

ZOOM TIPS



Option A: Please note: Teachers will lead students in a Zoom tutorial on the first day of class.

Option B: Please note: Prior to each session, Wheelock Family Theatre will lead a short Zoom trial session, where students and parents may test and explore their Zoom settings.

GENERAL TIPS:

- Your classroom link will be the same every week! Once you receive your link from your teacher, bookmark it for easy access.
- If your child is below the age of 8, we advise that you stay nearby in case they have any technical difficulties.
- If your child is young, we encourage providing them with fidget items nearby, so they can better focus on the screen at hand!
- If you are using a laptop or handheld device, make sure it is charged before class!

BEFORE YOUR CLASS:

- Create a free Zoom account at <https://zoom.us/signup>
- Download Zoom for free at <https://zoom.us/download>
- Test your camera and microphone

HOW TO JOIN A ZOOM MEETING:

- To watch a video tutorial, please click [here](#).
- To follow a step by step guide, please click [here](#).

ZOOM ROOM TIPS:

- **Toolbar:** At the bottom of your screen you will have a toolbar with various helpful items included below. If your toolbar is not appearing, please hover your mouse over the bottom of your screen.
- **Chat:** If you would like to use the “Chat” function during a class, you may at your teacher’s approval.
 - Select the “chat” icon on the bottom of your screen.
- **Raising your hand:** If you would like to use the “Raise your hand” function during a class, you may at your teacher’s approval.
 - Select the “Participants” icon. Click the “Raise Hand” icon to raise your hand. If you wish to lower your hand, follow the same process as above, and instead select “Lower Hand”.
- **Muting/Unmuting**
 - At the bottom of your Zoom call you will see two icons, “Mute” and “Start Video”.
 - Click “Mute” if you would like to mute yourself. Click “Mute” again to unmute.
- **Video on/video off:**
 - At the bottom of your Zoom call you will see two icons, “Mute” and “Start Video”.
 - Click “Start Video” to show yourself through your camera. Click “Start Video” again to shut off your camera.
- **For more in depth instructions, please click [here](#).**