



# BayTech Fall 2020 Zoom Guide



## **This packet includes:**

BayTech Virtual Class Rules & Guidelines

How to Set Up & Use Your Zoom Account

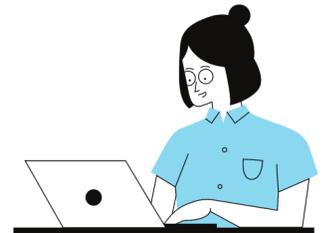
BayTech Zoom Parent Guide 2020-21



## BayTech Virtual Class Rules & Guidelines 2020-21

### General Rules

- Only attend the meetings you have been invited to attend
- Log into your meetings on time or a few minutes early
- Be ready, be clean and tidy- wear your BayTech uniform
- Use one of the [BayTech Virtual Backgrounds](#).
- Always enter with the microphone muted (check setting)
- Never record a zoom meeting. Zoom meetings are confidential
- Pictures are not allowed during your zoom class. Posting on social media is forbidden
- Make sure to click the “leave meeting” at the completion of your session



### Proper Zoom Environment

- Find a quiet area that is free from excess noise
- Be aware of what is behind you. Do not sit in front of a mirror.
- Find a backdrop that is a neutral color and free of visual distractions.
- Always treat a zoom classroom as your own classroom.
- Sit up right in a chair with a table or desk. Laying on your bed or lounging on the couch is unprofessional and not tolerated.



### Zoom Classroom Rules

- Use your real name, not a nickname when you login
- Be ready, be clean and tidy- **wear your Bay Tech uniform**
- Make sure your camera is ON and active. Your teacher needs to be able to see you.
- Sit still and listen attentively and carefully- focus on what others have to say before responding
- Use the hand up and thumbs up functions appropriately
- One person at a time can speak, have yourself on “mute” when you are not speaking
- Speak clearly when it is your turn
- Focus on the speaker. Playing on your phone during a zoom meeting is not a good way to show that you are interested
- Stay active and present on your screen



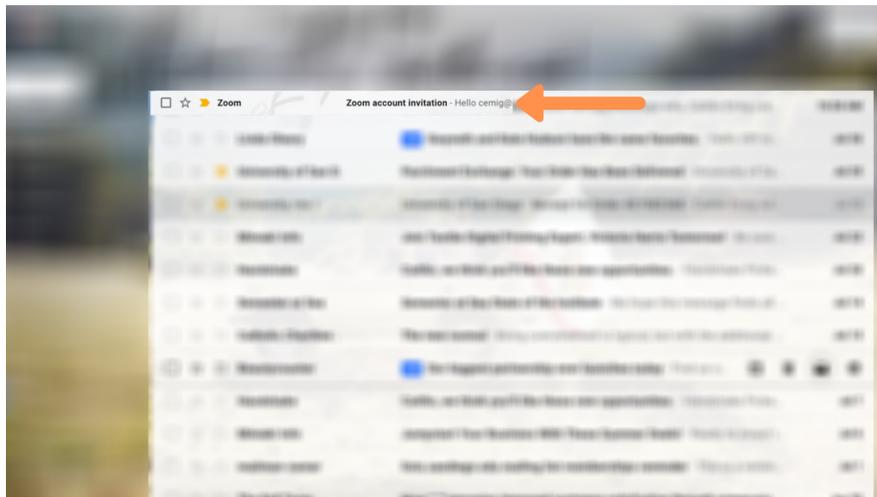


## How to Set Up & Use Your Zoom Account

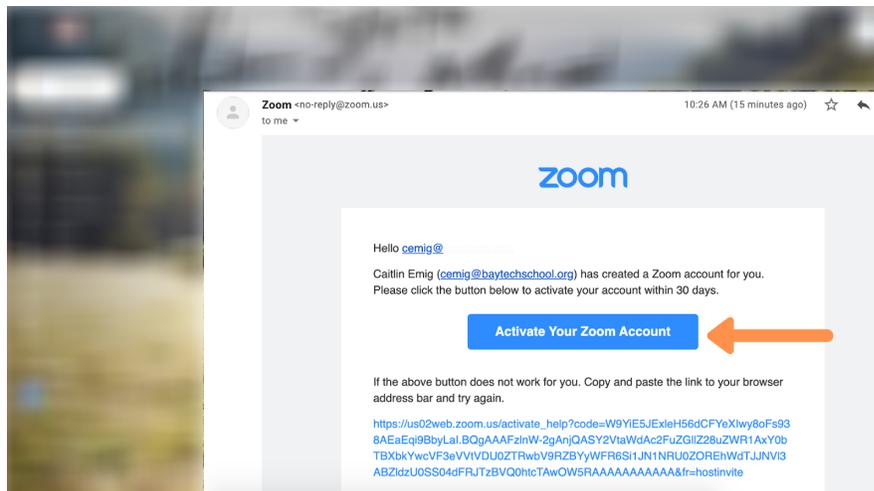


### How to Set Up your Zoom Account

1. Log into your @baytechschool.org email account.
2. Click on the Zoom Account Invitation Email



3. Click on the Activation Link in the email



4. Select the option to "Sign in with Google"



Activate your Zoom Account  
Choose the following sign in methods, and use your email address  
cemig@ to continue

Sign In With Google

Sign In With Facebook

Or

[Sign Up with a Password](#)



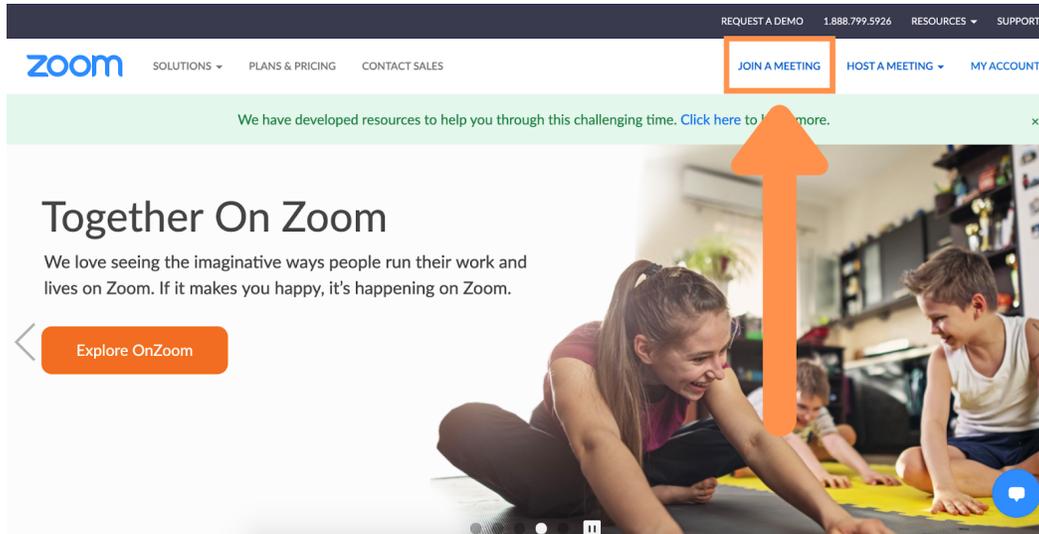
## How to Log into your Zoom Account

1. Log into your Zoom account at <https://zoom.us/>

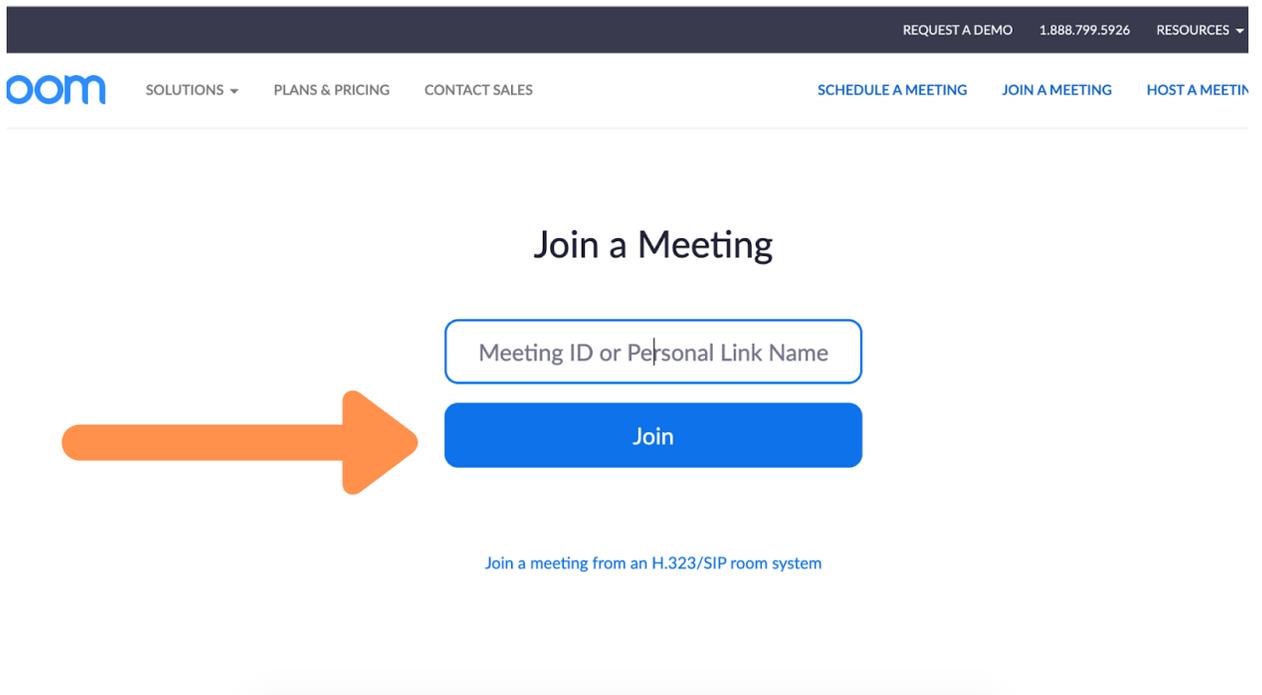
A screenshot of the Zoom website's homepage. The navigation bar at the top includes 'zoom', 'SOLUTIONS', 'PLANS &amp; PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and 'SIGN UP, IT'S FREE'. The 'SIGN IN' button is highlighted with an orange box. Below the navigation bar is a green banner with the text 'We have developed resources to help you through this challenging time. Click here to learn more'. Below the banner is a 'zoom academy' section for 'SUMMER 2020' with the heading 'Ready for Back to School?'. The text below the heading says 'Teachers &amp; School Leaders - Join us for Zoom Academy / K-12 Summer 2020 from July 29-30 to learn best practices and innovative ways to use Zoom!'. There are two buttons: 'Register Now' and 'Learn more about Zoom for Education'. An orange arrow points to the 'SIGN IN' button in the navigation bar.

