

## TECHNICAL REQUIREMENTS – ONLINE CELTA



### EQUIPMENT

The following equipment is required to take part in the Online Cambridge CELTA Course:

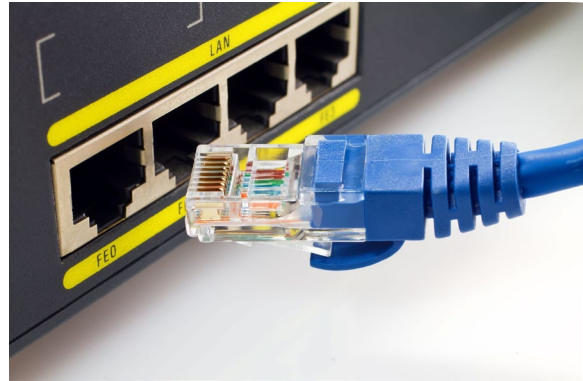
- computer/laptop – we recommend a screen resolution of 1024x768 pixels
- internet connection – we recommend you use a reliable broadband-speed connection to be able to handle progressively downloaded videos and virtual classroom sessions with audio: **even if your WiFi seems stable, connect via a cable**

#### Connecting to the Internet via the ethernet cable

You can see an Ethernet cable in the photo.

Get a good one: Cat. 6 or 7 give you the best speed and you can get almost as long a cable as you want.

Connect your laptop/PC to the WiFi router using the cable. Then, turn off WiFi on your computer and connect via the cable.



- a good quality video camera (built-in or USB-connected) compatible with your laptop/ computer for live sessions on Zoom – your face needs to be clearly visible to students
- a good quality headset with headphones and built-in microphone (external speakers create audio feedback/echo and computer microphones pick up background noises)

### MINIMUM REQUIREMENTS FOR ZOOM

- hardware, incl. RAM
- software, incl. operational system
- internet browser
- internet bandwidth

We strongly recommend the following minimum hardware, operational system, RAM, bandwidth and browser specifications to be able to participate effectively in online training on ZOOM:

<https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

**Please note: You need to use a laptop or a PC to teach effectively and participate in live CELTA sessions on ZOOM and you cannot connect via 2 different devices (e.g. laptop and smartphone).**

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### ZOOM APPLICATION (ZOOM MEETINGS)

**Please start using ZOOM APPLICATION (different from ZOOM used via browser) before the course starts.**

You will need a FREE Zoom account to take part in weekly sessions and Teaching Practice sessions. You can set up your FREE account and download the application here:

<https://zoom.us/download>

Download the application and install it on your desktop.

**Configure the setting to enable the following:**

- annotation
- breakout rooms
- screen sharing
- whiteboard
- file transfer via chat
- nonverbal feedback and reactions
- always show meeting control toolbar

More info on **the settings** here: <https://support.zoom.us/hc/en-us/articles/360034675592-Changing-your-meeting-settings>

**Check for updates** regularly and install them to be able to use the app effectively:

<https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version#:~:text=Sign%20in%20to%20Zoom%20desktop,will%20download%20and%20install%20it.>

**These tutorials might be useful:**

<https://www.teachertrainingvideos.com/Zoom>

**When looking up ZOOM tutorials on YouTube, please include 2022 in the browser box to get info on the most updated version of ZOOM.**

# Tips & Tricks: Teachers Educating on Zoom

## Starting a Class

- If it's your first time using Zoom, visit the [Educating Guide: Getting Started on Zoom](#) and complete the steps in advance of your class to get you set up.
- Schedule your class in the Zoom application for your desired date/time and copy the invitation details to send to your students.  
\*Please note that students will not need to register for an account to join.
- Join your class a couple minutes early to ensure a proper connection then follow the below tips for a quality online learning experience.



## Tips and Tricks for Virtual Lessons

- For your first class, set aside some time to introduce your students to Zoom and ensure that they're able to connect their audio and video.
- Give an agenda or plan for each class by Screen Sharing a document or slide at the beginning of class. This gives students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.
- Discuss online etiquette and expectations of the students in your first virtual class and periodically revisit the topics.
- Utilize the Whiteboard or Annotate a shared document and let your students engage as well. When sharing a whiteboard, document, screen, or image, try whiteboarding math problems or have a student use annotation to highlight items such as grammar mistakes in a paper you're sharing.
- Take time to promote questions, comments, and reactions from your class. Give a minute to allow your students to utilize reactions, write their questions in chat, or be unmuted to ask their questions live.
- Divide into smaller groups for a discussion on a certain topic. You can use Zoom's Breakout Room feature to either pre-assign or auto-assign students into groups for a short period of time so they may discuss things together.
- Have students be the presenter and share projects with the class. This allows your students to show what they're working on while practicing their presentation skills. It also allows students to hear from one another.

## Teaching Over Video - Delivery Tips and Tricks

- Pre-set your meeting to mute participant's microphones upon entry. This helps to avoid background noise and allow your students to focus on your lesson.
- Look at the camera to create eye contact with your students. This helps to create a more personal connection while teaching over video.
- Take a second to check chat or your student's video (if on camera) to check-in with your students and get feedback.
- Speak as if you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.
- When delivering a presentation, sharing images, files or video, give your students a moment to open or take in what you've shared.
- Embrace the pause. Take a moment after the end of your comments and allow for students to engage before continuing on.



