

ZOOM ADMINISTRATION BASICS

How Classrooms, Scheduling, and Classes Work Online

English Now!, Now Online

March 16, 2020



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Agenda

Simple objectives for this meeting are:

- **connect** with each other;
- introduce basics of **Zoom online classrooms**, and how they **work**;
- look at **sample communications – to students and to instructors** – as we schedule online classes;
- how to **start a class as host of a meeting**;
- identify **questions to be answered in future training sessions**; and
- talk about **milestones for what promises to be a challenging week!**

Thank you for joining this conversation!



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Part One: Zoom Online Classrooms: How They Work at English Now!



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Part One: Zoom Online Classrooms: How They Work at English Now!



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Where – Classroom Names

Our classes will be held in “online classrooms”, like our physical classrooms.

Classrooms will include our existing classrooms, Alexandria, Annapolis, Baltimore, Charlottesville, Chesapeake, D.C. Landmarks, Delaware, New York, Pennsylvania, and Shenandoah.

New classrooms will include Paris, Madrid, Milan, Sao Paolo, Berlin, Beijing, Seoul, and Tokyo.

We will have 18 “online classrooms” (two others are reserved for administrative use).



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How – Classroom Scheduling

“Online classrooms” and online classes or private/semi-private lessons will be scheduled using the same process as our physical classrooms.

Classes/lessons will be scheduled in specific classrooms, for specific days of the week and times of day. The process from an office administration perspective will be a bit different (it will also include Zoom platform scheduling of a repeating session), but the basic elements of classroom scheduling are unchanged.

Important: a “Class” or “Lesson” will be scheduled as a recurring Zoom “Meeting”.



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When – a “Meeting” in Zoom

An example of a recurring, scheduled meeting, in Zoom, is as follows:

English Now! Pennsylvania is inviting you to a scheduled Zoom meeting.

Topic: SPL: Yara/Sayaka (Frances)

Time: Mar 16, 2020 01:15 PM Eastern Time (US and Canada)

Every week on Mon, until Apr 27, 2020, 7 occurrence(s)

Mar 16, 2020 01:00 PM

Mar 23, 2020 01:00 PM

Mar 30, 2020 01:00 PM

Apr 6, 2020 01:00 PM

Apr 13, 2020 01:00 PM

Apr 20, 2020 01:00 PM

Apr 27, 2020 01:00 PM

Join Zoom Meeting

<https://english-now.zoom.us/j/831400479>

Meeting ID: 831 400 479



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Part Two: How We Confirm and Communicate About Private & Semi-Private Lessons AND Group Classes



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Who – Email Confirmation

This is an example of an email confirmation to student (Yoko Abe) and instructor (Beth Larson). Notice 1) the classroom listing (this will be important); and 2) the last two bullet points, with Zoom meeting info.

English Now! <info@english-now.com>

to 阿部, Elizabeth ▾

Dear Yoko-

Greetings! We thank you for your plans to join us for private English lessons online and look forward to working with you. Bas your lesson schedule.

Also, it is very important for us to provide you our cancellation / rescheduling policy (see below).

Finally, please confirm you've downloaded Zoom successfully, so that you can use your Meeting ID below. If you have ANY qu problems downloading it, please let us know as soon as possible.

Private Lesson Schedule

Your lessons will be held as follows:

- Instructor: Beth Larson
- Days: Mondays
- Time: 12:40-1:40pm (TODAY YOU'LL START LATER, AS DISCUSSED WITH BETH)
- Start Date: Monday, March 16, 2020
- End Date: at the moment, we'll schedule this through end of April, but confirm this later
- Days with No Lessons: none indicated
- Location: online, on Zoom
- Classroom: in our "Baltimore" classroom
- Zoom "Meeting ID" (this is best for logging in): 972-851-427
- Zoom "Meeting URL" (also possible, if you want to "join from browser"): <https://english-now.zoom.us/j/972851427>

Please let us know if this is incorrect or if you would like to change any of this. We look forward to seeing you at the scheduled any questions.



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Part Three: Starting a Class



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Seven Steps to Start a Class

To start a class, log onto Zoom – in the classroom indicated (e.g. “Baltimore”) – no earlier than five minutes before your scheduled class sessions starts.

