

This 19-page training is much shorter than appears because it contains useful photos



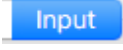




LEADING A READING CLUB AT HOME VIA ZOOM

We will be *Reading to Kids* at Home using the Zoom online meeting program hosted by teachers at most of our schools. Each group will consist of at least two readers. Both of you will be provided with a copy of all or a portion of the book in PDF format that you will share on the screen for the kids and their teacher to view. (If either reader has technical difficulties while reading the book, the other reader can share their book.) Because you're sharing your screen while simultaneously looking at the meeting participants, you will need a laptop or desktop computer to do both. (If you use Zoom on a tablet or smartphone you cannot use that same device to share its screen.) If using a desktop computer, it must have a camera and a microphone so the kids can see and hear you. Most laptops would have both a camera and microphone built in.

- *Reading to Kids* will email you the Zoom link from the teacher who is hosting the reading club.
- *Reading to Kids* will also email you a link to download your read-aloud book (PDF). Click on that link and save the download to your computer. Make certain you know where the file is being saved so that you find it on Saturday morning. Often the file will be saved to a "Downloads" folder, but it may be saved elsewhere. If given a choice, save it to your "Desktop" so that you can easily find it before the reading club, and then delete it after the reading club.
- Before the day of the reading club, download the Zoom application onto your computer and test out its features by hosting a call with a friend. Alternatively on or before Friday, you can email info@readingtokids.org to arrange for someone in the office to do a brief Zoom test run with you.
- If you have not done so already, also download Adobe Reader from here: <https://get.adobe.com/reader/>. Follow the instructions to install it on your computer.

- If you have never used Zoom before, you will want to make sure the computer's microphone is working. First, confirm that your microphone is unmuted in Zoom (as shown on page 5 below). If they still can't hear you, check the microphone's sound level in your computer's system (not Zoom) setting:

- On a Mac, click  Settings>  Sound>  Input tab then drag the slider to the right. 
- PC (Windows 10) right-click on the speaker icon in the toolbar along the bottom  and select Sound>Recording>Properties>Microphone Array and move the slider to the right to make the microphone louder.

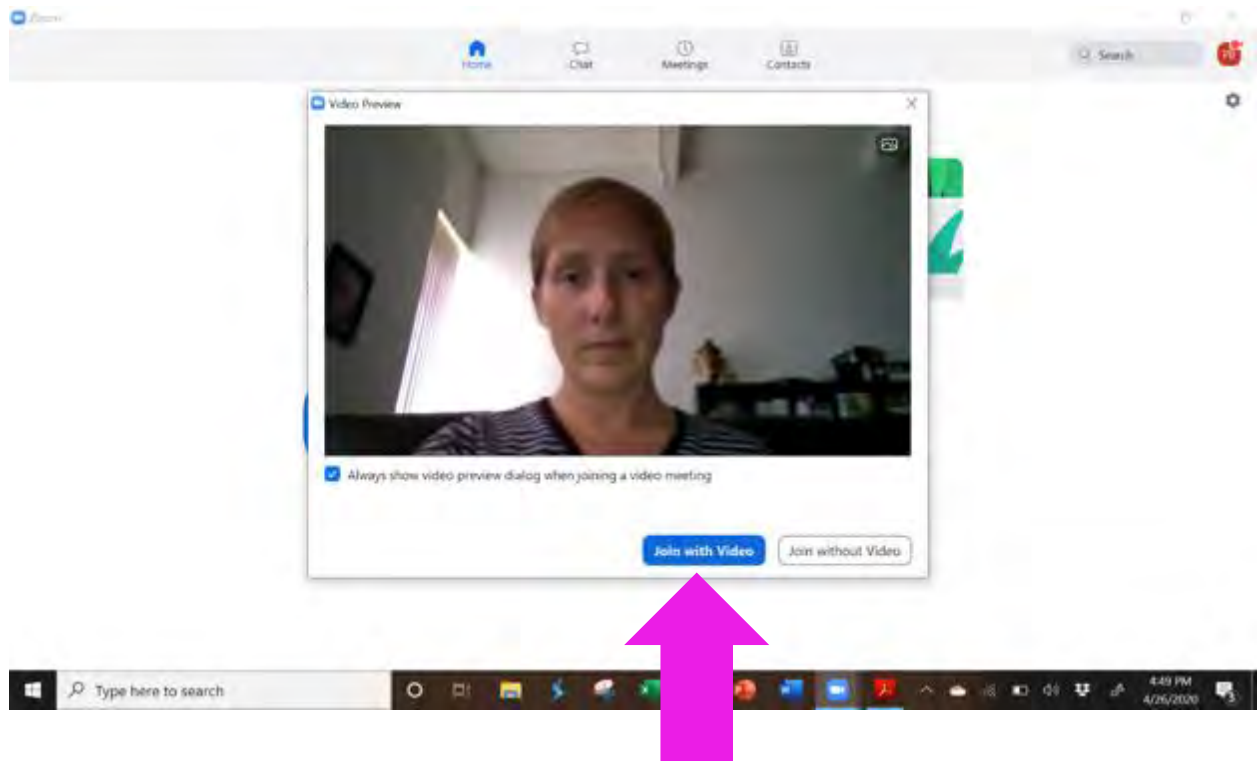
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ON THE DAY OF THE READING CLUB

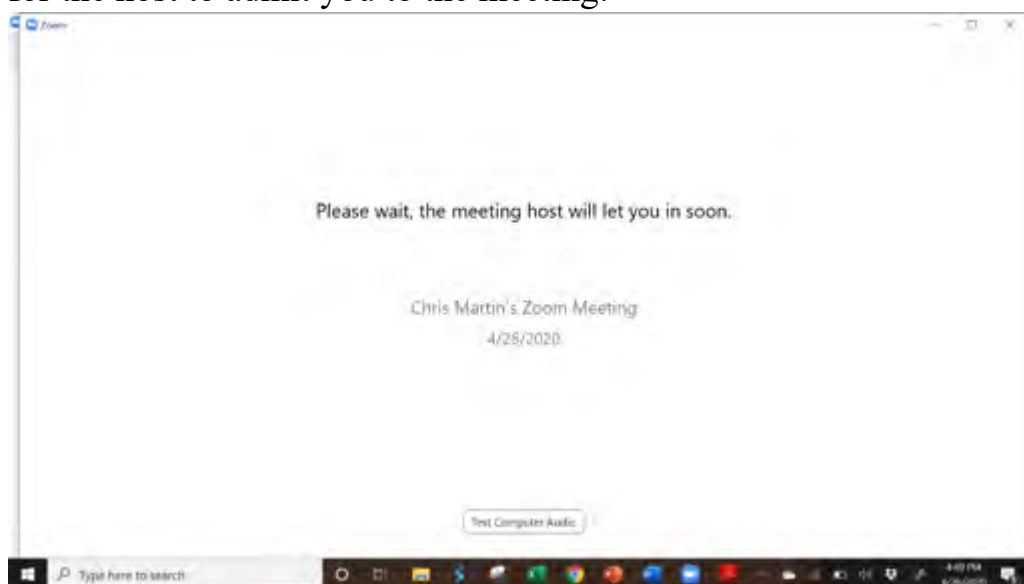
- *Reading to Kids* will have emailed you the Zoom *link* from the teacher who is hosting the reading club.
- Before you join the Zoom meeting, close everything on your computer except for Zoom and Adobe Acrobat Reader (or the full version of Adobe Acrobat if you happen to have it). You will eventually be sharing your screen and you don't want to have to worry about inadvertently sharing your personal email or your stock portfolio with the kids because you had too many windows open on your computer.
- In Adobe Acrobat Reader, open the PDF of the book you are going to present. If you click on the PDF file in Windows it may open it up in your web browser, if it does that, then close the web browser, and open the Adobe Reader program instead. PDF files opened in a web browser usually do not work as well as when opened in Acrobat Reader. A PDF file opened in a web browser often opens more than one page at a time and you would need to scroll through with your mouse to get to the next page. A PDF in Acrobat Reader, on the other hand, usually flips to the next page by tapping the space bar or the right arrow.
- Join the “check in” meeting a few minutes before 9:00 am to make sure you do not run into any last-minute technical difficulties.
- When you join the Zoom meeting, a few settings may vary depending on the settings established by the host teacher. For example:
 - There may be a password set on the meeting, which you will need to enter in order to join. If there is a password, you will receive it with the email with the Zoom link from the teacher.
 - There may be a virtual “waiting room” which you will temporarily enter while waiting for the host teacher to admit you.
 - Both your audio and your video may (independently) default to either on or off, so you will want to check the status of both.
 - Next we'll show you how to deal with each of these settings. (Zoom is quickly evolving so that the pages may not appear exactly as described.)

