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INCREASING SAFETY IN A REMOTE LEARNING WORLD

In a time where digital classrooms are becoming the new normal, staying safely connected with your students is imperative. There are certain precautions we can take in order to make the digital classroom a safe learning environment for everyone. In order to do so, let's take a look at some of the different software and platforms that can be used for these digital classrooms:



Google Classroom

All of these audio/video software programs are great resources to host your digital classroom. Each of them have their own user and privacy settings, so depending on the size of your classroom, the utility of built-in and add-on third party applications, and what you want the program to be able to do, each of them have their pros and cons. There are many Youtube videos and instructional guides on how to use these programs and what they can be utilized for.

Please keep in mind and share with your students that your school's Code of Conduct still applies to the remote learning environment.

let's talk safety



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it's all about connection

In times where physical classrooms may not be an option, connection with your students in a safe remote setting is crucial for their emotional and mental wellbeing.

when it comes to privacy

There are many privacy and safety precautions you can take with video conferencing software such as Zoom, MS Teams, and Google Classrooms. Know how to protect yourself and your students by:

- Not posting the **link** to your classroom publicly (share directly with students and parents)
- Require a **password** to your classroom
- **Disable** any features that may allow students to have unsupervised interactions
- Know where the **mute** button is - you are going to need it; know how to mute others as the Host of the call

Add a disclaimer to your communications with students and parents to remind them that these are private sessions and although conducted remotely via the internet, it is expected that no content from these sessions will be documented without consent, distributed online outside of these conversations/sessions, and that no third-party capture or social sharing of these sessions will occur.



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CREATING A SAFE ONLINE CLASSROOM USING zoom



Join a Meeting

Sign In

Before creating an online classroom using Zoom, it is highly recommended that you download the Zoom desktop client as the desktop client provides more security.

You can Host a Meeting Immediately or Schedule a Meeting for later



New Meeting ▾



Join



Schedule



Share screen ▾

03:57 PM
April 7, 2020

Mr. Matthew's Digital...

...

Start

4:00 PM - 4:30 PM | Starts in 3 minutes

Meeting ID: 773-025-079

Schedule a Meeting

1. Create a Name/Topic

Schedule Meeting

Topic

Mr. Matthew's Class

2. Choose a date/time & duration

Start:

Mon April 27, 2020



10:00 AM



Duration:

1 hour



30 minutes



3. If you are going to have this 'meeting' every Monday at 9:00 am, for example, you can choose to make this 'meeting' recurring



Recurring meeting

Time Zone: Pacific Time (US and Canada)

4. Create a strong Password for your 'meeting'. Do **not** share this Password publicly - only share it with your students and/or their parents

Password



Require meeting password

MrM-0427



5. Decide whether or not participants can show their video

Video

Host: ☒ On ☐ Off

Participants: ☒ On ☐ Off

6. If your students do not have access to an internet-enabled device, you can select 'Telephone' under 'Audio' to allow them to phone into the call instead. If students phone in, they will only be able to access the audio portion of the 'meeting'

Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

[Edit](#)

7. Under 'Meeting Options', Enabling the 'Waiting Room' feature and Disabling the 'Join Before Host' features is highly recommended. This way, students will have little to no private, unsupervised interaction with each other before you join. You may also choose to 'Mute Participants Upon Entry'; you will have to 'Unmute' your participants later in order to hear them

Advanced Options ^

☒ Enable waiting room

☐ Enable join before host

☐ Mute participants on entry

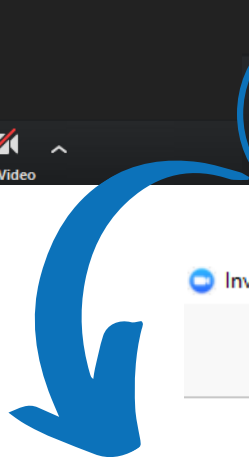
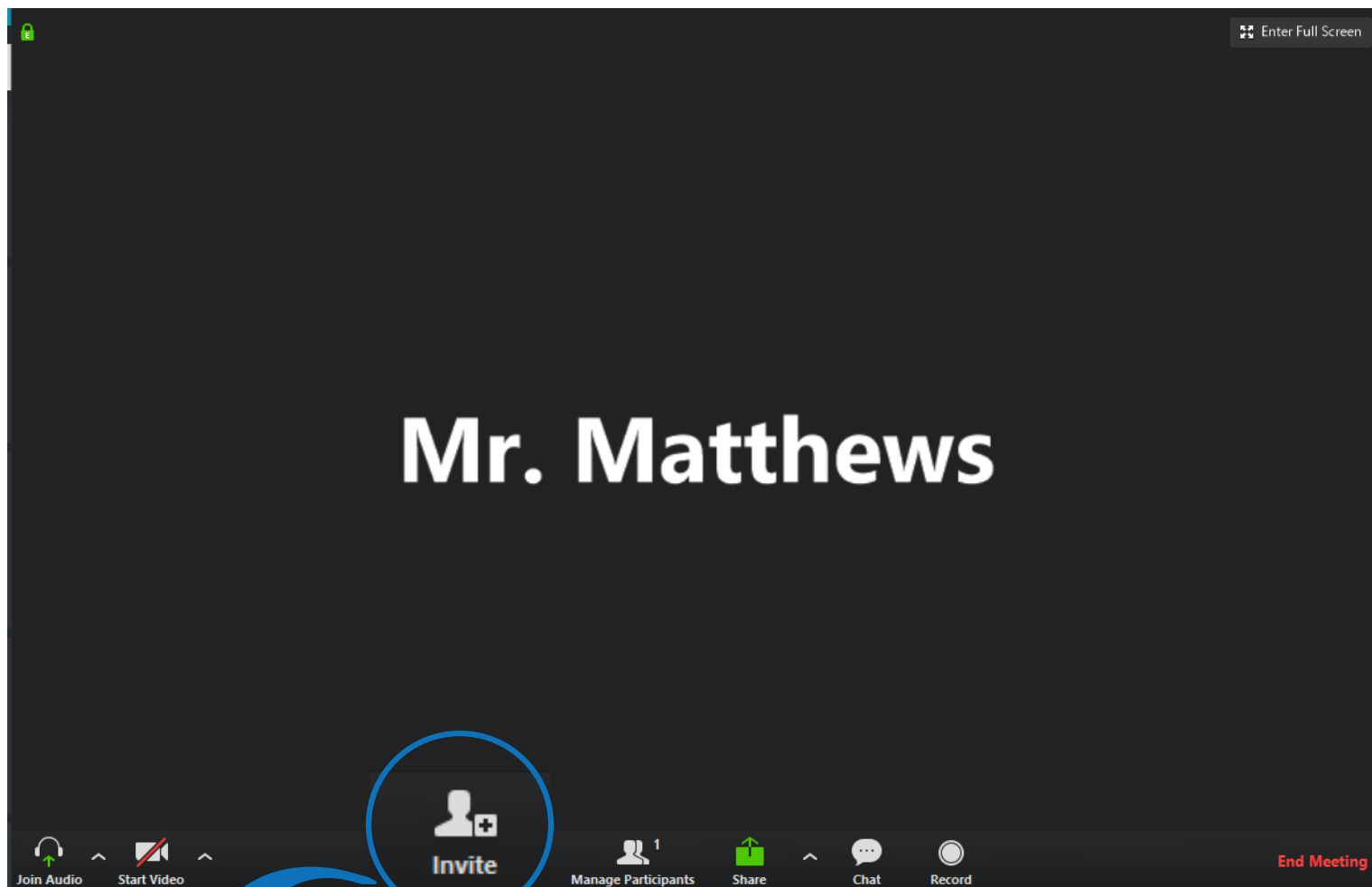
☐ Automatically record meeting on the local computer

Once you are finished configuring the Meeting Options, click 'Save'

Save

Cancel

Once in your Zoom 'meeting', you should see your 'meeting' screen



Choose your email service to send invitation



Default Email



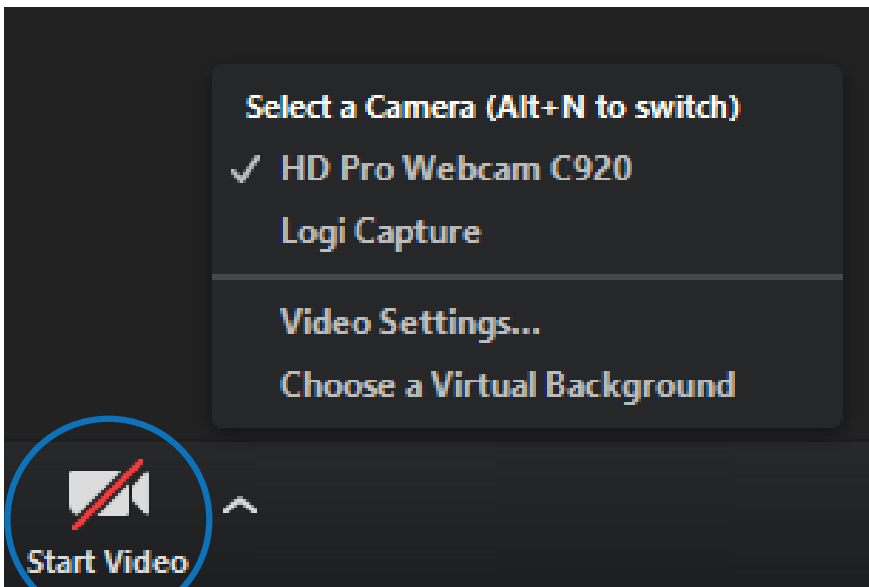
Gmail



Yahoo Mail

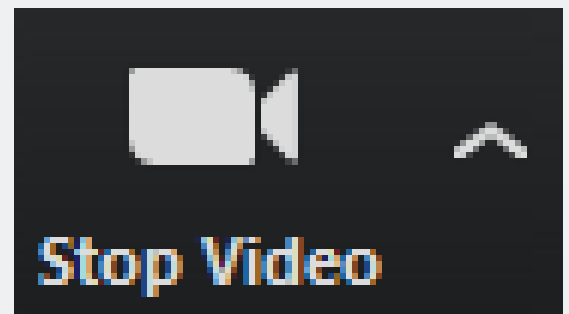
Click 'Invite' to invite your students by email. You can also copy the URL link to the meeting to distribute





The 'Start Video' button will share your video with your students. You can click the ^ button beside it to configure your video settings or choose which camera you wish to share, if you have more than one

Additionally, you can choose to 'Stop Video' by pressing the same button. You will know if your video is on or off depending on if there is a strike through the camera button



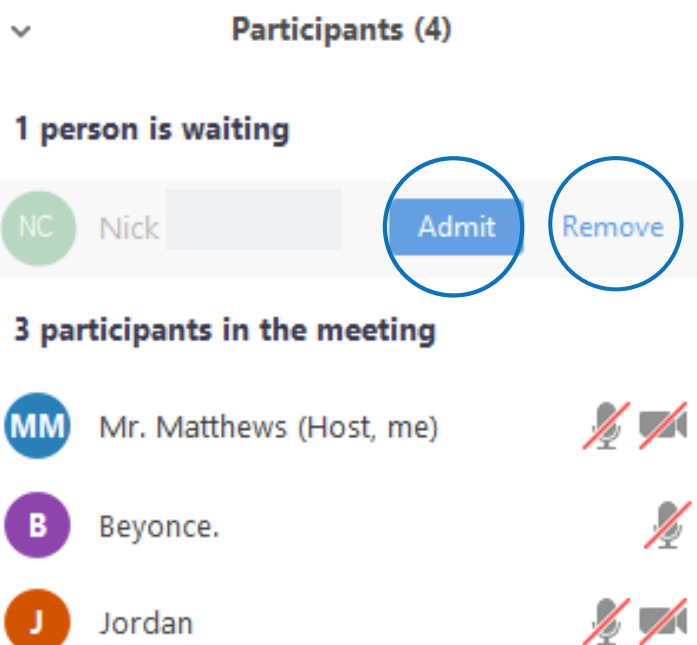
When multiple people join, you will be able to see them on your screen - this is an example of the 'Gallery View'



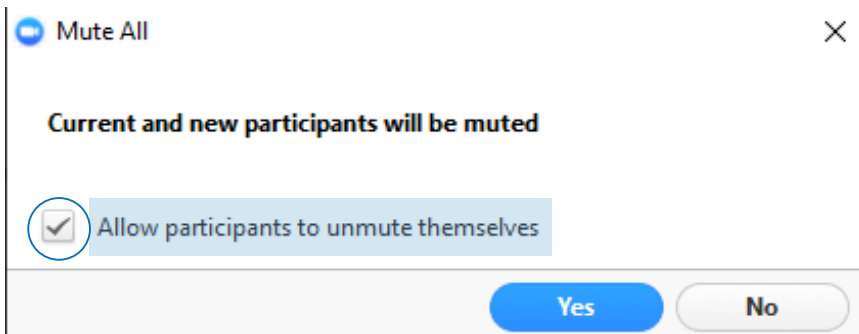
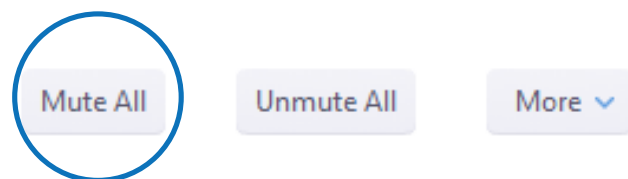
Here you can see everyone who has joined or is trying to join if you have created a 'Waiting Room' by clicking on 'Manage Participants'

The Participants tab will open up to the right of your screen

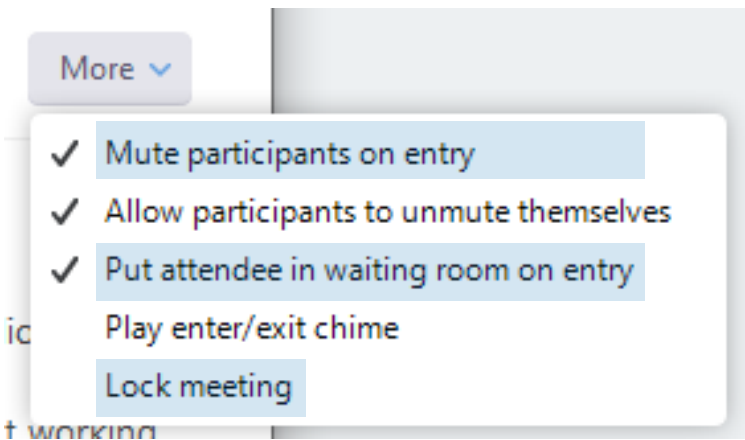
Nick is waiting to be admitted into the classroom! We can either 'Admit' or 'Remove' if he is an unwanted guest



Depending on your settings, you may also want to 'Mute All' to turn off the audio from all students

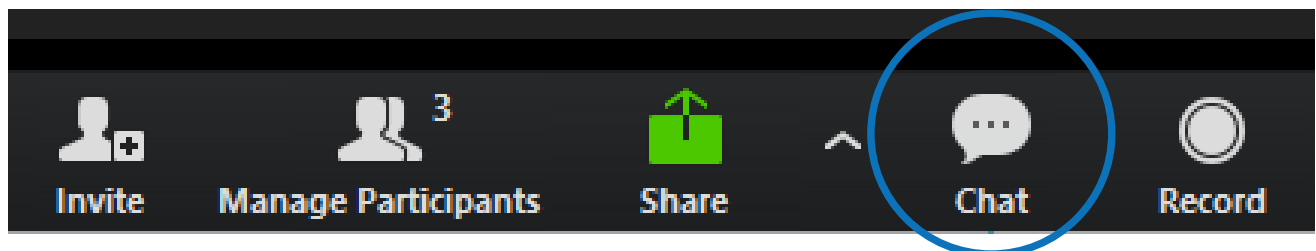


If you do choose to 'Mute All', you can also give them the privilege of allowing them to unmute themselves, or not, depending on what is going to work for your classroom

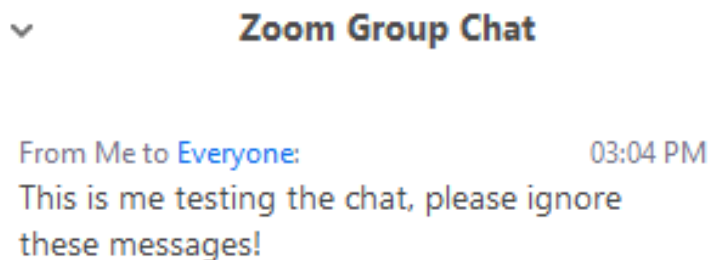


These audio & entry settings can always be found and changed later under the 'More' button beside the 'Mute All' and 'Unmute All' buttons in the 'Manage Participants' tab

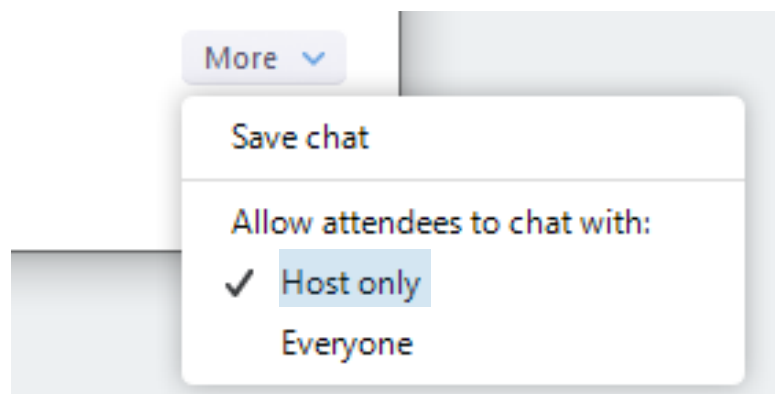
It is highly recommended that you enable the 'Lock Meeting' function once all of your participants have arrived in order to exclude others from entering

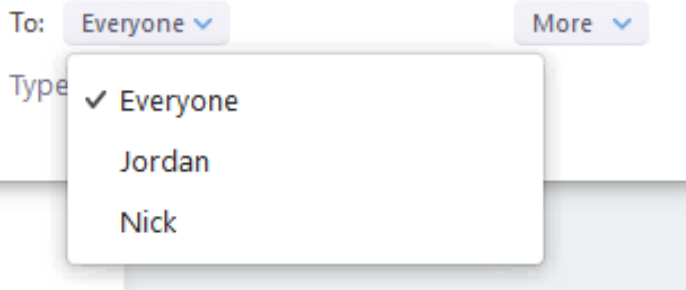


Click the 'Chat' button to open the chat log on the right-hand side of your screen

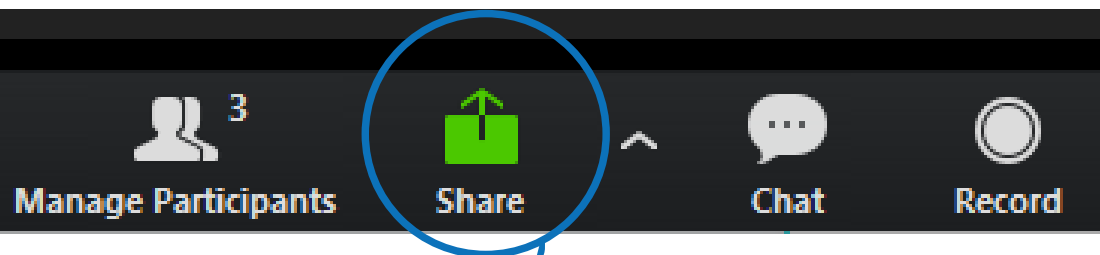


At the bottom of the chat, there is a 'More' button, click this button to change the chat settings - it's a good idea to "Allow attendees to chat with: **Host Only**" in order to avoid unattended interaction between students

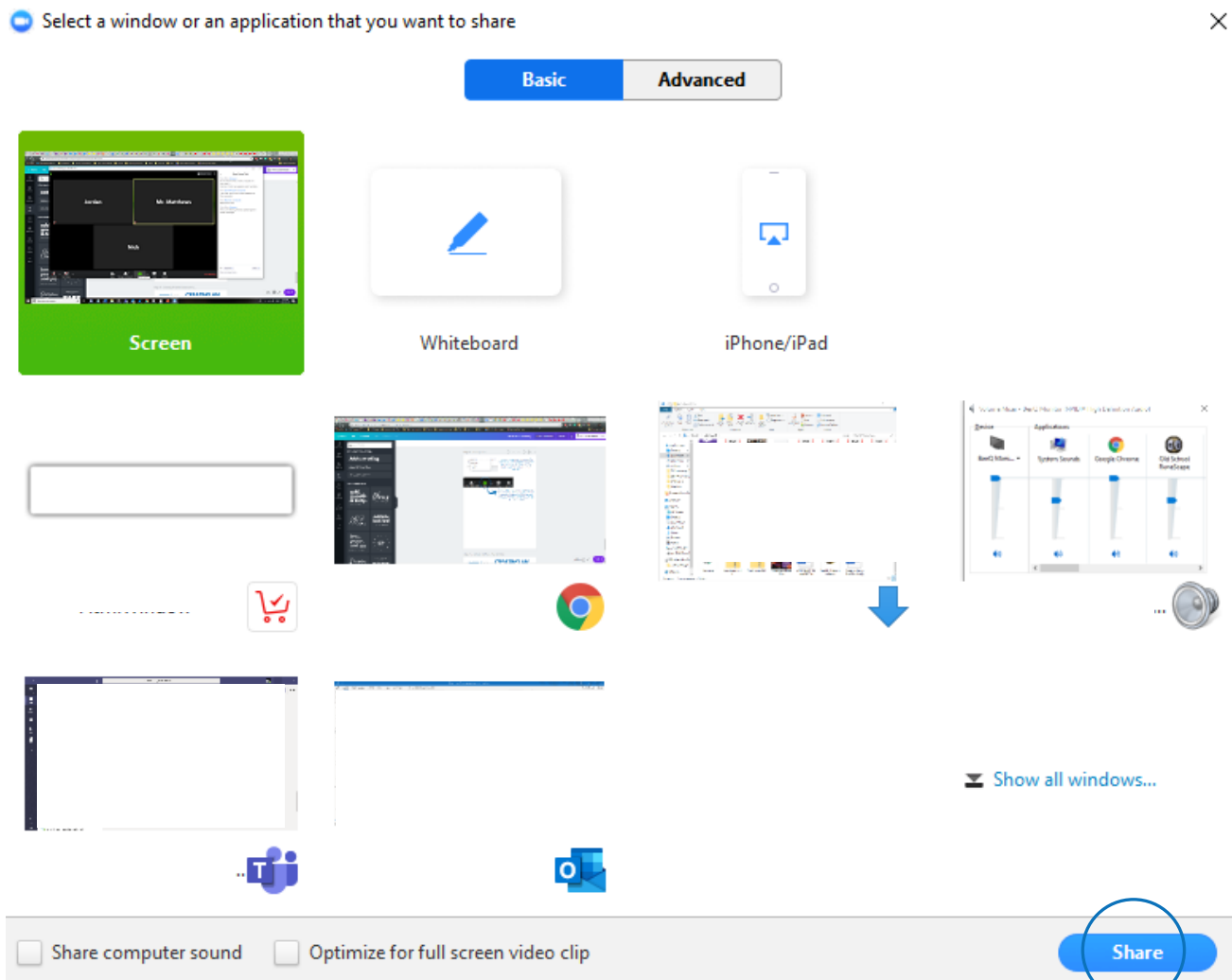


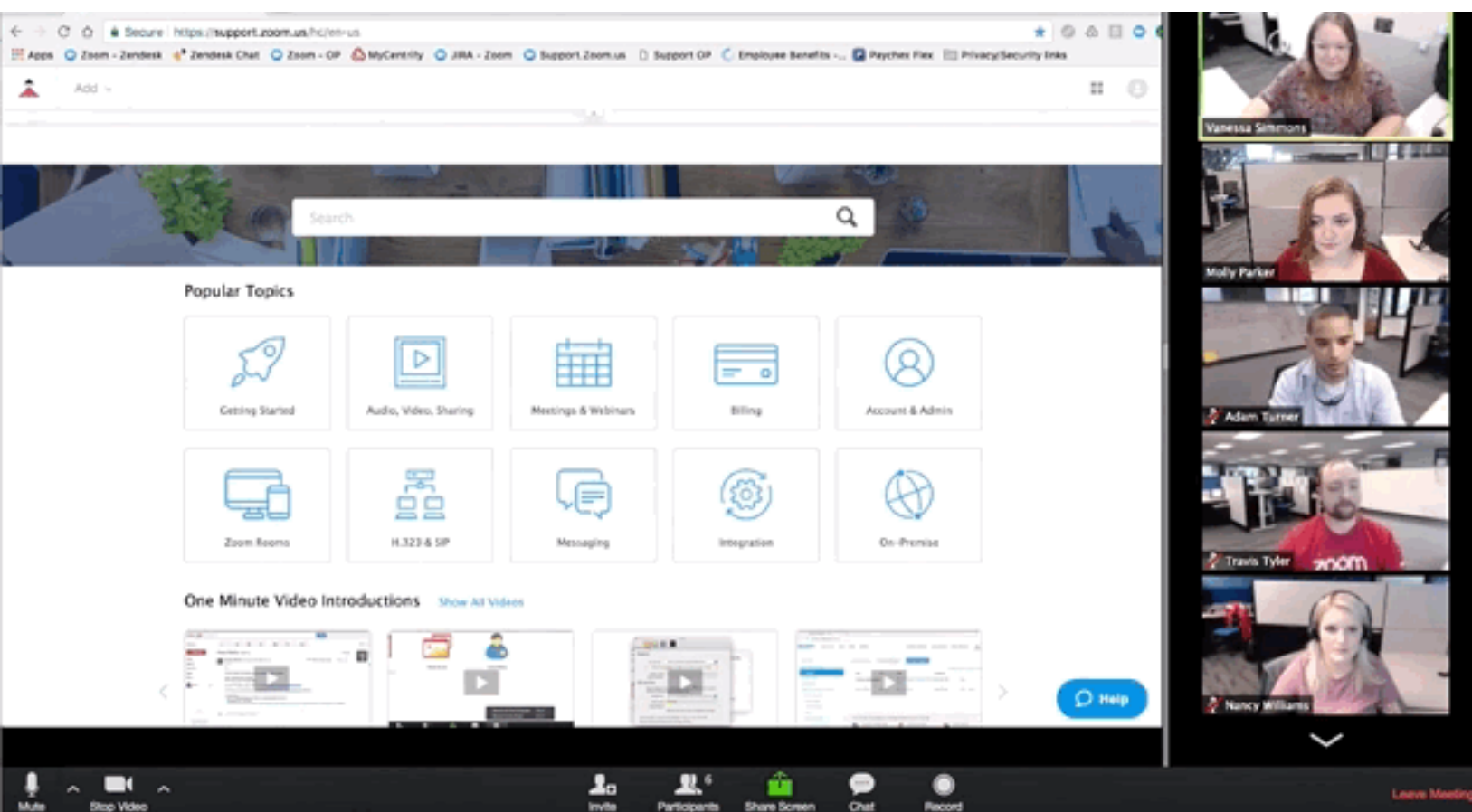


The host may also choose who they want to send their instant message to - the whole room, or maybe just one student who needs to calm down or has a private question

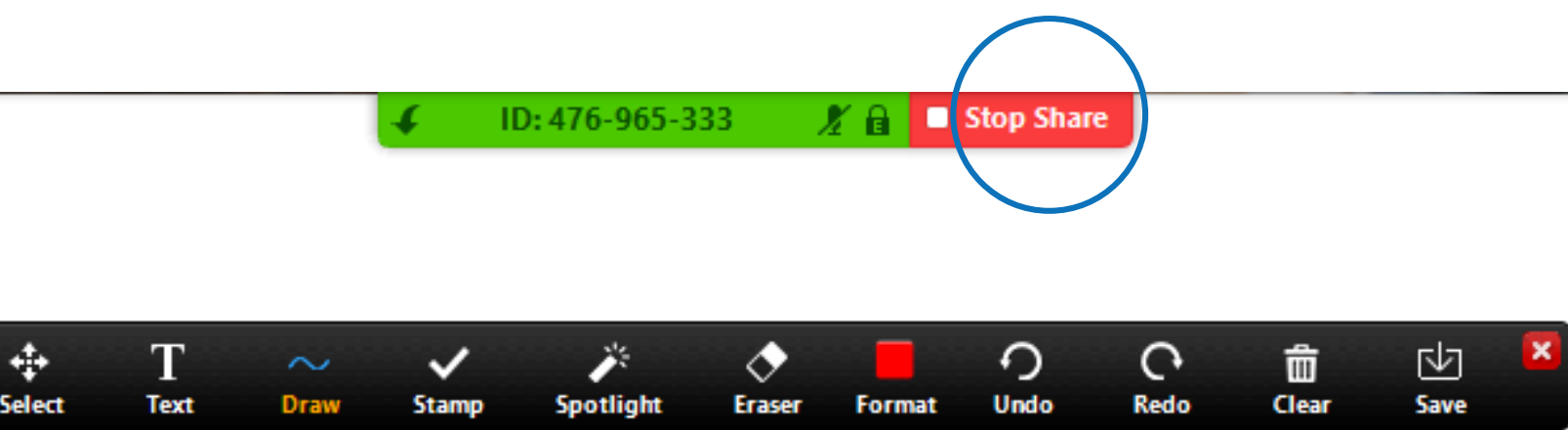


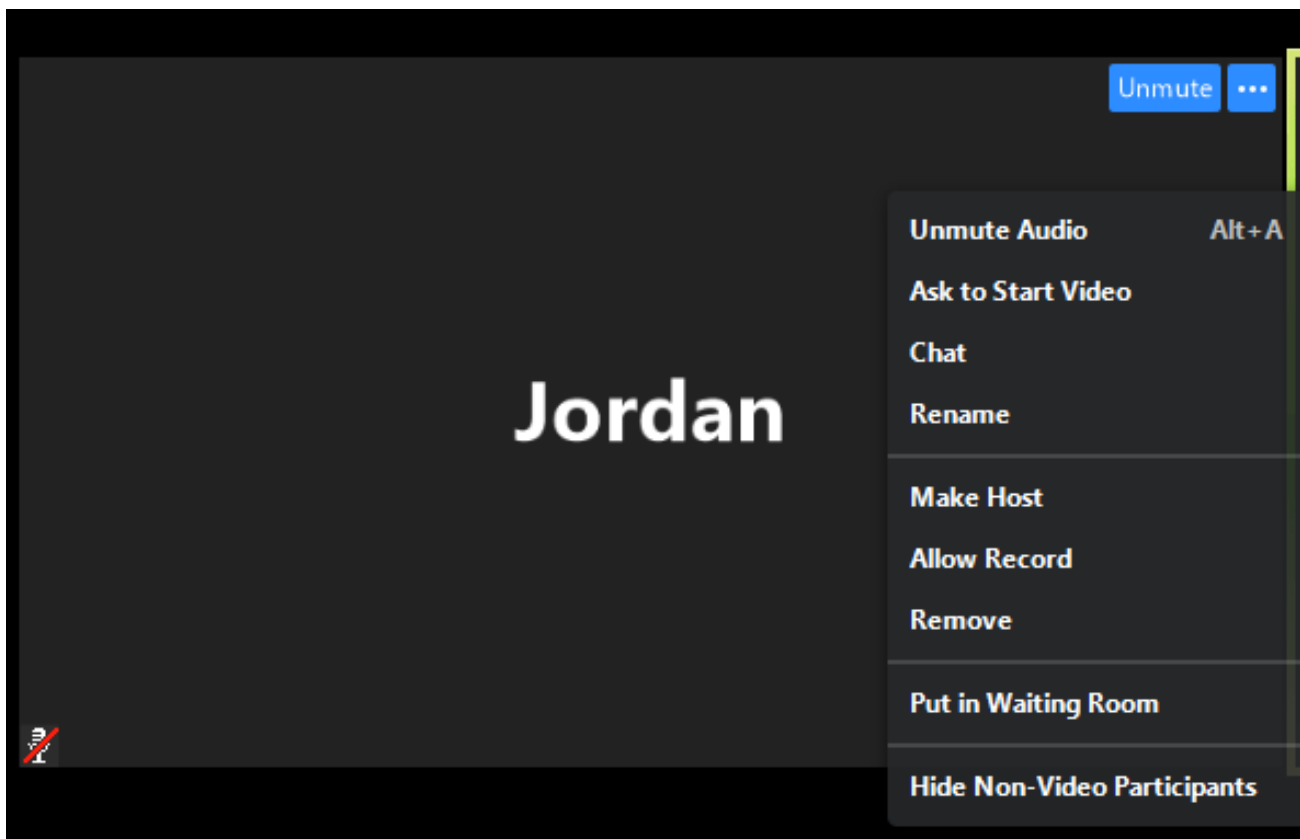
If you'd like to share your screen (perhaps to view a PowerPoint together with the whole class, look at an article, or use a whiteboard function to draw) you can click the 'Share' button





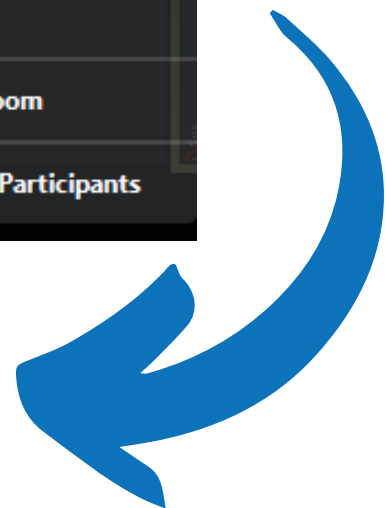
To stop sharing, simply click the 'Stop Share' button





By right-clicking on a specific member, you can achieve a number of different settings:

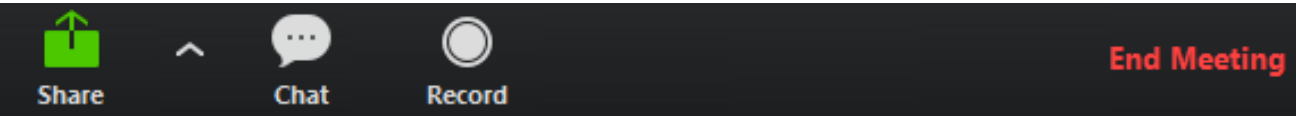
- mute/unmute user
- ask user to start/stop video
- privately chat with user
- rename the user
- remove the user from the call
- put the user in Waiting Room



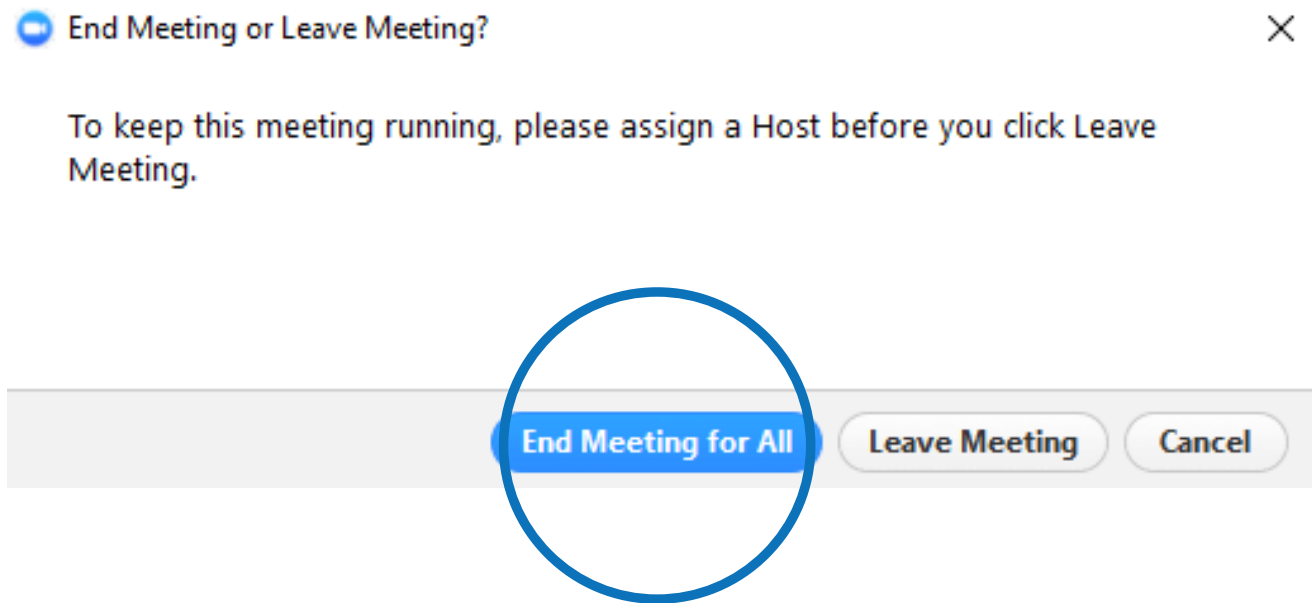
PLEASE NOTE: It is highly recommended that you do NOT make any students the

Host or Co-Host. If you do so, that student will have full control over the call.

Ending your Zoom 'meeting'/class



To end your 'meeting'/class, click the 'End Meeting' button on the bottom right of the screen. This will prompt the following pop-up:



PLEASE NOTE: It is highly recommended that you 'End Meeting for All' in order to ensure students are not left unattended.



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CREATING A SAFE ONLINE CLASSROOM USING Microsoft Teams

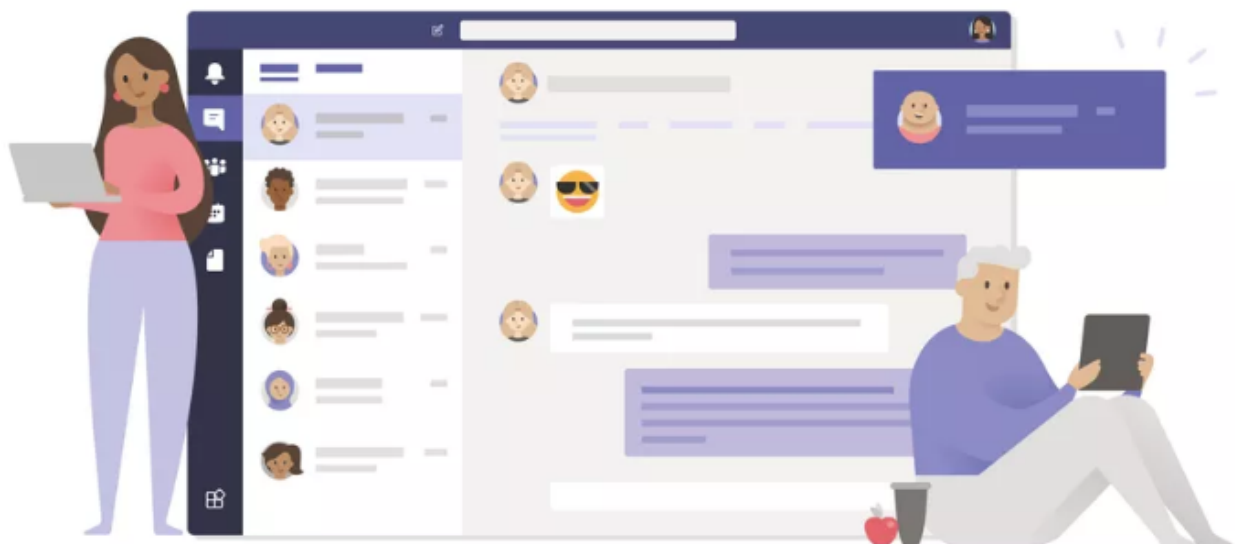


**Enter your work, school,
or Microsoft account.**

Before creating an online classroom using Microsoft Teams, it is highly recommended that you download and install the Microsoft Teams desktop client as the desktop client provides more security.

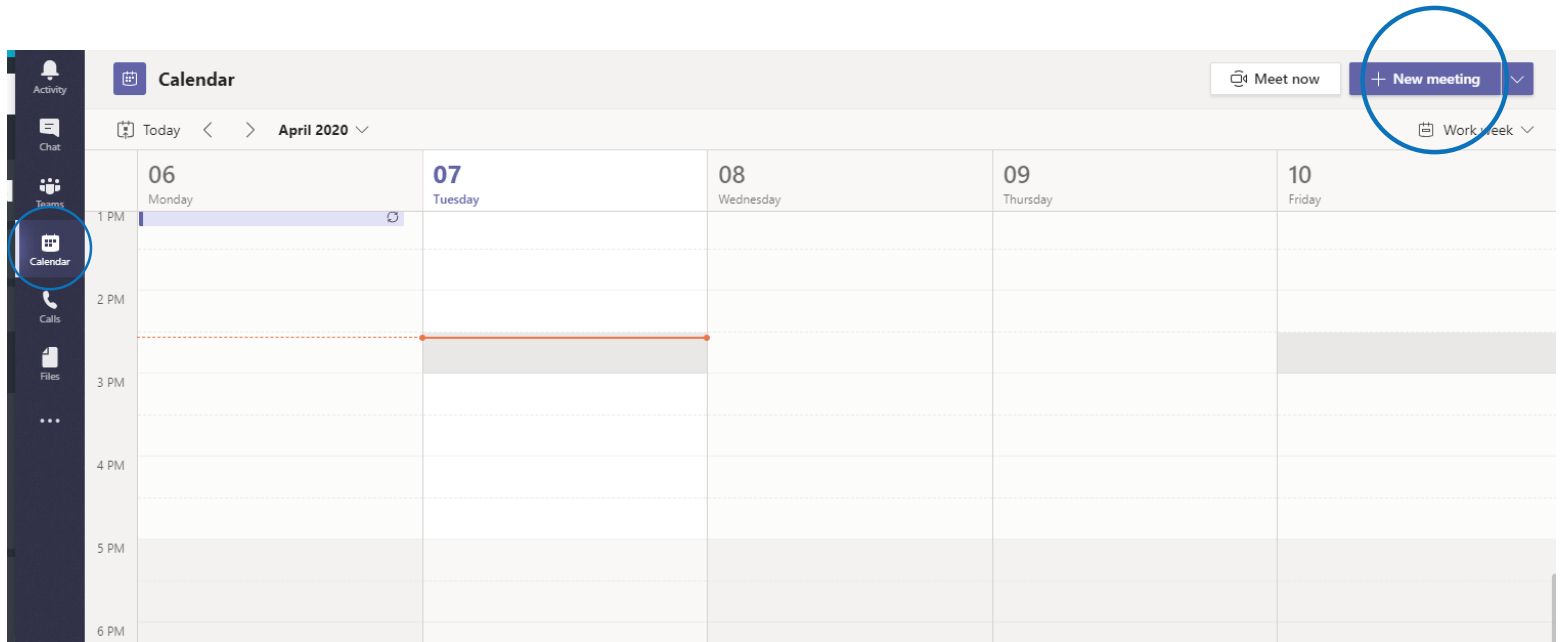
Sign-in address

Sign in

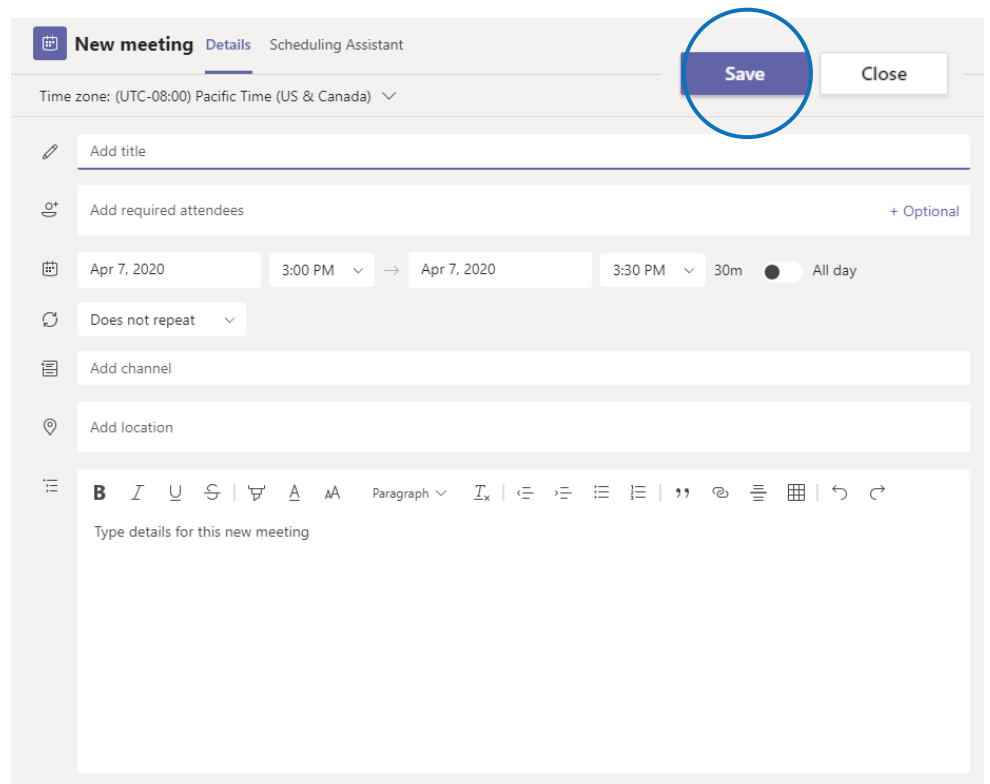


You can Host a Meeting Immediately or Schedule a Meeting for Later

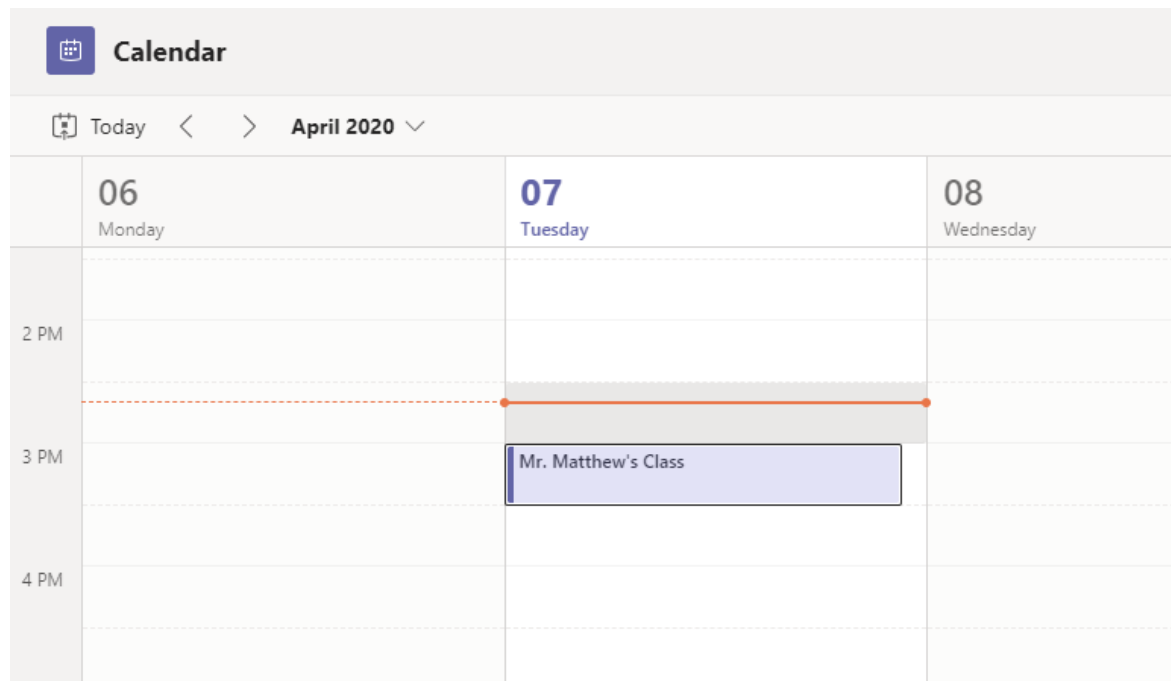
To Schedule a Meeting for later, click on the 'Calendar' tab to the left of the Microsoft Teams client. This will open up your calendar view



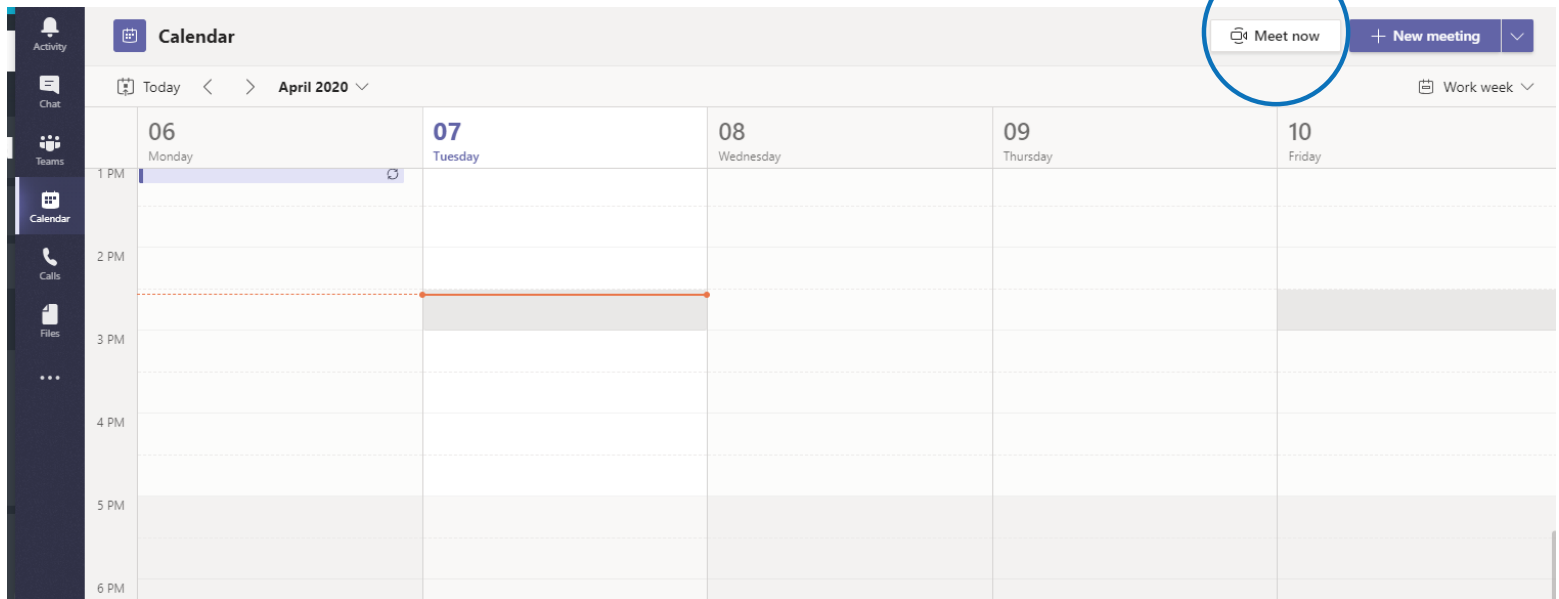
Next, click the '+ New Meeting' button on the top right of the screen. This will prompt you to fill in the information, then click 'Save'



