ETP Advanced Zoom Training for Distance Tutors December 2020 Bebe Jacobs

## What to expect from today

1. Sharing your screen and enabling your student to participate using the Annotation Bar with Whiteboard and documents from your desktop

2. Accessing materials including videos

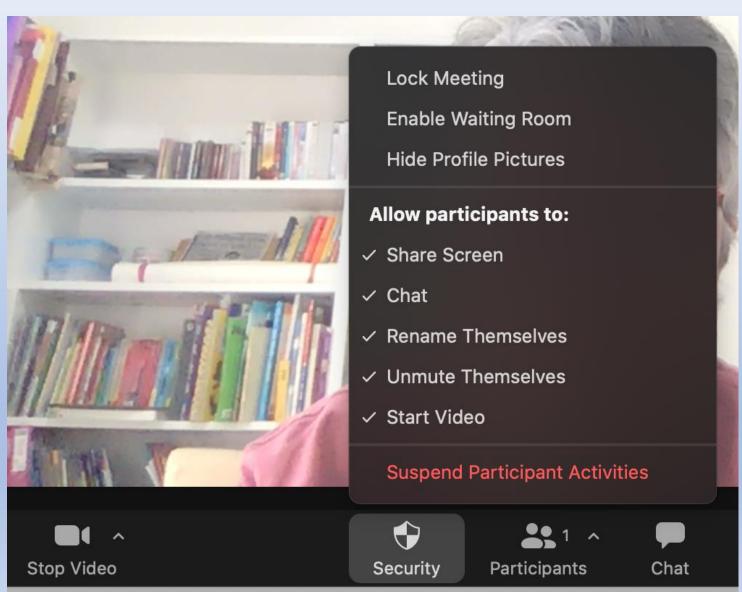
3. How to prepare a folder with your student's name and have all documents and worksheets downloaded and ready to go

#### How do I update my Zoom? How often should I do it?

#### • Go to your picture, click on it and then click the 'Check for Updates'

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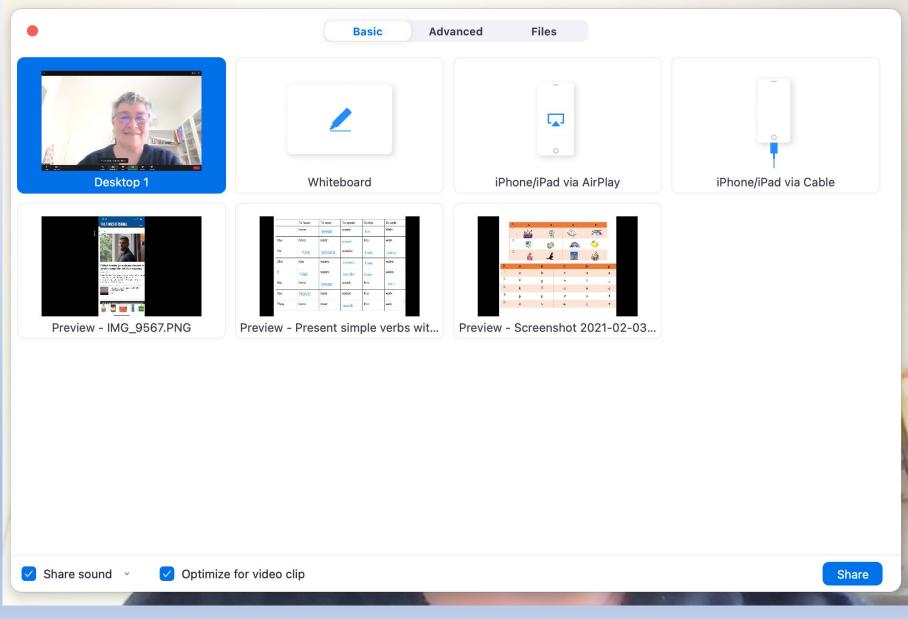
#### Check that you can screen share, chat, start video