## How to Join a Zoom Meeting

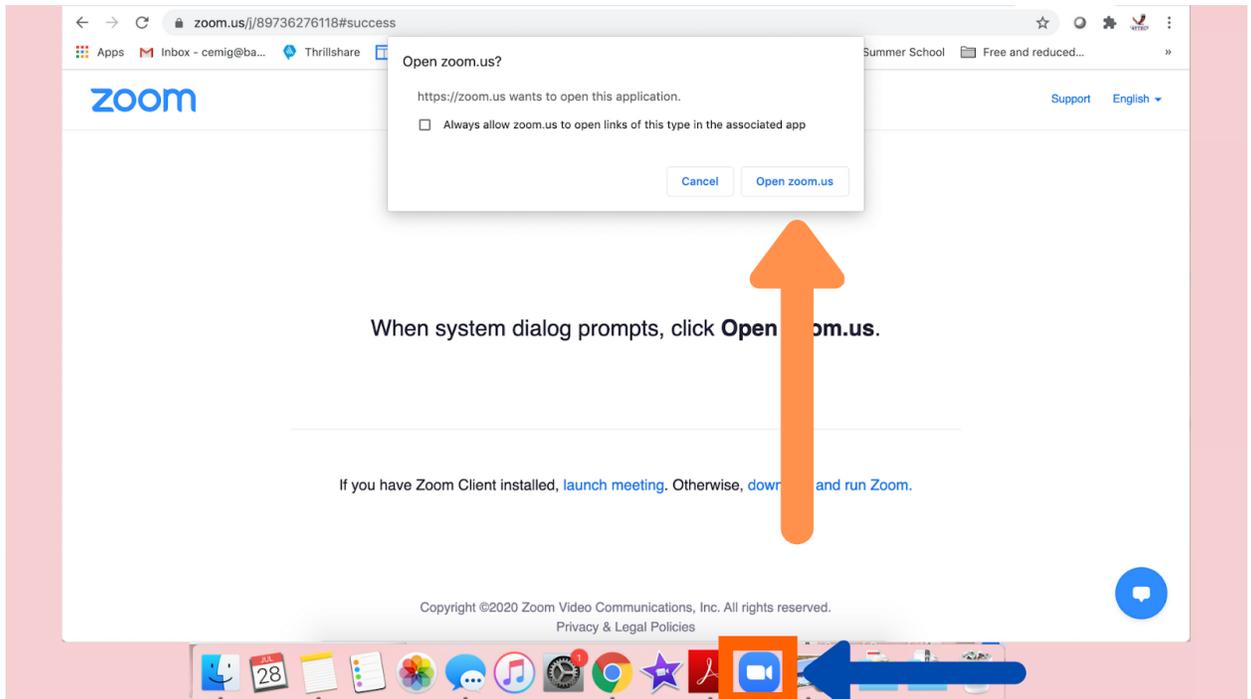
1. Once you have logged into your account, select "Join a Meeting"



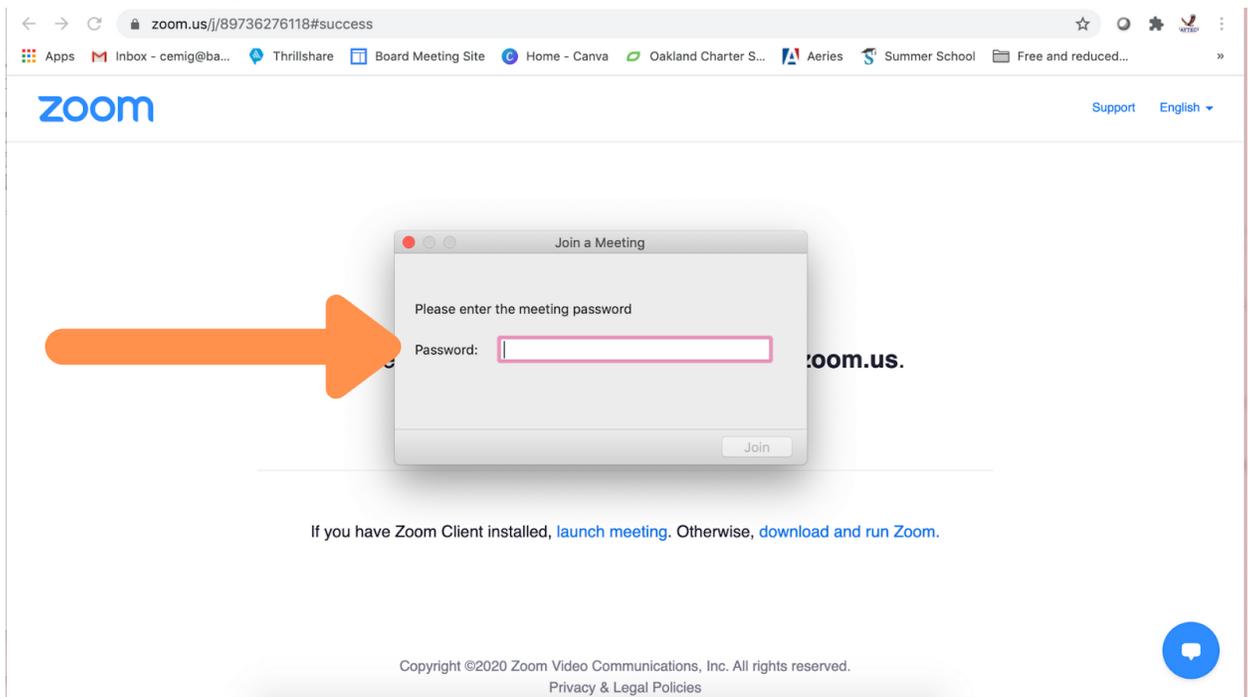
2. Enter the Meeting ID for your class, which can be found on your class schedule.



3. Select Open.zoom.us if Zoom does not open automatically. If you have not yet downloaded Zoom onto your chromebook, the program might ask you to download the Zoom software.



