

Tips & Tricks for Administrators and Staff

Connecting Staff and Teachers

- Utilize Zoom's Education Guide: Getting Started on Zoom to setup your account. You'll have the opportunity to sign up your staff or have them sign up on their own.

*Students will not need an account and can join via the meeting url sent to them.

Schoolwide Announcements

- Utilize communication methods such as email, e-newsletters, calendar, chat, or other online documents to send teachers, students, and guardians links to the recorded or live classes that have been scheduled with instructions for the day's lessons.
- Conduct virtual morning announcements/assemblies to share the latest news and information about your school.
- Host virtual staff meetings to check-in with your staff and ensure they have the necessary resources and support.

IT Support

- Most software or hardware related issues that teachers encounter may be resolved virtually through Zoom meetings, screen share, & remote desktop access. To find out more, visit: <https://support.zoom.us/hc/en-us/articles/201362673-Request-or-Give-Remote-Control>

Counseling Services

- Offer school counseling services to support students, teachers, and staff emotionally through difficult & stressful times.
- Guidance counselors can stay connected to high school juniors & seniors to help with college planning

Professional Development

- Host training sessions with teachers to cover online learning strategies and to collaborate with their peers on best practices.

