Best Practices for Bilingual Birdies Zoom Classes

1. **Keep it simple.** When you're teaching on zoom, if you go very fast when singing or teaching it doesn't translate well. Don't strum the guitar as hard as you would in a class and don't play the songs extra fast. Myla or Biko (your puppet) are more important than ever now that your class has become like a tv show! Practice how to do slow, simple movements instead of fast shaking because with fast movements it could look blurry. Please practice opening the beak on the vowels and really making a fun voice for the puppet that's different from yours.

2. **Computer placement is key!** Make sure you're in front of a solid color wall. If you don't have one, hang up a sheet. Make sure the frame shows only the wall in the background, so it's as neutral as possible. Avoid showing your home (part of your kitchen, bedroom, clutter, or pets in the background). Put the computer on a chair or table and sit on the floor, or sit somewhere comfortable but make sure the frame covers you from the waist up.

3. **Get the frame of your face right.** Once you are in the correct frame of the camera, there are 3 positions that you need to master for the kids to be the most engaged. 1) Close up on your face to the point where the very top of your head is cut off but make sure your eyebrows are visible. 2) A little bit zoomed out so that they can see you playing guitar or keyboard. The entire instrument shouldn't be seen, just a small portion of it so they can still see your face as the main thing. 3) When the puppet is out you should move a bit to the right/left and have the bird more in the center. Don't put the bird too close to the camera or they will get cut off and might look intimidating.

4. **Bright lighting is super important.** Do not be back lit. Back lit is when there's light behind you and it makes your face look dark. If you don't have a window in front of you, you can get a lamp and put it behind the computer so it shines light on your face. A lit face it friendlier for the children.

5. **Settings for Audio.** Since Zoom is mostly used for meetings and businesses, there are some settings that consider percussion or music instruments as noise, and cancel them or turn them down considerably. You need to go to Settings > Audio > Advanced, and then where it says Suppress persistent background noise choose DISABLE, and same for Suppress intermittent background noise.

Test out the volume of everything with someone beforehand to make sure the quality of the audio is good. We want to prevent buzzing sounds made by your instrument.

6. **Share screen - disabled.** This should be done on the settings from the moment the meeting is created but to double check**.** Once you've started the call, look at the bottom center of the screen where there is a green button that says "share screen." Next to that there's a small arrow. Click on the arrow. Select **"Advanced Setting"**. Select who can share. Make sure the "Host only" box is checked.

7. **Muting and Un-Muting should be seamless.** At the lower left of your screen if you hover you'll see "Participants" and when you click that you'll see a sidebar pop up on the right where you have the option to Mute All. Start your class with everyone muted.
    - <u>For the whole group</u> - Only unmute once in the beginning so the kids can all say HELLO together and then mute them again. Select one other time to mute everyone at some point in the class when you want them all to say out loud and join with one word or phrase. Then at the end when you want them to say GOODBYE unmute them for 5 seconds then. You have to remember to unmute them each time or it will become hectic. The unmuting should only be for max 5 seconds each time you do it.
    - <u>Individually </u>- Take different moments of the class to ask children by their names if they can repeat or remember the keyword. Make sure to interact with a few children (if you have a large group of students) and make sure to interact with different children in the next class. If opportunity is provided with a small group, interact with everyone individually once.

8. **Making sure people stay muted.** Once you've started the call, go to participants > more > make sure the box for "allow participants to mute and unmute" is NOT CHECKED

Mute All And Unmute All

You can **mute** all participants that are already in the meeting as well as new participants joining the meeting.
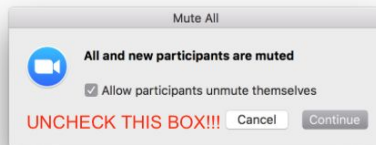
1. Select **Manage Participants**

2. Select **Mute All**

3. You will be prompted to **Allow participants to unmute themselves**. Clicking **Continue** will mute all current and new participants.

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9. **Introduction.** Introduce yourself for the first class, welcome everyone and remind the parents to please change the names on zoom to their child's for the class so you can call them. Let them know that you encourage everyone to turn their cameras on but it's ok if they want to stay with the cameras off. Please ler them know that you will be muting and unmuting everyone for a smoother class. For school partnerships where you're seeing kids you've already known just say some of their names, like "HOLA! I see Tommy and Julius, and I see you Suzy and Natalie! We're going to have some fun today." Let's make this normal for the kids as best as we can.

