

Procedures for Using the Web to Teach

1. **Devices:** You can use most of these programs on any device
 - Smart phones
 - Tablets
 - Computers
 - Chromebooks
 - If a student does not have access to any of these devices please direct them to a classroom or place that has a computer they can use. If you don't need to see their face or movement in order to teach them they can still be present and see you even if there is no camera access.
2. **Determine your preferred hosting medium:** Skype, Google Hangouts, Zoom, Facetime, etc.
 - Search the web for advice or ask colleagues who have used these programs for advice
 - Zoom is great for group classes and meetings; Google Hangouts also allows for multiple people at once.
 - Google Hangouts and Facetime are great for one on one sessions
 - Try several options to see what is best for you and your students, most of these programs are completely free.
 - Be flexible and be open to trying a different medium if the one you're currently using isn't working.
3. **Learn the program:**
 - Download the app to your phone, tablet and computer to see which device serves you best. Most of these apps can be used on any device!
 - Practice using this program with a friend or family member.
 - Observe the Camera **on/off** button
 - This can be useful if you cannot see your student suddenly due to connection issues or vice versa.
 - Observe the microphone **mute** button
 - This can be useful if you want to listen to what someone is saying or playing but you are in a room with background noise. (It allows the microphone/speaker relationship to function better).
4. **Connectivity:** Move, Switch, or Restart
 - If your internet connection is poor, **move** closer to the router and suggest the same for your students.
 - **Switch devices** if connection does not clear up in a couple of minutes.
 - **Switch** to your phone's **data instead of internet or vice versa** and suggest the same for your students if connection is poor.
 - **Restart** the program and have your student call you instead of calling them.
5. **Headphones:** Make it easier to communicate through a device
6. **Juice:** Have chargers for all devices on hand as the web chats tend to drain the battery!!
7. **Patience:** As you are learning these new programs please be patient

- These programs are super user-friendly and many people will be using them in the coming days if they don't already have experience.
- When in doubt Google how or why something is malfunctioning if you're having trouble. There are dozens of youtube videos and articles describing how to use these programs.