4. Enter the meeting password which will be "BayTech" for all of your classes.



5. Wait for your teacher to let you into the class.



If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

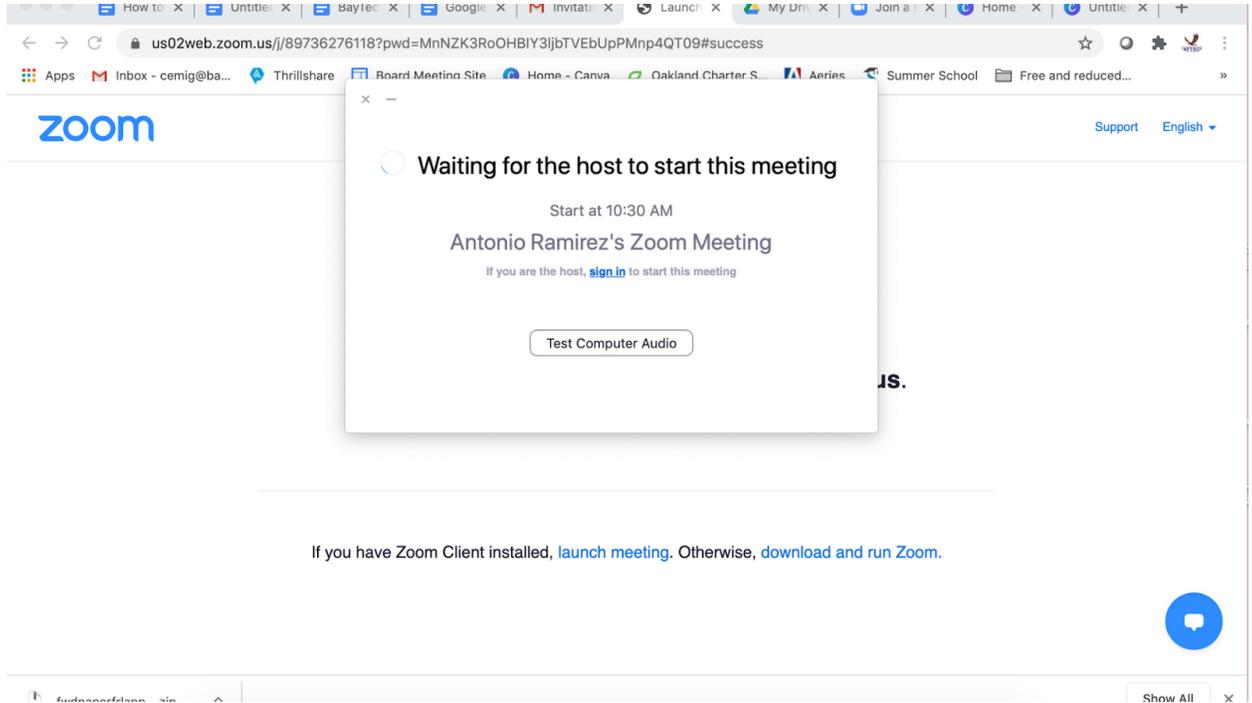
OR

1. Log into their BayTech Gmail account at <https://gmail.com/>
2. Click on the email regarding your Zoom Meeting Invite

3. Click on the link - Join Zoom Meeting

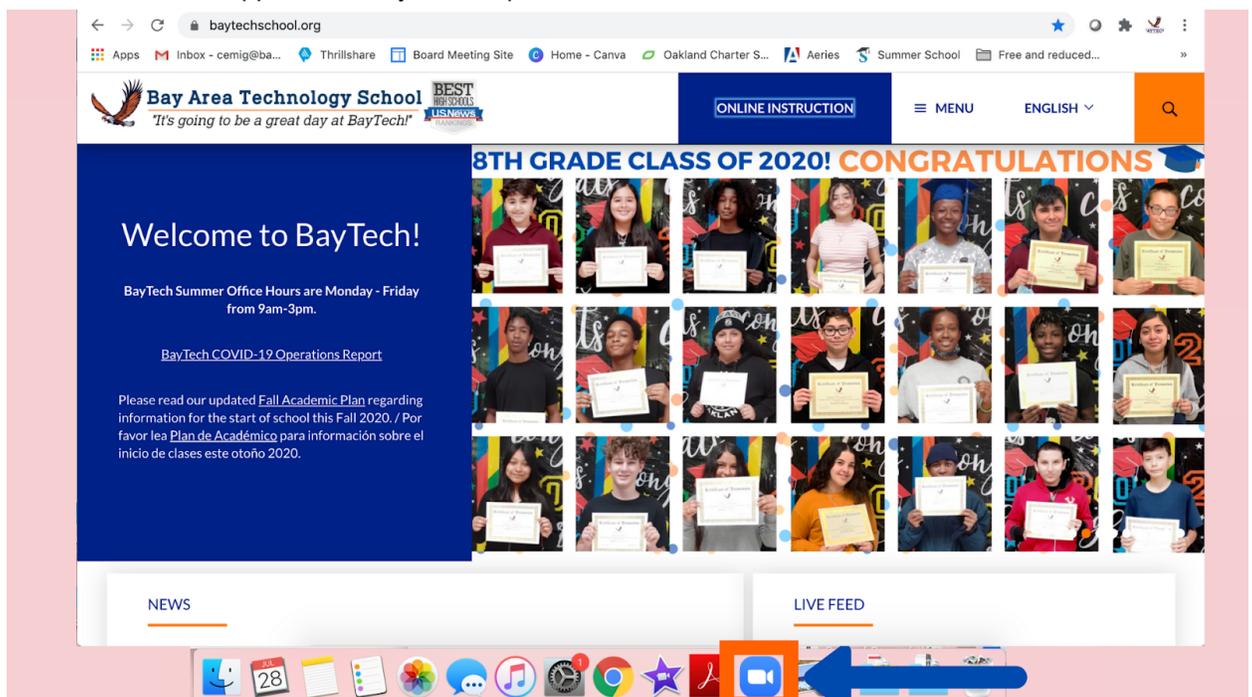


4. Wait for your teacher to let you into the class.



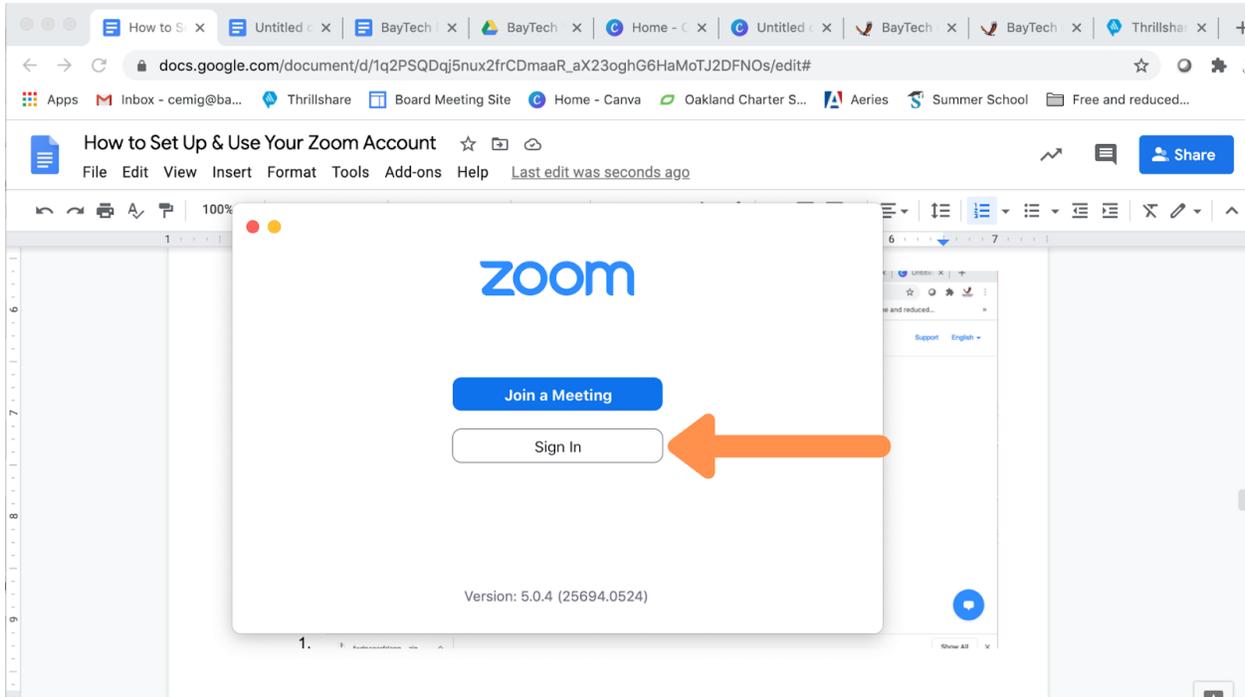
## How to Set Up your Virtual Backgrounds

