Complete this checklist BY Monday, December 7

☐ Review this entire Guide
☐ Login to Google Classroom (if you already have a Google Classroom account example@ailey.school, skip this step)
☐ Accept Invite for PD Fall Term Streaming Classes in Google Classroom
☐ Create your Zoom account*

Technology Guide for Observing from Home

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*Please note, you must create a NEW account in Zoom using your Ailey School provided email address (example@ailey.school). You will be unable to access classes if you are signed into a personal zoom account.

**YOU CAN SKIP THIS STEP IF YOU HAVE ALREADY ACTIVATED YOUR AILEY.SCHOOL EMAIL! IF YOU NEED A PASSWORD RESET PLEASE CONTACT KAITLYN MILLER AT KMILLER@ALVINAILEY.ORG**

**LOGIN TO GOOGLE CLASSROOM FROM HOME**

1. Look for your Google Account Welcome email.
   
   Click on “Sign In”.

2. Click “Accept”.

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![Image of Google Classroom login and welcome email]

For your security, the reset password link expires after 48 hours. After that, please contact your administrator for your password.
3. Create a password for your account and then click “Change Password”.
   Be sure to keep this password somewhere safe and easily accessible.

4. If you already have another Google account for another school or your personal use, it may show up here.
   Make sure to pick your new Ailey School account in order to access the Ailey School content.

   Helpful Hint:
   If you have multiple Google accounts, it is helpful to login to your Ailey School account in a different internet browser than you typically use. For example, use Google Chrome for your personal google account and Internet Explorer for your Ailey School account. This will limit the need to switch between accounts. Or you can try opening up an “incognito window.”
1. Click “Accept” for the class entitled “PD Fall Term Streaming Classes”.

5. Click “Continue”.

6. Choose “I’m a teacher”.

ACCEPT YOUR INVITE FOR FALL TERM STREAMING CLASSES IN GOOGLE CLASSROOM
LOGIN TO ZOOM

Please note – you must create a NEW account in Zoom using your Ailey School provided email address (example@ailey.school). You will be unable to access classes if you are signed into a personal zoom account.

Click on the below link to access Zoom online.

https://zoom.us

PLEASE NOTE: If you are already logged into another zoom account you MUST log out of that account before proceeding.

Then, click “SIGN IN”.

1

Click “Sign In with Google”.

2

Type in your ailey.school email address and click “Next”.

3

EXAMPLE@ailey.school
4. Click “Create Account”.

5. Once in your account, click on “Profile”.
   Here, you can change your name by clicking “Edit”.
   You can change your picture by clicking “Change”.

Welcome to Zoom
Create your Zoom account with your Google account
Test Student
teststudent@alley.school
Create Account
By submitting this form, you agree to the Terms of Service
1. Click on the below link to access Google Classroom.
   www.classroom.google.com
   Login to your ailey.school account.

2. Click the “square grid” symbol in the top right corner of the screen.
   Then, choose “Calendar”.

3. Once on the calendar page, make sure you are on the correct date.
   Choose week view to see your full schedule.
   Click on the class you are assigned to teach/observe.
Once you click on the class, you will see the Zoom meeting ID, password and link.

If you click the link you will be redirected to open the **Zoom application on your computer**.

We recommend downloading the Zoom app to expedite the process of entering classes.
Click “OK” and you will enter the class.

You might receive a message that says you are in the “Waiting Room”. That means the host has not yet started class. Once the host begins class, you will automatically see their video feed.
ZOOM CAPABILITIES

Click “Mute” to unmute yourself to speak to the teacher. Please note: Audio can be muffled if too many people are unmuted. We recommend you stay muted as much as possible.

Click “Start Video” to turn your front facing camera on. Please note: You must have a video camera so the students can be sure to see you. Please test this before your class begins.

Click “Chat” to open the chat box. Please note: This is a great way to talk to the Ailey Staff Administrator/host, who can help you with technology problems.

Click “End” to exit the class.

SUPPORT

If you are having trouble with Google Classroom, Zoom or any other aspects of The Ailey School Virtual Schedule, contact the following staff:

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Division Faculty</td>
<td>Lauren Evans</td>
<td><a href="mailto:levans@alvinailey.org">levans@alvinailey.org</a></td>
</tr>
<tr>
<td></td>
<td>School Scheduling Administrator</td>
<td></td>
</tr>
<tr>
<td>Professional Division Students</td>
<td>Kaitlyn Miller</td>
<td><a href="mailto:kmiller@alvinailey.org">kmiller@alvinailey.org</a></td>
</tr>
<tr>
<td></td>
<td>Program Coordinator</td>
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</tr>
</tbody>
</table>
1
When you walk into the studio, you will find:
- an iPad
- TV Monitor

2
FIRST THING!
Sanitize the iPad!
Logging into the iPad
You do NOT need to log into Zoom or Google Classroom using your personal email address. The Zoom app and Google Classroom apps will be logged in for you ahead of time using a generic “PD Faculty” log in address.

Access the Google Classroom app on the iPad. It will be pinned on the bottom main tiles of the iPad menu bar.

The Google Classroom app should already be signed into the generic PD Faculty account so when you open it you will see this page.

You will then want to click the three lines on the top left of the screen.
6. Choose the “Calendar” option.

7. The Google Calendar app will automatically open and it will already be signed into the generic PD Faculty account.

   The calendar takes you to today’s current date.

   Make sure you are on the correct day and you will see all the PD Fall Term Streaming Classes listed.

   Make sure you click the correct class you have been assigned to teach.
 Once you click on your assigned class – a new box will appear with all your class information listed – double check your name is listed to teach and/or observe!

Then you will click the Zoom link in the class meeting description!

It will redirect you to the Zoom applications so don’t forget to memorize the pass code before clicking on the Zoom link!

Note – if you are having issues signing on to your class please contact your host. Your hosts’ name and email is listed in the description of each class!

*If you are having technical issues – please contact security or the Studio Manager on your floor. Security can be reached at EXTENSION 9006.

The Zoom application will automatically open and it will ask you for the meeting pass code.

Enter the pass code (case sensitive) and click “Continue”.

(The pass code is listed in the meeting invite description.)
10 Zoom will then ask you if you would like to join with video. Click “Join with video”.

11 You will then see this screen appear and just wait for the host to “let you into” the meeting.
12 You will want to then click “Call Using Internet Audio”.

13 You then will need to “Enable Original Sound” by clicking the three dots on the upper right hand under “More”. Choose the second option “Enable Original Sound.”
Next, you will want to switch to “Gallery View” so you can see as many students as possible on the TV Monitor.

When the class concludes, you will want to click the red “Leave” button on the top left of the screen. That is all you need to do! You do not need to sign out of any of the apps. Just swipe up on the white bar at the bottom/center of the app.

SANITIZE THE IPAD ONE MORE TIME BEFORE YOU LEAVE!
QUESTIONS?
WHO SHOULD YOU TURN TO?

- If you are having issues getting into the meeting please contact your class host. You hosts’ name and email address can be found on the Google Calendar invite!

- If you are having technical issues (microphone, getting into an app, launching Zoom, etc.) please contact a Studio Manager or on-site School Staff member by using the studio phone to call Security at 9006 and ask them to radio a Studio Manager/On-site School Staff member to come help you in person!