



WIOA

Professional Development
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Connecting With Clients/Students Using Remind & Zoom



April 29, 2020

Anita Kerr,
Illinois Professional Development Network

Speaker:

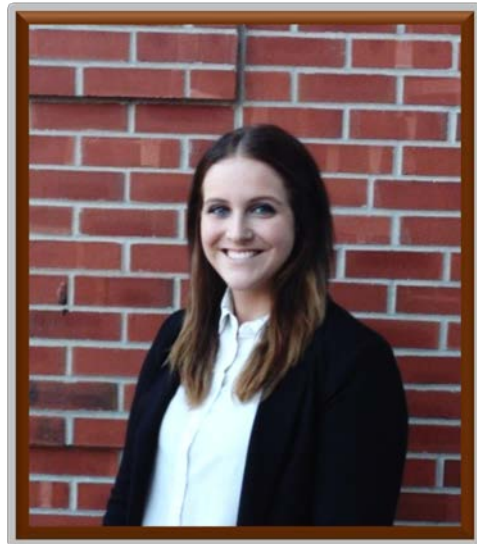


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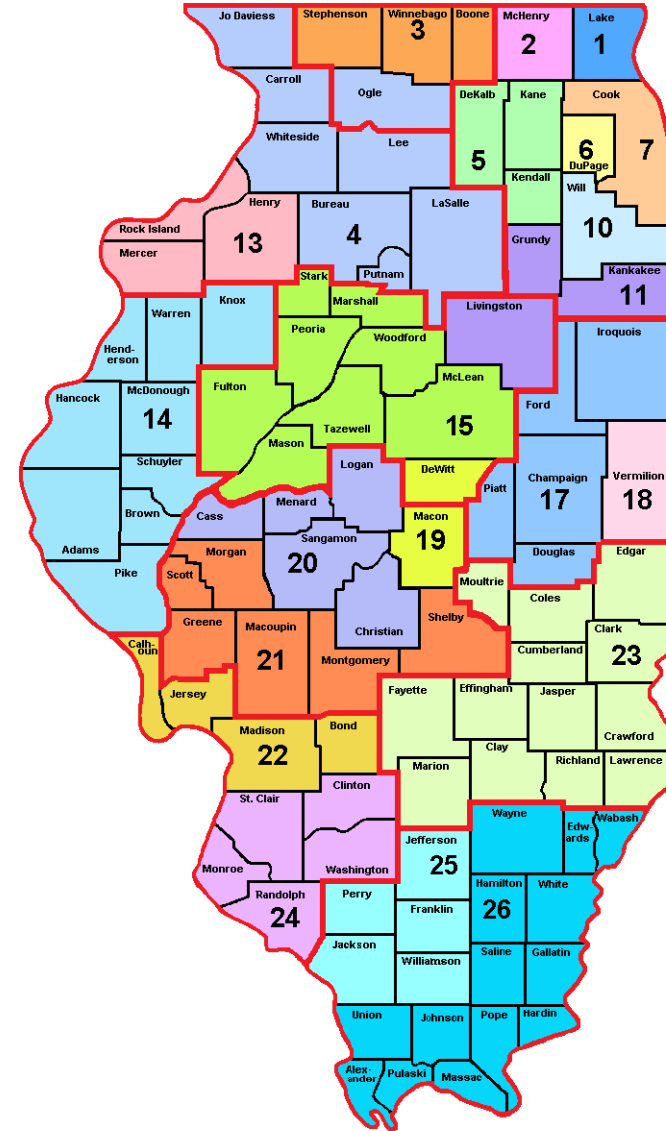


Kiersten Sheary

Illinois Center for Specialized
Professional Support

Illinois State University

Where is Your Local Area?





Your clients need support – and so do you!



Photo by [Neil Thomas](#) on [Unsplash](#)

Remember When?



Connecting with people has changed!



Objectives

- Learn about 2 platforms to connect with clients
- Learn strategies to maximize platform capabilities



REMIN.D.COM

What is Remind?

Communication platform to communicate with people via text or email without using your personal information.

How does messaging work?

Message a whole group, small groups, or individuals.

How do you start using it?

Go to Remind.com and set up a free account with an email address or phone number.

Create a class



Edit icon

Class name

Reading 2020

Class code

@ adh4agd

School

Not affiliated with a school

Your free Remind account includes announcements to up to 10 classes with 150 people each. [Learn more](#)

I will only message people 13 or older

It's okay if students are under 13. We'll ask for a parent's email address to keep everyone in the loop.

Create

- Name your 'class'
- Select an icon
- Select 'not affiliated with a school'
- Class code populates automatically



Enter contacts or copy/paste from a spreadsheet

Copy and paste directly from Google Sheets or Microsoft Excel.