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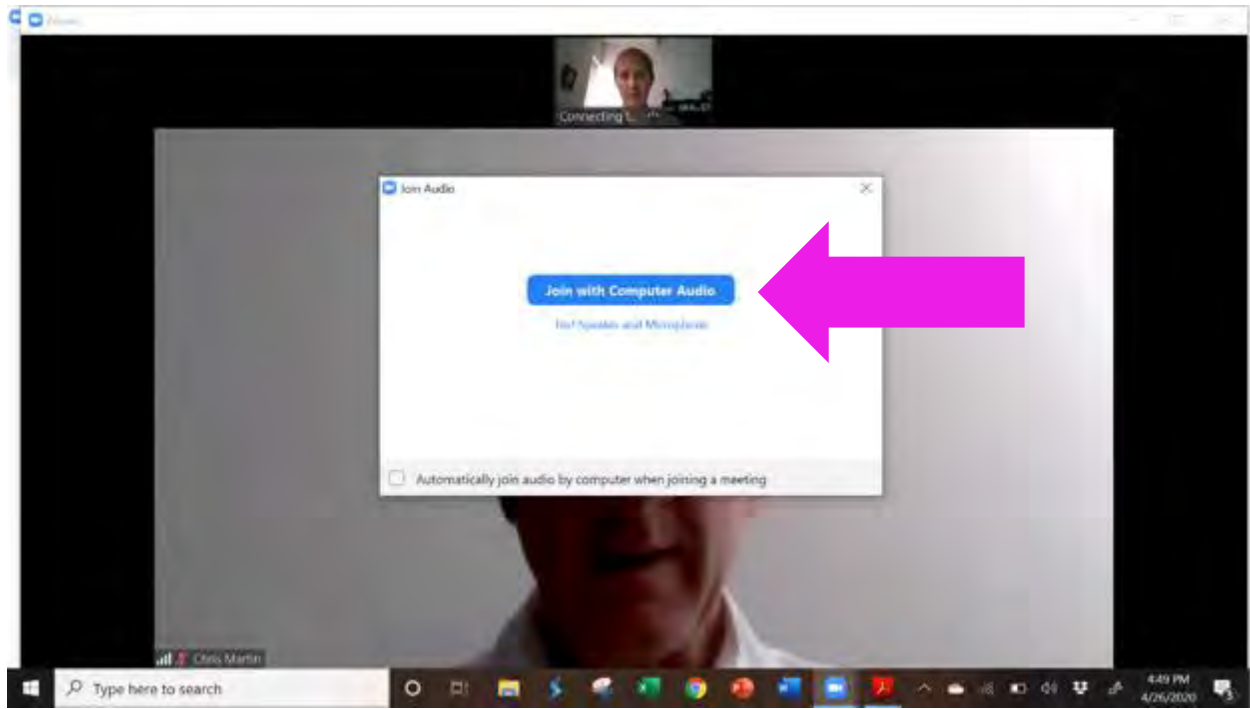
When you click the link to join the meeting, you will see a screen similar to the one below, which will show you a preview of your video and allow you to choose whether to “Join with Video” or “Join without Video.” Since you want the kids to be able to see you, click **Join with Video**.



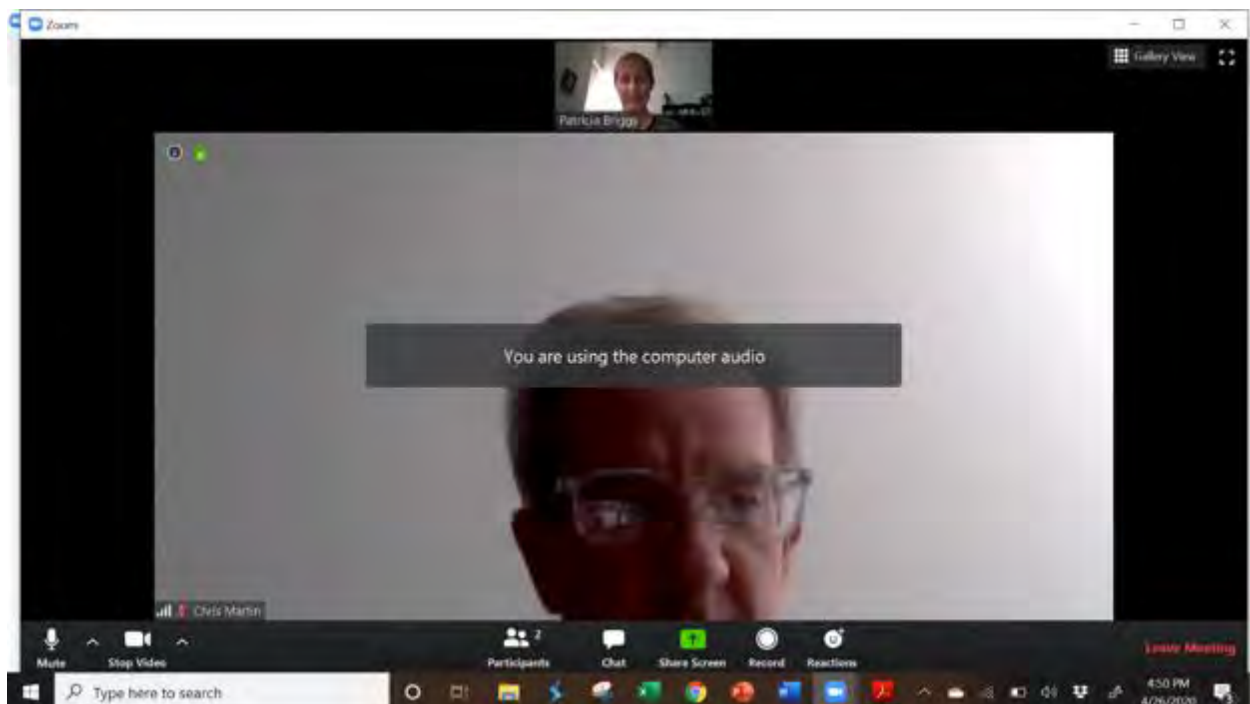
If the teacher who is hosting the meeting has set up the meeting with a “waiting room,” you will temporarily see a screen like this while you wait for the host to admit you to the meeting:



Once you are admitted to the meeting, you should see a screen like the one below. Your host (and possibly other attendees) will appear, and you will be prompted to join the audio of the call. **Click Join with Computer Audio.**

