

## ZOOM GUIDE

### General Tips

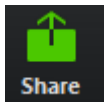
- Check your settings in Zoom before hosting or joining a meeting
- To do this you can start a meeting where YOU are the only participant
- This way you can check your sound, background and other settings before starting a meeting
- Access your settings (including the Advanced settings) through the desktop app
- Think about what is behind you before joining the meeting (e.g. avoid showing off your stockpile of toilet paper)
- You can create a makeshift green screen (or similar colour) using a sheet or towel (test it out to see what background works best)
- Consider what you are wearing, i.e. a green top may distort your virtual background)
- Think about where you place your computer and camera in relation to where you are sitting (too close can seem too personal and too far away allows other participants to see more of your location)
- If sharing your current workspace with others (i.e. working from home) you may consider using headphones and a microphone – your regular iPhone earphones should do the trick
- This way conversations will not be heard by others and it may help to eliminate background noise
- Consider muting your microphone in Zoom if you are not speaking
- You can use the chat function to alert the presenter if you wish to ask a question or make a comment
- If your internet connection is unstable a warning may appear on your screen – if this happens switching off your video may help
- If you go into your settings, you can add a profile picture and change your name – i.e. from Cass Lowry to Miss Lowry if you prefer
- Read online Zoom guides and watch helpful videos on YouTube for more information about using Zoom

### Zoom Tools

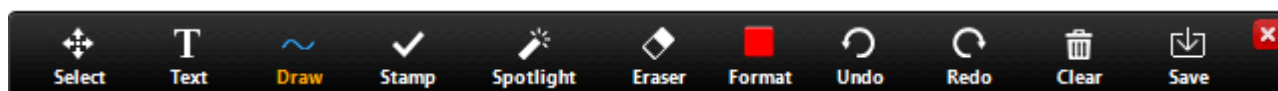
Zoom has several in-built tools to help improve the online chat experience

#### Share Screen

- Access this through the Share icon at the bottom of your Zoom window
- Share any screen currently opened on your computer (good idea to open these before the meeting begins)
- Sound can also be shared if you wish to show a video
- Presenters can lock this function
- Once a screen is shared all participants can use the Annotate function



#### Annotate Function



- This tool can be found at the top of your screen near the green ID number (Options)
- When opened an extra tool bar will appear
- From here you can add text, drawings and stamps to shared screens
- You can erase, undo and clear your annotations
- The presenter can clear everything
- The annotations and related image can be saved
- This tool works best on a touch screen but can be accessed and used with a mouse or trackpad

## Whiteboard

- Access the Whiteboard through the Share icon
- All participants can write on the same whiteboard using the Annotate Tool
- The completed whiteboard can be saved



## Possible Activities

- Choose a Which one doesn't Belong (WODB) and ask students to annotate and discuss their ideas <https://wodb.ca/>
- Find an interesting image to use as a Unit Chat (also known as a how many?) <https://mathforlove.com/lesson/unit-chats/>
- Share an Open Middle problem for students to solve <https://www.openmiddle.com/>
- Challenge students to solve a Yohaku Puzzle <https://www.yohaku.ca/>
- Conduct a Number Talk - Steve Wyborney has some great examples <https://steveWyborney.com/>
- Use the Sesame Street idea of having a number of the day and challenge students to find an example of that number (or shape or angle or measure) in their house (showing different ways to partition a number could also be shown using the Whiteboard tool)
- Use the videos in Dan Meyer's 3 Act Maths to prompt student discussion and thinking <https://blog.mrmeyer.com/category/3acts/>
- Use the images and videos in 101 questions to prompt student thinking and spark possible investigations <https://www.101qs.com/>
- Play an online game, such as those found on NRICH, set a record and have students attempt to beat it (take a screen shot of the outcome) <https://nrich.maths.org/9086>
- Visit James Russo's Surf Maths for examples of more games and activities <http://www.surfmaths.com/>
- Visit the @AMSIschools Twitter account to see updates of useful resources, website and activities <https://twitter.com/AMSIschools>



## Activity Tips

- Games and activities can be played live or left as a between session activity (BSA)
- Use hot, spicy and super spicy chilli rating to allow multiple levels of challenge for students
- Use a blank Microsoft Word document with the image included – students will then have space to annotate (you can Auto-hide the ribbon display to allow more room – click icon in the top right-hand corner of a Word document)
- Remember to save Annotations on Shared Screens or Whiteboards
- Use an app, such as Class Dojo to keep track of student participation <https://www.classdojo.com/>
- Use a Pointless style encouragement system, e.g. 1 point for sharing a strategy or example, 5 bonus points if you are the only person who thought of that example



## Further Information

- Check out the official Zoom website for some information guides and short instructional videos <https://support.zoom.us/hc/en-us>
- YouTube also has some informative 'how to' guides – this one by George Kao is easy to follow and runs through the main Zoom tools <https://youtu.be/6i-NA563Ojk>
- The activities WODB and How many? are based on books by Christopher Danielson – he has a website that is all about Talking Math with your kids <https://talkingmathwithkids.com/>