



Speaking Schools  
—AUSTRALASIA—

# ONLINE PROGRAMS

## ZOOM ONLINE PLATFORM SETUP & USER GUIDE



# ONLINE PROGRAMS OVERVIEW

Speaking Schools has been running online classes since April 2018.

We have honed the art of the online classroom, and have developed a range of methods to ensure that students get the most out of our classes, despite often being miles apart.

Each of our programs takes our key teaching principles into account - putting safety first, enjoyment second, and then using these welcoming and fun environments to drive student learning.

To date, we have run dozens of programs, and have taught 1,200+ students online using our well-established knowledge of effective online education.



## SYSTEM REQUIREMENTS

Application Name

**Zoom Cloud Meetings**

Recommended System

**Laptop with Windows or Apple  
OSX is recommended**

**Also available on Android and iOS  
(not recommended)**

Minimum Internet Speed

**600kbps**

Recommended Internet Speed

**1.5Mbps**



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# ZOOM BASICS

Zoom is an easy-to-use, online video conferencing program.

Follow the steps in this guide to join your class and participate in the lesson.

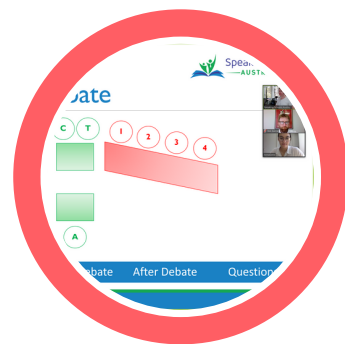
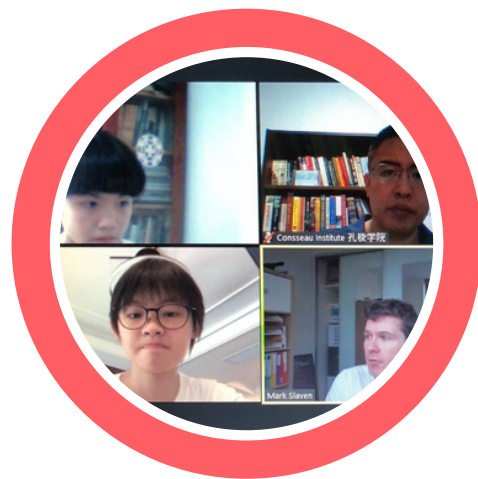
It is highly recommended required that you use a laptop, desktop, or free-standing tablet for Zoom - whilst the program is available on mobile phone and handheld tablets. Mobile phones or handheld tablets, these are generally more difficult to use, and may not be suitable - however, should you wish to use them, Zoom is available on the Google Play and App stores.

We understand some of users will have used Zoom before, and some will have not.

The first set of instructions - **Joining Your Class** - is divided up between those using Zoom for the first time, and those who already have it installed.

The second set of instructions - **Using Zoom** - will help you get the most out of the programs.

If you have any issues with launching or using Zoom, either contact us or try the Zoom Help Centre at <https://support.zoom.us/hc/en-us>