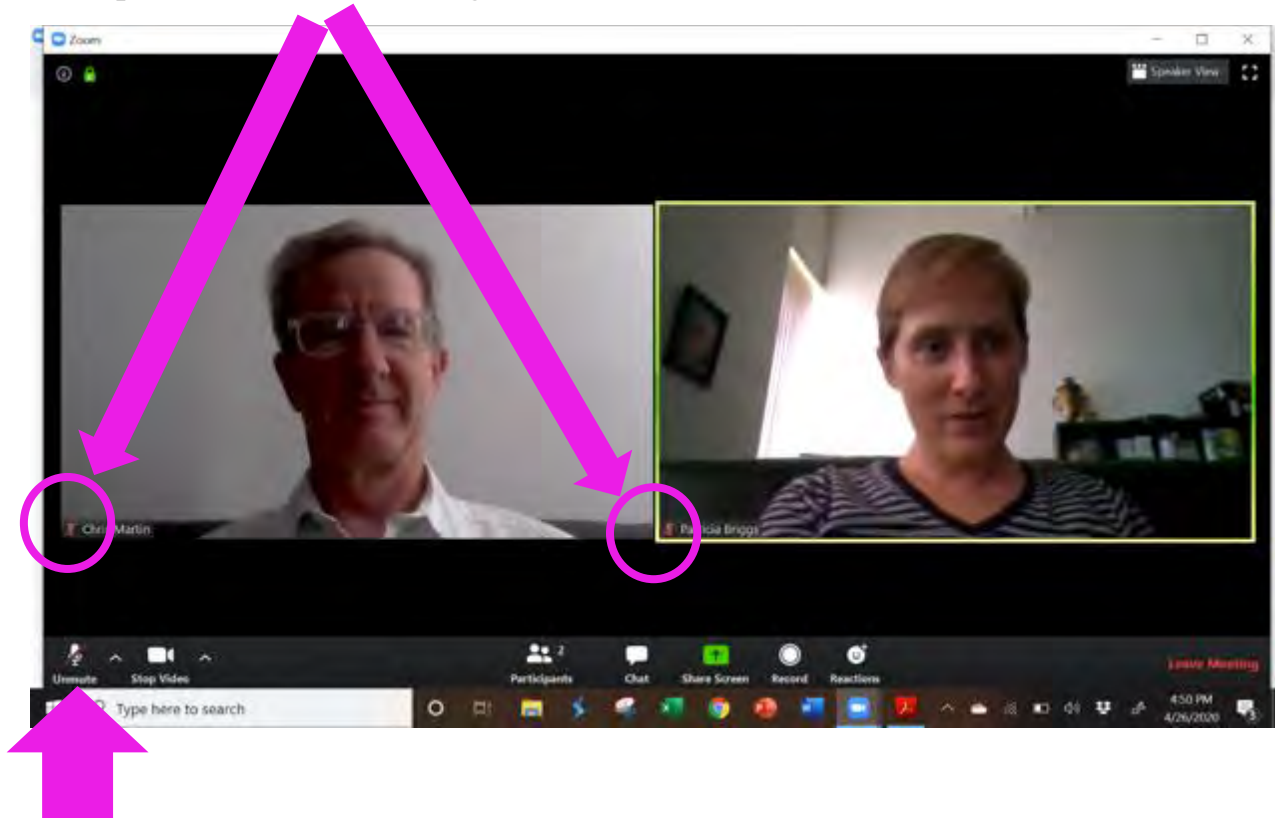


There will be a brief confirmation that you are using the computer audio to enter the meeting, as shown below:



Once you have joined the meeting, you should **immediately check to see whether your microphone is muted or unmuted** so you will know if your voice is being transmitted into the meeting. Generally, it is good practice to keep your microphone muted until you are ready to speak, to avoid a lot of competing voices on the call.

You can see below that both participants are muted, as shown by the red microphones with lines through them in the lower left-hand corner of their videos.



To mute and unmute yourself during the course of the reading club, move your cursor to the bottom of the screen and a series of meeting controls in a toolbar should pop up. Click on the Unmute/Mute button on the left hand side of this meeting control toolbar to mute and unmute your voice.

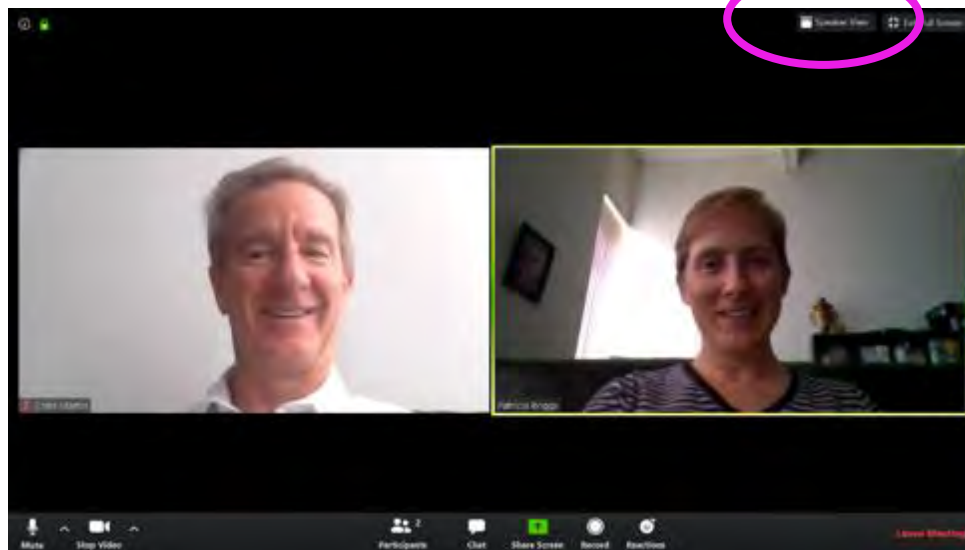
If you ever need to stop your video during the reading club (e.g., if something happens in your house that you don't want to broadcast), click the "Stop Video" button next to the Mute/Unmute button.

TIP: If you are muted and want to speak for a moment, you can **press (and hold) the spacebar on your keyboard to temporarily unmute yourself**. As soon as you release the space bar, you will be placed back on mute. This can be

convenient if you want to be muted while the teacher is speaking, but then you need to respond to a question and return to mute afterward.

When nobody is sharing their screen, you will be able to see videos of the other participants in the meeting. In the upper-right hand corner of the screen you will have the option to select either **Speaker View** (which highlights the person currently speaking, with all other videos are shown in smaller boxes) or **Gallery View** (where all participants' videos will appear in small boxes on the screen). Here is an example of Gallery View (yours will likely have more than two participants):