1. Click on the Zoom Application on your computer

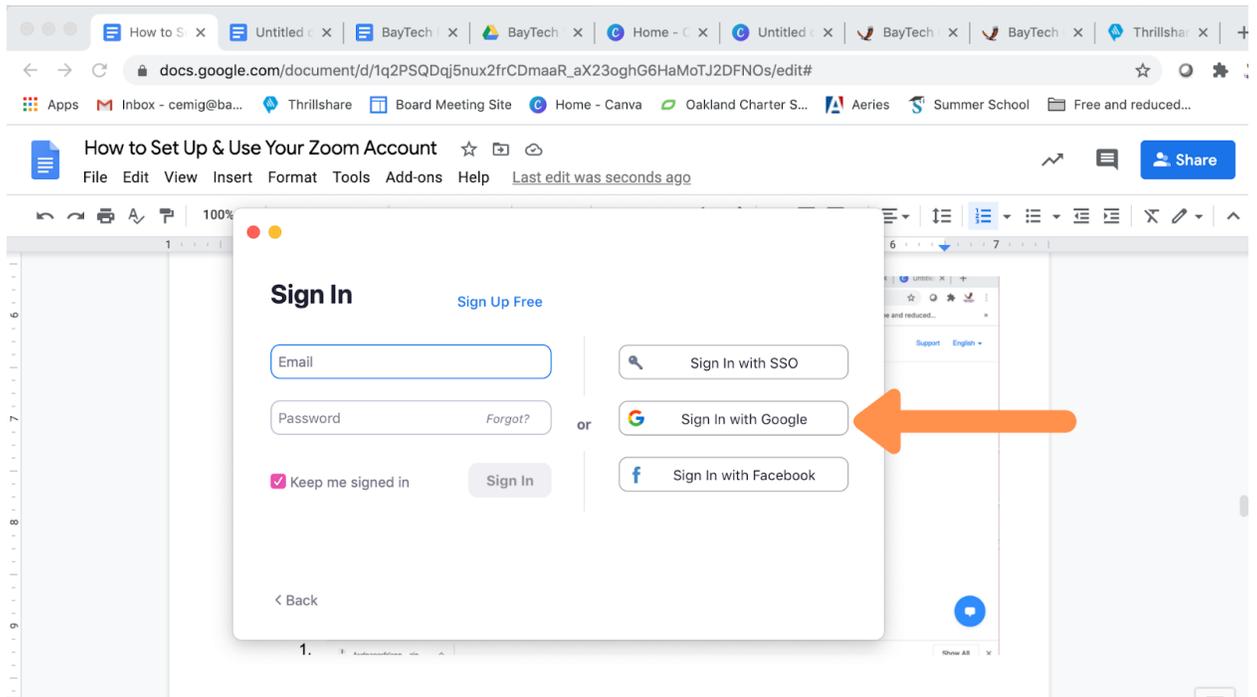




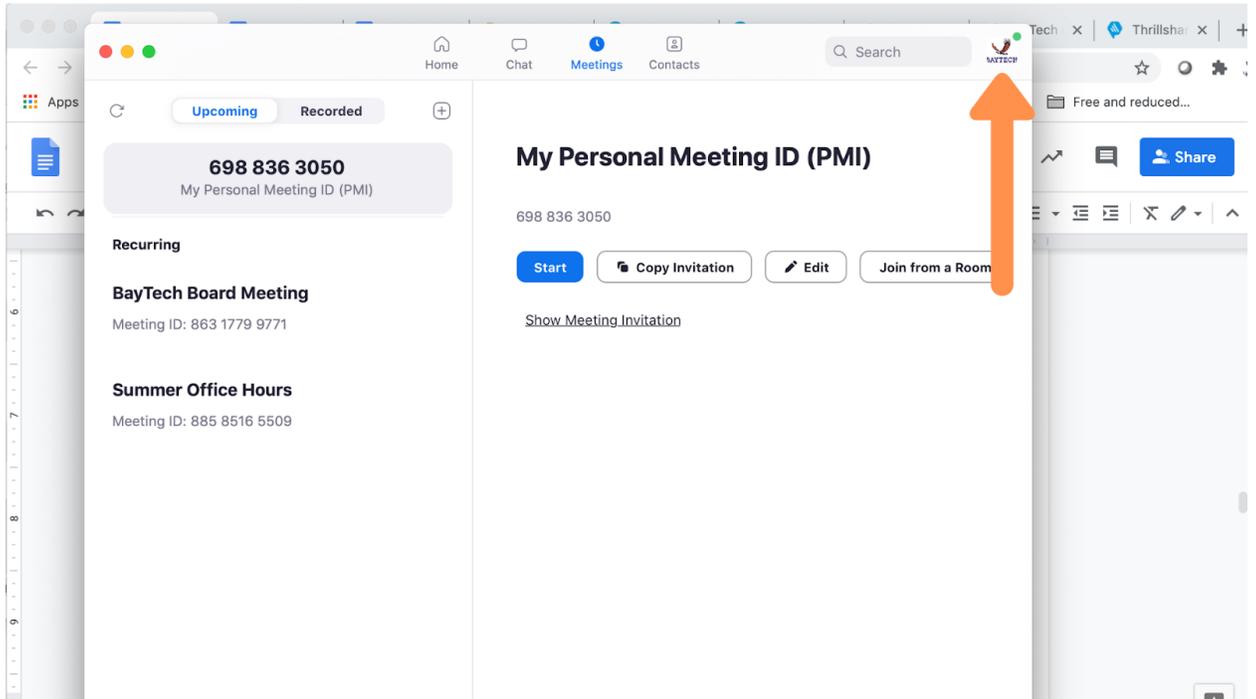
2. Click on the “Sign In” option



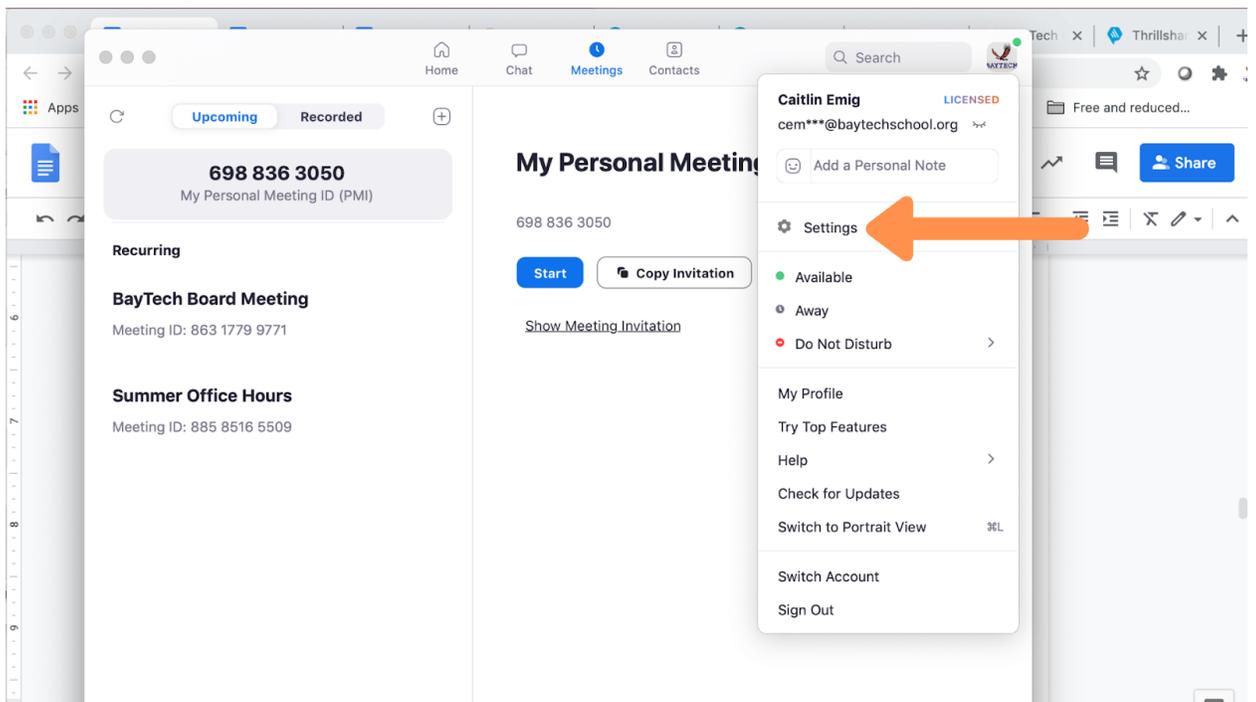
3. Select “Sign in with Google.” This should automatically allow you to log in with your BayTech Email Address.



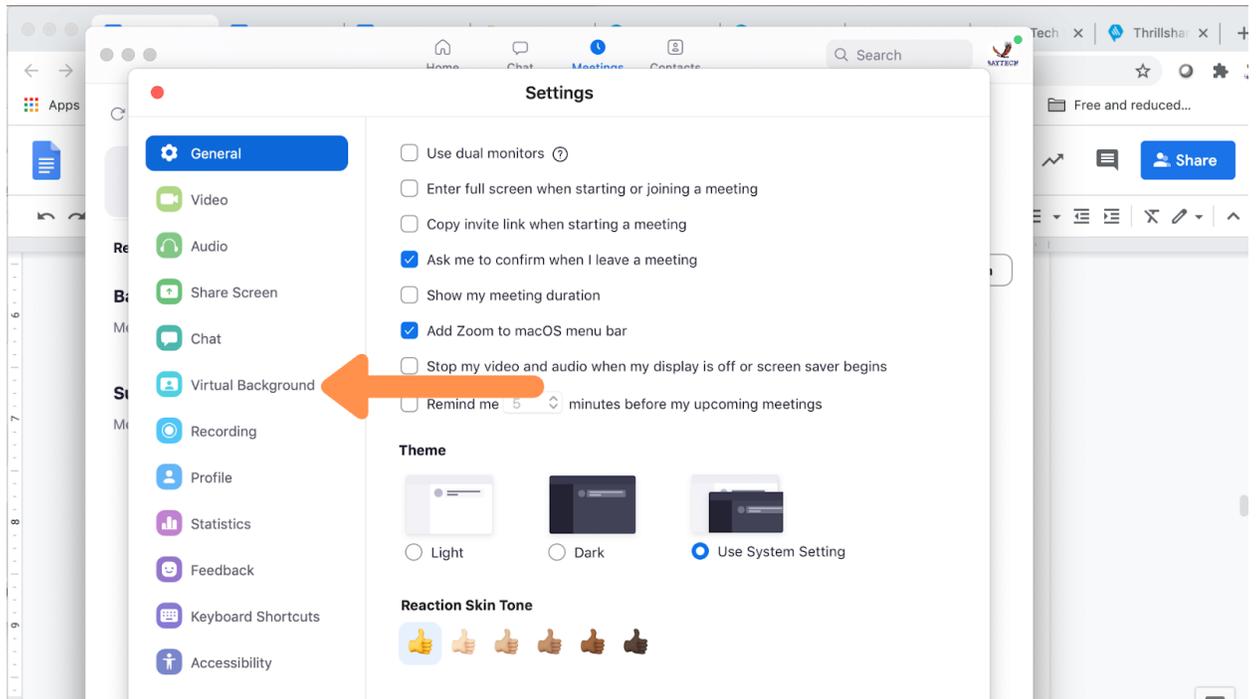
4. Select the icon in the top right corner.



