

Video Conferencing in Reynolds School District

A Guide for Video Conferencing in a Digital Learning Environment

Teachers have the tools to video conference with individual students, small groups, and whole classes. This is a systematic guide for teachers. There are printable directions for students/families included at the end of this document.

It is forbidden that other video conferencing products are used with students. The options below are managed within the district, so appropriate record-keeping measures are in place to protect both staff and students.

Three Allowed Ways to Video Conference with Your Students or Class

Scroll to the next page, or click on your choice below to jump to your preferred option



[Schoolology Conferences](#)

Teachers and staff can video conference with students in their course or a group, just as they do for teaching in the classroom. **On mobile devices** (iPads or Chromebooks) **users need log in through the mobile browser**, as this feature is not possible in the mobile app. There is a limit of **25 participants** in each unique session. This tool offers basic video conferencing features.



[Teams Conference in Schoolology](#) [Teams Meeting in O365](#)

(see both options by clicking on the option you wish to explore)

Allows for whole class *and* 1:1 video conferencing with teachers and staff. This video conference tool works within **Schoolology**, the **Teams App** on **mobile devices**, as well as going through a **web browser**. The limit for this tool is **250 participants** in each unique session. This tool also allows for more advanced features like the ability to save a recording indefinitely, create break-out chats, etc. Both teachers and students can initiate a video session (allowing students to reach out to their teachers).



[Zoom Conferences](#)

Teachers have managed (purchased) Zoom accounts with the district. Allows for whole class video conferencing via a link distributed to students/participants. Works via web or app. Teachers can save recordings, and initiate sessions. Students can not initiate a video session with this tool.

Please Join the RSD Teacher Tech Resources Group in Schoolology

Click Groups -> My Groups -> Join Group -> Enter Group Code: T7RVZ-JT7WQ

Schoology Conferences



(An easy option: your courses are already built for you, and students are already enrolled)

Important Note:

If you're on a mobile device (like an iPad or Chromebook) you need to log in to Schoology via the web browser and not the mobile app to use the conferences feature. Mobile apps, in general, have limitations like this to allow the mobile device to run smoothly.

For Teachers:

1. **Log in** to Schoology - reynolds.schoology.com (no www.) though a web browser.

Note – you cannot use the mobile app (iOS or Chrome) for video conferencing.

Username: Username – **not your email**

Password: Your new password

Note: Your district computer login and email/Office365 login are currently your old login – those were not changed.

Schoology and Synergy require your new passwords.

2. **Click** “Courses” along the top and **select** the course you wish to run a virtual conference for.
3. Teachers can **schedule** and **host** a video/phone conference/chat/instant message session with students in any course (up to 100 people at a time). This includes on-screen annotation features and screen sharing for sharing of a presentation slide deck (PowerPoint), having students share work, etc. **Click** on “Conference” along the left side of the Schoology page for that course, and schedule conferences with start and end times, then communicate to your students that you will have a live session, and at what time that will be.

Note: To Moderate the Video Conference: When in a video conference, click on any person's name along the left side to grant permissions for screen sharing, presenter mode, or to mute them. More information for teachers can be found by clicking here: [Schoology - How to use the Conferences App](#)

For Students:

1. **Find out** from your teacher when they will be holding a video conference with your class.
2. When it's time, **log in** to Schoology **within a web browser** - reynolds.schoology.com (no www.)
Note – you cannot use the mobile app (iOS or Chrome) for video conferencing.
3. Username: studentID (lunch number – not your email)
Password: StudentIDmmddyyyy (StudentID + birthdate) - StudentID + 8-digit birthdate is the default password, if a password has not been changed or is unknown.
4. **Click** “Courses” along the top and **select** the course you need to conference in.
5. **Click** on “Conference” along the left side of the Schoology page for that course. You will see the conference(s) scheduled for this course.
6. Follow all school and class expectations for video conferencing.

[For more information from Schoology, and including frequently asked questions, click here](#)

[Jump to Printable Student Directions for Schoology Virtual Conferencing](#)

Microsoft Teams Conference Tool in Schoology



For Teachers:

1. **Click** *Teams Meeting* along the left side of your course.
2. **Sign in** with your Microsoft Office365 (email) account if this is your first time scheduling a meeting.
3. Once signed in, **click** *Create meeting link*.
4. **Enter** a title for your meeting and **select** a date and time.
5. **Click** *Create*.
6. **Click** *Copy* to copy the automatically generated meeting link and **paste** it to a course update, calendar event or course material (like a page or an assignment).

[Click here for more information on creating a Teams Conference in Schoology](#)

For Students Using a Mobile Browser

1. Click the meeting link located in Schoology.
2. You can choose to access the meeting from the [Microsoft Teams desktop app](#) or via web browser.
3. If you have the desktop app, click the **Open Microsoft Teams** prompt.

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.


Cancel

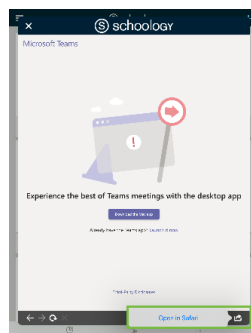
Open Microsoft Teams

Note: Sign in to your Microsoft Team account in a separate browser tab or on the desktop app before joining a meeting.

4. You may be prompted to allow access to your microphone and camera. Click **Allow**.
5. Click **Join now** to enter the meeting.