10. **Waiting Rooms.** Virtual Waiting Room is turned on by default when creating a meeting. The Waiting Room is just like it sounds: It's a virtual staging area that prevents people from joining a meeting until the host is ready.
    <u>- How do I admit participants into my meeting?</u> It's simple. As the host, once you've joined, you'll begin to see the number of participants in your waiting room within the Manage Participants icon. Select Manage Participants to view the full list of participants, then, you'll have the option to admit individually by selecting the blue Admit button or all at once with the Admit All option on the top right-hand side of your screen. For step-by-step instructions, please watch this 2-minute video.

11. **Disable the waiting room once class has started.** Uncheck enable waiting room, this might appear differently depending on your computer. Attached are two images with the two options. Take care of this step once you start the meeting, make sure to admit everyone who has been waiting and disable the waiting room. This takes away the pressure of admitting late comers in the middle of a song
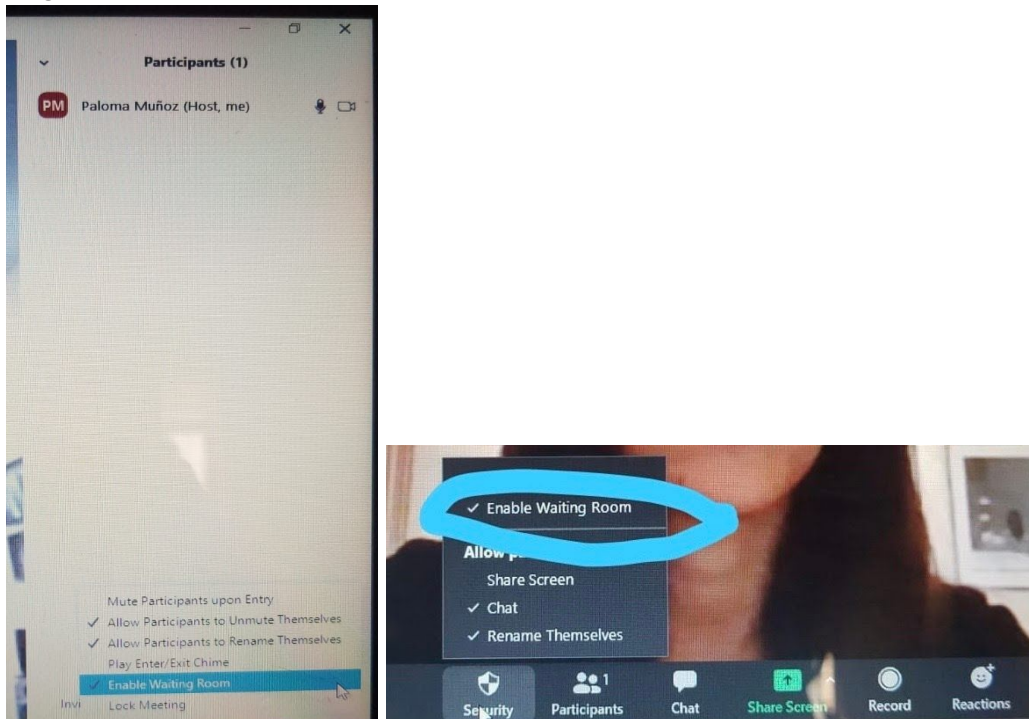
12. **When do I start class?** Please do your best to start meetings 10 minutes before, just like when you arrive at the classes early. It gives you an opportunity to say hi to everyone and check in. I understand this will not be possible for the back to back sessions, so try to finish the class 3-5 minutes before so you can switch links. Just like you do at your regular locations. This will help with dealing with the stress of admitting people.

13. **Movement needs to be present in each class.** Be sure to ask the kids to stand up at home for certain parts of your class so they can move a bit. You don't need to stand up because the frame is best on your face the whole time. You can ask them to jump, to dance, make sure there are plenty of times where they can move.

14. **BE CONFIDENT AND SMILE!** If you have fun with it, they will. You have to remember to smile as if you're on tv with your own tv show. Use funny faces and really big facial expressions. Do fun things with your hands and fingers inside the frame slowly and not too quickly. Remember, you're bringing some familiarity and joy to these families in an unprecedented moment.