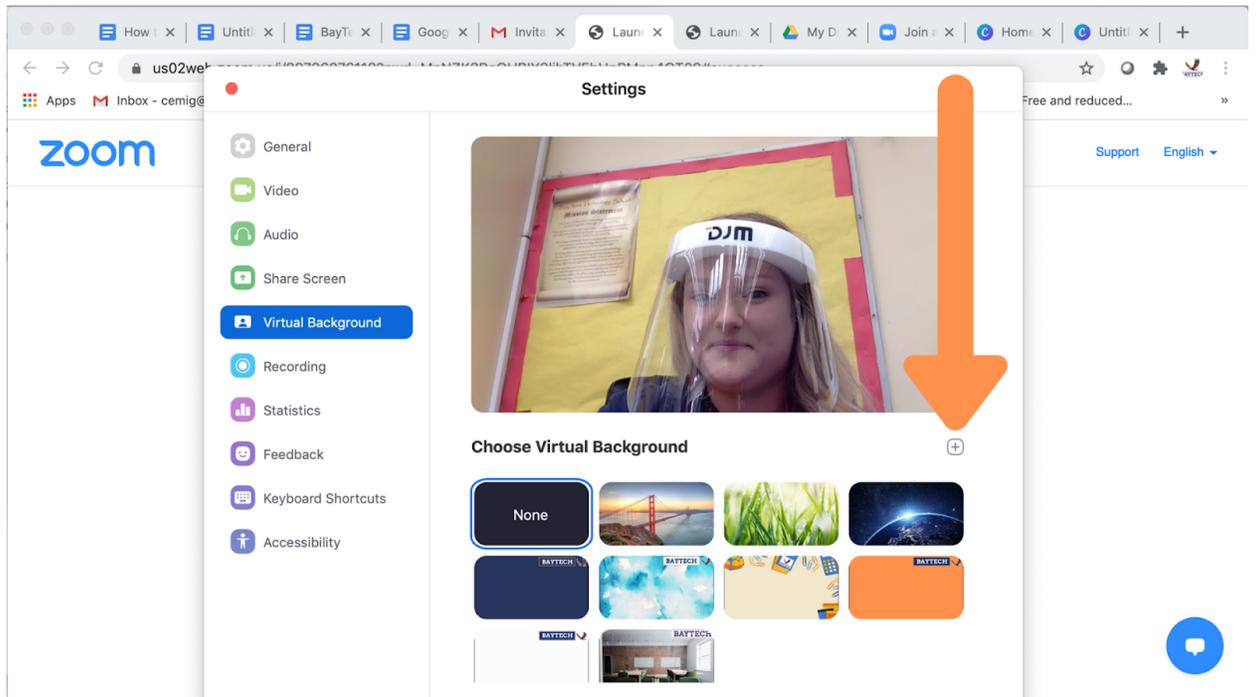
5. Select "Settings" from the drop down menu.



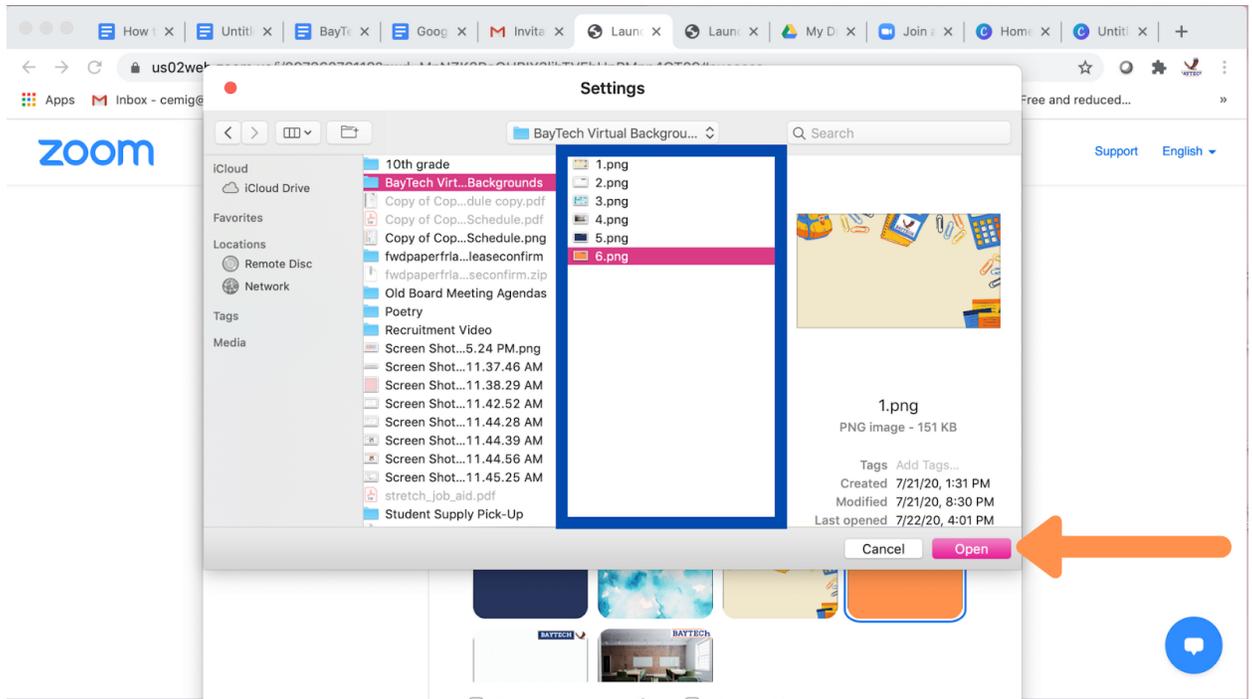
6. Click on "Virtual Background" option in the menu on the left hand side.



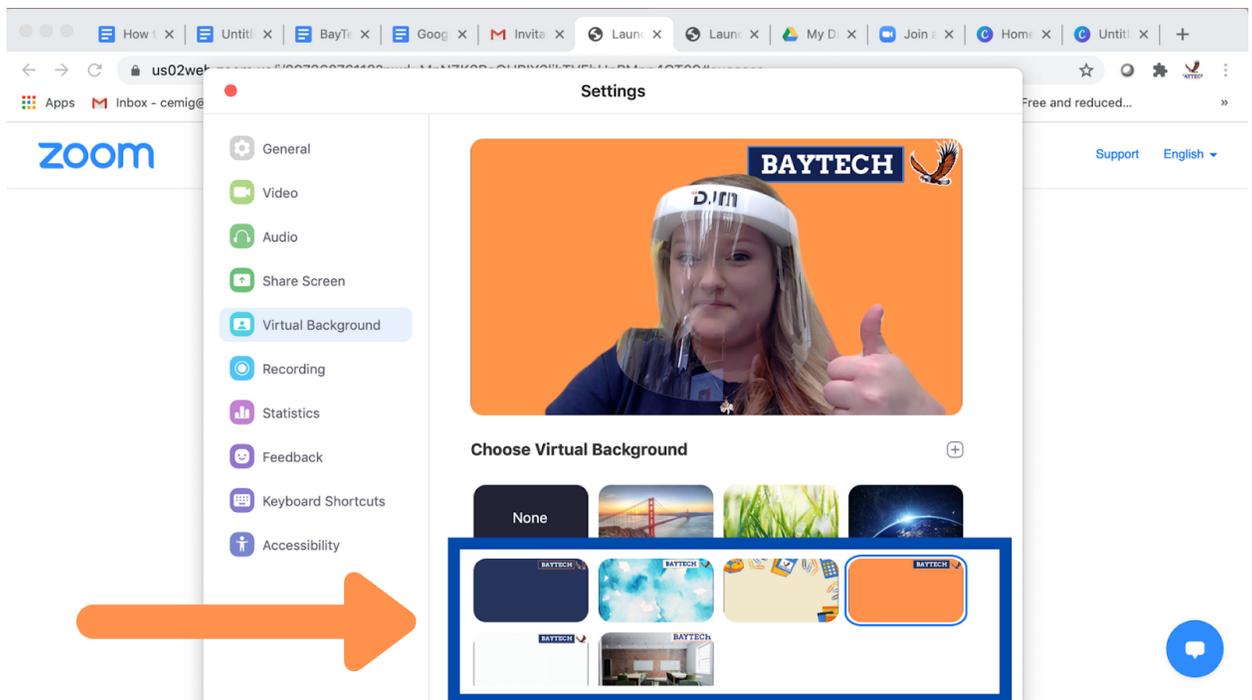
7. Select the + button on the right hand side under the preview of your video feed.