## KEY CONTACTS

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# JOINING YOUR CLASS

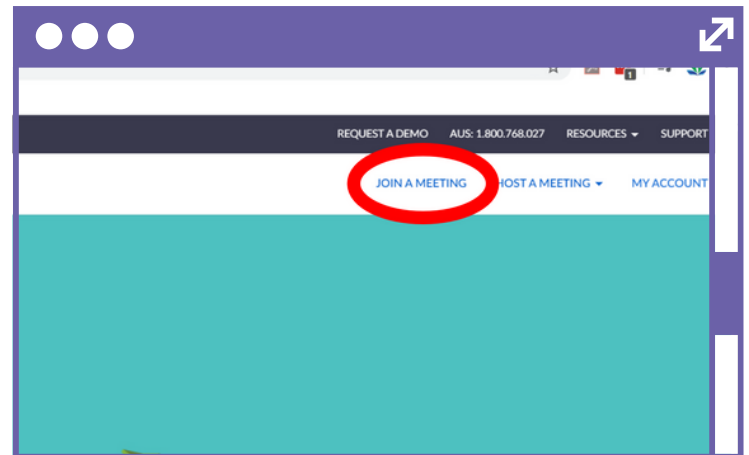
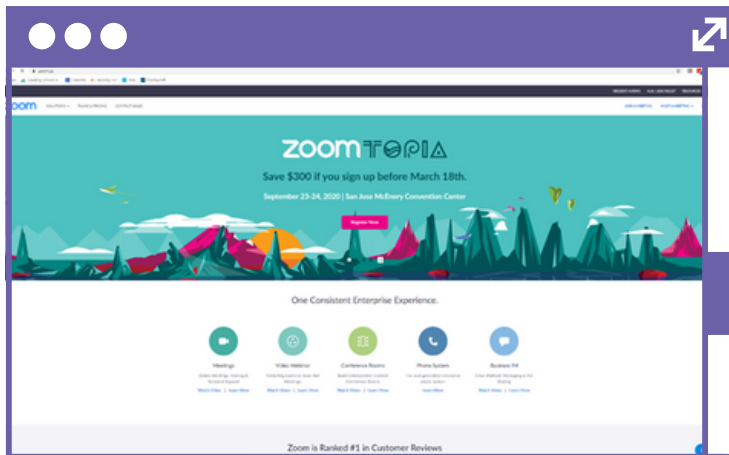


## GROUP #1 FIRST TIME USERS

### Step #1

Open your browser, and head to the URL: [www.zoom.com](https://www.zoom.com)

On the top right hand corner of the screen, click the button which says 'JOIN A MEETING'.

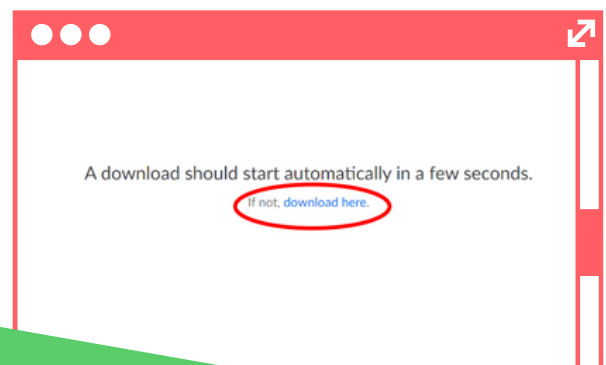
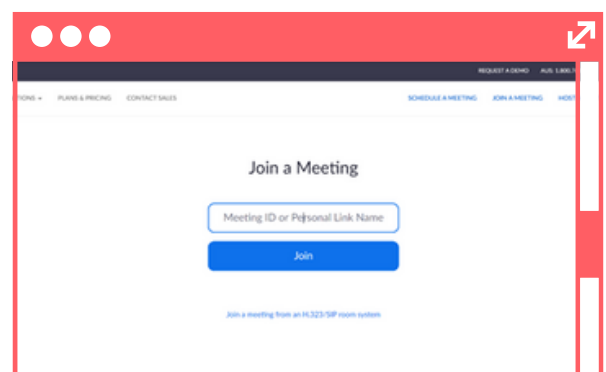


### Step #2

On the next page, you will be asked to enter a nine (9) digit meeting code.

This will have been provided to you in advance by the SSA team - enter the code into the box, and click 'Join'.

This will cause Zoom to download onto your computer - if it doesn't work, click the 'download here' link.