Students

Parents

Teachers

	Student name	Phone or email
1	<input type="text" value="Student name"/>	Phone or email required
2	<input type="text" value="Student name"/>	Phone or email required
3	<input type="text" value="Student name"/>	Phone or email required
4	<input type="text" value="Student name"/>	Phone or email required
5	<input type="text" value="Student name"/>	Phone or email required

Add people



Good Morning,
Anita Kerr ▾



LLCC Mondays Anita

@b637cc3

Add people

MESSAGES

FILES

PEOPLE


SETTINGS

Search for people to message

















LLCC Mondays Anita
Announcement history

ANNOUNCEMENTS

 LLCC Mondays Anita Mar 16
Announcement: Do you have intern...


CONVERSATIONS

-  KW 
-  
-  SS 
-  NR 
-  
-  ML 
-  JA 

 LLCC Mondays Anita 



Class tonight and Tuesday as usual - we are working hard on Social Studies. Your attendance is important - let's keep up the momentum! Anita

NOVEMBER 18, 2019

 LLCC Mondays Anita 

We only have 6 class sessions left until holiday break - make every effort to attend so we can make as much progress as possible in LA & SS!


DECEMBER 2, 2019

 LLCC Mondays Anita 

Class tonight and tomorrow - then we are on winter break! Be there for practice tests, online math work for the break, and

CLASSES OWNED


+ Create a class

 LABC Students 11/12

 LLCC Mondays Anita

CLASSES JOINED

+ Join a class

 7th gr. Language Arts


 Accelerated Math

 LABC Parents

 LABC Students

 Music Tech 6th Hour

 Orchestra Parents

 Scholastic Bowl

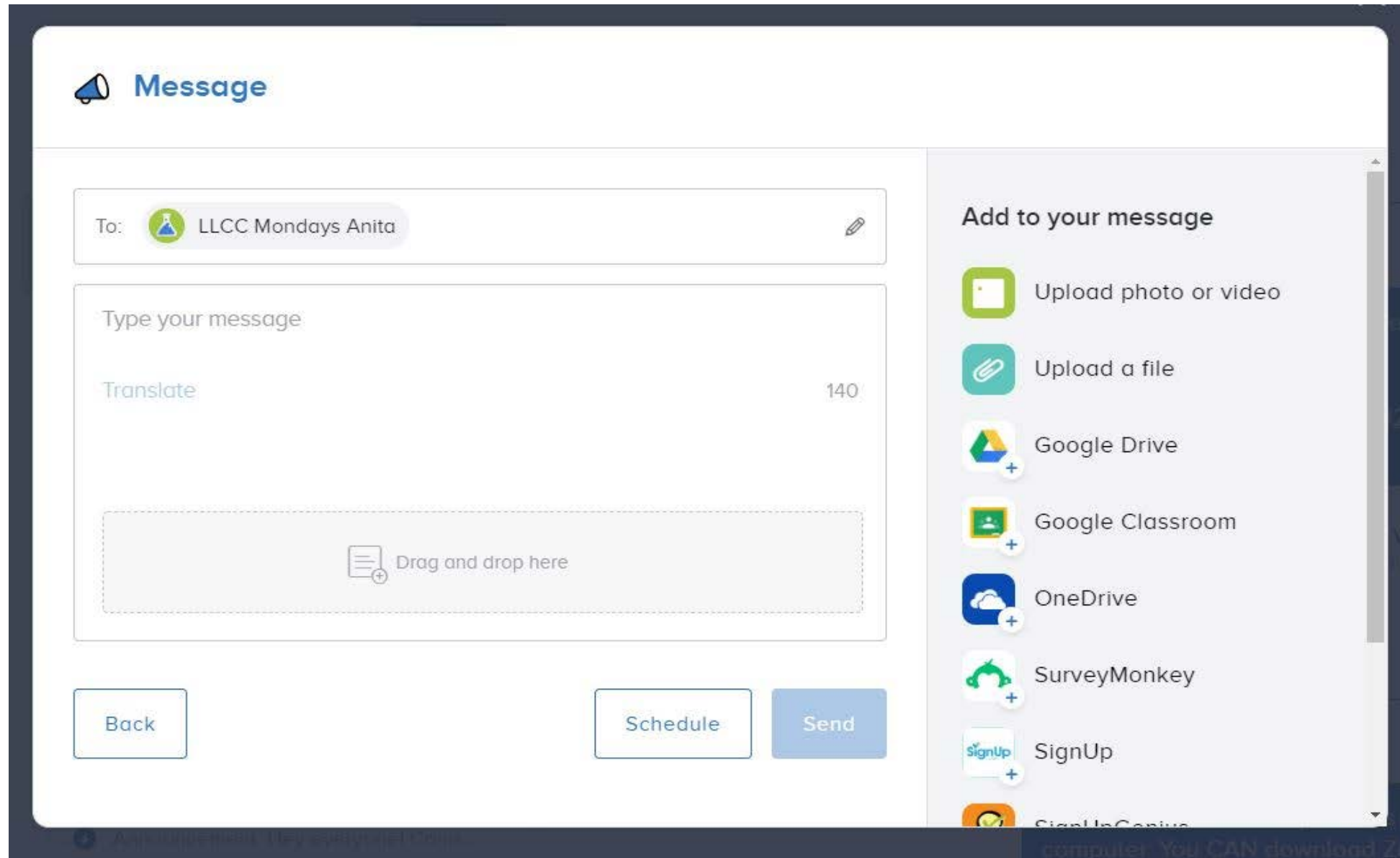
SCHOOLS

 Jacksonville High S...