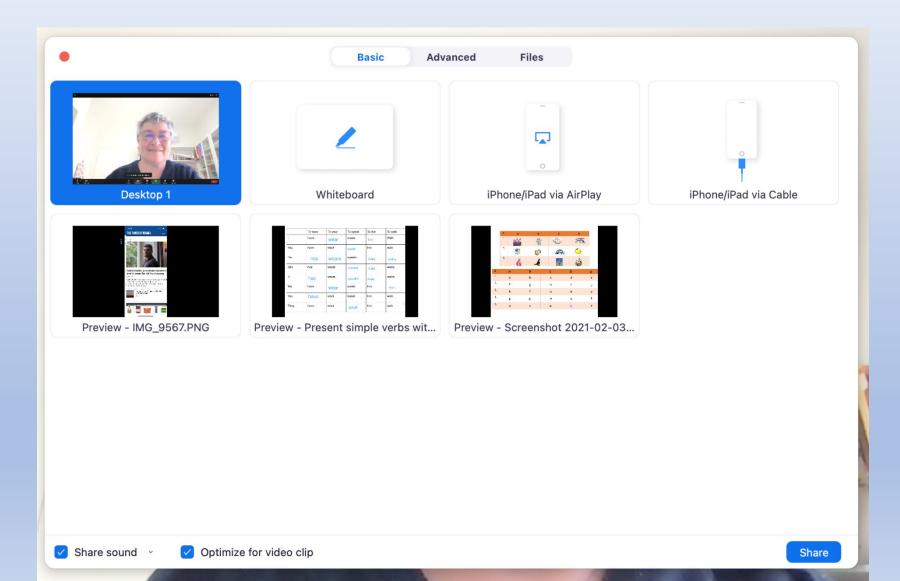
How to share your screen and enable students to participate



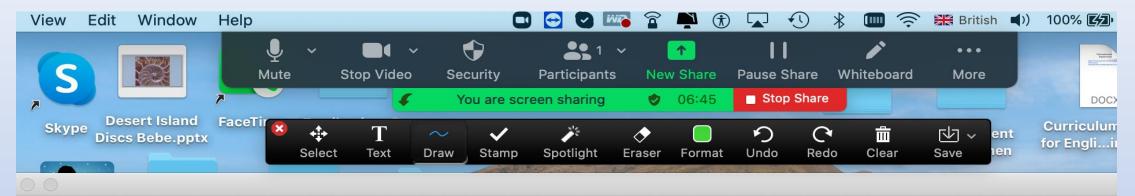
#### Tick Computer sound and optimize for videos.



#### **Choose whiteboard or desktop**



#### First : Whiteboard. To access Annotation bar on Whiteboard, click Whiteboard on top bar above the screen sharing bar



#### For you to control the annotation

Find more. Disable is the default

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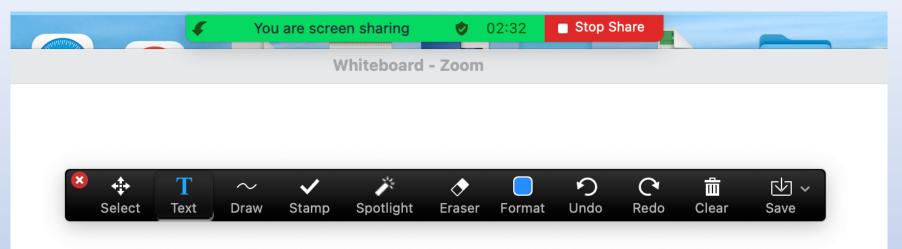
## **Enable Annotation**

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	Enable Annotation for Others	
	Hide Names of Annotators	
	Hide Video Panel Hide Floating Meeting Controls	~~жн
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Edit	End Meeting	

## How can students annotate? Students click on view options and annotate

<ul> <li>Fit to Window</li> <li>Original Size</li> <li>Request Remote Control</li> <li>Exit Full Screen</li> <li>Annotate</li> <li>Hide Video Panel</li> <li>Mute Bebe Jacobs's Computer Sound</li> </ul>	× Fit to Window
Exit Full Screen Annotate Hide Video Panel Mute Bebe Jacobs's Computer Sound	
Annotate Hide Video Panel Mute Bebe Jacobs's Computer Sound	Request Remote Control
Hide Video Panel Mute Bebe Jacobs's Computer Sound	Exit Full Screen
Mute Bebe Jacobs's Computer Sound	Annotate
	Hide Video Panel
	Mute Bebe Jacobs's Computer Sound
Side-by-side Mode	Side-by-side Mode

#### **Ideas for Using the Whiteboard. Spontaneity**



What would you pack in a suitcase if you're going away?

I would pack shoes

I would pack.....

