



ST JOHN THE BAPTIST

TACHBROOK STREET

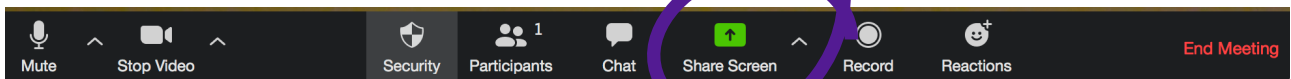
RUNNING A ZOOM QUIZ A QUICK GUIDE

SAFEGUARDING AND SECURITY FIRST

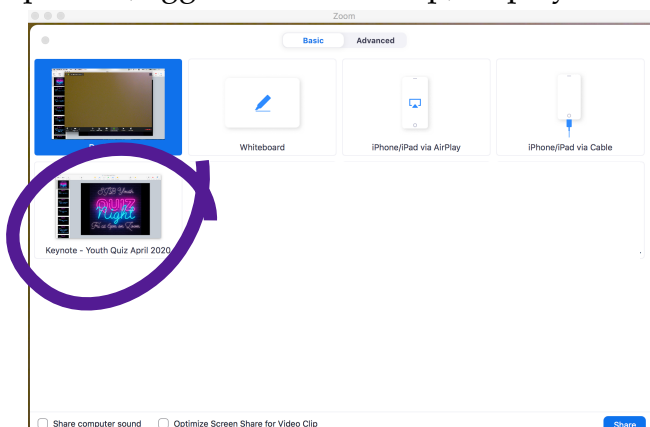
- Please ensure Church of England Safeguarding guidelines are followed at all times: <https://www.churchofengland.org/sites/default/files/2020-04/Video%20Calling.pdf> along with your Church Social Media policy.
- Zoom bombing has become quite a thing of late. This needs to be avoided especially when working with young people. A few tips:
 - never give out zoom links/passwords/ID openly online - emailing to a parent/carer is the safest option.
 - Use the waiting room to screen those joining.
 - Switch off annotation and screen sharing for everyone else in the zoom settings.
 - Don't be afraid to use the mute/video off as much as is needed, especially if anyone is misbehaving/unknown persons manage to join the zoom

HOW TO SCREEN SHARE A QUIZ TO ZOOM

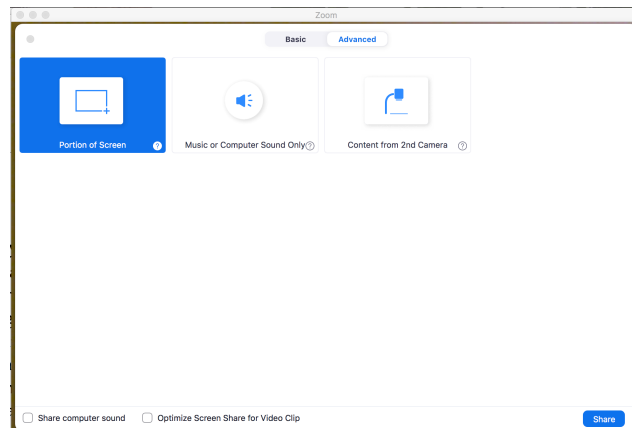
- 1) Make sure you are the host (and keep the list of participants open to the side of the main window so that you can monitor it)
- 2) Click 'Share Screen'



- 3) A window will open giving you a choice of all the programmes you have running, plus advanced options (toggle over at the top) to play sound/music only, or a second camera etc...



4) Select your presentation, and then set it to present/slide show mode and away you go! You can also share videos, music, and internet links (be wary with this one - please with everything first to ensure it is appropriate, and also check the side bars - if you've been shopping for M&S's finest socks that morning, for example, there is a good chance an add for that item may well appear at the side of the screen - going to advanced options, and then 'share portion of screen', as below, us a good way to avoid this happening. Equally please check that your video doesn't auto continue into something less age-appropriate after it has finished.



TROUBLE SHOOTING SOUND

- 1) If you are finding a lot of echo, check no-one is using two devices in close proximity (if they are one will need to be muted with volume at zero, or headphones used). If the echo continues, try muting all participants and gradually adding people back in - it may be easiest to have everyone else muted when questions are being read/answers given.
- 2) If sound quality seems poor/distorted, select the option to 'use original sound' in the audio preferences (this only exists on a computer, the phone and tablet apps do not have this option). PREFERENCES (or settings) > AUDIO > ADVANCED:

