Priory School

Guidance on how to use Zoom for live lessons

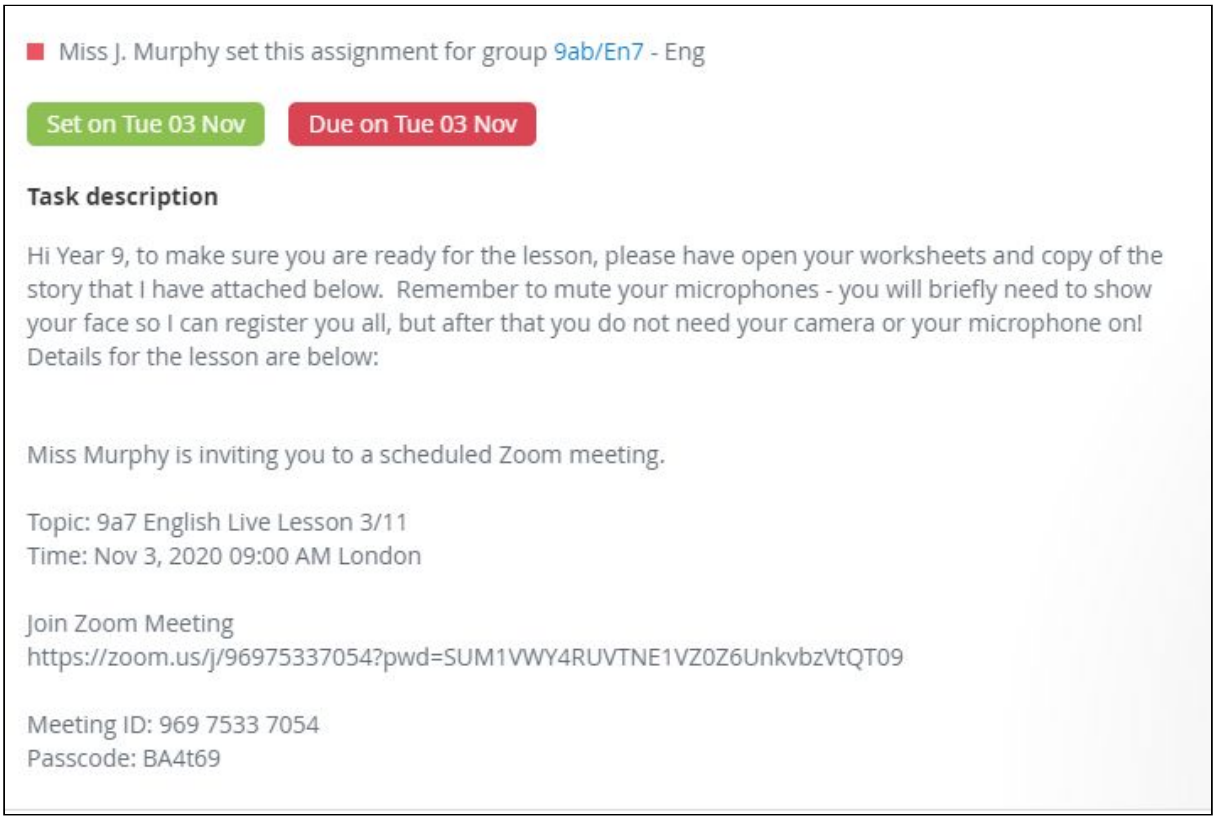
1. **You will be invited to a live lesson on show my homework**.

You will know it is a live lesson because it will be clearly labelled in the title.



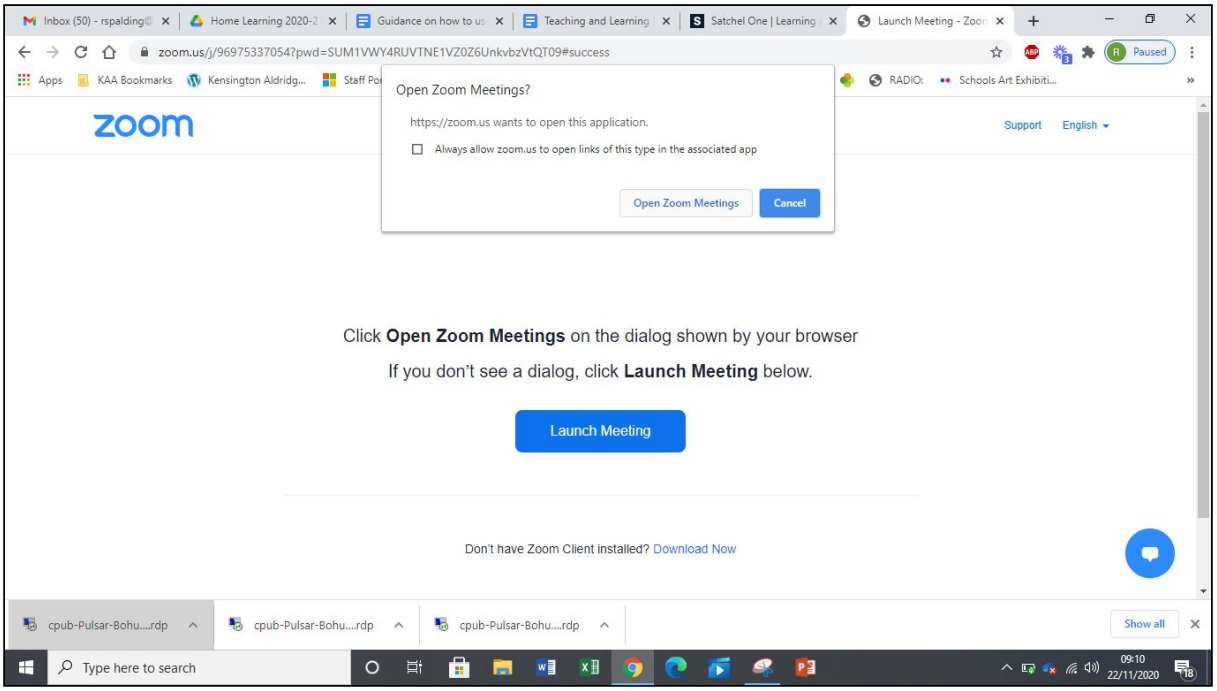
In the description for that lesson, there will be details for the zoom lesson.

2. When you are ready to join the live lesson, **click on the zoom link provide**d. It will start https://zoom.is/……. Remember, arrive 5 minutes early to make sure you are on time.

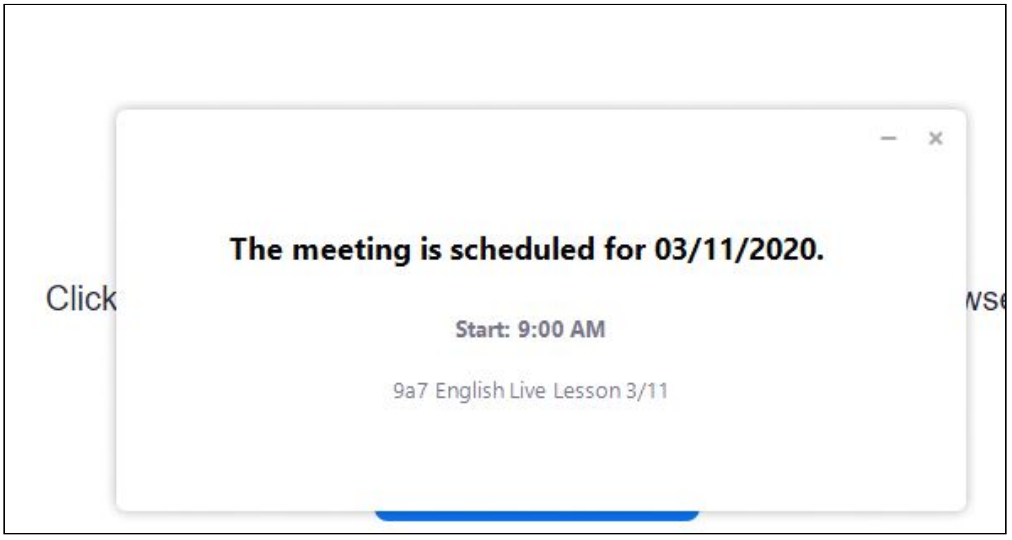


3. **You might be asked to put in a passcode** and this will also be in the description on show my homework.

4. It will ask you to 'Open zoom meeting?' **Click 'Open Zoom meeting.'**

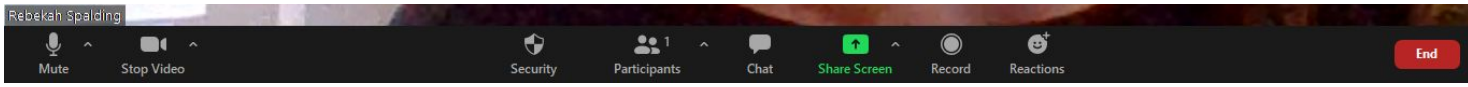


5. **You will now be on zoom, and placed into the 'waiting room.**' Your class teacher will be there and will allow everyone into the lesson when they are ready to take the register. **Please wait to be entered, do not leave.**

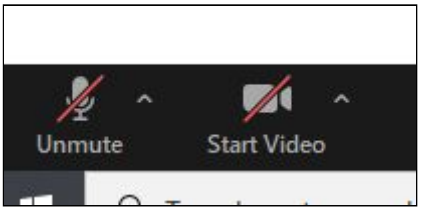


6. When you enter the live lesson on zoom, you will see the class teacher and possibly other students.
   The teacher will register you when you enter.
   Have your camera on (if you have a camera) to support them in taking the register.
   You should **mute your microphone.**

   You can mute the microphone and camera on the black bar at the bottom of the screen.
   The 'mute' and 'stop video' are on the left hand side.