This timing is important. You can’t “see” another session ongoing in that classroom, so don’t log in until it’s time. You don’t want to interrupt the previous class. Steps for logging in are as follows:

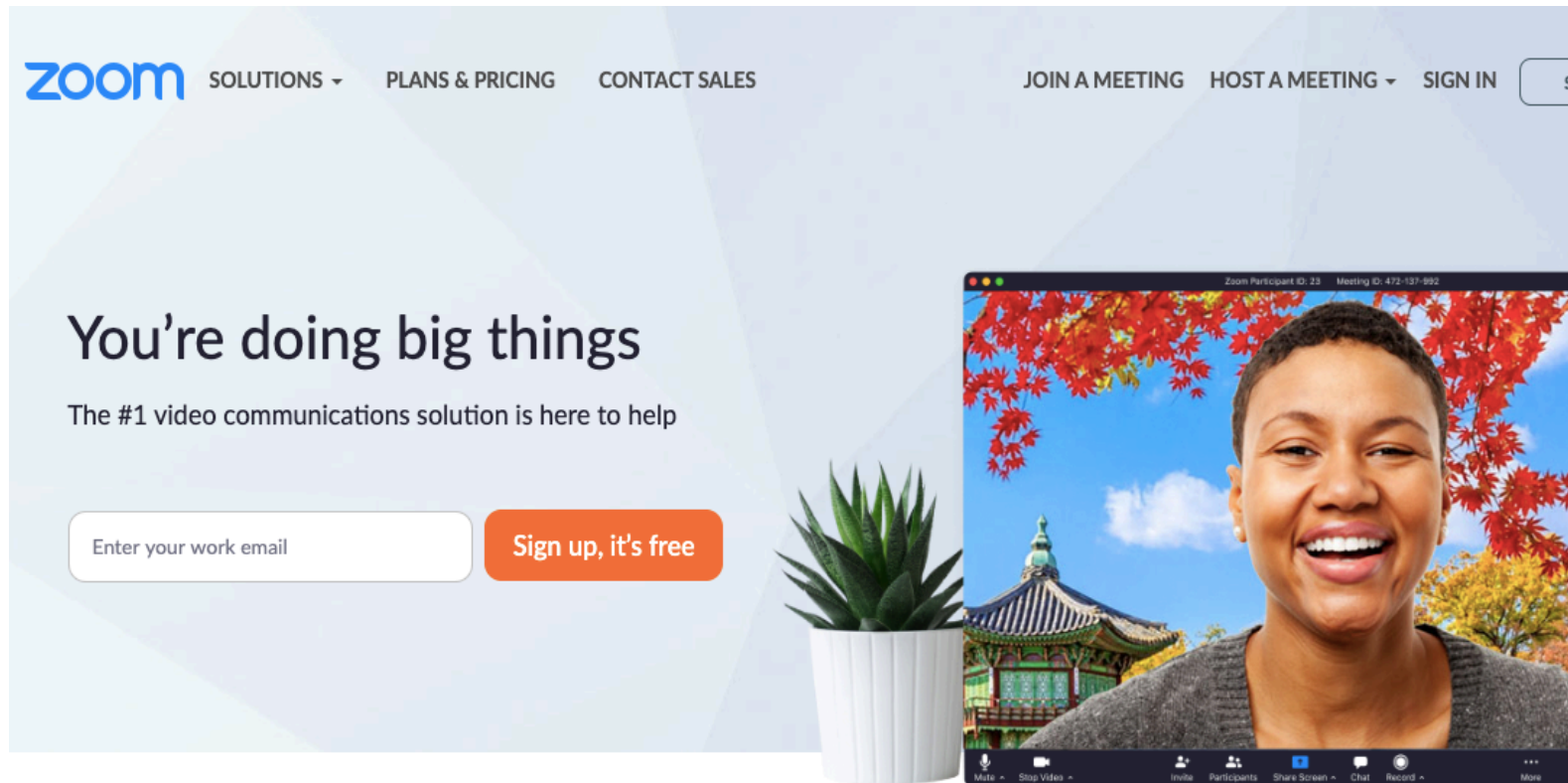
1. STEP ONE: use Google Chrome, if possible
2. Go to zoom.us
3. Click on “Sign In”
4. For “Email address”, enter the classroom name, “@english-now.com”, e.g. baltimore@english-now.com
5. PW is-at the moment for all classrooms: English-Now!1
6. Click on “Meetings”
7. Select your meeting (top of list” and click “Start”)