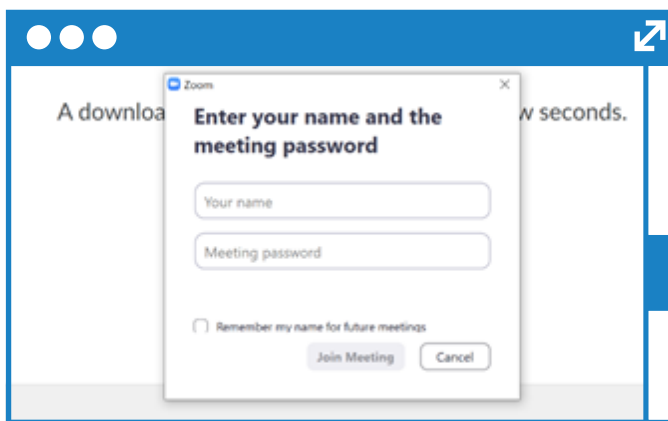


# JOINING YOUR CLASS

## Step #3

Once downloaded, click on the .exe file that should appear in the bottom left of your browser, or open it from your 'Downloads' folder.

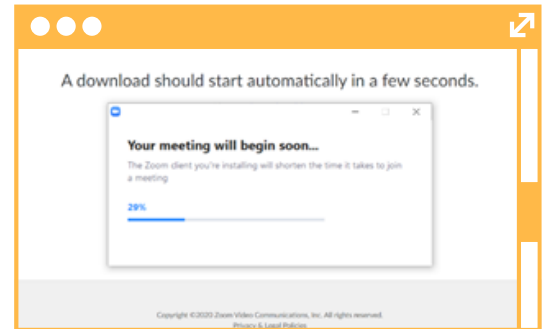
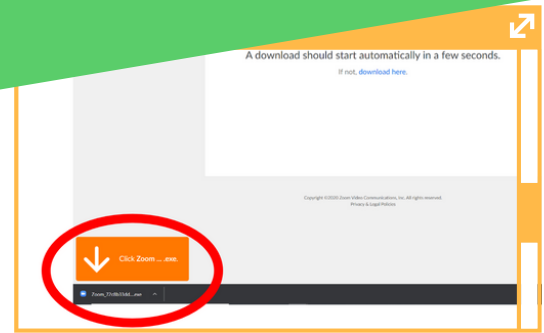
This will launch an installer window.



## Step #4

Once installed, enter your name and the meeting password (which should also have been given to you in advance by the SSA team).

Click 'Join Meeting'.

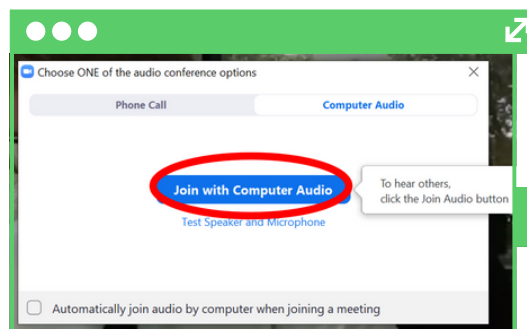
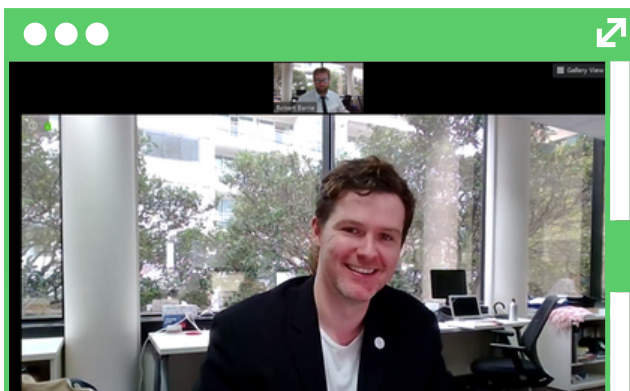
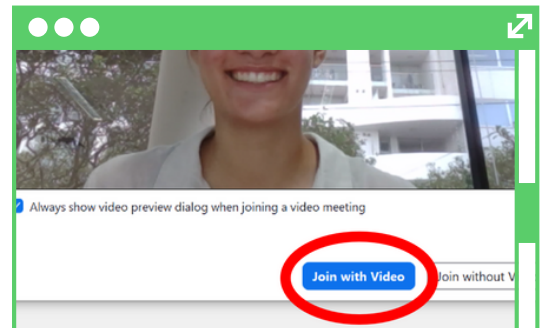


## Step #5

On the next few screens, make sure you:

1. click the button which says 'Join with Video', so the coach and other students can see your face; and
2. if it comes up, click the button which says 'Join with Computer Audio'.