Click to change
to Speaker View

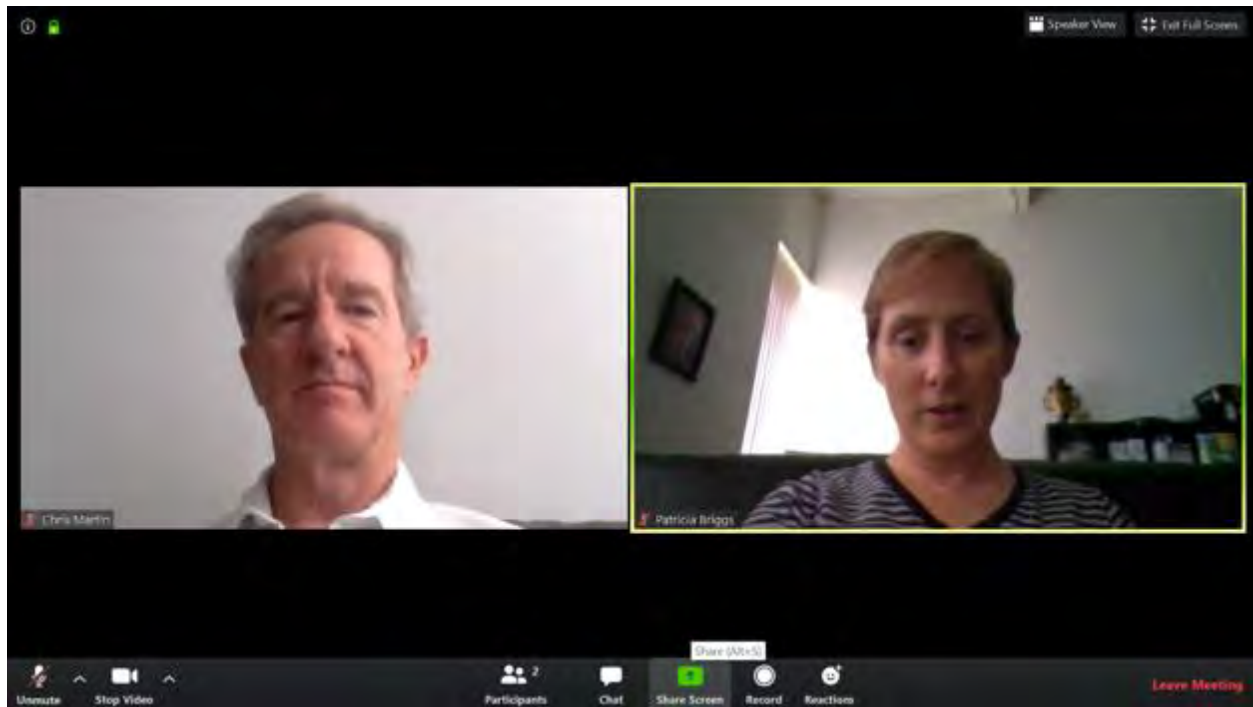


And here is an example of Speaker View:

Click to change
to Gallery View

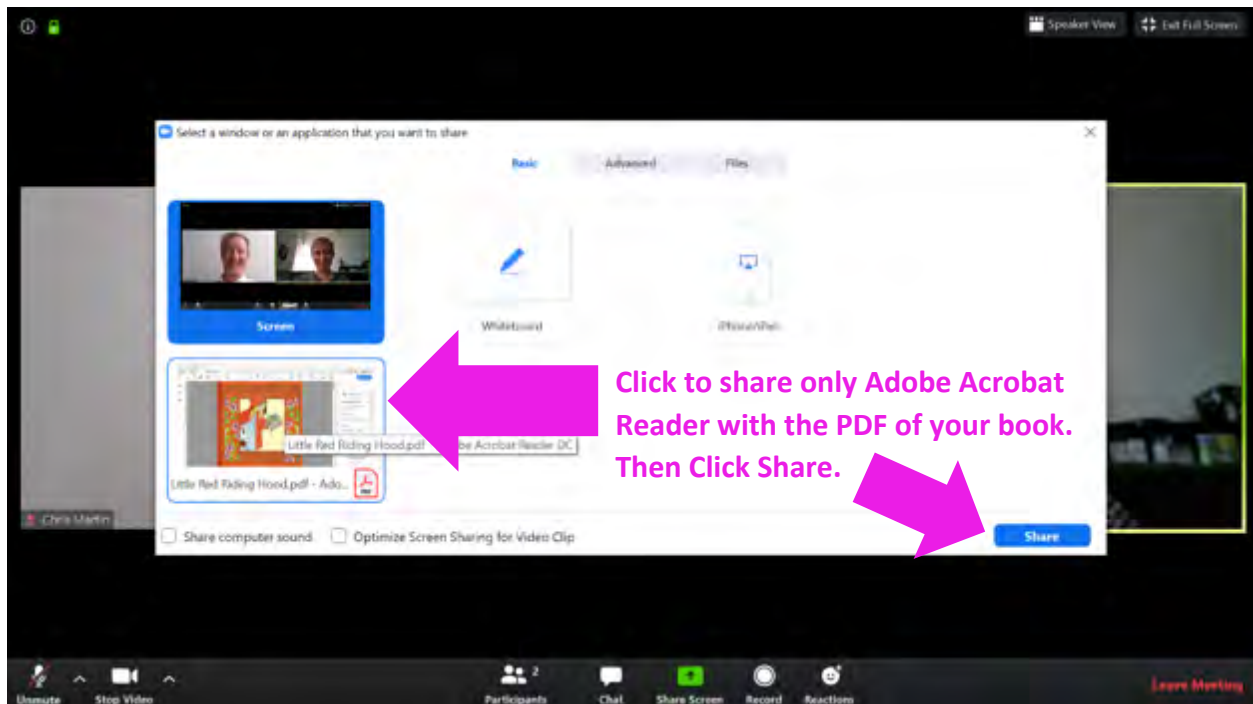


When it is time for you to start reading the book, you will want to share your screen so that the participants can see the book on their screens. Move your cursor to the bottom of the screen until you can see the meeting controls toolbar pop up. Click **Share Screen**.



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A box will appear asking you to select the window or application that you want to share. The default option (highlighted blue) will be to share your entire screen, as shown below.



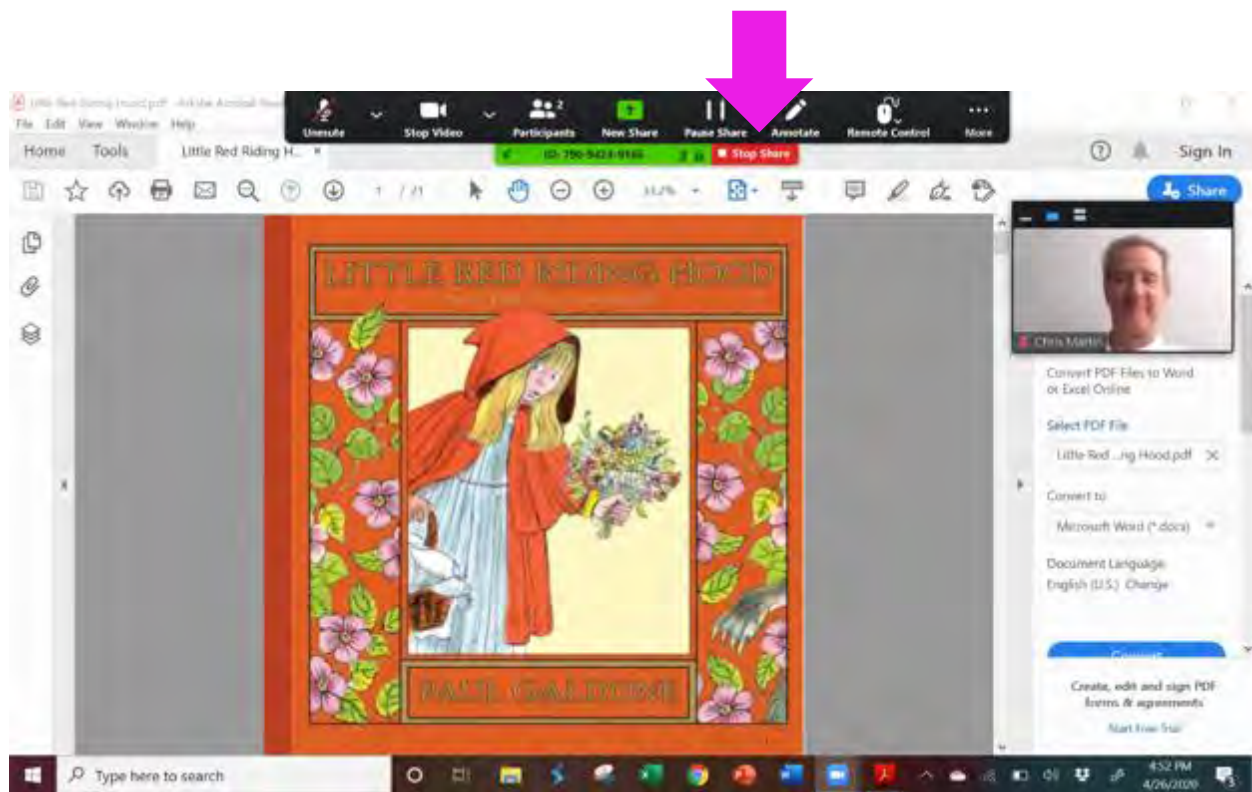
You should see a box showing Adobe Acrobat Reader (which should already have the PDF of the book opened, since you did that before the meeting began). Using this option (rather than sharing your entire screen) should reduce the possibility that anything unexpected will pop up on your screen while you are sharing with the reading club attendees. Click on the **box displaying your book**, then click **Share**.