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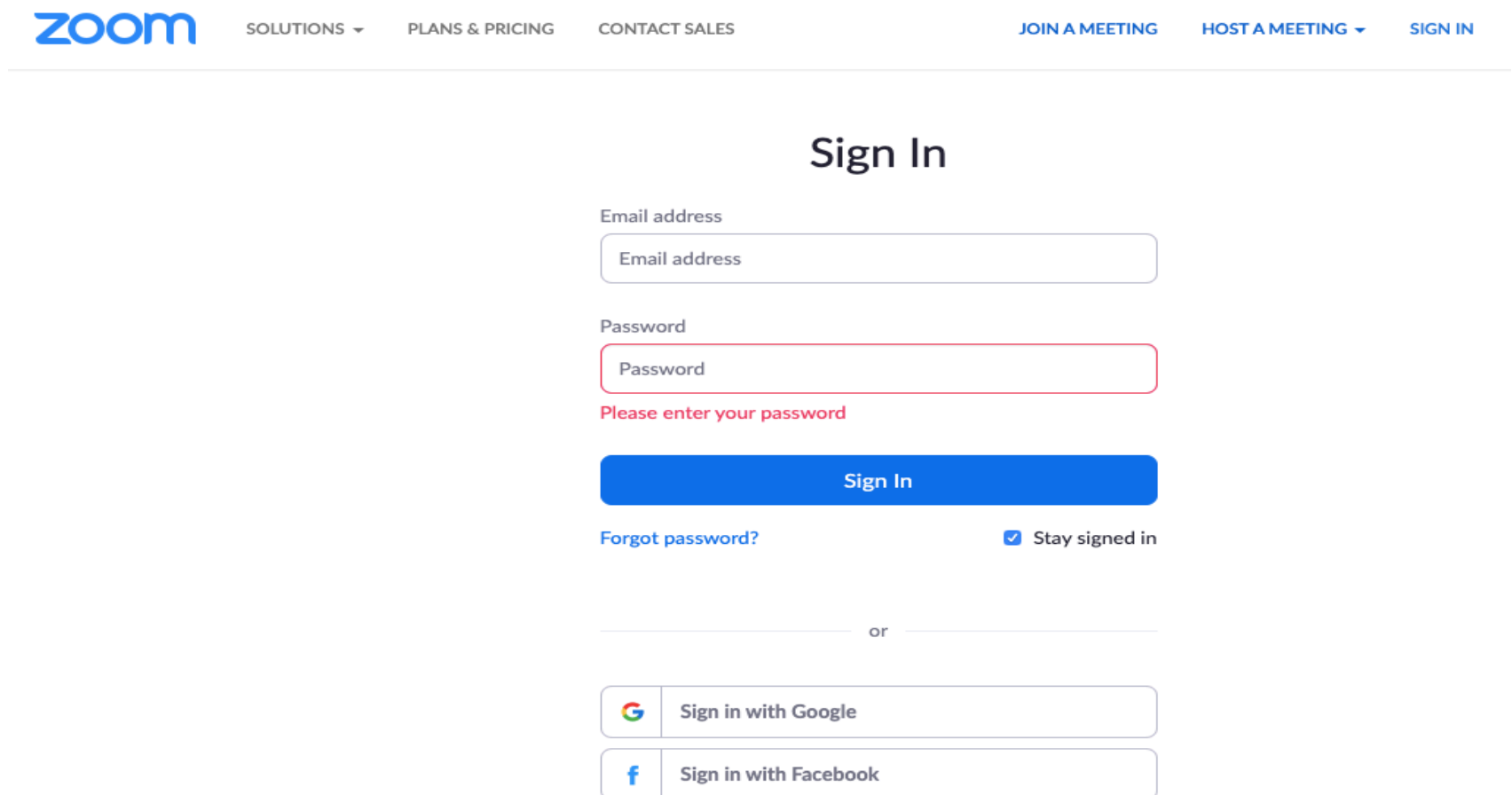
Step Two: Starting a Class, What You'll See