Sending Messages

Type 140
characters per
class message

Attach files or
video as
needed



Participant Messaging

Under Settings, allow
participants in class to:

message each other

OR

message only you



LLCC Mondays Anita

@b637cc3

MESSAGES

FILES

PEOPLE

SETTINGS

Class settings



Class visibility

This class will appear in class search and on your profile.



Require approval to join

Only people who you add or approve will be able to join this class. Anyone added by your school will be approved automatically.

Participant messaging

Choose how participants see and message others in the class.



On

All participants in the class can message each other.



Role-based

Students can only message students; parents can only message parents.



Off

Participants can only message class owners and can't see others in the class.

Office Hours

Office hours

Let people know the best times to reach you.

Time

-

[Turn off office hours](#)

Day(s)

Su M T W Th F S

Profile

Notification preferences

App integrations

Widgets

Message history

Archived classes

Blocked users

Create a Group Conversation




Message up to 9 people in a separate group - everyone sees each other's responses

Create a group conversation



You can have a group conversation with up to 9 other people at once. When you send a message in your group conversation, all participants will see one another as well as the responses. This type of message is popular for group or class assignments.

Follow the steps below to create a group conversation on the specific device you're using:

Web	iOS	Android
<ol style="list-style-type: none">1 Click the Compose Icon 2 Scroll down and click on Create New under <i>Recent Group Conversations</i>3 Select participants or add them using the TO: field	<ol style="list-style-type: none">1 Tap the Compose Icon 2 Scroll down and click on Create New under <i>Recent Groups</i>3 Select participants or add them using the TO: field	<ol style="list-style-type: none">1 Tap the Compose icon 2 Select Group Conversation3 Select participants or add them using the TO: field

