

Church School Classes on Zoom

Instructions for Church School Teachers

Preparation

1. Download the Zoom App to your computer (<https://zoom.us/download>)
2. Create your own Free Account
 - a. Email: _____
 - b. Password: _____
3. The church office will send class participants (parents) and Teachers/Helpers an email with the class Zoom link.
 - a. This link will be the same each week.
 - b. Participants and Leaders can use the “Weekly Meetings” link to create a calendar entry for all the meetings
4. Plan to open the meeting 5-10 minutes before the start time

Before the Zoom Meeting

1. Open the Zoom App
2. Log in using the **Host LogIn** details
 - a. Email address: _____
 - b. Password (case-sensitive): **NPCvirtual20!**
 - c. OR if you are already logged in using your own Free Account, use the Switch Account procedures on the reverse
3. Click on the link from the Zoom Invitation
4. Admit the participants from the Waiting Room as they arrive
5. Conduct your meeting

Hosting the Meeting

There are a lot of things you can do as a Zoom Host. Here are the most critical items to become familiar with:

1. Participant List
 - a. Click the icon labeled “Participants” at the bottom of the Zoom screen to see who is in the room
 - b. You can release participants from the waiting room here
 - c. You can “Mute All” and “Unmute All” from here (bottom of the Participant List)
2. Waiting Room
 - a. When participants log on they will be placed in the Waiting Room
 - b. You can release them from the pop-up message that appears when they enter or, if that goes away too quickly, from the Participant List.
3. Security

There are two critical things you can do from this area (“Security” icon at the bottom of the Zoom screen):

 - a. Remove Participant – if someone accidentally or on purpose gets into your Zoom meeting without permission, this is how you remove them
 - b. Share Screen – you can prevent others from sharing their computer screen here

After the Meeting

1. Click on the “End Meeting for All” button in the bottom right corner
2. Switch back to your Free Zoom Account

Zoom: Switching Accounts

1. Open the Zoom client (FIGURE 1)
2. Click on your profile picture in the top right corner

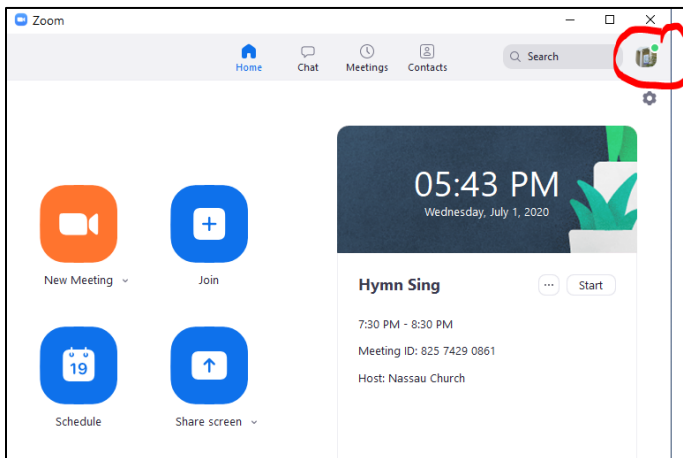


FIGURE 1

3. Click “Switch Account” (FIGURE 2)
4. Sign in using the “other” account’s credentials (FIGURE 3)

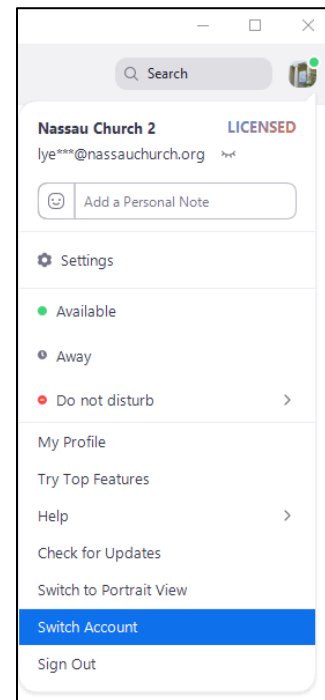


FIGURE 2

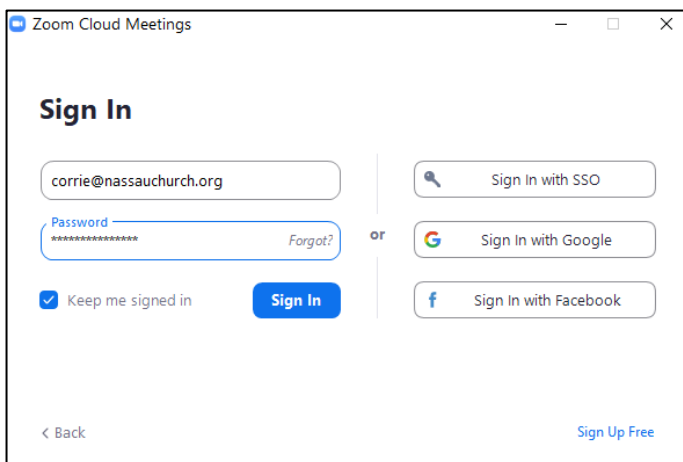


FIGURE 3