## Great Tools Built into Zoom for Engagement

- Polling: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>
- Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>
- Non-verbal Feedback: <https://support.zoom.us/hc/en-us/articles/115001286183-Nonverbal-Feedback-During-Meetings>
- Virtual Backgrounds: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Sharing a Screen: <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- Whiteboard: <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>
- Annotation: <https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>
- Transcription of meetings: <https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings->
- Chat: <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

## Additional Resources

- [Outschool](#), a marketplace for live online classes, has made available [Free Remote Teacher Training Webinars](#) showing how to adapt teaching practices and curriculum to a live video chat classroom. These webinars are led by Outschool's experienced teachers who have transitioned from in-person to online teaching. Educators can sign up and find available times/dates here: [https://success.zoom.us/webinar/register/WN\\_Twxi9n0qQ5WwdtWOxy6JHQ](https://success.zoom.us/webinar/register/WN_Twxi9n0qQ5WwdtWOxy6JHQ)

## TECHNICAL REQUIREMENTS – ONLINE CELTA

### EMAIL ACCOUNT, GOOGLE DRIVE & GOOGLE CLASSROOM

We will use Google Drive to share materials with you so setting up a Gmail account is necessary.

**We strongly recommend creating a Gmail account just for the purposes of the course e.g. yourname.celta@gmail.com.**

The Google Drive attached to **your CELTA-only Gmail account** is exactly what you need. Use online tutorials to learn **how to use Google Drive and Classroom folders** when the course starts.

#### Google Drive tutorials :

<https://support.google.com/drive/answer/2424384?hl=en&co=GENIE.Platform%3DDesktop>

#### Google Classroom for Students tutorials:

[https://support.google.com/edu/classroom/answer/9582544?hl=en&ref\\_topic=9049890#zippy=%2Ccommunicate-with-your-teacher-or-classmates%2Cjoin-a-video-meeting%2Cstart-or-turn-in-your-classwork%2Csee-your-feedback-or-grade%2Cmanage-your-account-classes-or-notifications%2Cexplore-the-classes-page%2Cexplore-the-stream-page%2Cexplore-the-classwork-page%2Cexplore-the-people-page](https://support.google.com/edu/classroom/answer/9582544?hl=en&ref_topic=9049890#zippy=%2Ccommunicate-with-your-teacher-or-classmates%2Cjoin-a-video-meeting%2Cstart-or-turn-in-your-classwork%2Csee-your-feedback-or-grade%2Cmanage-your-account-classes-or-notifications%2Cexplore-the-classes-page%2Cexplore-the-stream-page%2Cexplore-the-classwork-page%2Cexplore-the-people-page)

### MICROSOFT WORD or GOOGLE DOCS

You will need **Microsoft Word** for the course (either PC or Mac version). Mac users and those who do not have a copy of Word installed may wish to use free **Google Docs instead**. Open source programmes won't work.

#### Google Docs tutorial:

<https://support.google.com/docs/answer/7068618?hl=en&co=GENIE.Platform%3DDesktop>

### MICROSOFT POWERPOINT OR GOOGLE SLIDES

You will need access to either **Microsoft Powerpoint (either PC or Mac version) or Google Slides (free on Google Drive)** to prepare materials for the lessons. Learn the basics before the course.

Connect Google slides to your **CELTA-only Gmail account**: <https://www.google.com/slides/about/>

### PDF VIEWER

You will need a PDF viewing app, preferably Adobe Acrobat Reader.

#### Download free Acrobat PDF Reader:

<https://www.adobe.com/acrobat/pdf-reader.html>

### EDPUZZLE

Your online lesson observations will be done via free EdPuzzle app. You need to create a free STUDENT account **using your CELTA-only Gmail address.**

<https://support.edpuzzle.com/hc/en-us/articles/360019545812-How-do-I-sign-up-for-Edpuzzle-as-a-student->

## TECHNICAL REQUIREMENTS – ONLINE CELTA

### PROOFREADING APPS

Install **Grammarly** and use it together with the proofreading/editing app embedded in Microsoft Office Word / Google Docs to proofread all your documents;

<https://www.grammarly.com/>

Link it to your **CELTA-only Gmail account** to proofread your Google slides and Google docs.

### IMAGES FOR YOUR LESSONS

You may be using digital images to create your lesson materials. You can use these royalty-free photo stock websites:

- Pixabay.com
- Unsplash.com
- Pexels.com

### SCREENSHOTS

You will need to use screen shots while planning and teaching. Learn how to do it: save the screen, find the screenshot and open it.

- **Screenshots on Windows:** <https://www.pcmag.com/news/how-to-take-a-screenshot-on-any-device>
- **Screenshots on Mac:** <https://support.apple.com/en-us/HT201361>

### WHATSAPP

Apart from emails, we will be communicating via Whatsapp. Please install it on your computer or better, on your smartphone.

<https://www.whatsapp.com/download>