For Students Using a Mobile Device or Tablet:

1. Download the Microsoft Teams app and sign in to your account.
2. Click the meeting link located in the Schoology app.
3. Click the **Share** icon  and **Open in Safari** to launch the Microsoft Teams app and automatically join the meeting.



Above, the Microsoft Team meetings view on an iPad.

Alternatively, you can access Schoology from the mobile browser. Click the Teams Meeting link in Schoology to launch the Microsoft Teams app and automatically join the meeting.

Follow all school and class expectations for video conferencing.

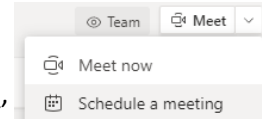
[For more information from Schoology about Teams Conferencing, click here](#)


[Jump to Printable Student Directions for Virtual Conferencing via Teams Conference in Schoology](#)



For Teachers:

1. Every teacher should already have a Team created automatically for each If you do not have a Team already made for your classes, reach out to Technology Services through the SOS ticketing system.

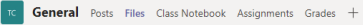



2. Navigate to the class Team. Click the drop-down and select 'Schedule a meeting'
3. Video and Phone Conferencing: Teachers can host a video/phone conference/chat/instant message session with individual students, or the "whole class" in any Team. Click on "Calls"  along the left side of the team, and begin hosting a video conference with your student groups.

To learn more, and to [take a free 1-hour online course: click here](#)



For Students: (Using the Class Team they are enrolled in)

1. Log in to the Teams app directly on your device, or log in via the web through Clever.
2. Click the "Teams" button along the left side, then click on the Team icon for the class you wish to interact with.
3. Along the top of the team page, you can access Posts, upload Files, Use the Class OneNote Notebook, Tasks (Assignments), or access other apps, etc. that your teacher may have added to the Team. Click on any of these options to begin working. 
4. Video and Phone Conferencing: There is a video/phone conference/chat/instant message option in any Team. Click on "Calls"  along the left side of the team, and begin hosting a video conference, chat, or instant message with Team members. If using the web browser version, you may be prompted to open the Teams app.
5. Students may also call their teacher directly using this service by clicking on 'Calls' along the left side of the device app or web app.
6. Follow all school and class expectations for video conferencing.

Note: If using a mobile device such as an iPad or Chromebook, download the app and login through the mobile app.

[Jump to Printable Student Directions for Microsoft Teams Video Conferencing](#)



Zoom Conferences (Teacher-scheduled only)

For Teachers:

1. Log in to your district Zoom account.
2. Click 'Schedule a Meeting' in the upper right.
3. Set all permissions accordingly and click 'Save.'
4. Copy the meeting link provided and make this link available to students via the communications tool you use for your class.

For Students:

1. Navigate to the communication you receive from your teacher for each class through Clever (Schoology, Seesaw, Teams, etc.).
2. Click the link to join your class video conference.
3. Enter any credentials you are prompted for.
4. Follow all school and class expectations for video conferencing.

Note: If using a mobile device such as an iPad or Chromebook, download the app and login through the mobile app.

[Jump to Printable Student Directions for Zoom Conferencing](#)

Printable Student/Family Directions

The Next Four Pages

Video Conferencing in Schoology: Directions for Students



1. **Log in** student to Schoology - reynolds.schoology.com (no www.) – You **MUST** use the web browser
Username: studentID (lunch number – not your email)
Password: StudentIDmmddyyyy (StudentID + birthdate)
2. **Click** “Courses” along the top and **select** the course you need to conference in.
3. **Click** on “Conference” along the left side of the Schoology page for that course. You will see the conference(s) scheduled for this course. Click your scheduled conference time.



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Teams Video Conference Tool in Schoology




For Students Using a Web Browser:

1. Click the meeting link located in Schoology.
2. Choose to access the meeting from the [Microsoft Teams desktop app](#) or via web browser.
3. If you have the desktop app, click the **Open Microsoft Teams** prompt.

Note: Sign in to your Microsoft Team account in a separate browser tab or on the desktop app before joining a meeting.

4. You may be prompted to allow access to your microphone and camera. Click **Allow**.
5. Click **Join now** to enter the meeting.

For Students Using a Mobile Device or Tablet:

1. Download the Microsoft Teams app and sign in to your account.
2. Click the meeting link located in the Schoology app.
3. Click the **Share** icon  and **Open in Safari** to launch the Microsoft Teams app and automatically join the meeting. Alternatively, you can access Schoology from the mobile browser. Click the Teams Meeting link in Schoology to launch the Microsoft Teams app and automatically join the meeting.



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
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Video Conferencing in Teams: Directions for Students



(After being enrolled into a Team by their teacher)


1. Log in to Office 365 through the web browser on your device – portal.office.com (or through the Teams app)
 - a. In the browser version, click the navigation button in the upper left (the 9 dots) and select “Teams.” (If you don’t see it, click on “All apps” and you will see it)
2. Click the “Teams” button along the left side, then click on the Team icon for the class you wish to interact with.
3. **Video and Phone Conferencing:** There is a video/phone conference/chat/instant message option in any Team. Click on “Calls”  along the left side of the team, and begin hosting a video conference, chat, or instant message with Team members. If using the web browser version, you may be prompted to open the Teams app.



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
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
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Video Conferencing in Zoom: Directions for Students



1. Navigate to the communication you receive from your teacher for each class through Clever (Schoology, Seesaw, Teams, etc.).
2. Click the link to join your class video conference.
3. Enter any credentials you are prompted for.
4. Follow all school and class expectations for video conferencing.



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