



Pearson

Managing virtual classes and lessons

Date: Friday 20 March 2020

Time: 15:00 to 17:00, meeting open from 14:30 to enter and check computer

To join, please [click here](#).

Full link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzQzNDM0ZTkMDE4OS00YmUOLWJkY2EtNzVjNDk0MmJkMDE4%40thread.v2/0?content=%7b%22id%22%3a%228cc434d7-97d0-47d3-b5c5-14fe0e33e34b%22%2c%22oid%22%3a%220af3a90e-d4bb-4801-b1f6-98ef70b5684b%22%7d

Instructions

- **Joining the meeting:** To join the meeting, participants will need to click on the link above or copy and paste it into their browser. They will be given the option to download the app or join via web. It's probably easier to join via web on the browser.
- **Start time:** I will not start until 15:00 and there will be silence until then because I will be busy letting people enter or preparing other things. I will open the meeting at 14:30, but will not speak until 15:00. This means that there may be a short delay while I click on buttons and everyone joins; if the participants can show a little patience, that would be great. After the presentation starts, I can try to let more people in, but may miss them as I will be busy with the presentation so there will definitely be a little wait. It would be useful if they could arrive at least 10 minutes before the start.
- **Participation:** Participants won't speak, but will be able to use the chat at some points. I will put all of the participants on mute and turn off their video to make sure I don't overload the connection – my microphone will be on (from 15:00) so everyone can see and hear me or view any presentation, of course! Video will be on from 14:30 with some information about the meeting. With more than 4 or 5 people in a meeting, it's impossible to manage if everyone can speak and the video could become heavy for the connection I have so it's really essential everyone remains on mute as speaking will make it impossible for the others. If you can send a reminder not to speak when people try to, that would help.
- **Questions:** To ask questions, they will be able to do so in chat. I will try to answer at the end of sections and at the end of the presentation. Answers will be spoken, not written. I may not be able to answer all the questions if there are a lot so I'll focus on the most relevant, but will do my best.
- **Technical Support:** Unfortunately participants will need to be responsible for their own computer and for fixing any technical issues as I won't have assistance in this webinar. I'm afraid I can't answer technical questions about Internet connections, software updates or computer settings. Thanks to all for their patience. It's also for this reason that it's a good idea to arrive a little early.
- **Recording and presentation:** A recording of the presentation will not be made and not documents will be supplied later, but we will share the contact at Caracciolo and Mariani if teachers need access to digital. For support if they need to set any Pearson products up later (not for videoconferencing software), users can visit our site at <https://it.pearson.com/>