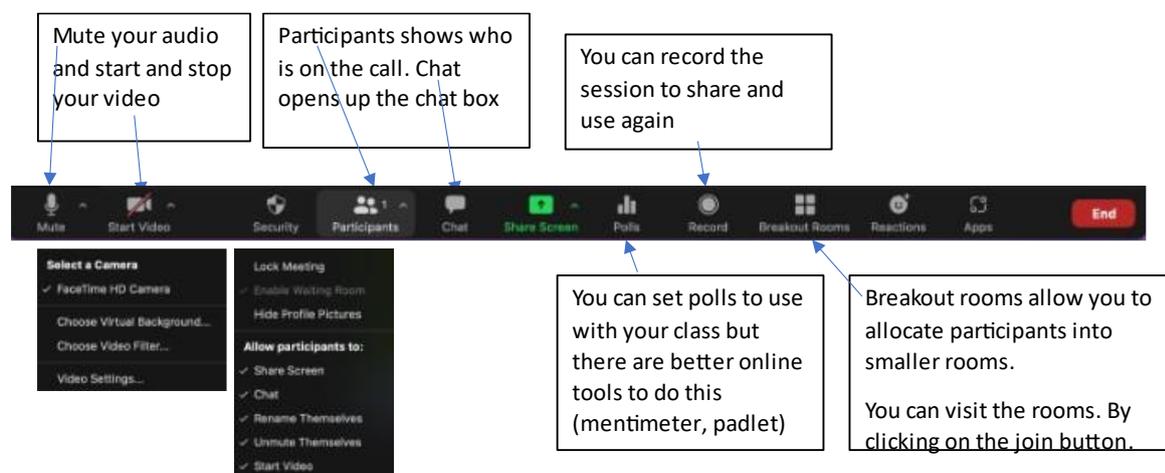


If you would like to share a USB visualiser camera you can select a second camera in the advanced tab in the screen sharing options. More information on screen sharing can be found [here](#).

Make sure the resources that will be used in the lesson are already shared in your learning platform or by email beforehand, so that the class can get themselves organised.

Staff teaching at home should be mindful of the physical environment they are in. Where possible, it is recommended that staff have a [neutral or blurred](#) background behind them where there is no personal or sensitive information visible to children watching the lesson.

A quick guide to the Zoom tool bar and more details are available [here](#).



## Common problems and how to avoid them

### Zoom not working in school

Zoom may be blocked in school by the internet filter. Test Zoom works before you need to use it in class and ask your IT Support to troubleshoot internet filtering if you have issues.

### Sound for videos cannot be heard by the class

Sound sharing can be a problem when sharing videos. To make sure that the class can hear the sound from any videos in your lesson by selecting 'share sound' or 'optimise for video' tick boxes at the bottom left of the share screen selection window when sharing the screen.

## Further Support

If you would like peer led support with any aspects of remote learning or use of EdTech in your school, please visit the EdTech Demonstrator Programme website [here](#)