



Tudor Grange Teaching School Hub

*Serving Solihull, Redditch,
Bromsgrove and Stratford-on-Avon*

A Guide to Zoom

Logging in

Zoom website: <https://zoom.us/signin#/login>

It is **imperative** that you only use the TDT zoom accounts, not a personal one. There are two accounts with different logos:



tudornpq@teacherdevelopmenttrust.org



tudor2npq@teacherdevelopmenttrust.org

The password is the same for both:

tudorPassw0rd!

You will be told which account to log in to ahead of your session.

Verification Codes

These are sometimes requested by zoom and will be sent to both Billie at bstewart@solihull.tgacademy.org.uk and the TSH mailbox at tsh@tgacademy.org.uk. Please note that these codes only last for 10 minutes.

Please contact the TSH on **0121 703 8250** if you need to access the verification code.

Helpful Tip

Some facilitators have found it useful to join on their mobile so they can see what their participants are seeing in real time – this allows you to check you are sharing your screen correctly.

There is no requirement to do this, but some find it useful.



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Setting up

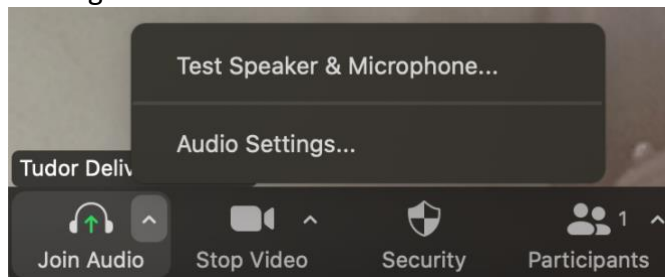
Log in a minimum of 15 minutes before your session starts.
Select your session and press 'start'

Today

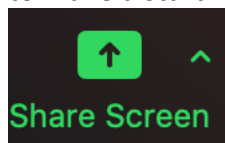
02:00 PM - 03:00 PM **Practice Session** Start Edit Delete

Meeting ID: 890 7992 2571

Ensure that your mic and video feed are working before you let participants in from the waiting room:



Share your screen before you let participants in from the waiting room so that you are ready to make a start with the session:





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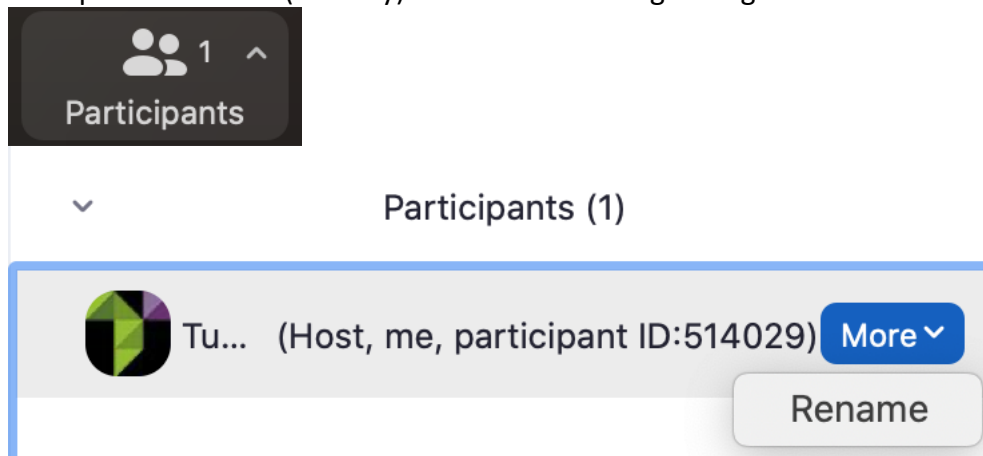
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Starting the Session

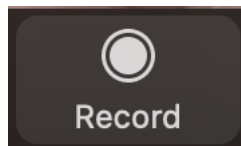
Welcome participants by name where possible.

Ask participants to turn on their video where possible and ensure they are muted.

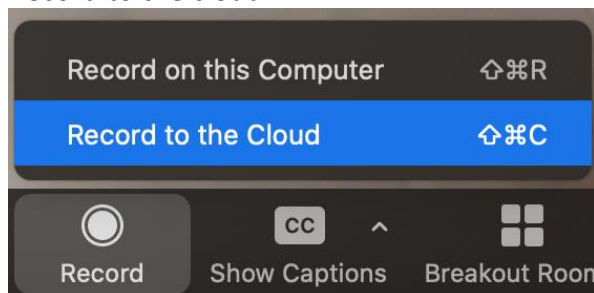
Ask participants to rename themselves to include their full name and their phase, for example: John Smith (Primary) – this will make organising breakout rooms easier later on.



