



TECHNOLOGY GUIDE FOR VIRTUAL PROGRAMS

The Georgia Council on Economic Education will be offering professional development programs virtually using **Zoom** (a video conferencing service). Please review the information below in order to maximize your enjoyment of our virtual professional development workshops.

Zoom: We'll use Zoom to broadcast program audio, display program slides, and facilitate participant interaction in breakout rooms. **You will need to have a free Zoom account to access any virtual workshop we present using their platform.**

Join a Zoom meeting.

- You can find a short video on how to join a Zoom meeting here: <https://www.youtube.com/watch?v=hkCmbvAHQQ>
- *Note:* if this will be your first time using Zoom you will be prompted to download the Zoom application to your device.
- At least once before a scheduled virtual program you will receive an email with an invitation to a specific Zoom meeting for that program. It will look similar to this:

Topic: Amazing Professional Development
Time: Jul 22, 2020 08:30 AM EST

Join Zoom Meeting
<https://zoom.us/j/5776378811>
Meeting ID: 577 637 8811

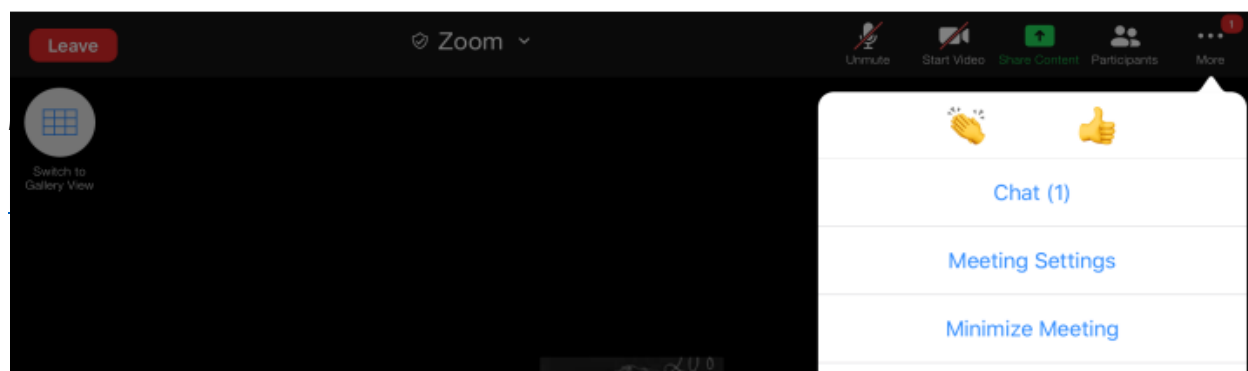
Zoom Controls

- You will use Zoom controls to
 - mute and unmute your audio contributions to the meeting (see the microphone icon)
 - turn your video stream on and off (see the video camera icon)
 - react to presenter comments or questions (see "reactions")
 - ask questions or seek assistance (see "chat")
 - To maintain a clean audio feed, please keep your audio muted except in breakout rooms (you will unmute yourself when you join a breakout room)
 - To encourage maximum engagement and a sense of community we ask that you leave your video feed on (unless the presenter indicates a need to turn webcams off to improve the quality of the Zoom presentation)
 - If you join a Zoom meeting on a desktop or laptop (ideal method) you will see a toolbar like the one below on the bottom of your Zoom window



The easiest way to join the meeting is to click on this URL or to paste it into your address bar. You will be prompted to download or to launch Zoom. You can also use the Meeting ID to join a meeting directly from the Zoom app on your device.

- If you join a Zoom meeting on a tablet you will see your tools in the upper right corner of your Zoom window as shown below. Notice that reactions (applause and thumbs-up) and “Chat” can only be seen by selecting “More” in the upper right.



- In most of our virtual programs, you will be put into a breakout room. When you join a breakout room you'll be grouped with other program attendees to discuss program content and share ideas. While in a breakout room you will only be able to communicate with the other educators in your breakout room. When the allotted time for a breakout room discussion is coming to an end you will see a pop-up window warning you that you are about to be returned to the main session.

Improving Your Zoom Connection

- To maximize program audio and video quality
 - Use the best internet connection available to you
 - Minimize the number of devices on the internet connection you use to connect to the program
 - Keep your audio muted when you are not speaking
 - Close/Quit all applications except the ones needed for the virtual program

**WE LOOK FORWARD TO
LEARNING WITH YOU!**