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Once you are sharing your screen, the meeting controls toolbar should move to the top of the screen and you should see a green box with the meeting ID and a red box with the words “Stop Share”.

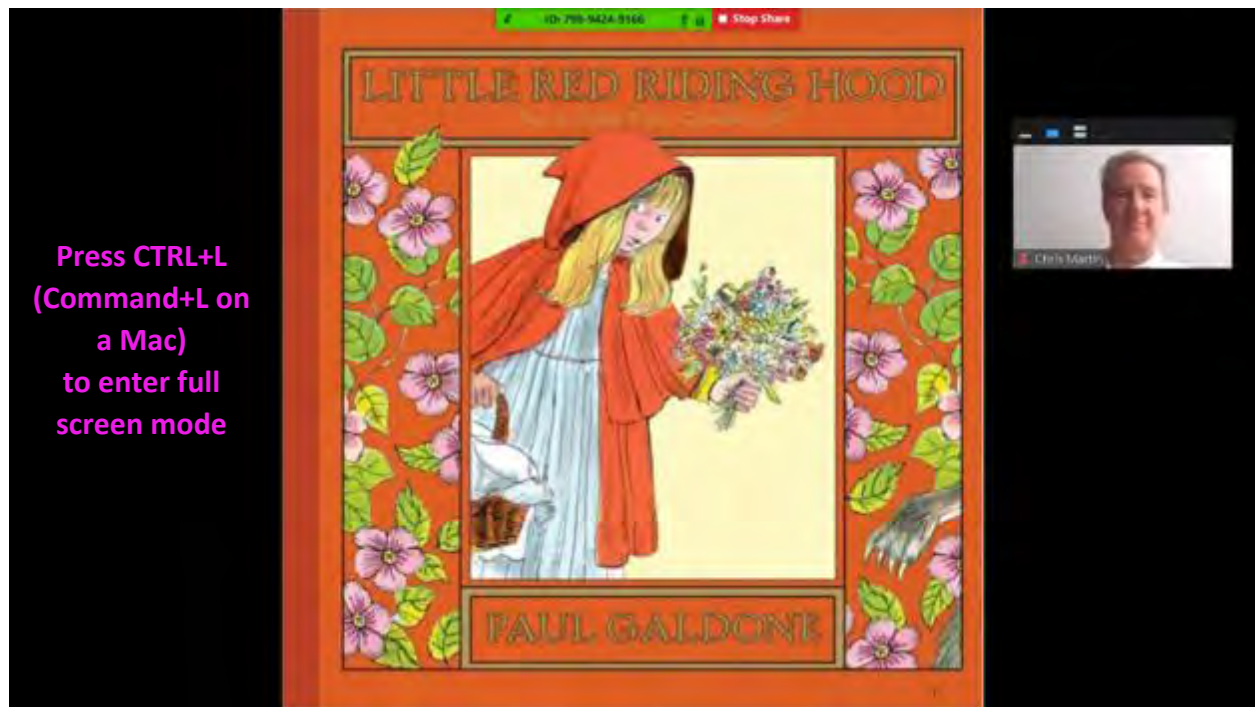
If you move your cursor away from the top of the screen, the meeting controls toolbar will disappear but the meeting ID and the “Stop Share” box will always be visible.

Anytime you see the red box with the words “Stop Share,” you are actively sharing your screen with the reading club attendees. Should you need to stop sharing your screen for any reason, click “Stop Share.”



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Once you are sharing your screen with the PDF version of the book, Press **CTRL+L** (at the same time; **Command+L** on a Mac) to enter full screen mode for the PDF, as shown below. This will hide all of the menus and other buttons in Adobe Acrobat Reader and allow your book to fill most of your screen with smaller videos of the kids and the teacher on the side.



Once the book PDF is in full screen mode, use the following keyboard keys to control the book:

Action	Keyboard Key
Advance to the next page	Right arrow ► or Space Bar
Return to previous page	Left arrow ◀
Exit full-screen mode	Esc (Escape key)

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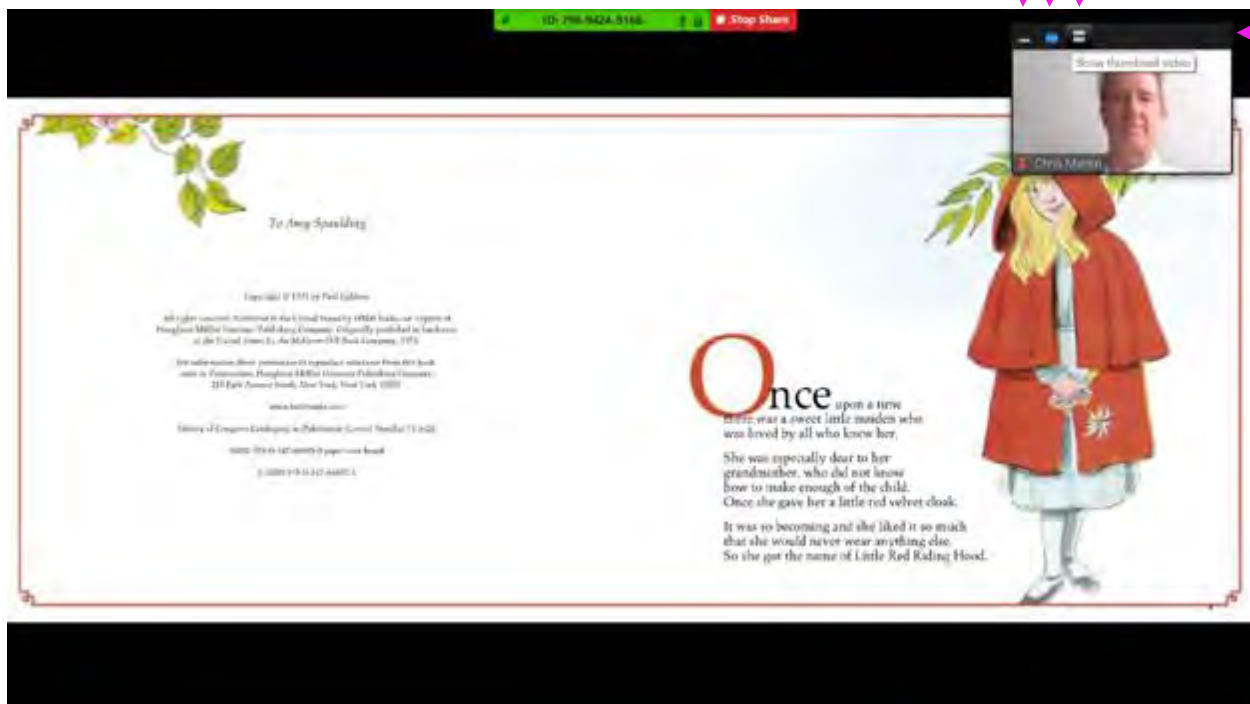
Since you are sharing only the PDF and not your entire screen, you can keep the thumbnail videos of the participants open on your screen if you want to be able to see the participants as you read and discuss the book. As long as you can still read the book, don't worry if this video box (or series of video boxes) is obscuring part of the book. Your attendees won't see this – they will see their own series of videos that they can control from their own screen. If you need to move this video box, simply click at the top of this box and drag it around your screen.