8. Select the BayTech Background that you would like to upload (Be sure to already have the backgrounds already downloaded onto your computer. See below for instructions on how to download the background)

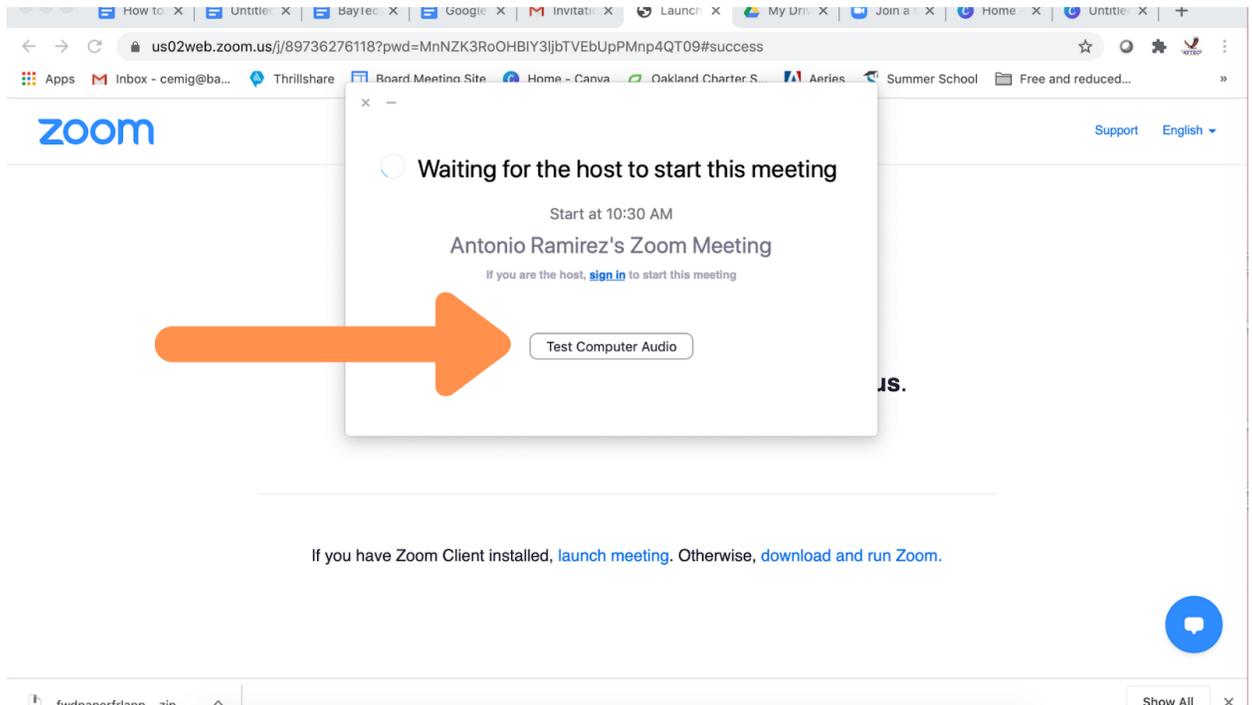


9. Choose the BayTech Background that you would like to use.

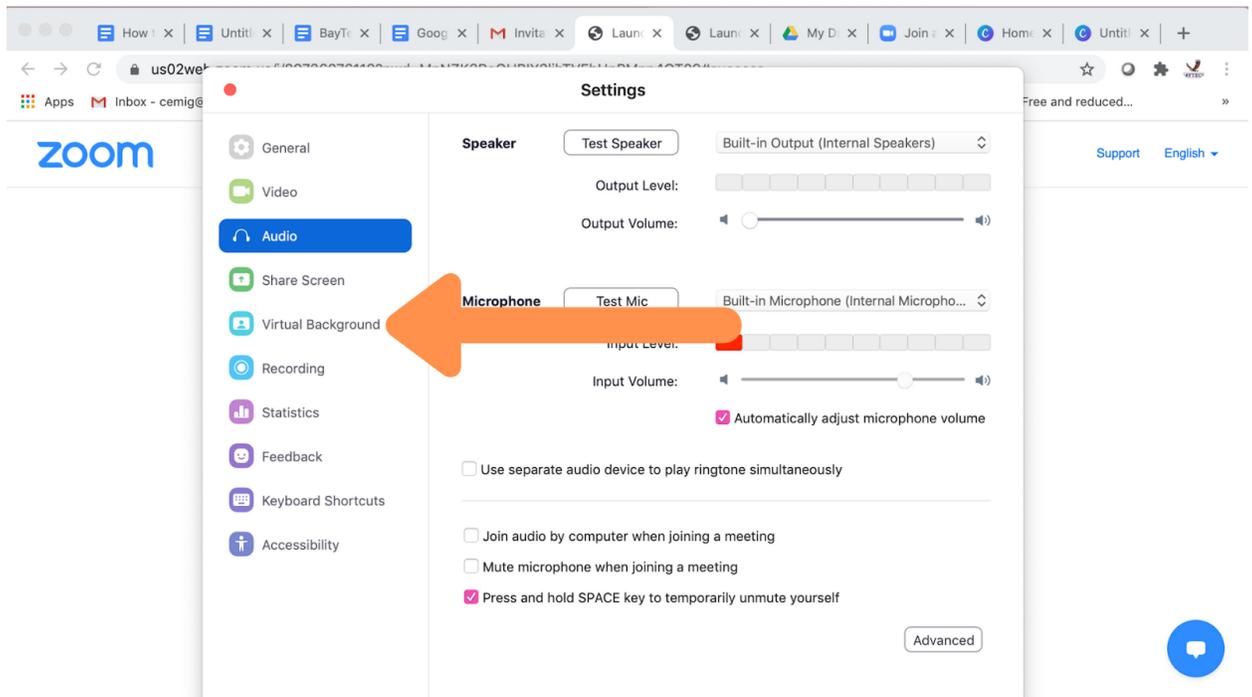


OR

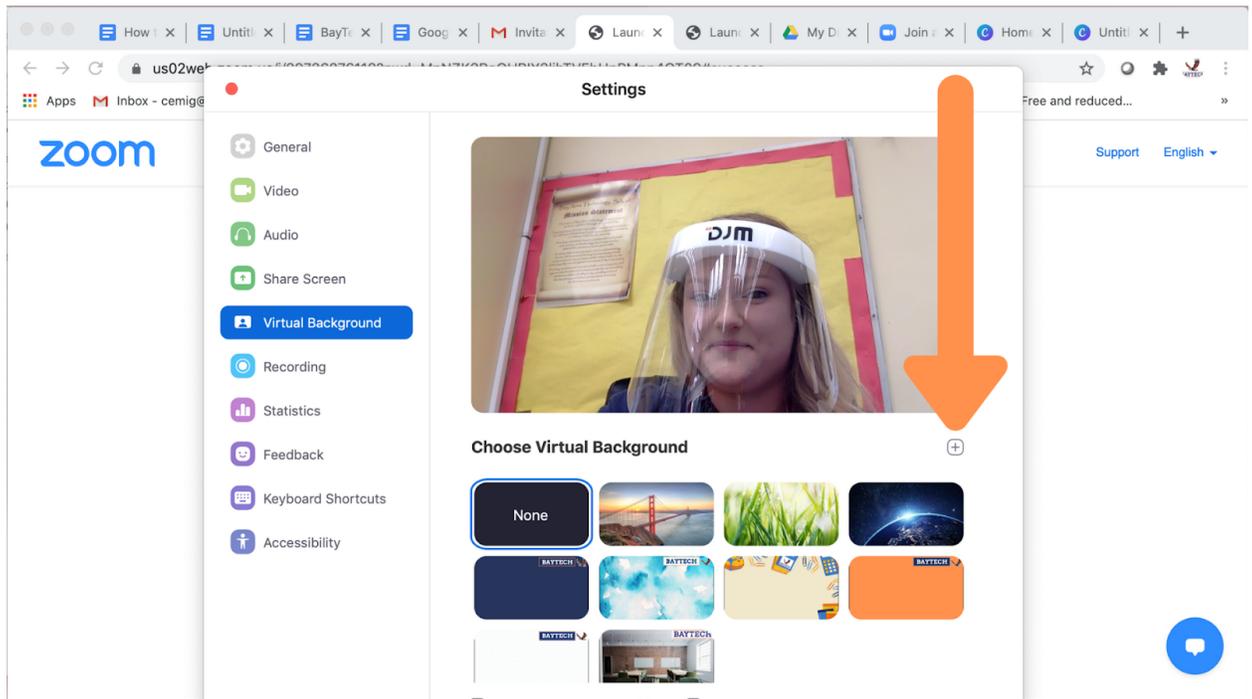
1. While you are waiting to be admitted into a class, click on the "Test Audio" button on your screen.



