



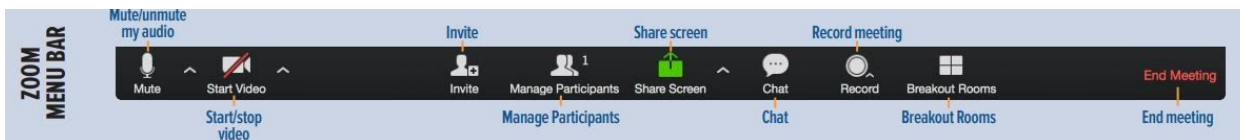
## Unicorn Haven Online Zoom Classes

Parents before your first class be sure to install Zoom, practice and review the following:

- Please set up a FREE [Zoom](#) account a few days before your class starts. If possible, try a Zoom video with a friend or family member so you are familiar with the process.
  - Please note: We do not need you to sign up for a paid subscription with Zoom.
  - Unicorn Haven will hold the Zoom subscription and classes will be for one hour.
- If you will be using a computer, please test out the camera, audio and browser features to make sure there are no issues on the day your class starts.
- Students have the option of using a cell phone or a tablet. Please be sure to download the Zoom app before the first day of class.

### Using Zoom

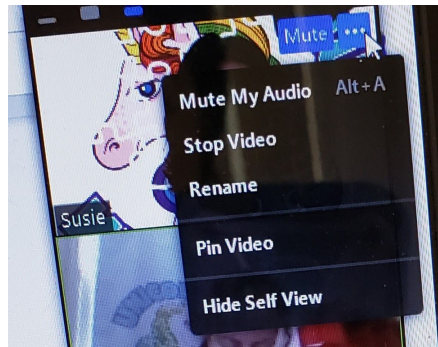
Please go over the following menu bar with your child. (Not all Zoom Menu Bars look the same. It depends on the subscription that you hold.)



The main menu bar items that students will use is ...

- **Mute & Unmute button** -
  - Mute your microphone to avoid feedback when joining a meeting by clicking either the Mute/unmute my audio button or the Audio options button on the ZOOM menu bar. (shown above)
  - Mute your microphone when you go to the bathroom (Do not take your phone or device with you.)if you need to go to the bathroom.
  - Keyboard Shortcut = Alt+A
- **Start/Stop Video**
  - Start the Video so the teachers and students can see you. Please note that ending the video will not end the class/meeting. We will still be able to hear you if the audio is on.
  - Keyboard Short Cut = Alt+V
- **End Meeting** - **This function key can be found on your menu bar or on your personal video screen.**

- Computer User Tip. When the video is on you can use the three dots on the left hand side of your personal image to Mute, Stop Video, Rename, Pin Video, Hide Self View.



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- We recommend that you pin (Pin Video) the video of your teacher.

**To always have the meeting control toolbar in the Accessibility Settings hit your "Alt" key**

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\*\*\*Ipad, and phone users, your options on Zoom pay present in a different way. If you have any issues, please try doing a Google search to see if you can find the answer during your pre-class test run. \*\*\*

### Joining a Zoom Class/Meeting

- **The link to join a meeting/class will be sent to you a day prior.** Currently, Zoom is making an update to their application and the changes go into effect on April 5th. To keep a secure meeting/class we will make only one class meeting notice at a time and email the link to you.
- When you receive the meeting notice, you can click on the link to launch and join the meeting. (If you did not set it up prior, this will not work.)

### Materials for the class

- Materials are available on [our website](#) to download or as a visual reference. Only the downloads are required to be printed before the class starts. Our teacher(s) will have both of these items to view during the class. The visuals are also great for parent's reference. **Each class is password secured. Check your email for the password to your child's class.**
- Materials will be uploaded one week at a time. As we interact with our students, the lessons change based on their needs and understanding of the concepts. Therefore, the class materials will be available no sooner than a day prior to the class.
- **Social Acting** - the teacher and acting coach will only have visuals. Visuals will be shown during the Zoom meeting and will not need to be printed. You will have access to these visuals on [our website](#).

### During the class

- Our first class session will start by going over the class rules and expectations. This will continue at the beginning of every class until we feel it is not needed. Rules and expectations will be available as a visual during the virtual class. In addition, the rules and expectations will be sent to you and a PDF form.
- We will allow time to promote questions, comments, and reactions from each class member.
- Please be sure to talk to your child prior about bathroom use.
  - **Do not go to the bathroom with your phone or device.** Please leave it and put your device on mute until you return. (Click here to learn how to put your device on mute.)

- Class monitor - Susie will be the class monitor for the Mindful Thinkers and Social Me class. If your child is in one of these classes, please email us the cell phone number of the individual in the home that the class monitor can text during the class if needed. If we are not able to redirect your child, Susie will text you to please check in on them. Barbora will send out contacts during the Social Acting class if needed.
- If your child normally uses fidgets in class, please have fidgets on hand for your child during our class.
  - For your student that needs to move, anything weighted placed on the lap is helpful.
  - For your hands, a stress ball, spinner, a putty, or a piece of material (silly or fur)
  - For the chair, maybe a DIY [chair fidget](#)
    - \*\*\* Fidgets are not required. We are offering suggestions to those who feel their child may need a fidget during class. \*\*\*

**Parents and students DO NOT need to learn the following.** I am sharing as many people are learning Zoom for various purposes. It was helpful for me. I thought I'd share as we go forward in the digital world.

**Tips and Tricks for Teachers can be found at**

<https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>

**Other tutorials for parents about Zoom can be found at**

<https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>

**Zoom help center**

<https://support.zoom.us/hc/en-us>