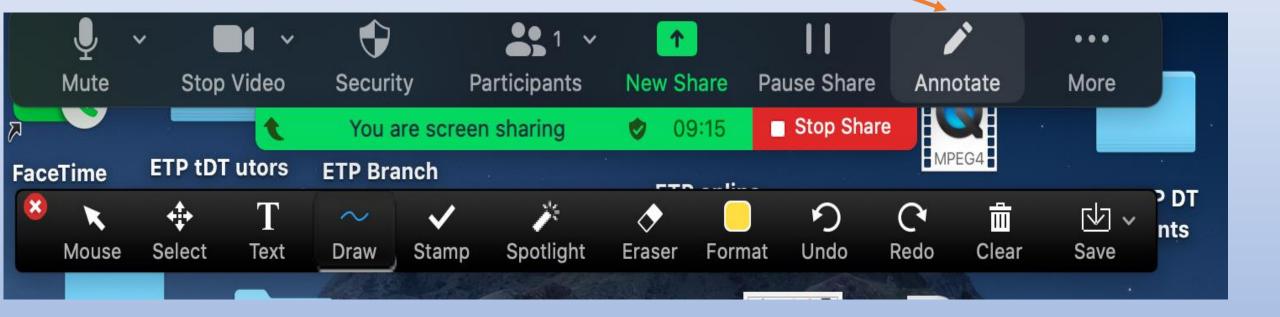
## How do you share documents? Choose desktop.



## Click on desktop. Push top left hand red button to get rid of your Zoom meeting

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Recurring								

You arrived at Desktop by sharing your screen and clicking on desktop. Look for bar above screen share Click annotate

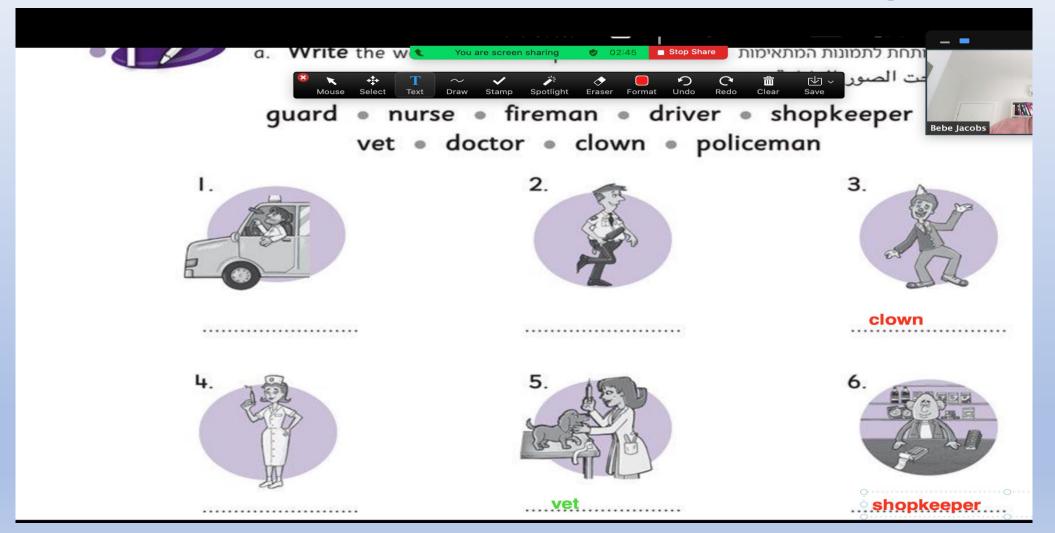


Sometimes the Annotation Bar takes ages to drop down





## How to use the Annotation bar:1. Text box For instance, on worksheet from Click 3 Page 33



# 2. The draw symbol to get circles



2 Circle B and b. הקיפו את האות הגדולה ואת האות הקטנה.

ضعوا دوائر حول حرف B الكبير، وحرف b الصغير.

k a b e m B В h B S b В р R g (36)

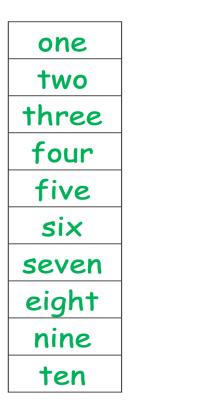
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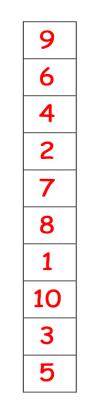
## The draw symbol: To get lines