Once this is done, you should be all set up!



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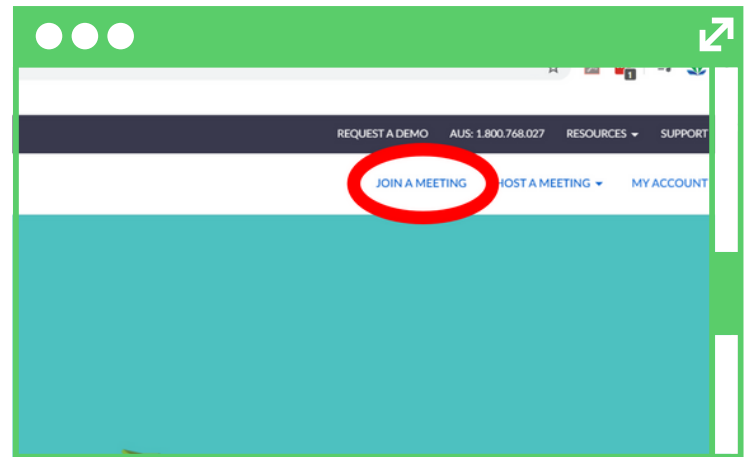
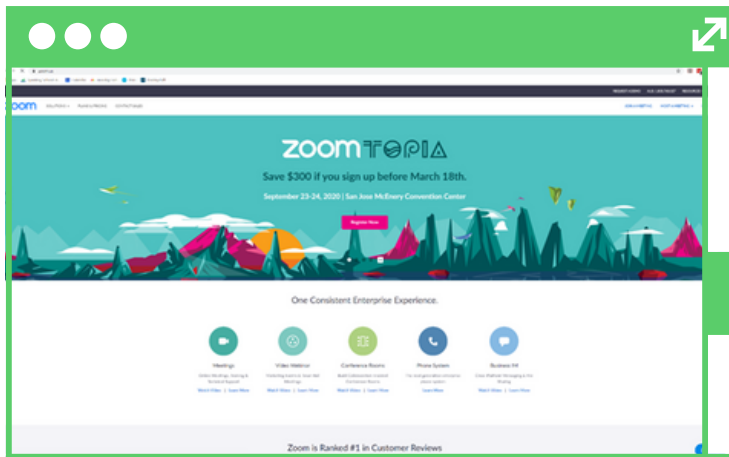
# JOINING YOUR CLASS

## GROUP #2 REPEAT USERS

### Step #1

Open your browser, and head to the URL: [www.zoom.com](https://www.zoom.com)

On the top right hand corner of the screen, click the button which says 'JOIN A MEETING'.