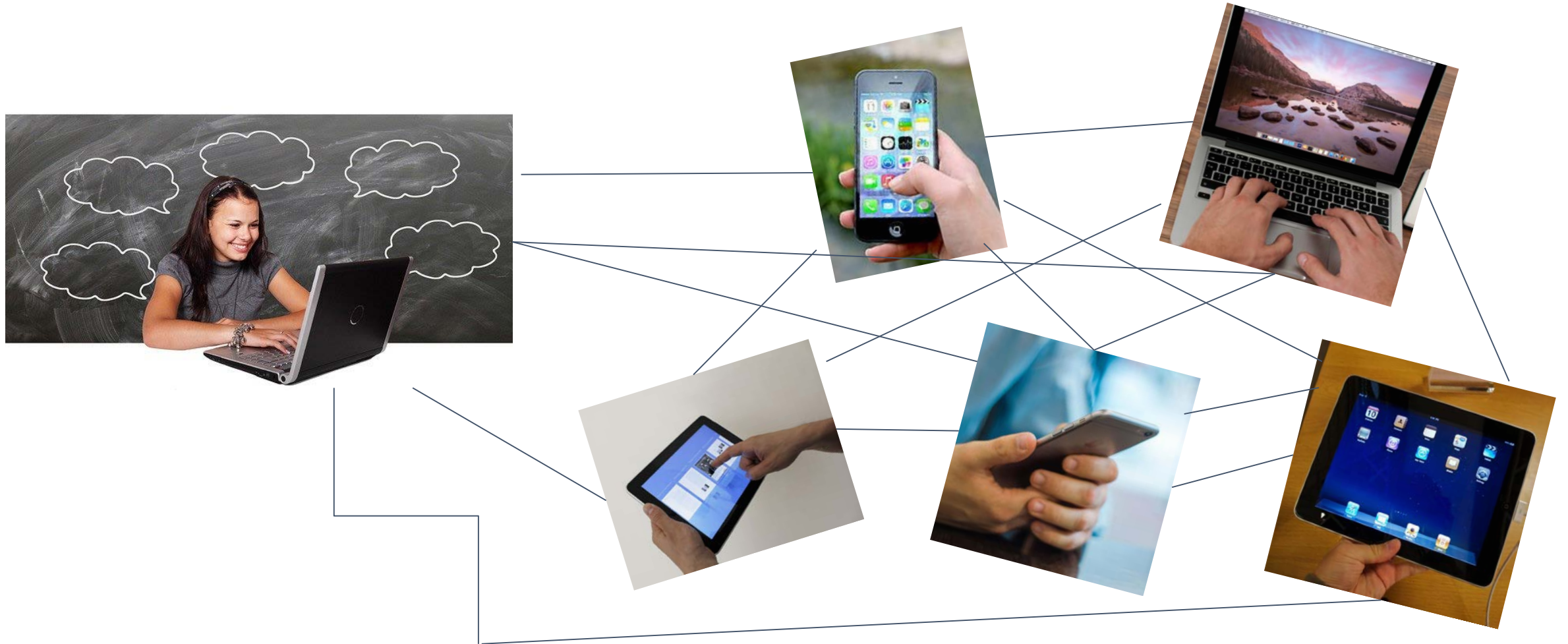
Benefits



ZOOM

What is Zoom?

An online platform for virtual meetings, webinars, and conferences



How do I get started with Zoom?

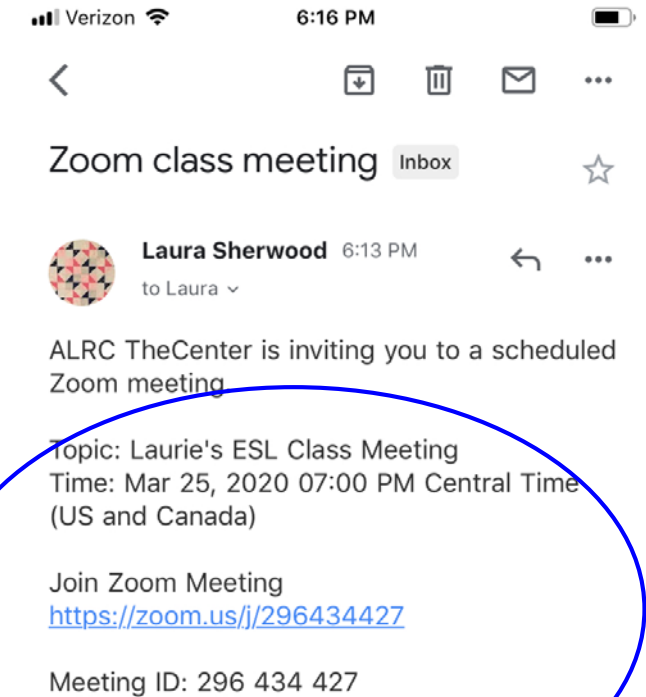
- Set up a Zoom account -

<https://www.youtube.com/watch?v=JIRfIUH8ENw>

- Schedule your first meeting -

<https://www.youtube.com/watch?v=XhZW3iyXV9U>

- Send link to participants using Remind, email, etc.



Setting up a new account

REQUEST A DEMO 1.888.799.9666 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

Sign Up Free


Your work email address


Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

or

 Sign in with Google

 Sign in with Facebook

Already have an account? [Sign in.](#)

Setting up a new meeting

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic ←

Description (Optional)