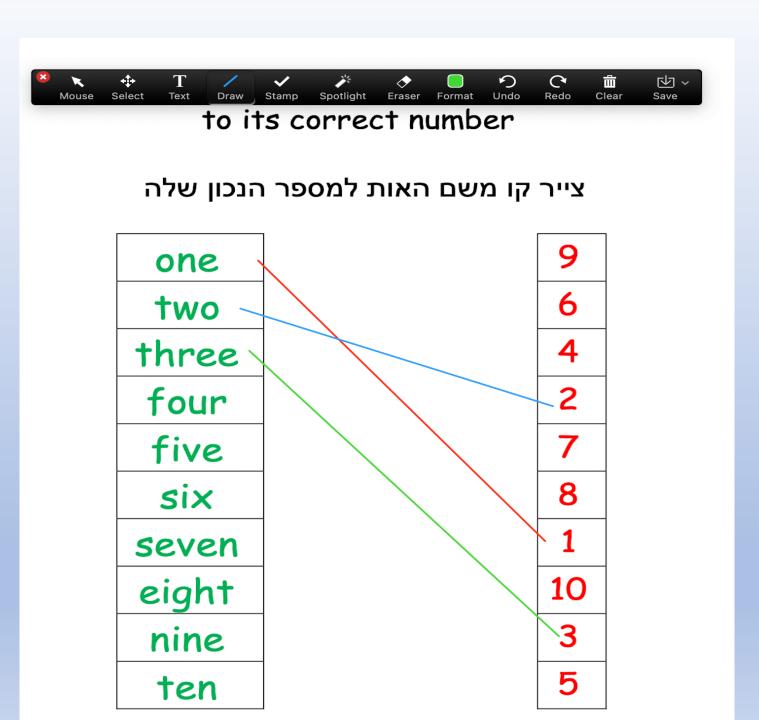
#### From Let's Catch Up booklet written by Lola Katz

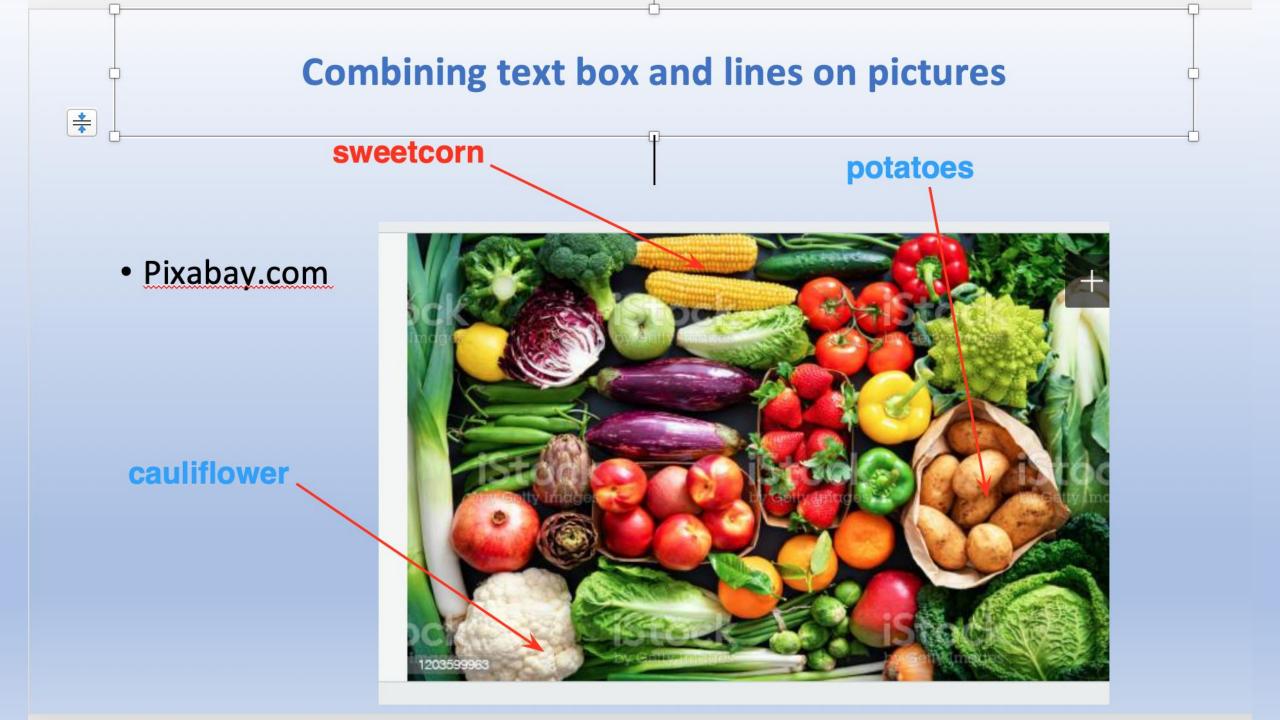
2. Draw a line from the name of the letter to its correct number