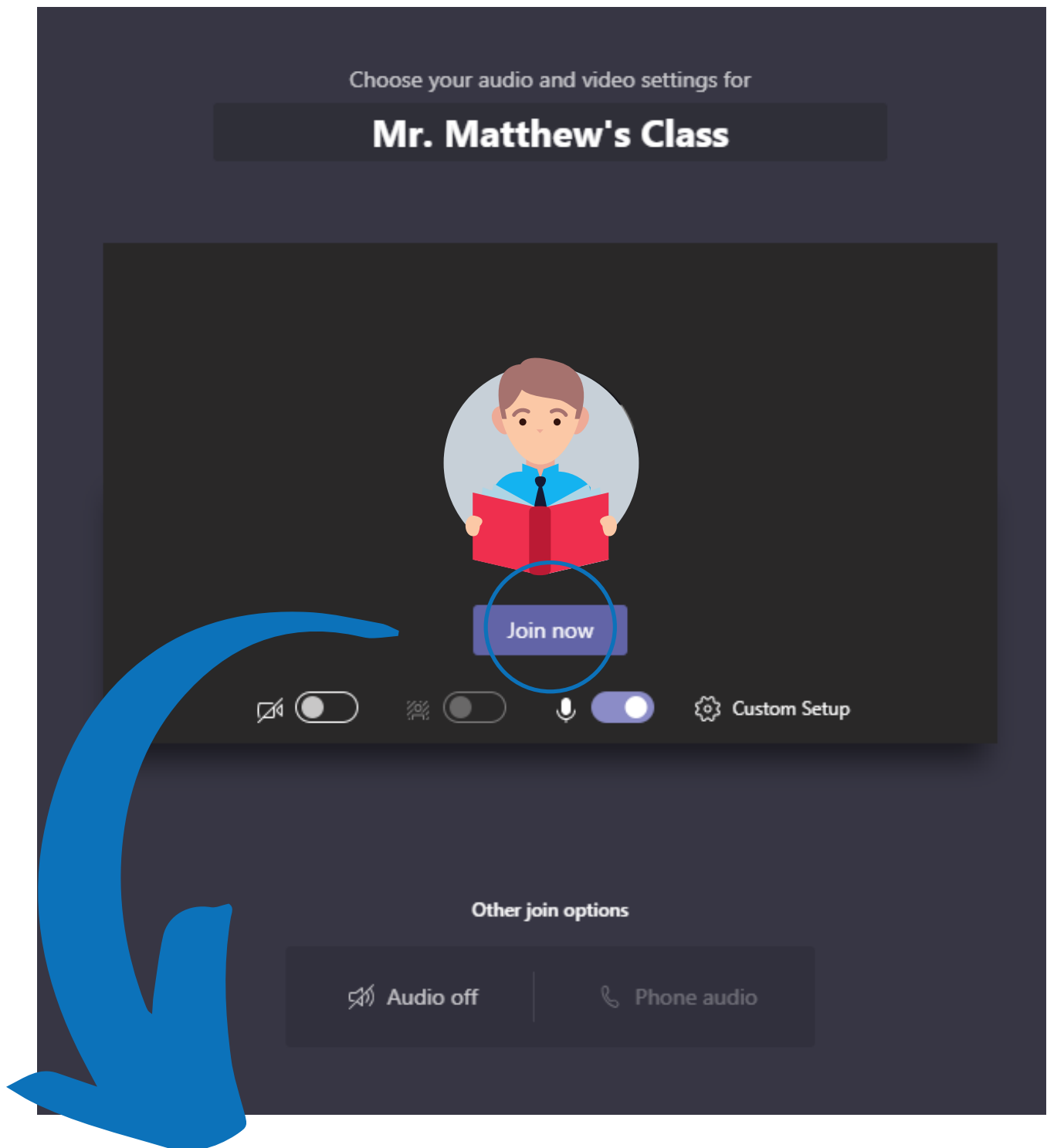
Your meeting will now be seen by all attendees invited both in teams and by email



To begin a meeting immediately, click the 'Meet Now' button in the 'Calendar' tab

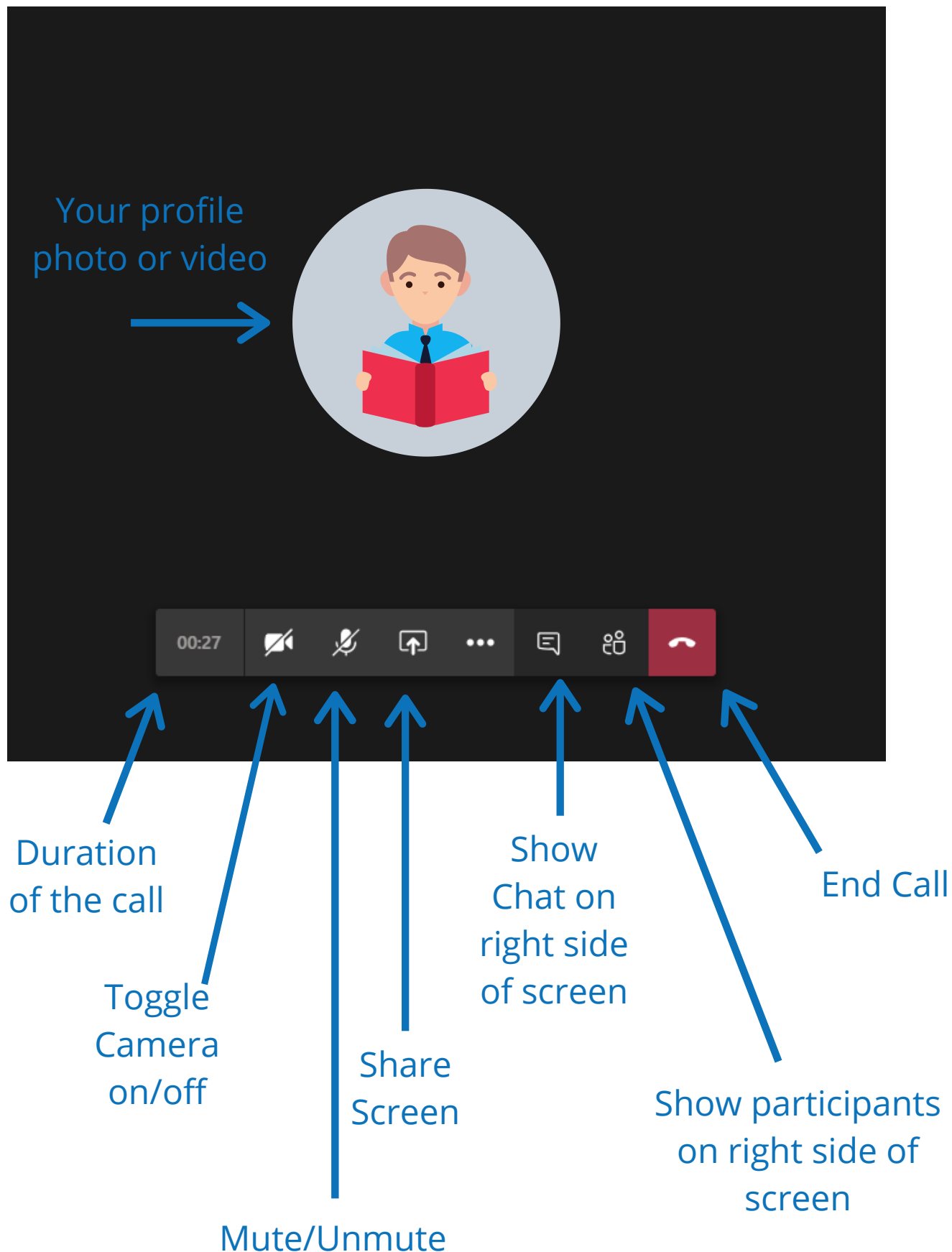


Once you begin a meeting, you will have an option to configure your video and audio settings



When you are ready to begin, click the 'Join Now' button

In the meeting



To mute or remove a specific student, click the 'Show Participants' button and right-click the name of the student you wish to mute or remove



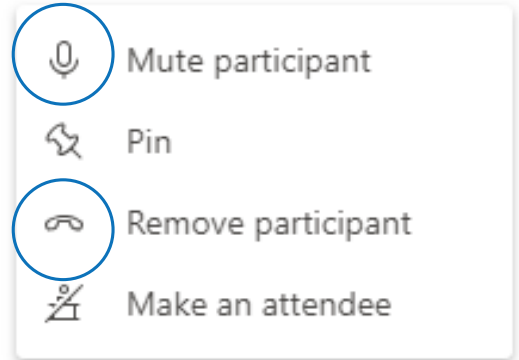
Currently in this meeting (2)



Lauren



Colton





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CREATING A SAFE ONLINE CLASSROOM USING



Google Classroom

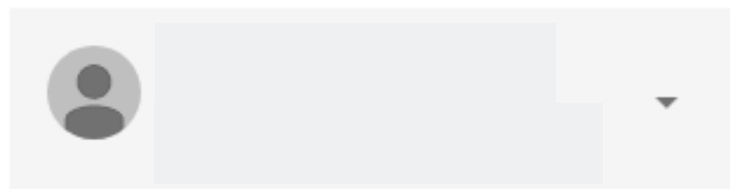
Before creating an online classroom using Google Classroom,
you will have to sign in



Google Classroom

Classroom helps classes communicate, save time, and stay organized.

[Learn more](#)



CONTINUE

By joining, you agree to share contact information with people in your class. [Learn more](#)

Click the '+' button to create your first class



Create or join your first class!

Create class

Class name (required)	Mr. Matthew's Class
Section	2.1
Subject	Science 9
Room	301

Fill in the fields under 'Create Class' to keep your classes organized and let the students know which subject they will be learning

Cancel Create

A 'Class Code' will automatically be generated for you to share with your students in order for them to join the class

Stream

Classwork

People

Grades

Mr. Matthew's Class


2.1

Class code 3rjvs2x



Mr. Matthew's Class

2.1

Class code 3rjvs2x [Select theme](#)
[Upload photo](#)

For

Mr. Matthew'... All students 

Share with your class

Hello students! Don't forget your biology project is due on Tuesday! If you need more time - please contact me!