If you want to see multiple participants (**Gallery View**), click on the right-most “show thumbnail video” option, which looks like 2 horizontal bars. ■ If there are more participants than fit on the screen, a scrollbar will appear to allow you to scroll through the videos.

If you want to reduce the video to show only the person currently speaking (**Speaker View**), click on the center option, which looks like a single rectangle. ■

If you want to minimize the videos altogether, click on the left most option which looks like a single horizontal line. ■

Click in the black space above the video box(es), then drag it to move it.



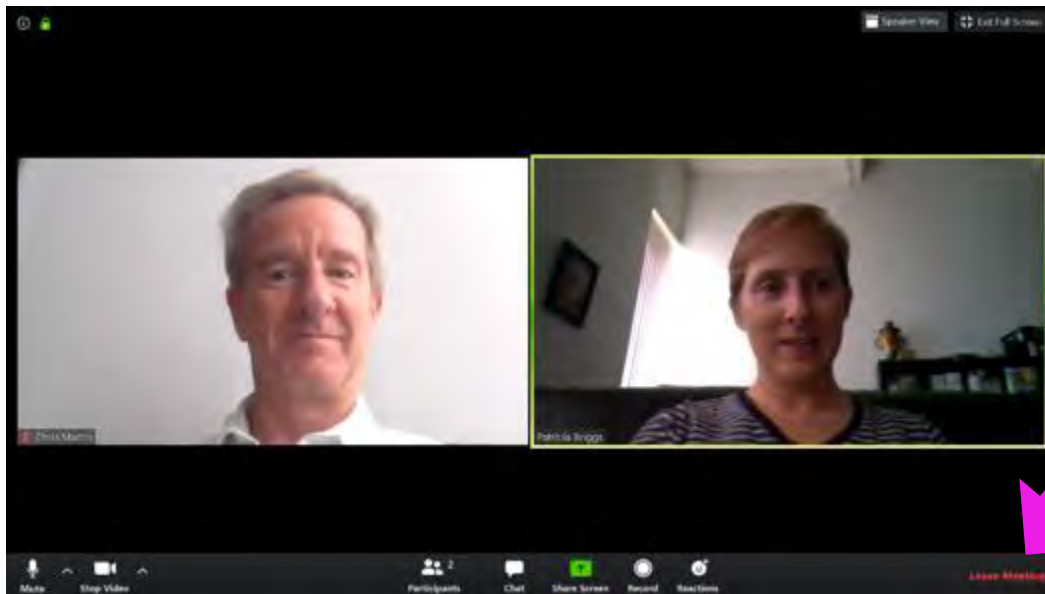
Your screen will look similar to this (but with more participants) if you have the right-most option (**Gallery View**) selected. This will allow you to see multiple participants at once.



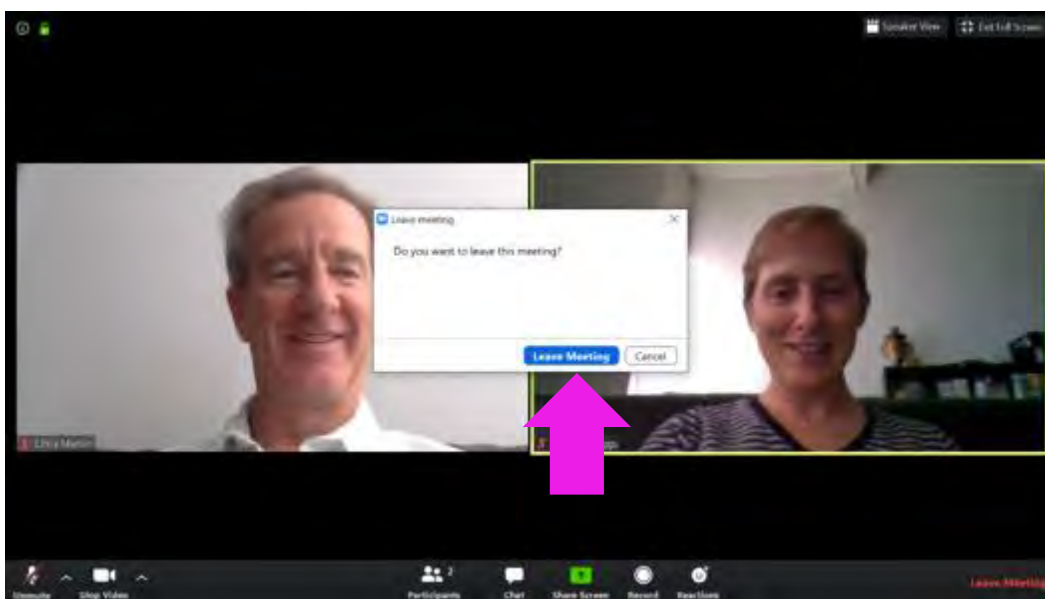
When you get to the end of the book and want to stop sharing your screen, click on the red “**Stop Share**” box at the top of the screen.



When the reading club has ended (or if you need to leave the meeting for any reason prior to the end of the club), click on the **Leave Meeting** button in the lower right-hand corner of the screen. (This may not be necessary if the host has already ended the meeting.)



A box will appear asking you to confirm that you want to leave the meeting. Click **Leave Meeting**.