צייר קו משם האות למספר הנכון שלה

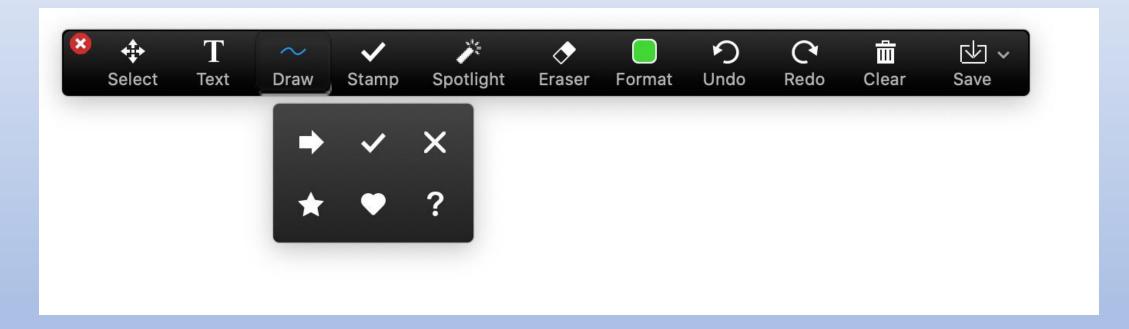




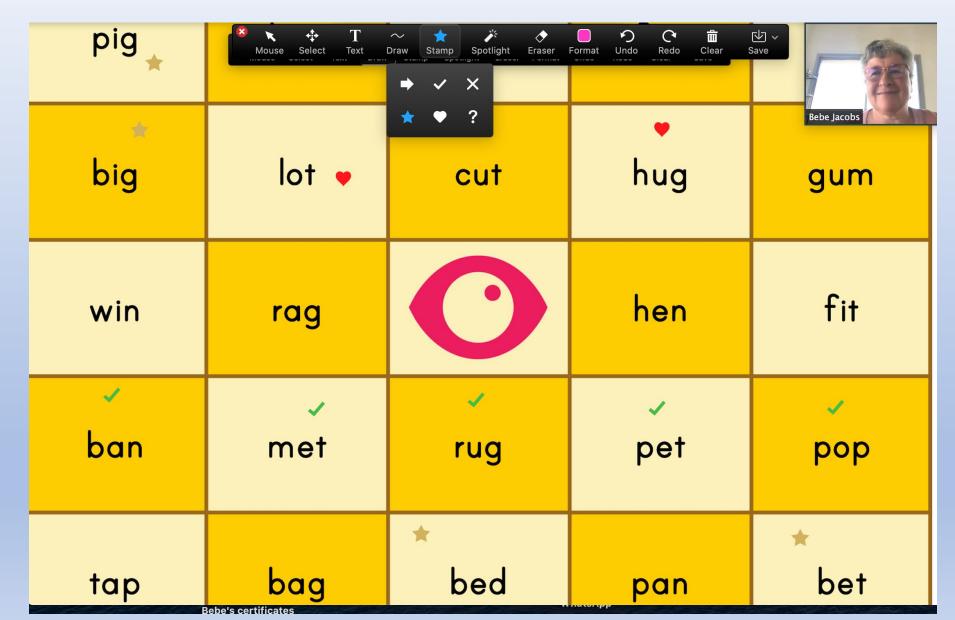




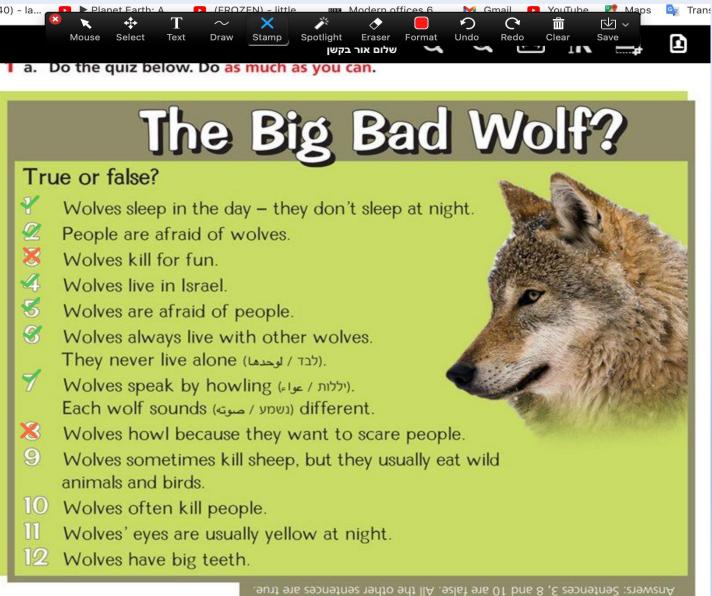
#### 4. The stamp symbol: Get hearts, stars, question marks and more



