

Teaching Lessons remotely using Zoom into a Secondary 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 for modelling or sharing resources. [Guide](#) to screen sharing.
- **Graphics tablet** – provides another solution for modelling or 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 pupil 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. Familiarize yourself with [how to set up a Zoom meeting](#). Email the link to the supervising adult, share with Head of Dept and Cover Supervisor and post to Learning Platform.

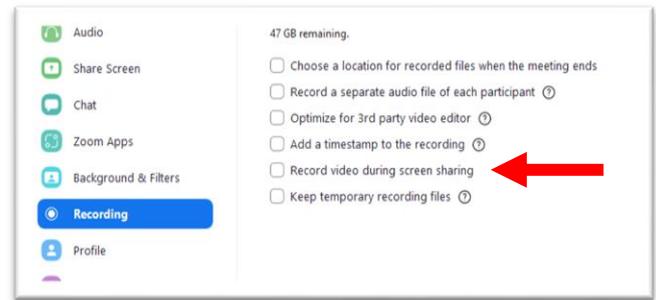
Make sure that your waiting room is set up so that you choose who is admitted and when. A guide to doing this can be found [here](#). 'Mute all on entry' can be set up in Zoom by following [these instructions](#).

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.

A detailed guide to the Zoom tool bar is available [here](#).

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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.



Share [applications](#) rather than sharing your desktop. Your desktop / open windows may contain sensitive information or inappropriate notifications. 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.

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. 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

Find out what equipment is in the classroom you will be streaming into to help with planning.

If pupils are using their own devices, using a learning platform could provide you with useful lesson structure, whether that's providing documents, links to key resources, submitting work. If pupils have devices, mute the audience when giving out instructions and pre-share materials via your learning platform.

Identify a desired communication tool for pupils to ask/respond to questions, if pupils don't have devices for the lesson, this can be verbal and managed by the adult who is physically in the room (such as a cover supervisor).

Have all resources needed opened prior to the lesson to make switching more fluid.

Common problems and how to avoid them

The class cannot hear the sound in my presentation/video

If participants cannot hear the sound from your presentation when you are live streaming, you need to make sure that when you share your screen that you have selected the [Share Sound option](#).

There is lots of background noise

Use the noise suppression setting [here](#) to remove background noise.

My connection keeps on breaking up

The issue may be with the wifi in the teacher's home and not their internet connection. Ask them to either connect directly into the router or move closer to it so the wireless has less interference. Resetting the router can also help (turning it off and on again).

The teacher/adult cannot connect to the Zoom Meeting

Test before the lesson to check that Zoom is not blocked by your internet access. Have back up resources available if technical issues occur.

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](#)