 Add

Cancel

Post



As the teacher, you can create Posts that your entire classroom can view and comment on



Mr. Matthews

4:49 PM



Hello students! Don't forget your biology project is due on Tuesday! If you need more time - please contact me!

1 class comment

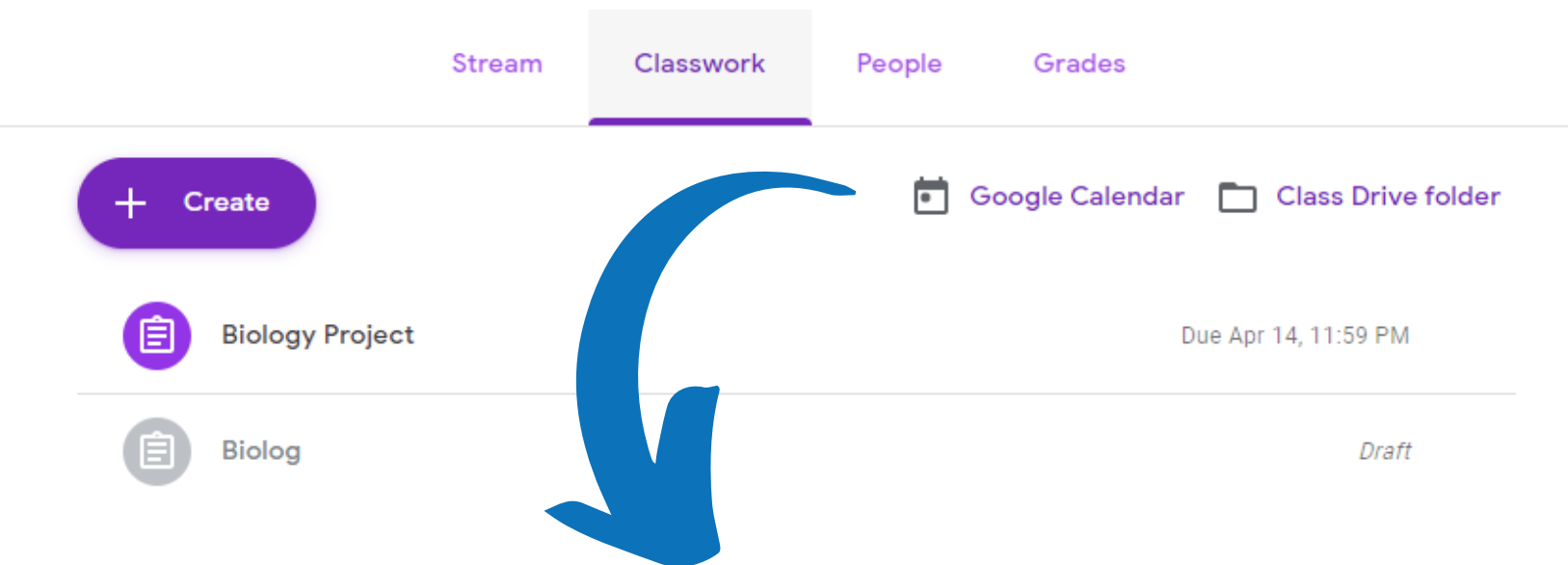


Lauren

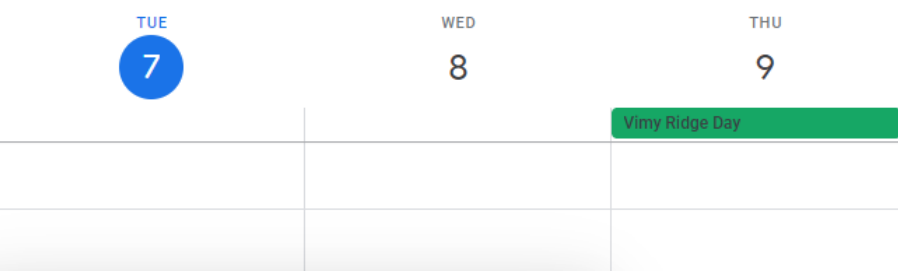
4:50 PM

I need more time!

Under the 'Classwork' tab at the top of the screen, you can find and create projects, quizzes, and more for your students as well as give them due dates



You can schedule a video conference by clicking the 'Google Calendar' button under the 'Classwork' tab



×

Virtual Class Meeting

Event

🕒

9 Apr 2020 1:00pm – 2:00pm 9 Apr 2020

👤

Add guests

📍

Add location

📺

Add conferencing

📝

Add description

📅

●

Mr. Matthew's Class 2.1 ▾

More options

Save


Click anywhere on the Calendar to schedule a meeting


Virtual Class Meeting
1 – 2pm

Make sure your date and time are set correctly, then proceed to 'Add guests', 'Add conferencing', and 'Add description' of the class


Virtual Class Meeting ×


Event

🕒 9 Apr 2020 1:00pm – 2:00pm 9 Apr 2020 

👤 Add guests 


📍 Add location

📺 Add conferencing  Set to 'Hangouts'

☰ Add description 

📅 ● Mr. Matthew's Class 2.1 ▾

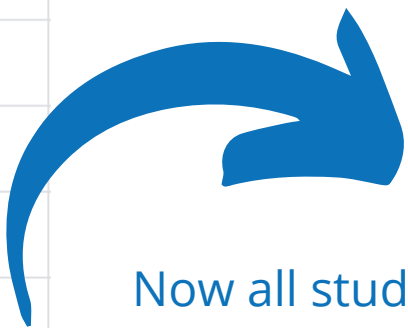
THU
9

More options  Save

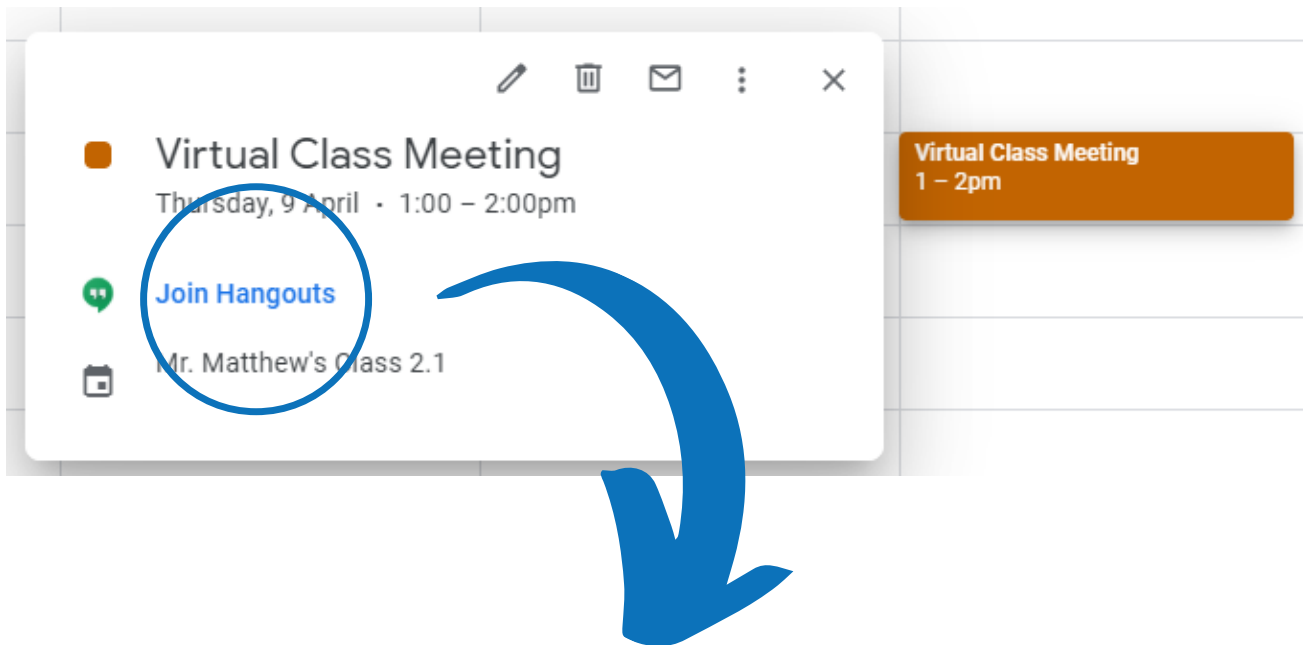
Make sure to click 'Save'

Vimy Ridge Day

Virtual Class Meeting
1 – 2pm



Now all students in your class will be able to see the scheduled 'meeting'



To join a 'meeting', click once on the event in the calendar, then click the 'Join Hangouts' button