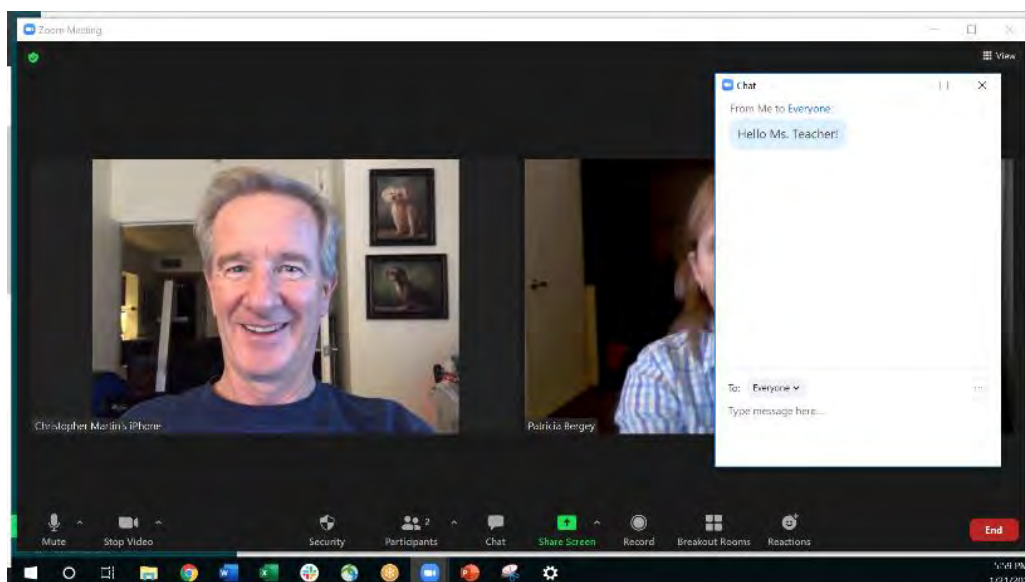
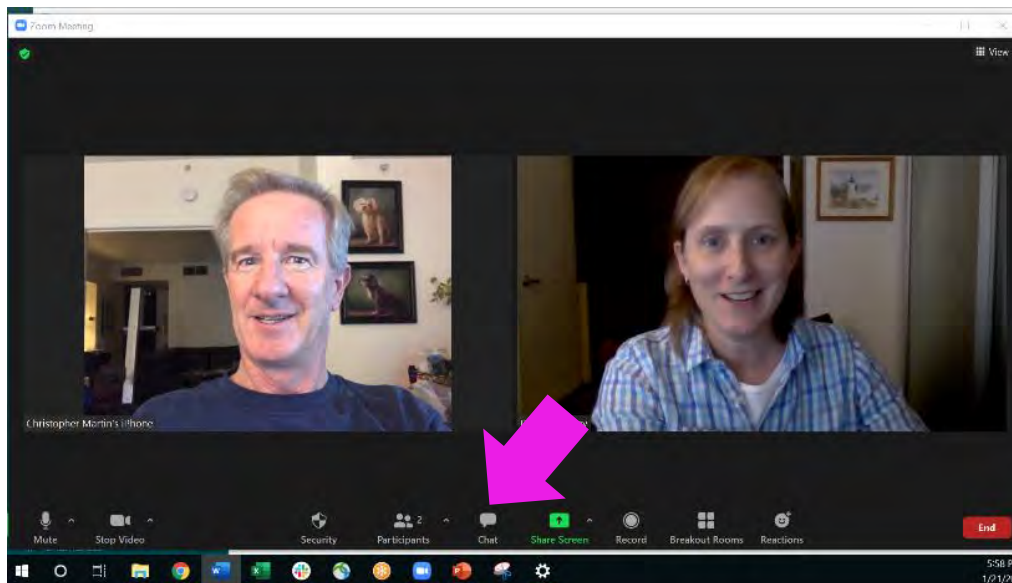
Congratulations! You have successfully completed your first Zoom reading club.

Tips for a better Zoom meeting:

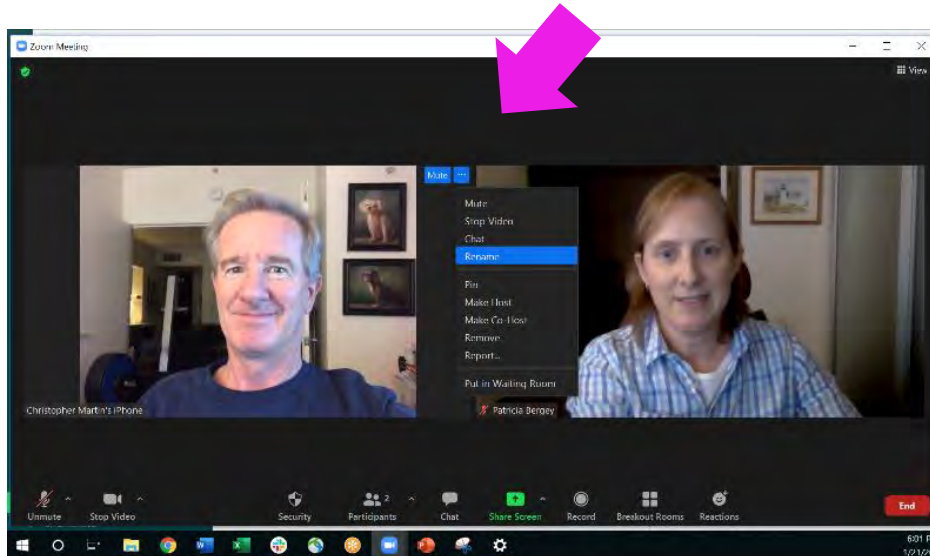
- When you speak, most laptop computers will have a camera and a microphone to show your face and pick up your voice. You can improve the quality of the audio by using a headset with a microphone that connects to your computer.
- If there is any interruption where you cannot view or hear the others in the meeting (something isn't right), you may need to leave the meeting, and use the original link from the teacher to rejoin the meeting. (This system relies on many connections on the internet to work perfectly, but just like on a cell phone, sometimes it doesn't work, and you need to hang up and call back.)
- The first reader will share their screen with the pdf of the book. If the kids and teacher can successfully view the book, after a few pages allow the second reader to read the book while the first reader controls the advance to the next pages. (Passing the control of moving the pages through the book may be too complex to coordinate.)
- If the screen sharing doesn't work well from the first reader's computer, then attempt to pass control of the screen to the second reader. To do this, the first reader must click on the red-colored "Stop Share" button on the top of the screen, then the second reader will move the cursor to the bottom of their page to bring up the meeting controls toolbar and click on "Screen Share" as described on page 8.
- The teachers will have been using these Zoom sessions with their kids for a while and will have devised the protocol for allowing the kids to speak. The hosts can mute everyone, and may select when the kids can speak into the Zoom session. We will follow the teacher's lead on how to handle this.
- If using a laptop, it is generally better to elevate the computer on a box so that it is looking slightly downward to your face. This is more likely to show a wall behind you instead of the ceiling. Try to select a relatively plain wall as a background. If you can find a white wall (or even better a well illuminated green screen), then use that. Zoom has options where you can substitute a white wall or green screen for a virtual background.
- If you don't use a white wall as a background, just be aware of the other items that may be in your home that you don't want to share with the children. Best to move those items out of the way.
- As a backup, download the Zoom app onto your smartphone. If your wired internet decides not to cooperate on Saturday morning, you should be able to

use the same invitation to join the Zoom session via the cellular connection from your smartphone using the Zoom app. You will need to rely on your other reader sharing the pdf of the book from their screen, but you can still read from your copy of the book from your computer.

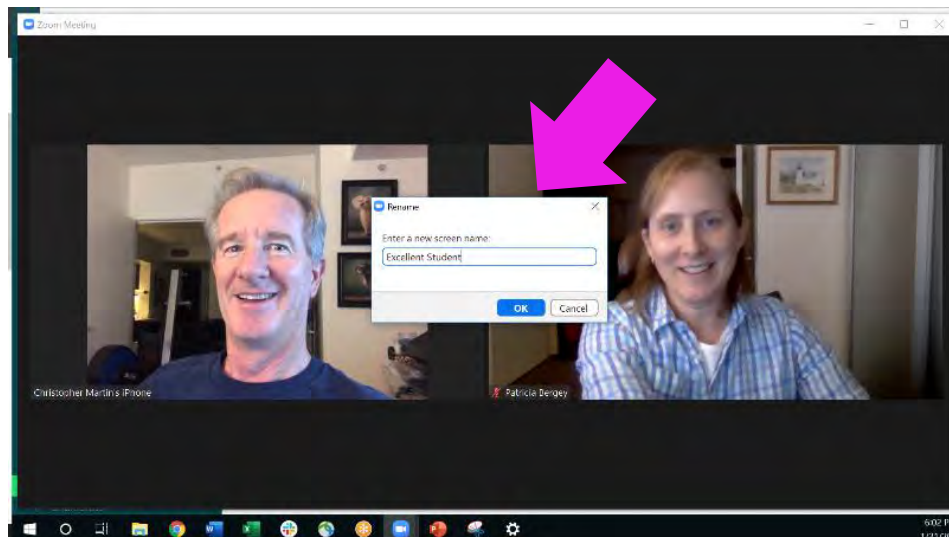
- Between the teacher, and the two readers, assign one of you to monitor the chat feature. Click on the chat icon in the bottom center of the Zoom window to bring up a box that the children, teacher, and you can use to send text messages to each other. The kids could also use this to “pass notes” behind your back during the session, so keep the chat window open so that you can quell any disruptions this may create. If you notice anything unusual in the chat, bring it to the teacher's attention!