When ←

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

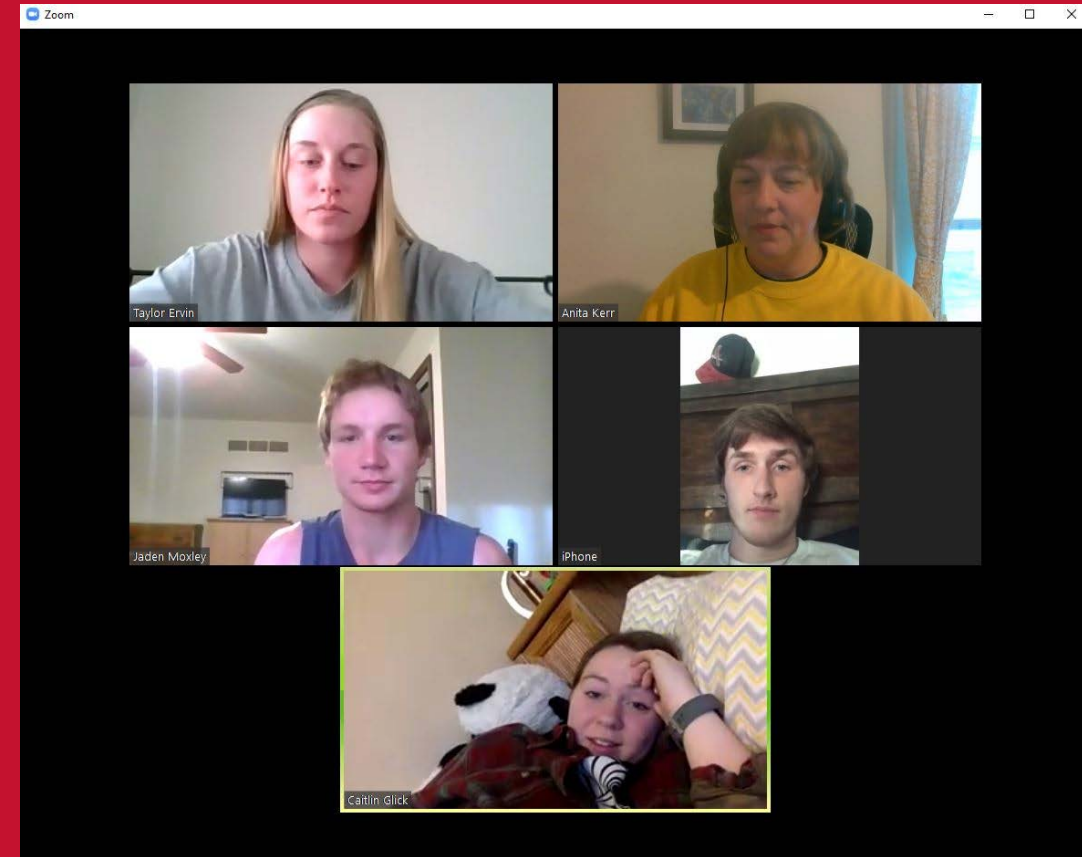
Time Zone

Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 882-949-8208

How do I get started with Zoom?

- Run a practice meeting with a friend or colleague first.
- Open your Zoom account and start the meeting. Be sure your audio and video are on.
