ZOOM Account for Teachers
Team Red

Zoom

Name Elite School 160
Meeting ID: 782 294 3697
Teacher Interview Teachers

Zoom Account: teacher16@eliteschool.com.au
Password: P@ssword1231616   *P is capital P)*
'Start to Teach' Link *(For emergency use, you can click on this link to start your lesson)*:
https://us05web.zoom.us/j/7859235109?pwd=emt4WlBLWFg5MEt1R3NxMm1idXZvZz09

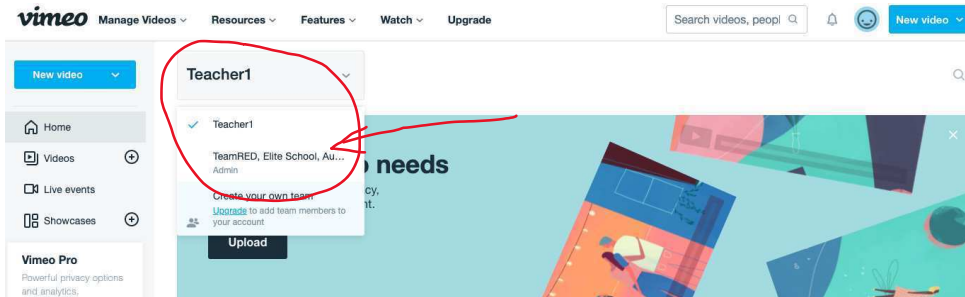## Strictly follow the following IT checklists EVERYTIME

Teaching

1. Log in Zoom from your CP desktop using the School Zoom Account and Password!
(School Zoom NOT your own one)(Please make sure before you go to next step)
2. Log on your Teacher Portal, click Start to Teach button.
3. Let in Interviewer and Make Co-host   and   **ORD**!
4. Let in students (5 minutes before class) and do the roll and then teach
5. End Meeting

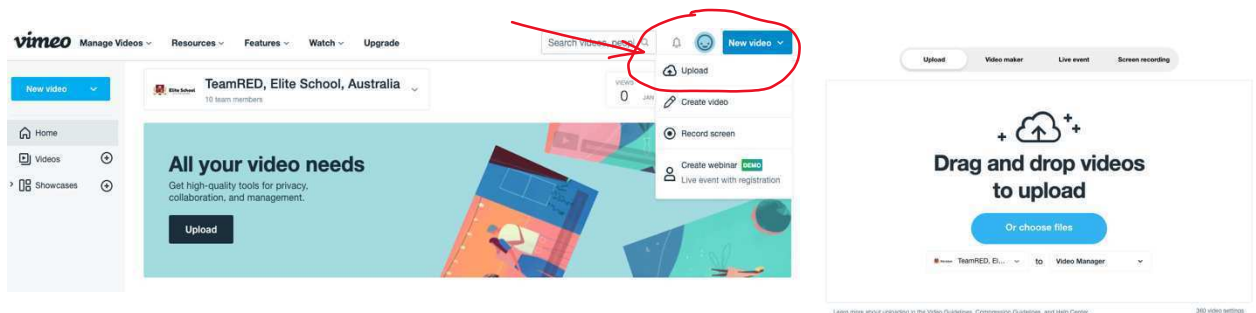# Interview Teachers, please ignore the following part:

Uploading recording (Approx. 1 min to complete)

Once your recording completes its converting:

1. Log on Vimeo (https://vimeo.com/), using given account and password

2. Switch to **'Team RED, Elite School, Australia'**

3. Drag and drop your recording to Vimeo (Uploading) then name your recording 'Class# L#'(Class2L1 for example)

4. In 'Privacy', put 123 as your password and disabled downloading. Now, done! You can leave and let the computer do the rest.

A short video to simplify the above uploading manual:

https://vimeo.com/675870466

IT FAQ

1. **What if I can't access the classroom?**
   - Check if your zoom is logged in, using SCHOOL Zoom account. <mark>(NOT your personal zoom account)</mark>
   - Log in School Zoom Account on your desktop and click on your 'Start to Teach' button or emergency link highlighted in yellow.

   Call your IT support Colleague to help straight away.

2. **If I have two classes in a row, do I need to end meeting when I finish the first lesson and start a new meeting for the next lesson in middle?**
   Yes, you need to End Meeting for every lesson you finished and start a new meeting for a new lesson.

3. **Should I worry about zoom's converting of lesson recording if I have two or three classes in a row.**
   Don't worry! CP is tough enough to covert recording while you are teaching/recoding another lesson.

4. **What should I do if there are no students coming?**
   Wait for students of course. Play some music and get paid.

5. **Do I have to wait for the video upload in Vimeo?**
   No, let the computer do it for you.

6. **What should I do if I forget my passwords?**
   Call or text your IT support Colleague to retrieve it.

7. **Is it ok if I want to make an appointment with IT support colleague to help?**
   Yes, absolutely!
   We are here to help.