”Go to zoom.us” – you’ll see (something like) this:



Step Three: Starting a Class-Log Into Zoom

Click on “Sign In” – and you’ll see (something like) this:



The screenshot shows the Zoom website's sign-in interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN are on the right. The main heading is "Sign In". Below it are two input fields: "Email address" and "Password". The "Password" field has a red border and a red error message "Please enter your password" below it. A blue "Sign In" button is centered below the fields. To the left of the button is a link for "Forgot password?" and to the right is a checked checkbox for "Stay signed in". Below these is a horizontal line with the word "or" in the center. At the bottom are two social login buttons: "Sign in with Google" (with the Google logo) and "Sign in with Facebook" (with the Facebook logo).

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN

Sign In

Email address


Password


Please enter your password

Sign In

[Forgot password?](#) ☒ Stay signed in

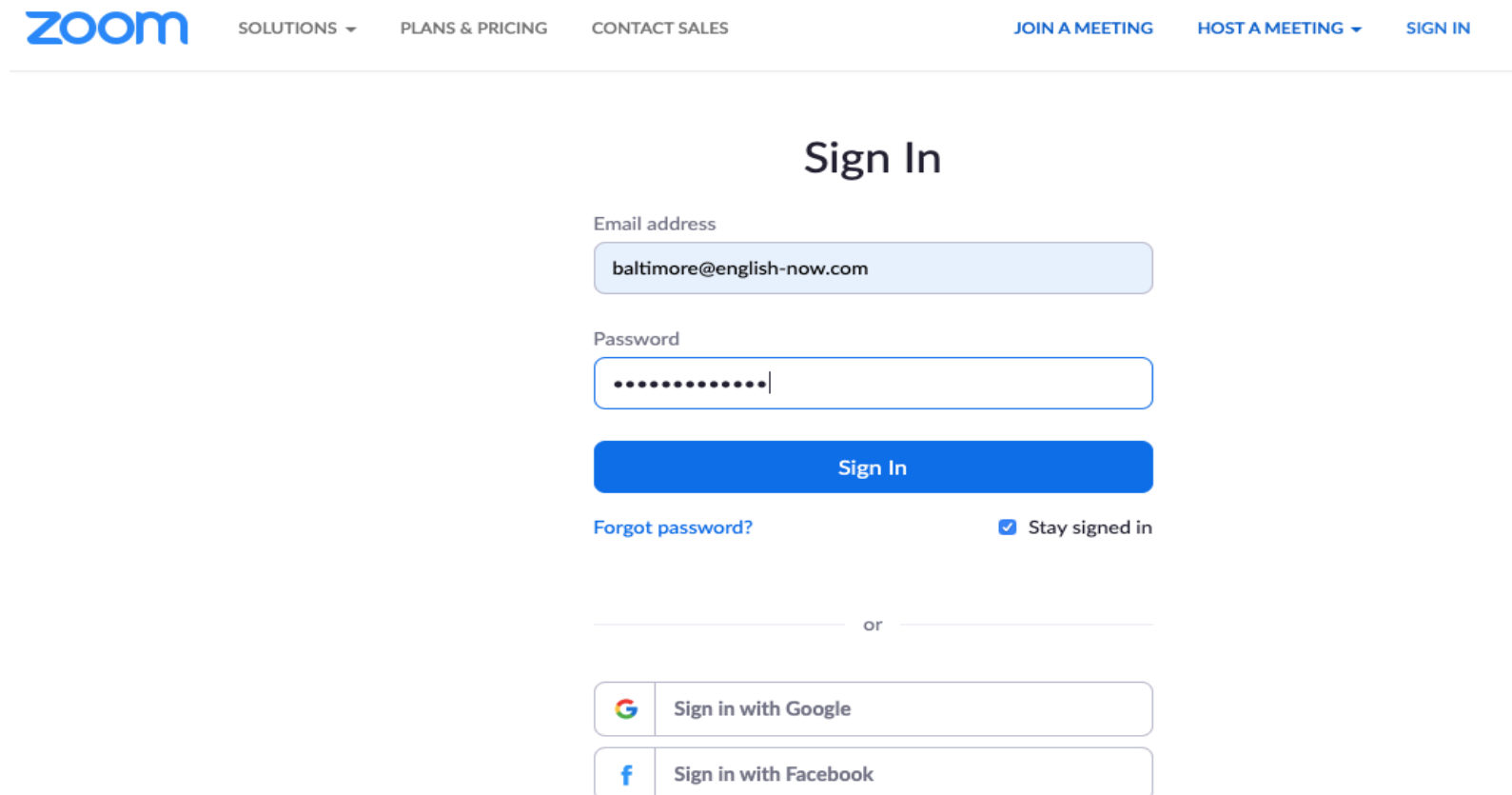
or

 Sign in with Google

 Sign in with Facebook

Steps Four/Five: Use Correct Credentials

For “Email address”, enter the classroom name, “@english-now.com”, e.g. baltimore@english-now.com PW is – at the moment – standard, English-Now!1



The image shows the Zoom Sign In page. At the top, there is a navigation bar with the Zoom logo on the left and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN on the right. Below the navigation bar is a horizontal line. The main heading is "Sign In". Underneath, there are two input fields: "Email address" with the value "baltimore@english-now.com" and "Password" with a masked password ".....". Below these fields is a blue "Sign In" button. Under the button, there is a link for "Forgot password?" and a checkbox labeled "Stay signed in" which is checked. Below this is a horizontal line with the word "or" in the center. At the bottom, there are two buttons for social login: "Sign in with Google" and "Sign in with Facebook".

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN

Sign In

Email address

baltimore@english-now.com


Password


.....

Sign In

[Forgot password?](#) ☒ Stay signed in

or

 Sign in with Google

 Sign in with Facebook

Step Six: Click on “Meetings”

Then, click on “Meetings” in the upper left – see screen shot below