- Welcome clients as they enter (or as you admit them).



Zoom 40-Minutes Meeting ID: 295-794-853

Anita Kerr Taylor Ervin Caitlin Glick Jaden Moxley iPhone

Taylor Ervin

Mute Stop Video Invite Manage Participants 5 Share Screen Chat Record Breakout Rooms Reactions End Meeting

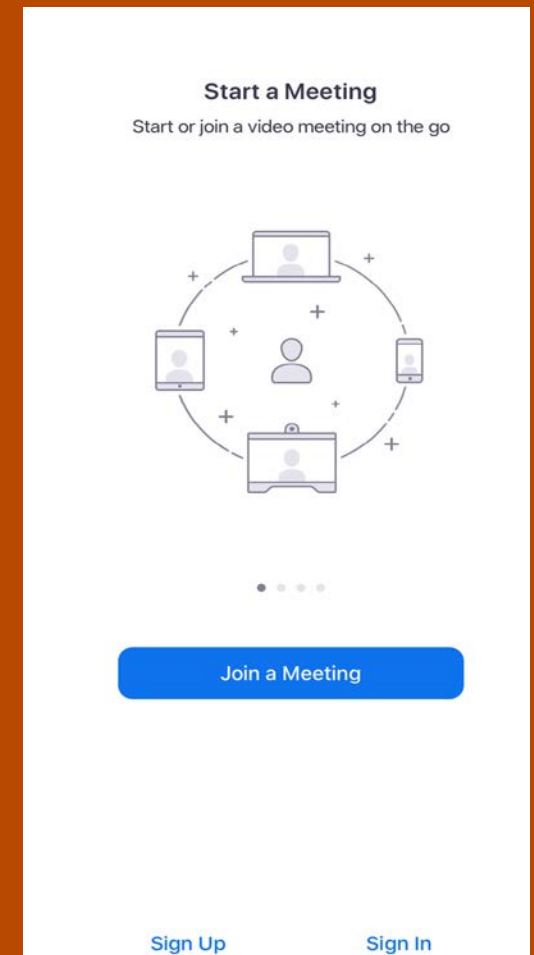
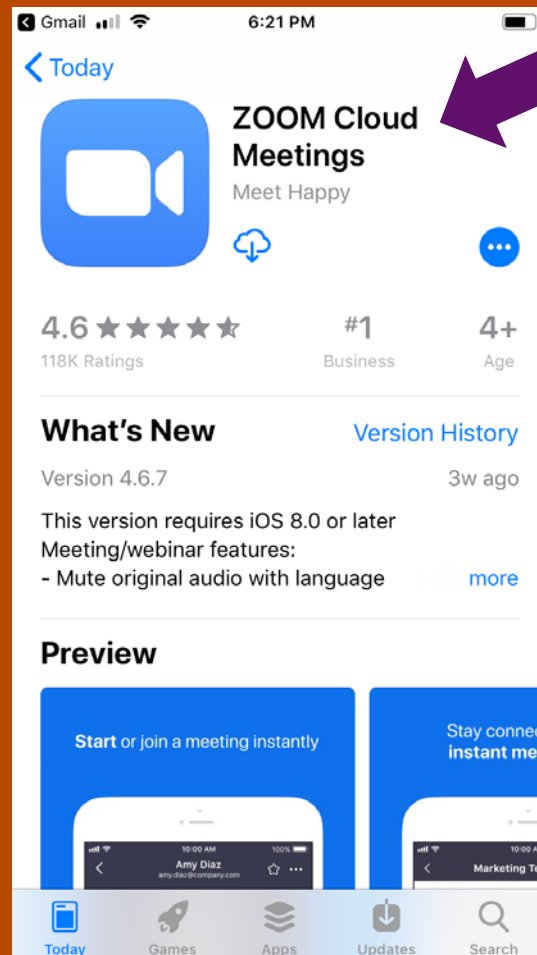
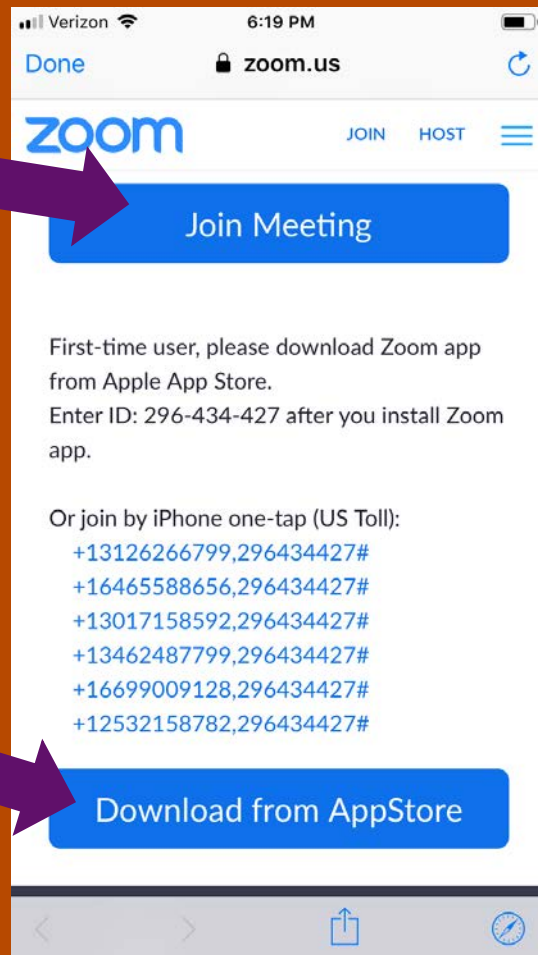
Zoom