PRESS RECORD!



Record to the cloud:



Please ensure that the recording is paused/resumed at the relevant times and that there are no personal conversations while recording is taking place. This would prohibit the recording being used as a catch up material.

Recordings are automatically uploaded, so you do not need to take any further action.



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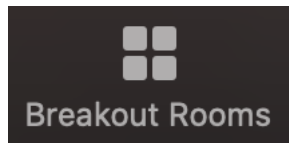
Breakout rooms

These should be set up by the co-host during the session in advance of the breakout room activity

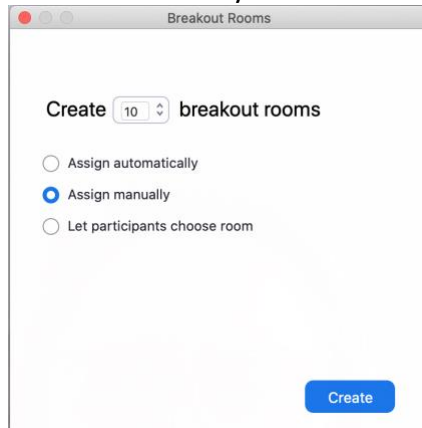
There should be enough rooms that each room has 2-3 people

Participants should be paired by phase where possible

To do this click on breakout rooms:



Choose how many rooms and 'Assign manually' then press create:



You can then assign each participant to a room:



Open the rooms when you are ready using the button.

While in breakout rooms you can pause the recording and then resume when participants have returned.



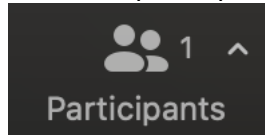
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Recording participants for registering attendance

Usually done by the co-host.

Press the participants button:

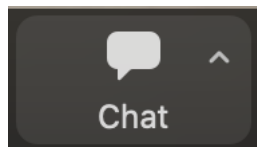


Make a note of those in attendance so you can complete the register on the TDT Google Drive.

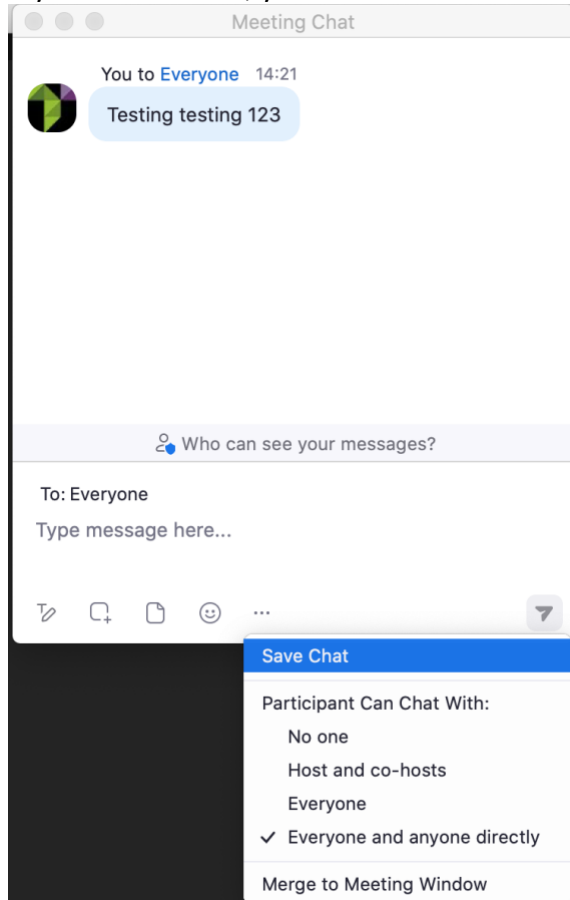
Saving the chat

This might be useful to share with the cohort and also for the TSH's QA purposes.

Press the chat button:



If you are the host, you will be able to click on the three dots and save the chat:



The file type is a very basic text file, so please copy and paste it into a word document to share.



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Ending the Meeting

Please be aware that when the host leaves, the meeting will end for everyone.

To make someone else the host before leaving, click on the participants button and then the three dots to find the menu. From here you can choose 'make host'

Participants (2)

Tudor D... (Host, me, participant ID:514029)

Tudor Deli... (Co-host) [Ask to Unmute](#) [More](#)

- Chat
- Ask to Start Video
- Pin
- Make Host**
- Withdraw Co-host Permission
- Rename
- Report