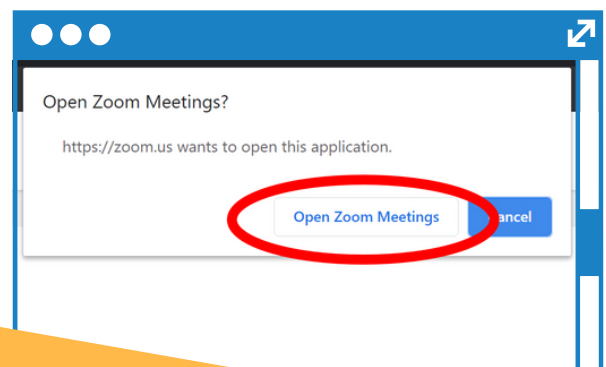
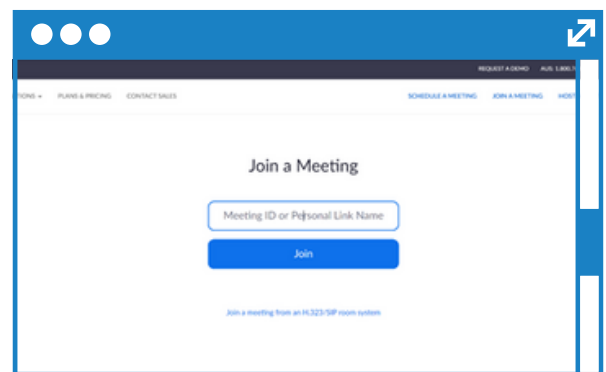


### Step #2

On the next page, you will be asked to enter a nine (9) digit meeting code.

This will have been provided to you in advance by the SSA team - enter the code into the box, and click 'Join'.

This should take you to a new screen, which will give you a pop up asking whether you want to 'Open Zoom Meetings' (it may look different depending on your browser). Click the 'Open Zoom Meetings' button.



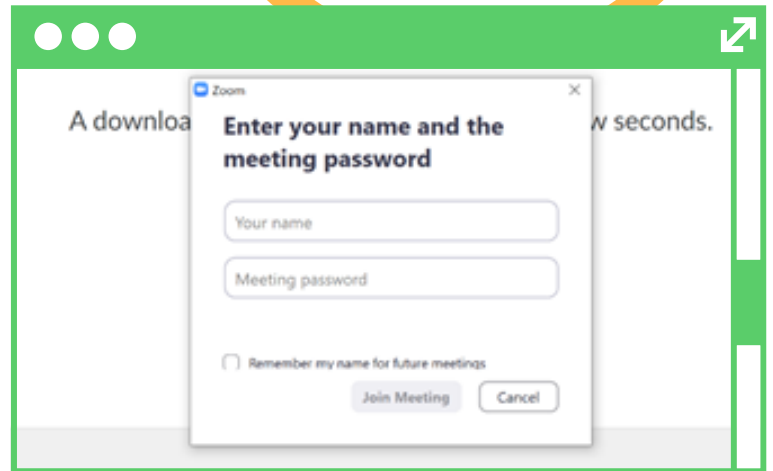
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# JOINING YOUR CLASS

## Step #3

In the next window, enter your name and the meeting password (which should also have been given to you in advance by the SSA team).

Click 'Join Meeting'.

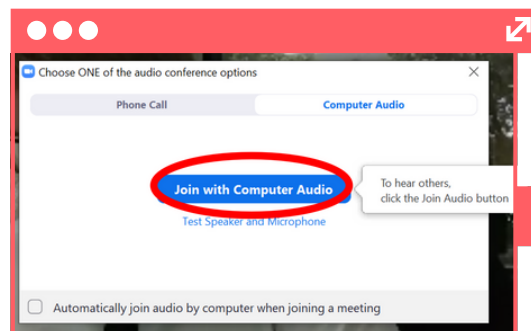
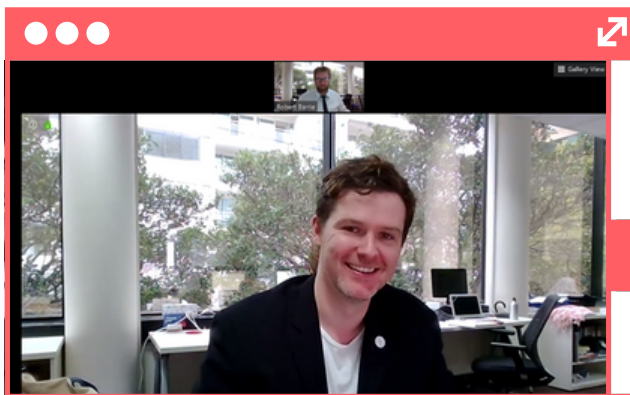
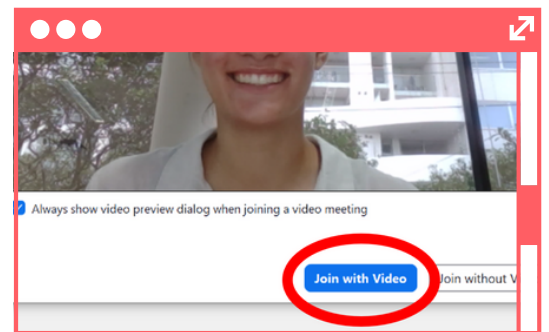