Jaden Moxley Anita Kerr Caitlin Glick Taylor Ervin

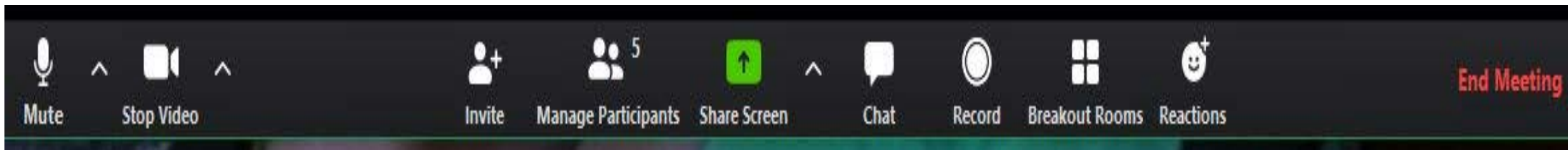
Wes

The First Time on a Mobile Device

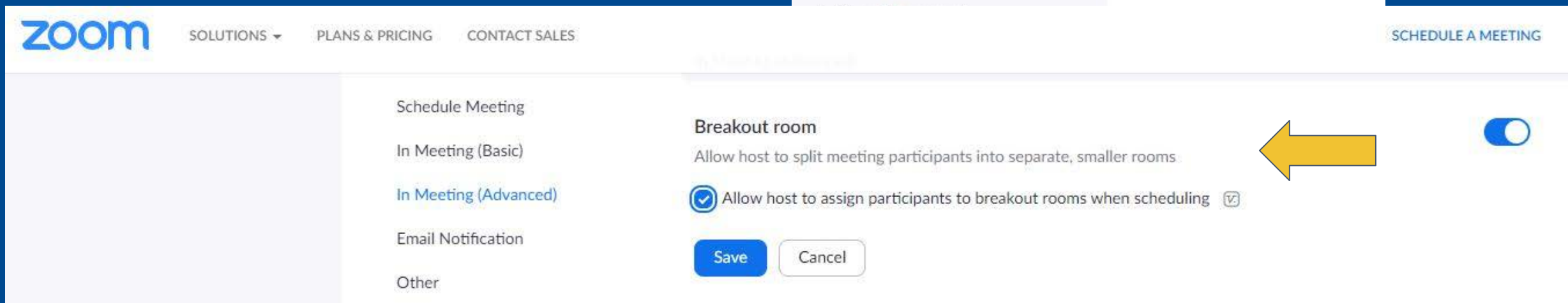
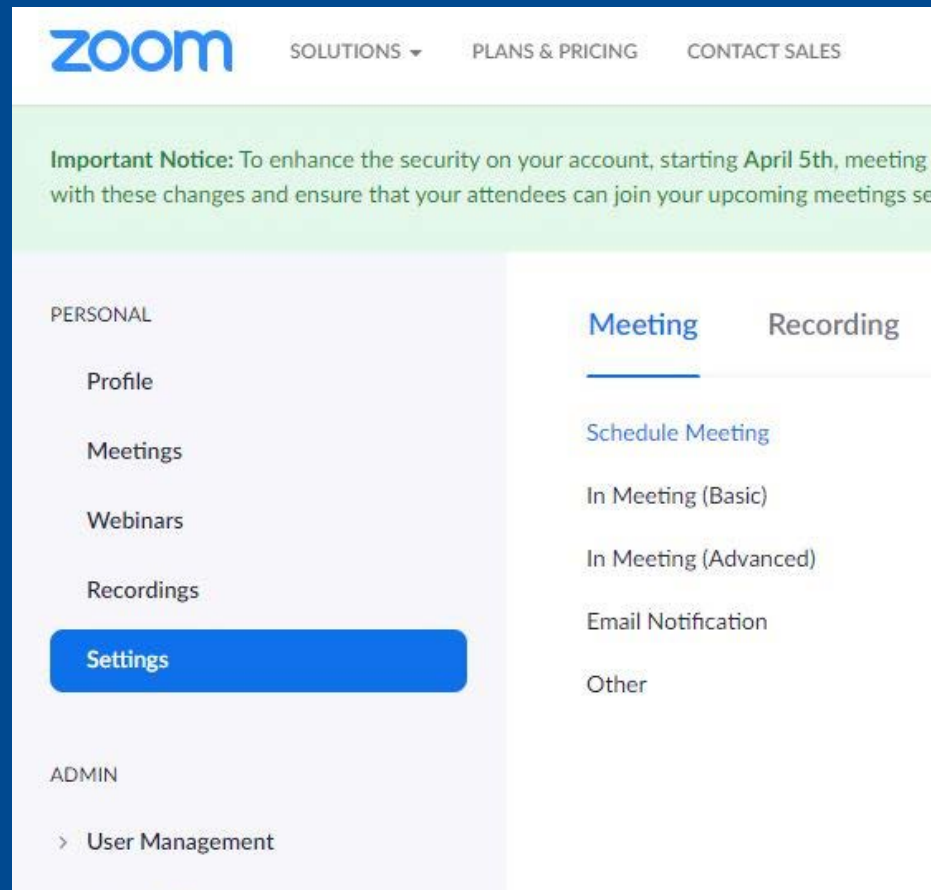
Once the App is Installed



Zoom Control Bar for Host




Breakout Rooms



Avoid “Zoom-bombing”

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES [SCHEDULE A MEETING](#)

Meeting Password Require meeting password 

Video

Host on off

Participant on off


Audio


Telephone Computer Audio Both

Dial from [Edit](#)