When you have muted them they will appear with a red line through them.

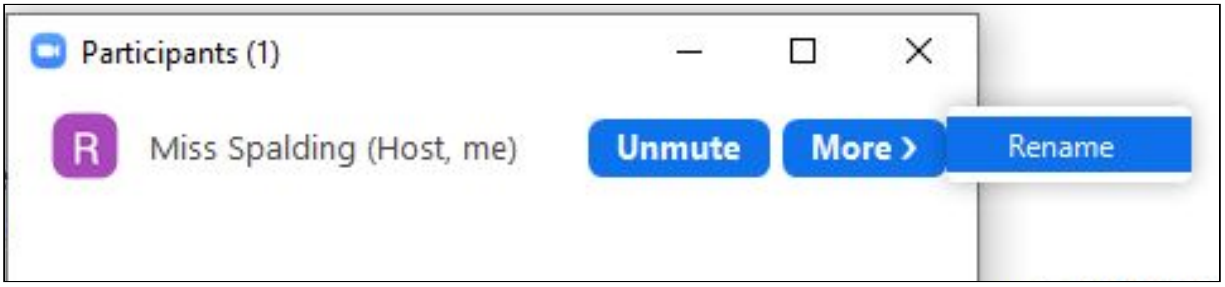


7. **You must have your full name listed**, so the teacher can register you and will know who is participating in the lesson.

If the name appearing is not your full name, you can change it.

Click on ‘participants’ at the bottom of the black tab.

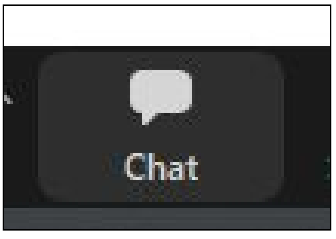
Your name will appear you can click on the right hand side ‘More’ and then ‘Rename’ and it will allow you to change your name.

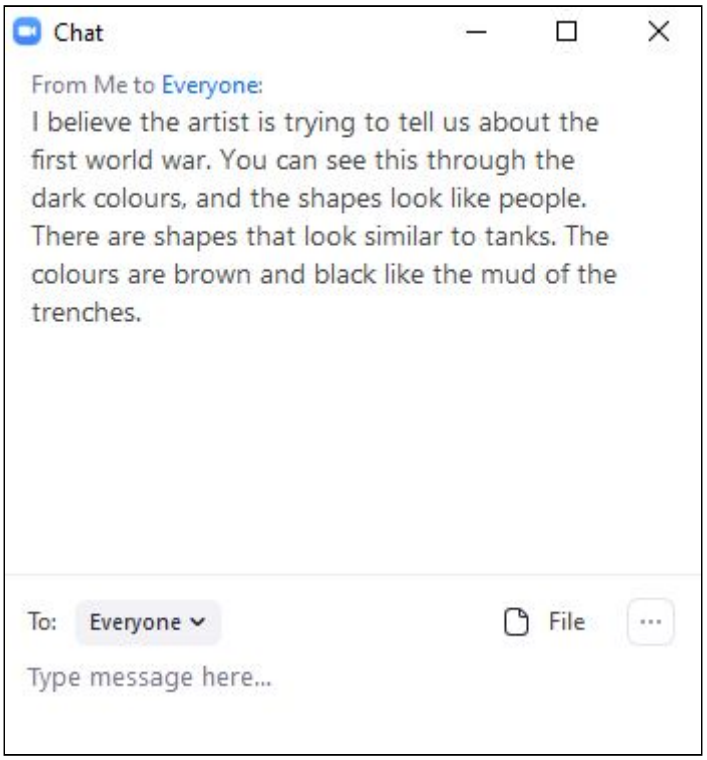


8. Once the register has been taken the and expectations of the lesson have been discussed, the lesson will start.

You will be asked to participate during the lesson.

One way you may be asked to participate is through the ‘chat’ function. This can be found on the black bar at the bottom. If you click on the ‘chat’, a box will appear and you can then put your answer to the question into the box. This answer will be seen by all that are participating, unless you send it to the teacher directly.





Another way in which you might be asked to participate is through speaking. If you are asked to speak 'unmute' your microphone and when you are finished speaking mute the microphone again.

9. **At the end of the lesson you will need to exit zoom.**

There will be a red box at the bottom right hand side that reads **'End' or 'Leave.'** If you click this you will leave the live lesson.