The screenshot shows the Zoom account management interface. On the left is a sidebar with navigation options: Profile (highlighted in blue), Meetings, Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area displays account information for 'English Now! Baltimore' (Account No. 51739363). It includes a profile picture placeholder with a 'Change' link. Below this is a table of account details:

Personal Meeting ID	682-487-5316 https://english-now.zoom.us/j/6824875316 × Use this ID for instant meetings
Personal Link	Not set yet.
Sign-In Email	baltimore@english-now.com Linked accounts:
User Type	Licensed
Capacity	Meeting 300

Step Seven: Start Your Meeting

Select your class (which should be at the top of the list) and click “Start”

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ SIGN OUT

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

[Schedule a New Meeting](#) [Recently Deleted](#)

Start Time ▾	Topic ▾	Meeting ID	
Today (Recurring) 12:30 PM	Yoko (Beth)	972-851-427	Start Delete
Mon, Mar 23 (Recurring) 12:30 PM	Yoko (Beth)	972-851-427	Delete
Mon, Mar 30 (Recurring) 12:30 PM	Yoko (Beth)	972-851-427	Delete
Mon, Apr 6 (Recurring) 12:30 PM	Yoko (Beth)	972-851-427	Delete
Mon, Apr 13 (Recurring) 12:30 PM	Yoko (Beth)	972-851-427	Delete
Mon, Apr 20 (Recurring) 12:30 PM	Yoko (Beth)	972-851-427	Delete
Mon, Apr 27 (Recurring)	Yoko (Beth)	972-851-427	Delete

Entering Your Classroom

Finally, select “Join with Computer Audio”,
and you should be in as the host!



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Coming Later Today

Later today, you'll receive by email:

- 1) a Paperless Post invitation, to a webinar session tomorrow; and
- 2) a PDF document including a) step-by-step instructions for a number of basic Zoom processes; b) this presentation; and c) URLs of this – as well as Anna Green's and Bryce Gold's webinars, to view online.



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Your Questions?

Please email questions about Zoom
to info@english-now.com.

We are adding to written Zoom training materials each day and will address your questions in future trainings and webinars, as well as written documentation.

Thank you so much!



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Milestones This Week

Monday: Four Private/Semi-Private Lessons

Wednesday: Our First Group Classes

Thursday: SIEP Restarts

Good luck and see you again online!



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THANK YOU.



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