Online classroom with ZOOM application

This tool enables you to communicate in an effective way with students through video, audio and instant message solutions.

Zoom is, for IFS, a temporary backup solution for school mediation and to keep an interaction with students. We have to take into account the different issues that families will have to face like screen availability regarding the number of siblings at the IFS and the amount of screen time too. This will not replace an actual class and should not be used as such.

A successful e-learning session starts with:
- A group invitation : Google Calendar causes too many issues, rather use Gmail or Pronote Client (not the web version)
- Share documents beforehand through Pronote.

Technical aspects for using Zoom *based on a document drafted by Mr Husken Ulbrich.*

A. Registration :
1. You can sign up for free here : https://zoom.us using your professional email address
2. Click on the confirmation link sent on your pro email. This link will redirect you to a new page where you type up personal details.
3. Click on *Skip this Step* and give only these specific details: first name, name, password (long enough), confirm your password. Click on Continue and you are signed up.

B. Use :
1. Host a meeting : as an organiser, you can use several criteria to create and format the meeting. You can mute the microphone or not of participants upon entrance, activate the video or not, bar the participants from recording the video.
→ There is a video tutorial on the IFS intranet, go to La Clef / Resources / Zoom

By default the recording on the participant's side is enabled,
You also have to disable the private chat (in *settings*, *meeting basic*)

2. Schedule a meeting : as an organiser, you can use several criteria to manage a meeting, use the settings and fill in your requirements for the video or the audio.
→ There is a video tutorial on the IFS intranet, go to La Clef / Resources / Zoom

Go on the Zoom page and click on "sign in" or "host a meeting". It is recommended to tick the *Stay signed in box*

You can now name your meeting and schedule it. A meeting cannot last more than 40mn with the free version, which is enough for our usage. We actually recommend the meeting to last 30mn.
Then, in the video section, click on *Host on* for you and the participants.
You can mute the microphone of participants upon entry, which will limit the noise at the start of meeting when all participants get connected even though participants can unmute afterwards by themselves.

Click on *Save*

Copy the invitation (the most important being the Meeting ID) in your email to send to students through Gmail or Pronote client (click on your class in your timetable) or in the *homework assignment* part for students.

Use Pronote 2019 client version for all teachers working with groups rather than set classes (send emails and in the homework assignment section).

The same link can be used for each of your online meetings.It corresponds to a connection code that identifies you.

3. Join a meeting : the application can be downloaded
Students copy and paste the Meeting ID they received in their email or in Pronote in *Join a Meeting*

Join a Meeting

Meeting ID or Personal Link Name

Join

Join a meeting from an H.323/SIP room system

The most important is to maintain students' motivation and keep the interaction even though to a minimum alive.

QUESTIONS :

1- Will have to do one to one meetings with students? Unless only one student is connected, you won't have to.
2- Will the teachers be compelled to stay here in Singapore? Depending on what the Singaporean government decides, the school will give you the appropriate instructions.
3- Shall we take attendance? What setting in zoom enables this? There is no such criterion but if you enable the recording on your side, you will have the list of who was connected and in the end it can be interesting who was regularly connected or not..
4- Can we do more ? Less online classes? A minimum amount of periods will be allocated. Then, depending on requests from teachers, it will be a case to case basis. We have to reflect on screen exposition too for students and for the teachers.
5- What is the legal protection for teachers? What kind of legal protection are you thinking of ?
6- Tutorial for students : what do we enable or not ? Disable chat between participants.
7- And what if we want to meet for more than 40mn? Impossible. We have to see to screen time exposition. However when a session is over you can always open a new one and start a session over again!

8- **Pronote web does allow you to send emails, the client version does and opens to many more options but not everyone has the client version on their desktop. Staff can go and see the IT department:** the client version is deployed on all staff laptops however, the access to email and to the server requires certain settings on first connexion. A tutorial will be available on La CLEF soon.