## Step #4

On the next few screens, make sure you:

1. click the button which says 'Join with Video', so the coach and other students can see your face; and
2. if it comes up, click the button which says 'Join with Computer Audio'.

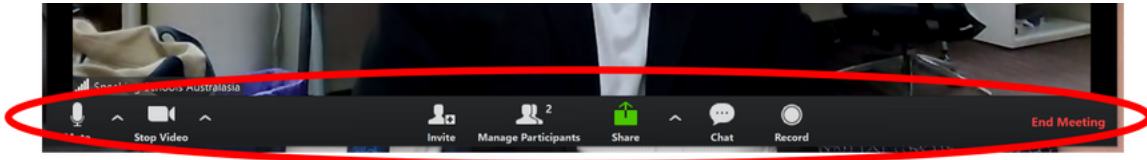
Once this is done, you should be all set up!



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## THE MENU

The key to using Zoom effectively is the Menu, which is visible at the bottom of the window (most of the time).



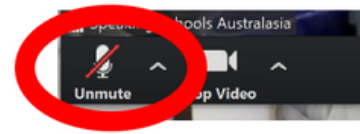
### Start/Stop Video

You can easily stop and start your own video from the bottom left hand corner of the menu.



### Start/Stop Audio

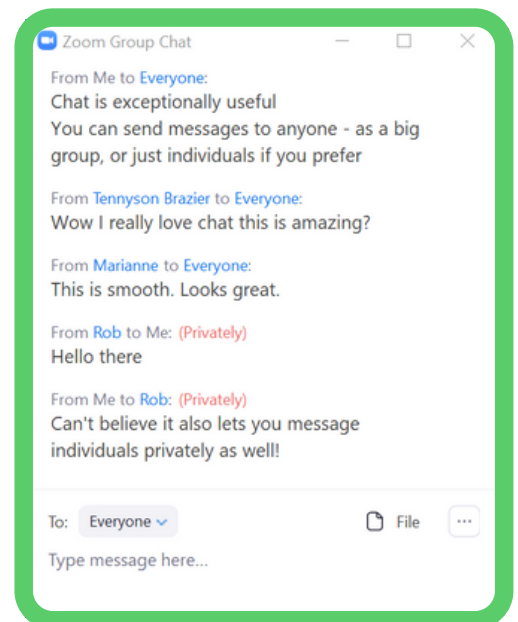
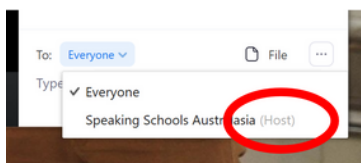
You can also easily stop and start your own microphone from the bottom left corner of the menu.



### Chat Function

Another important feature of Zoom is the 'Chat' function. This allows you to send/receive messages during the class. It is best to have Chat open the whole time.

To send to the whole class, ensure "Everyone" is selected in the "To:" field. To communicate directly with the coach, select the other option with the option with "(Host)" from the drop-down menu. You can also do the same with other participants!