### Use the stamp symbol to play BINGO



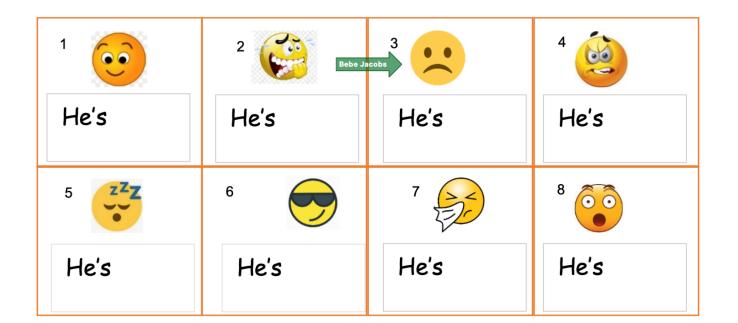
#### Stamp symbol: ticks and crosses on High School worksheet from Coursebook called 'Cool'



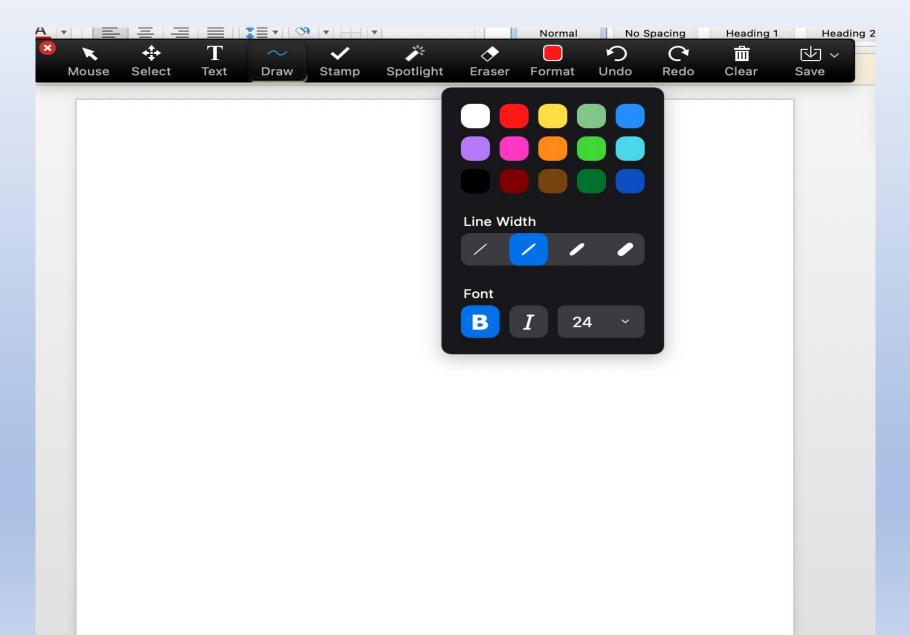
#### 5. Spotlight symbol: Gives you a spotlight or an arrow to indicate

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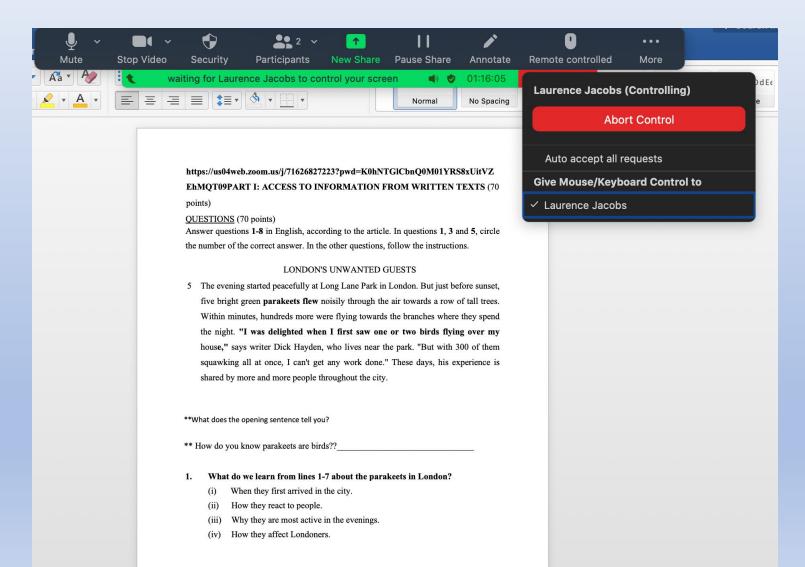
Copy-paste the word from the word-bank underneath the face in the square. העתק והדבק את המילה מקופסה המילים תחת לפנים.