- If a child's actual name does not appear in his or her Zoom window, either the teacher (or the readers, if you are co-hosts) can edit the name of the child to make his/her name appear. To do so, click on the three dots that appear in the upper right-hand corner of the child's Zoom window, and then select "Rename." You can also use this feature on your own Zoom window if you'd like to share only your first name, for example.

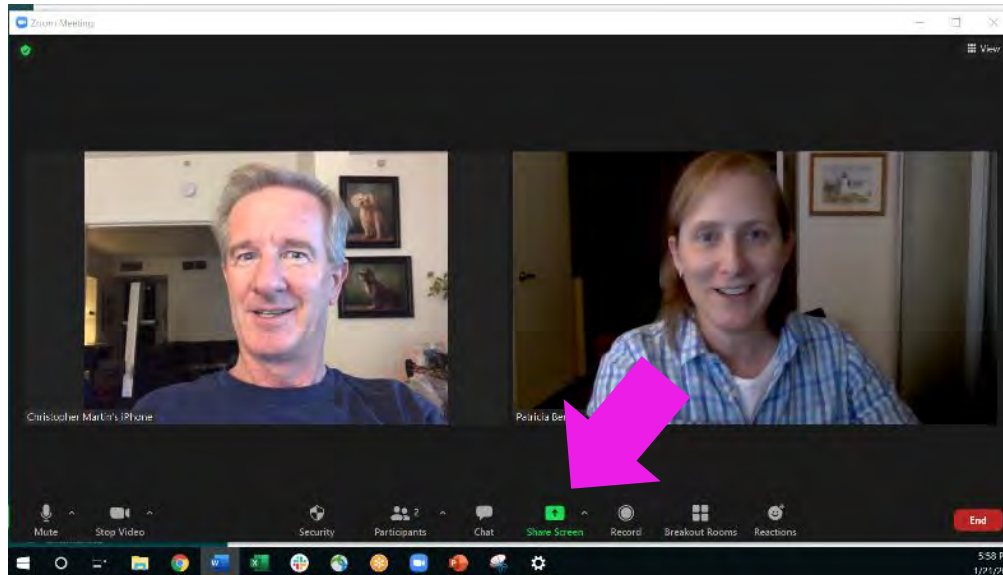


A box will appear to allow you to enter the name of the child:

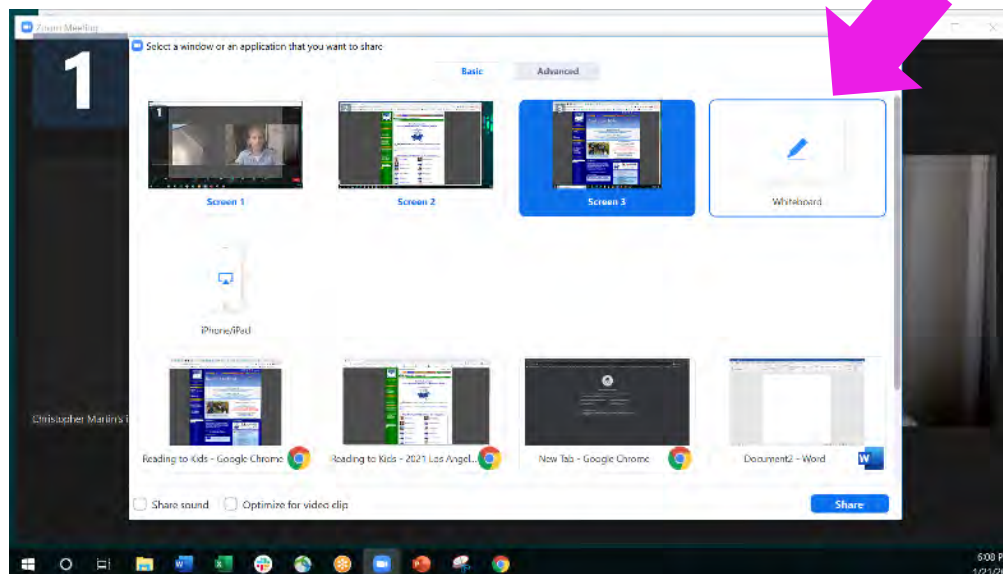


- Ask the kid how to spell his or her name to make that process easier and for kid to be more forthcoming.

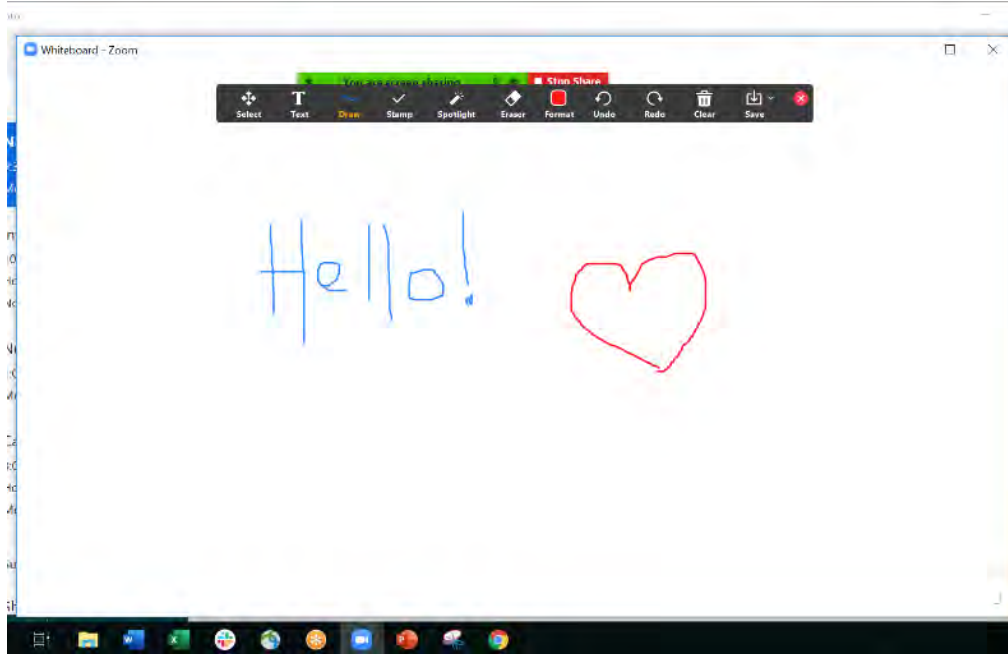
- If you have not planned another craft activity, the easiest activity is often to draw a picture related to the book. All of the children will have access to a piece of paper and writing or drawing utensil, so you don't need to worry about them having additional supplies. An easy way for you to draw and allow the children to see your drawing is to use the "Whiteboard" feature in Zoom. **Be aware, though – once you share a whiteboard, the children can also draw or write on it!**
- To share a whiteboard, click on the share button at the bottom of the screen:



- When you are prompted to select a window or application to share, choose "Whiteboard."



- Your screen will turn into a whiteboard that is automatically shared with the children. Again, be aware that the children can also draw directly on your whiteboard, so be prepared to instruct them to be appropriate if necessary.



- You may also select “iPhone/iPad” if you happen to have either of those devices. (The iPad is especially useful if you have an Apple Pencil.)

