



## Accessing the Virtual Format

1. To participate in a virtual presentation, each student and teacher will need to be logged on and viewing from their own individual devices. (Students participating in a virtual presentation while on campus will need headphones to avoid audio feedback.)
2. In order to access full functionality of the virtual program, we are utilizing the **ZOOM platform**. Other platforms such as Google Meet lose some functionality and cause the program to slow down or freeze at various times. If you are unfamiliar with the ZOOM platform, we provide a quick tutorial with information on the Zoom tools that will be utilized during your Walk Through. It can be accessed here: [ZOOM TUTORIAL](#)

If your school does not have access to the Zoom platform or you need further assistance with using Zoom, please contact us immediately at [programs@californiaweekly.com](mailto:programs@californiaweekly.com)

3. To maintain control of the virtual classroom and remain as the host, we need teachers to invite our presenter to the session by providing us with their Zoom **MEETING ID (and PASSCODE if required)** This information can be provided by the person who made the reservation by going to the online account and filling in the required fields. The Zoom credentials must be provided as soon as possible and **not less than 3 days in advance**. All fields must be filled in. If your meeting does not require a passcode, please indicate by placing an n/a in the field.
4. **IMPORTANT:** Please ensure your school or district has not placed any restrictions on guests signing in to your school Zoom meeting. If guests are not allowed, our presenter will not be able to join your class. Contact your IT person to learn more and to get an authorized email and/or “student” or guest sign in should it be required for your presenter to join the meeting. Please send these credentials immediately to [programs@californiaweekly.com](mailto:programs@californiaweekly.com) in order to avoid delays to start time.
5. Your presenter will be online, ready to be admitted to your virtual classroom **15 minutes prior to presentation start time**. We suggest having your students get on the Zoom meeting 5-minutes prior to the presentation start, but not admitting them to the meeting until after you have talked with your presenter.

If you and your students are already in session, when your presenter is admitted, you will **need to meet privately** by placing your students in a waiting room or having them sign back on after meeting with your presenter.

6. During the meeting, your presenter will be discussing with you some of the following:
  - How to place student **FIRST** names on individual devices with team color. For Walk Through California or Walk Through American Revolution i.e. Lori (Blue). For Walk Through the Ancient World use team civilization - i.e. Lori (Egypt)
  - How to spotlight students (bring students to the screen when it is their turn)
  - How to help with student management
  - When to mute/unmute students
  - When and how to notate points/scores
  - Introducing your presenter to the class



Once you have met with your presenter, you can admit all the students and introduce your presenter to the class and your virtual Walk Through experience will begin!

**You will need to remain in attendance during the entire presentation** to spotlight students, notate scores, and to monitor the muting and unmuting of students at certain times.