#### 6. Format symbol: Have fun using the colours, writing and drawing



#### Using word docs? No need for Zoom's Annotation Bar but you must give Remote Control to student



#### How can I save the page? Save as PDF and retrieve document after Zoom session. Can always retrieve from Zoom.us

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#### What materials shall I use to tutor?

- Ask the teacher to scan or email material across to you. Or they can post it to your WhatsApp group
- Ask the school for their code to their online coursebooks. Many, but not all schools use books from <u>https://school.kotar.cet.ac.il</u>
- Ask your BC for resources
- ETP has resources and we have a new booklet "Let's Catch Up" published by Lola Katz
- If you're on a WhatsApp group with other tutors at your school, share resources

#### • Examples of coursebooks.





Sky High PLUS



**TURNING POINTS** 



High Five

...High Five Pra

Book



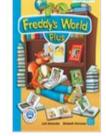
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PRACTICE BOOK

TURNING



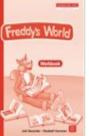




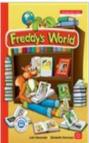
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...Freddy's Worl



Freddy's World



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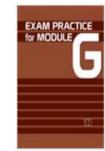
!Hey



Heads Up !



...Heads Up! Wor



... EXAM PRACTICE



... : NEW MOSAIC





LINKS



Sky High SB

Freddy's World







**Two useful sites** 

www.learnenglishkids.britishcouncil.org

www.Quizlet.com

## **Video from British Council**

## Ali and the Magic Carpet



#### Using videos from YouTube

#### 'What's the Weather like Today?'





#### Before you tutor, put relevant work into a designated folder for each student on your desktop?

- Create a folder: Right click on your mouse. Drop down menu opens up
- Choose New
- Right click on yellow box named Folder. A new folder will appear on your Desktop
- Right click on this new folder and from the drop down menu choose rename.
- Type in name of student and you now have a designated folder for him/her.

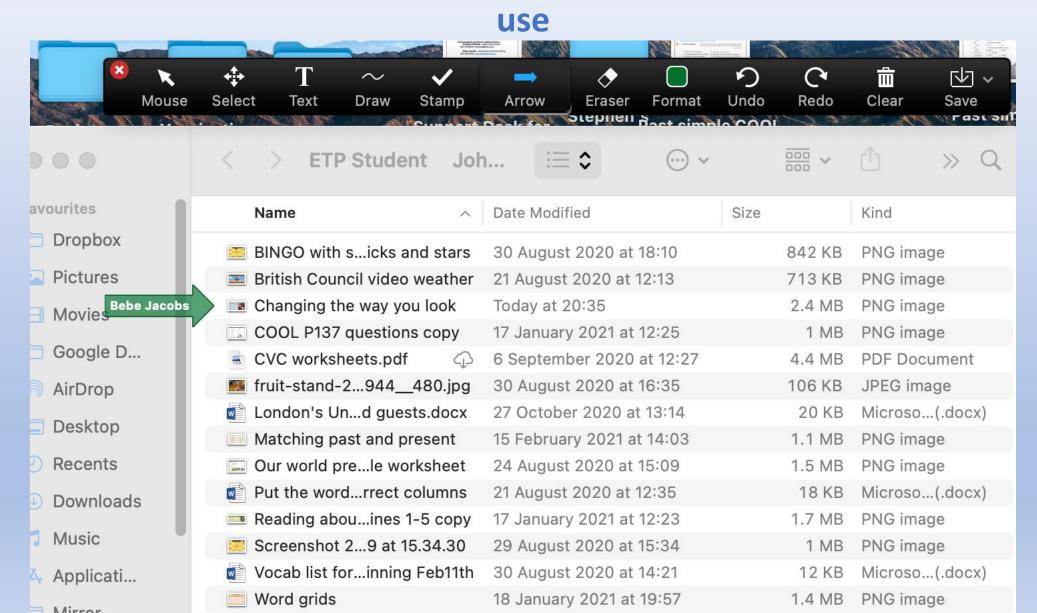
How do I open that folder when I'm in Zoom?