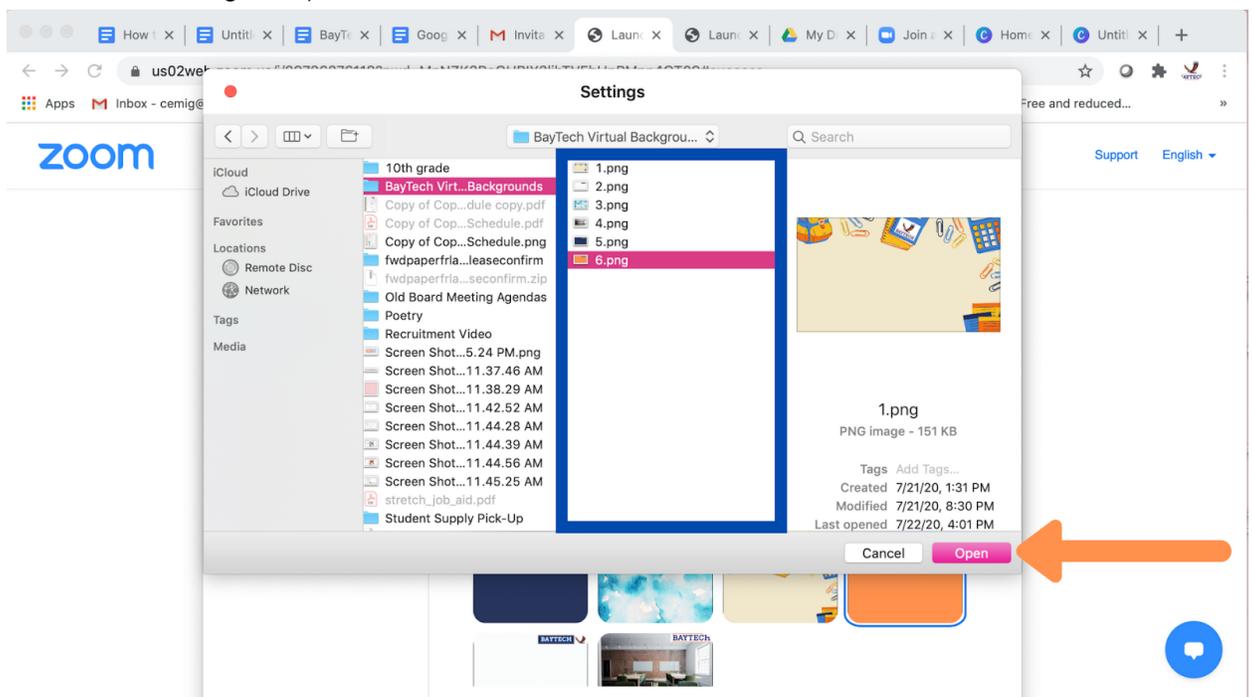
2. Then select the “Virtual Background” option in the menu on the left hand side.



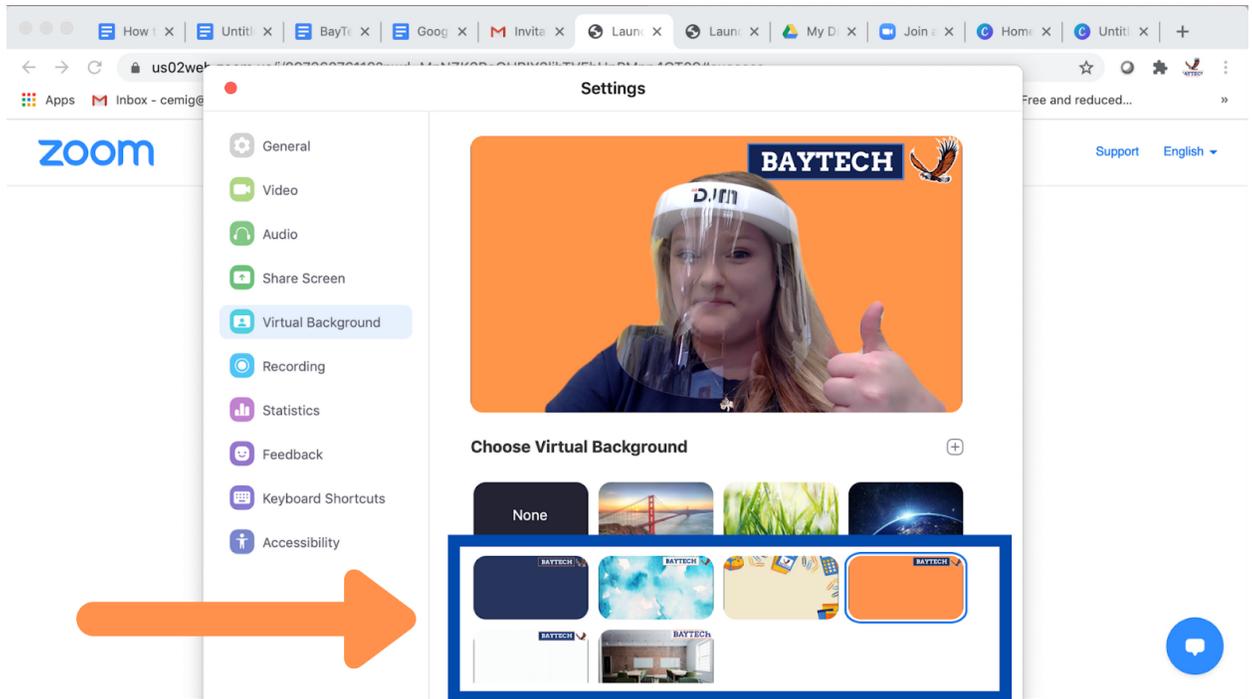
3. Select the + button on the right hand side under the preview of your video feed.



4. Select the BayTech Background that you would like to upload (Be sure to already have the backgrounds already downloaded onto your computer. See below for instructions on how to download the background)

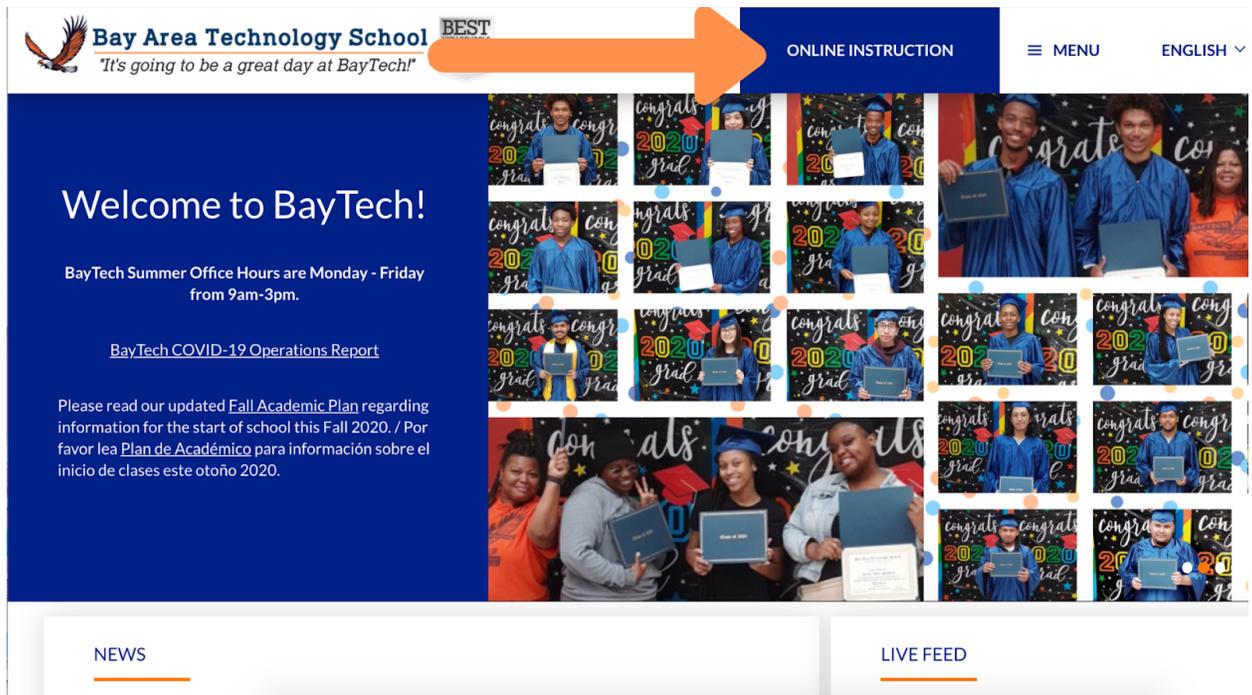


5. Choose the BayTech Background that you would like to use.



## How to Download the BayTech Virtual Backgrounds

1. Go to baytechschool.org and click on "Online Instruction"



2. Click on the "BayTech Zoom Backgrounds" Link on the left hand side of the page.



## FALL 2020

[BayTech Modified Learning Programs:  
2020-2021 School Year](#)

[Fall 2020-21 Academic Calendar](#)

[2020-21 Bell Schedule](#)

[Free & Reduced Lunch Form](#)

[BayTech Zoom Backgrounds](#)

[Para información en español](#)



## BAYTECH 2020-21 FALL LEARNING PLAN

As the spread of Coronavirus (COVID-19) continues to evolve, we will continually share the details of our health crisis.

BayTech is following the directions of the Alameda County Health Department, the California Department of Education, and Governor Newsom to ensure the safety of our staff, students and families. These factors led to our decision to implement live virtual instruction for the Fall of the 2020-21 school year.

