

How to use your Promethean solutions with Zoom

Setting up your ActivPanel for hybrid classes

Promethean

If you have an ActivPanel in your classroom and you use ActivInspire to deliver lessons, you can link it with 'Zoom' to enable teaching to both present and distant students simultaneously.



Step 1:

Create an account

- First things first, you will need to create a **Zoom** account.
- To do so, simply head to www.zoom.us and click 'Sign up, it's free'.

Step 2:

Schedule your virtual lesson

- Log into your Zoom account, and schedule a virtual lesson by clicking on 'Meetings'.
- Complete the relevant fields to set up the date and time of your lesson:
 - It's best to not require a password, as this makes it easier for students to join.
 - Make sure to check the boxes for 'Video' and 'Audio', then click save.
- Finally, copy the meeting invitation and send it to your students directly.

Step 3:

Make sure that your students join the lesson

- Your students will have received an invitation with a link or meeting ID which they can use to join the lesson on Zoom.
- By clicking the link or entering the meeting ID on the Zoom app, your students can join the class.
- Your students can access the lesson in their browser, and won't need to download the Zoom app. They also will not need Zoom accounts.

Step 4:

Starting the lesson

- Before the start of the lesson, switch on your ActivPanel and your computer using ActivInspire as you usually would.
- Click on the Zoom link to join the meeting as your students would.
- Check that the distant students have joined successfully.

Step 5:

Optimising your digital tools

- Using the Zoom call's control bar, share your screen - as your computer is connected to the ActivPanel, you'll be sharing what you're doing on the ActivPanel.
- Double check that your students can see the screen and hear you clearly, then you're ready to go.

Congratulations - you're ready to start teaching your first hybrid class through Zoom.

Top tips:

- Check that your computer's microphone is turned on ahead of time.
- Turn up the volume of your ActivPanel so that the students can hear clearly.
- You can activate and deactivate students microphones to allow them to talk - make sure to give them a chance to ask questions regularly.