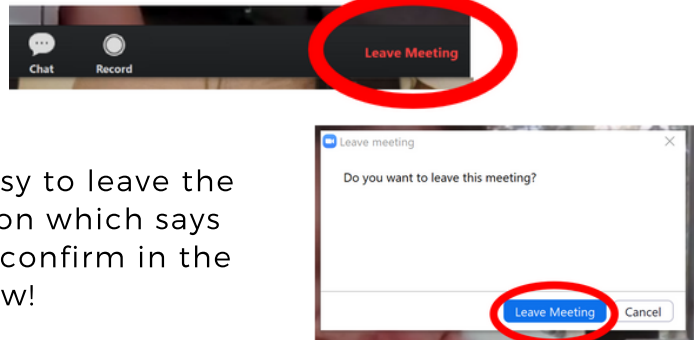




# USING ZOOM

## Finishing Up

At the end of class, it is easy to leave the room - just click the button which says 'Leave Meeting', and then confirm in the pop-up window!



## Other Functions

Zoom has plenty of other functions that coaches can use to ensure that students get the most out of it!

Some of these include:

- the larger screen focusing on the person who is speaking, so students get a real audience when presenting;
- screensharing PowerPoints, which take the place of whiteboards, and in many ways are even better;
- breakout rooms, which allow for team activities and debate prep;
- selectively muting and unmuting different students, so everyone gets their chance to talk!

Check out one of our classes to see these (and more) in action!

## Troubleshooting

Sometimes things don't work exactly to plan, and that's okay.

If things aren't working, give the following a try:

- Making sure that your audio is coming from the right source - you can check this by pressing the arrow beside the Audio button;
- Check that your equipment - like headphones - aren't faulty;
- If your Internet is slow, hotspot a mobile phone instead of using the landline or WiFi connection;
- Leave the meeting, and rejoin it using the same codes;
- Restart your computer, and reopen Zoom; or
- Give another device a try - another laptop, or potentially a phone or tablet.

These steps fix nearly every problem we've ever experienced on Zoom!



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# CONTACT US



[contact@speaking schools.com.au](mailto:contact@speaking schools.com.au)



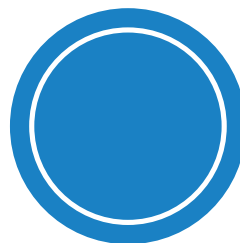
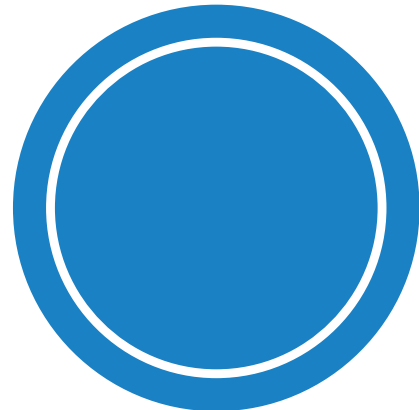
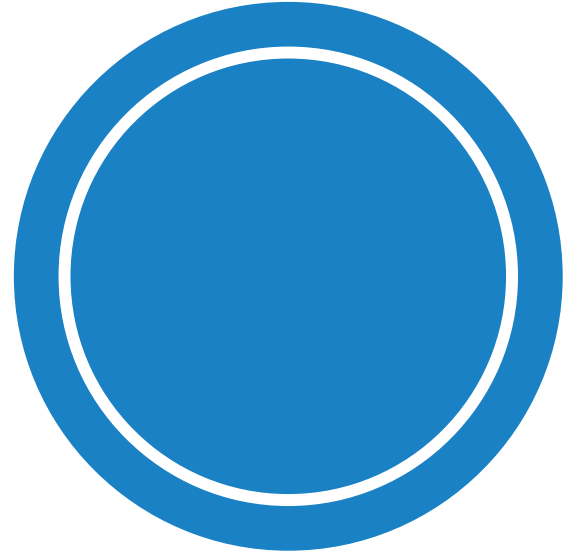
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