- Once the Google Folder opens, click on the dropdown arrow to the right of the folder name "BayTech Virtual Backgrounds"

drive.google.com/drive/u/0/folders/1UOi6LTqL1Dj4lclIMVXJW\_W17INZA2sSV

Apps | Inbox - cemig@ba... | Thrillshare | Board Meeting Site | Home - Canva | Oakland Charter S... | Aeries | Summer School | Free and reduced...

Drive | Search in Drive | G Suite

My Drive > BayTech Academic Plan for Fall 2020 > BayTech Virtual Backgrounds

Files

- 1.png
- 2.png
- 3.png

Storage: 49.3 GB used

- Select "Download" from the drop down menu.



A screenshot of a Google Drive web interface. The browser address bar shows the URL: drive.google.com/drive/u/0/folders/1U0i6LTqL1Dj4IciMVXJW\_W17INZA2sSV. The page title is "My Drive &gt; BayTech Academic Plan for Fall 2020 &gt; BayTech Virtual Backgrounds". The left sidebar shows navigation options like "New", "Priority", "My Drive", "Shared drives", "Shared with me", "Recent", "Starred", "Trash", "Storage" (49.3 GB used), and "Admin console". The main content area displays a grid of files. A context menu is open over a file named "1.png", which has a thumbnail showing a yellow background with paper clips and a BayTech logo. The menu options are: "Open with", "New folder", "Share", "Get shareable link", "Add shortcut to Drive", "Move to", "Add to Starred", "Rename", "Change color", "Search within BayTech Virtual Backgrounds", "Download" (highlighted with a blue box and an orange arrow), and "Remove".



## BayTech Zoom Parent Guide 2020-21

### What is Zoom?

Zoom is a video-chatting tool similar to [Skype](#) and [Google Hangouts](#). BayTech students will use zoom to attend online classes. The basic, free version of Zoom offers lots of options, such as the ability to wordlessly signal to the teacher that you have a question, brainstorm on a virtual whiteboard, and collaborate on projects by annotating documents on other students' screens.



### How does Zoom work?

You can use almost any device, including a phone (so long as it has a camera) to download Zoom from the company's [Download Center](#), iTunes, or Google Play. Students will receive an email from the teacher with all the key info, plus an 11-digit meeting ID that you just click or tap to get into the class. **Before a session, it's always a good idea to open the Zoom software and test your webcam and microphone to make sure they're working to avoid technical surprises once you're live.** You can also test your internet connection by [joining a test meeting](#) (if your Wi-Fi connection is unstable, you can improve video performance by connecting directly to your ethernet).

### How is my student's teacher using Zoom?



Zoom will be BayTech's Live Virtual Instruction Platform for the Fall 2020 semester. While students will be participating in these virtual classes remotely, we still expect students to be in their BayTech Uniform and utilize one of the BayTech Backgrounds (more information below). Students will be required to log into each of their classes via Zoom and will have live instruction each day. Classes will be at the same time each day to create consistency.

### How does my student log into their Zoom Classes?

- Visit <https://support.zoom.us/hc/en-us/articles/201362193> for more information on how to join a Zoom Meeting. Each class will have a link that will automatically log the student into their class.
- Zoom class links and passwords will be the SAME for each class period. For example, 3rd Period Science with Mr. Cagatay will have the same link and password each day,



HOWEVER, this link and password will be different from you 4th period English Class with Ms. Ilochi.

- See the [BayTech Zoom Meeting Links & Passwords](#) Document for a full list of the class links and passwords.

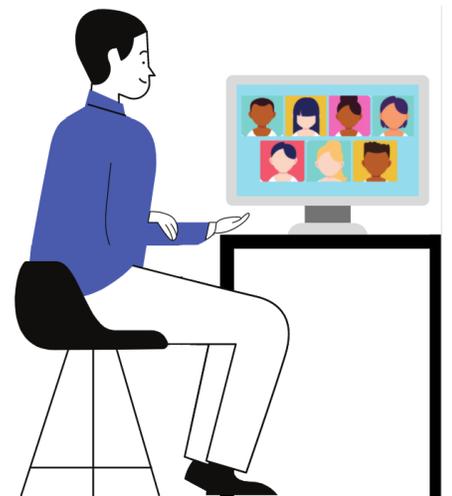
## Does my student need a Zoom account to use it for class?

Typically, kids don't need a Zoom account if they're just joining a class scheduled by the teacher (only meeting hosts need an account). However, teachers can restrict the session to "authorized attendees," which requires participants either to log in to Zoom or enter a password in order to join the class. Restricting participants is a handy safety and security measure that prevents uninvited guests from gaining access.

## What can students do in Zoom?

Besides just voice-chatting, Zoom gives kids plenty of tools to interact with each other and the teacher, work together, and even break off into smaller groups -- just as if they were sitting with each other in a classroom. But if teachers don't need these capabilities for class, or if they're causing problems, they can all be turned off. Here's just a sampling of what you can do if these features are enabled:

- **Share screen:** This allows the entire class to view one person's computer screen. Students can even annotate a document on another kid's computer. Teachers can restrict this so only their screen can be shared.
- **Whiteboard:** This is a brainstorming tool that lets kids toss ideas around, such as for a group project.
- **Breakout rooms:** The teacher can divide students up into smaller groups, and then bring the entire class back together.
- **Raise hand, clap, disagree, speed up, slow down:** These are icons kids can use to: let the teacher know they have a question or comment, react to something, or ask the teacher to talk faster or slower.
- **Chat with the group:** Students can send a message to the entire class.
- **Private chat:** Just like passing notes, students can send direct, personal messages to other students in the class. The teacher can't view private chats between students.





## What are Zoom virtual backgrounds?



Students will be required to utilize one of the BayTech virtual backgrounds for each of their classes. Get step-by-step instructions on [setting up virtual backgrounds](#). While virtual backgrounds are fun, there's a legitimate reason some students would want to disguise their actual setting. One of the unintended consequences of virtual learning is it highlights socioeconomic differences by giving kids an intimate view of other kids' living conditions.

## What is Zoombombing?

Zoombombing is when someone hijacks a session by displaying inappropriate material using their video camera or share-screen function. The ease with which you can join a Zoom meeting has exposed some security weaknesses in the Zoom software, including the ability for trolls to "crash the party" with an ill-gotten meeting ID (they're not hard to find). And in the unprecedented shift to online learning during the coronavirus pandemic, it didn't take long for student pranksters to discover the loophole created by the ability to share anything on their screens (including porn) to disrupt classes. These and other privacy and security issues led to bans on Zoom for schools, including in New York City and Berkeley, California. Following these issues, [Zoom released a series of privacy and security measures](#) to address them.

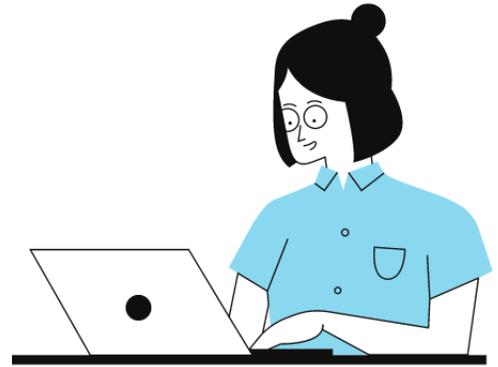
## What are the safest settings for Zoom meetings?

Zoom was originally intended to be used in business settings, where most folks try their best to act professionally. Kids, not so much. That's why it's really important for both teachers and students to know the best settings and features to use to boost learning and minimize disruption. Teachers can prevent Zoombombing, for example, by requiring participants to register for the meeting or use a password, and by disabling screen sharing. Here are a few key settings for keeping the peace in class.

- **Random meeting ID:** Though you can use the same meeting ID for every class, Zoom recommends teachers use random meeting IDs (which is an option when they're creating the invitation). It's less convenient, but it's more secure.
- **Mute:** Participants can -- and should -- mute themselves when they're not speaking. But the teacher can also mute students individually or all at once.



- **Chat:** The teacher can control whether students can chat publicly and privately.
- **Disable video:** As a participant, you can join the meeting with audio only and then turn on the video once you're ready. Teachers can also disable an individual participant's video.
- **Nonverbal feedback:** These optional little icons let students raise their hands, give a thumbs-up or thumbs-down, and even let the teacher know they need a break, all without interrupting the class.
- **Lock the meeting:** Remember when your stickler-for-punctuality algebra teacher used to lock the classroom door after the bell rang? Teachers can lock a Zoom meeting, so no one else can enter until the teacher personally approves them.
- **Waiting rooms:** This is like a lobby or a velvet rope at a club: Participants are held in a virtual room, and the teacher admits them one by one to make sure no scofflaws gain access.
- **Turn off file transfer:** Students can share memes, GIFs, and even quiz answers through the chat -- unless the teacher disables this feature.



## Should I be worried about Zoom's privacy?

In addition to the security problems, Zoom has struggled with privacy issues. The company maintains it doesn't sell user data and protects personal information collected from kids under 13. However, there are still privacy issue areas where Zoom falls short, including its limited, but still targeted, use of advertising and third-party tracking that may affect students in K–12. (Ads don't appear on Zoom itself but on other sites kids visit after using it.) **The safest way to protect kids' data from being tracked and collected is for kids to use one account, such as their school email, just for Zoom. That's because educational accounts are part of school subscriptions that come with stronger privacy protections.**