- That folder with your student's name is on your Desktop
- Start Zoom session, share Screen. Find Desktop
- Click on it , get rid of zoom invitation which will be the first thing you'll see
- Now you have access to everything on your Desktop which of course includes your student's folder

Here's the folder with student's name and all documents are in that folder ready to go



#### Open student's folder, find worksheet or article which you want to



#### And it will be there ready to use!

## Changing the Way You Look

How do you turn a person into a monster<sup>1</sup> or a pretty girl into an old woman? Imagine you have the skills to do this. Make-up artists use their imagination and skill to change an actor's appearance. They work on the set<sup>2</sup> with make-<sup>5</sup> up and hair to make the characters in theater, movies and on television look just right.

Sometimes it isn't easy – an actor has to look very different. For example, in the movie Mrs. Doubtfire the makeup artist had to work for more than four hours every 10 day to turn Robin Williams into a British nanny<sup>3</sup>.

<sup>1</sup>monster موقع تصوير الفيلم <sup>2</sup>the set موقع تصوير الفيلم <sup>3</sup>nanny موقع تصوير الفيلم معافر / ماضنة



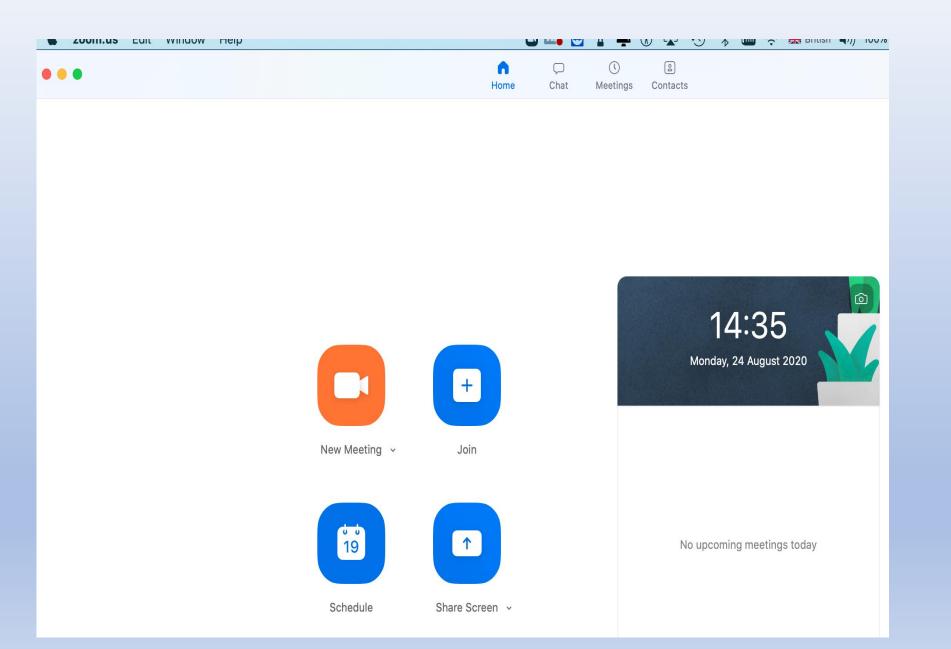
## Summary - Your new Zoom skills. You are now able to:

1. Share screen and utilize the Annotation bar on Whiteboard or any documents from your desktop, which makes students active participants in the experience

2. Find resources, worksheets, useful sites and videos

3. Prepare designated folders for your students, with pre prepared material ready to go.

#### Use New Meeting to practice by yourself



#### **ETP Support**

#### **General Questions:** Anat Schifter : admin@esra.org.il

**Any issues:** Ask your local Branch Coordinator

#### **Support Desk for Tutors**

1. Technological questions related to Zoom Enrique Feinholz – basic use of Zoom 052 252 6009 | <u>enrique@esra.org.il</u>

Bebe Jacobs - using Zoom tools for tutoring
058 788 0856 | <u>etp-online@esra.org.il</u>

2. COBE

Lola Katz
052-2653847 | lolak@esra.org.il

Rosalind Jacobs
054-4932260 <u>etp-5towns@esra.org.il</u>

3. CONVERSATION

Helen Osimo
 054-9980036 | <u>etp-haifa@esra.org.il</u>

#### Good Luck, relax and enjoy your tutoring

