



SCHOLÉ GROUPS

CLASSICAL ACADEMIC PRESS

Zoom Checklist

- Sign up for a Zoom account.

Note: If you plan on meeting for longer than 40 minutes and would like to record classes you will need to purchase a subscription for \$14.00/month, which can be canceled at any time.

- Watch basic Zoom tutorials if you are new to Zoom.
- Schedule Class Meeting According to times and days decided on in the Planning Tool.
- Copy Zoom links and Meeting IDs. Add to Planning Tool Document for Parents
- Make sure settings are set according to your community's preferences. Ones to pay particular attention to include:
 - Chatbox settings
 - Waiting Room Settings
 - Automated Mute Settings
- On the first day in Zoom, make sure to orient Parents and students online class etiquette. A few things they may not be aware of:
 - Chating in the chatbox while someone is talking is interrupting
 - Doing distracting things on video like (holding siblings, pets, or eating) is interrupting.
 - Stay in the Zoom Meeting. Navigating to other sites or apps is like getting up and leaving class.
- Consistently hold students accountable for following Zoom etiquette. Reach out to parents for support if needed.