

Guidelines for a successful Zoom meeting

Zoom is a web-based software for holding online meetings. Zoom allows participants to see each other and to share their screens with each other. Zoom is also able to record these meetings for future reference.

Top tips

Register immediately – this will reduce the number of emails you receive from us. It takes two minutes and you only need to provide your name and email address. A confirmation email will be sent from Zoom.

Join the meeting - as all school's IT systems are different, we encourage you to log in to Zoom via the link at least day before your network evaluation meeting as you may be required to download/run the zoom software – your IT department may have to input access codes.

Contact us if you experience issues with this.

During the meeting - We will be asking you to share your experiences of teaching the Sustainability Design Challenge and ask that you use our PowerPoint template provided. You can use worksheets, photos or videos of pupils' work and projects if time permits. To do this you will need to use a device that will allow you to share your files on screen with the rest of the participants i.e. a laptop or PC.

You can also join the meeting through any smartphone or tablet however you may not be able to share files from these devices.

Contact us before the network evaluation meeting if you intend to use a smartphone or tablet.

Microphones/Videos - If your chosen device has a built-in microphone and camera then you can simply join the meeting and use that device's hardware. You can also use a plug-in headset with microphone. Please ensure that your volume control is turned up so we can hear you.

If your chosen device doesn't have a microphone, then you can dial into the meeting using the telephone number detailed on the invitation. We would prefer you to use a device with a camera.

Evaluation Requirements - Two weeks prior to the network evaluation meeting we will forward you the details on what you will need to prepare for the meeting.

Reminder emails – You will receive reminder emails prior to registration. You will also receive reminder emails 1 week, 3 days and 1 day prior to your network evaluation meeting.

Finally, please may I take this opportunity to remind you that delivering a unit of work in school and attending this evaluation meeting is a requirement of the British Council and participants that do not complete these requirements may incur a £100 charge.

[Zoom](#) provide a variety of 2 minute video tutorials should you wish to view them.