Meeting Options

Enable join before host

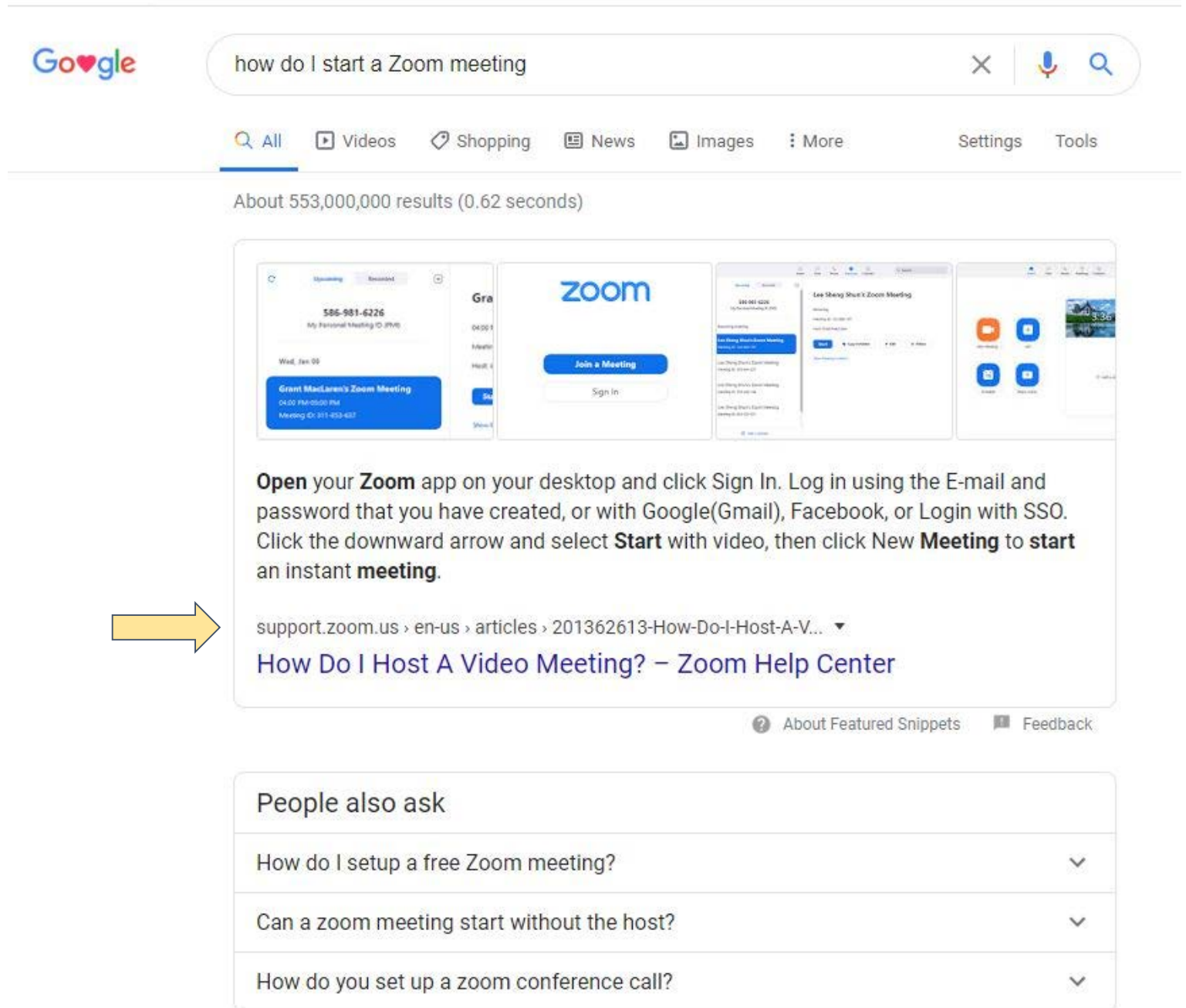
Mute participants upon entry 

Enable waiting room 

Record the meeting automatically on the local computer

Zoom Help

1. Zoom Support on Website
2. Youtube Videos
3. Google Search - (Ex: How do I start a Zoom Meeting?)



The image shows a Google search interface. At the top, the Google logo is on the left, and the search bar contains the text "how do I start a Zoom meeting". To the right of the search bar are icons for voice search and image search. Below the search bar, there are navigation links for "All", "Videos", "Shopping", "News", "Images", "More", "Settings", and "Tools". The search results indicate "About 553,000,000 results (0.62 seconds)".

The first search result is a featured snippet from support.zoom.us. It includes a yellow arrow pointing to the text. The snippet contains the following text:

Open your Zoom app on your desktop and click Sign In. Log in using the E-mail and password that you have created, or with Google(Gmail), Facebook, or Login with SSO. Click the downward arrow and select **Start with video, then click New **Meeting** to start an instant **meeting**.**

Below the snippet, the breadcrumb trail is "support.zoom.us > en-us > articles > 201362613-How-Do-I-Host-A-V...". The main title of the result is "How Do I Host A Video Meeting? – Zoom Help Center".

At the bottom of the featured snippet, there are links for "About Featured Snippets" and "Feedback".

Below the featured snippet, there is a section titled "People also ask" with three expandable questions:

- How do I setup a free Zoom meeting?
- Can a zoom meeting start without the host?
- How do you set up a zoom conference call?

We are here to support you!



Photo by [Neil Thomas](#) on [Unsplash](#)

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distance learning
opportunities by visiting
excellenceinadulthood.com



Excellence in Adult Education PD Portal

Illinois Adult Education: What You Need to Know



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[Resources](#)

[Students](#) ▾

[Upcoming PD](#)

[Discussion Forums](#)



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news and updates

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Professional Development

List of PD opportunities for
administrators and teachers

[Learn more](#)



NEW Distance Learning Resources

View a revised list of digital and
print resources for adult
educators

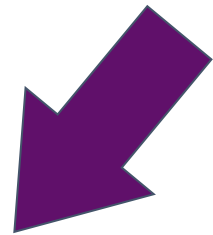
[Learn more](#)



Illinois Adult Education: What You Need to Know



[Home](#) / [Resources](#)



Resources

Click on links below to view the online resources for adult educators in Illinois.

NEW Distance Learning Resources

Webinars

[Top 10 Resources to Get You Started with Adult Education Distance Learning](#)

[Adult Education Discussion Boards](#)

[LINCS Resource List for Digital/Virtual Instruction](#)

[Publisher Information – Suggested Software for Online Curriculum](#)



Questions?



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Professional
Development Network**

