DIOCESE OF SALFORD
Department for Formation

USING ZOOM FOR CATECHESIS GUIDE

Due to social distancing rules much of our catechesis cannot happen in person for the moment. Catechists may choose to run information sessions on Zoom (or similar programme) for parents and teachers to equip them to prepare children for the Sacraments at home or in school. This guide will show you how this can be done.

N.B. Diocesan Safeguarding Policy states that under 18s should not take part in an online video call. If they wish to listen to the session they should be accompanied by a parent/guardian with the camera turned off. Further guidance can be found here:

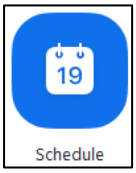
https://www.dioceseofsalford.org.uk/wp-content/uploads/Online-Communication-Guidelines-youth.pdf

https://www.dioceseofsalford.org.uk/wp-content/uploads/Parish-digital-guidance-2.pdf

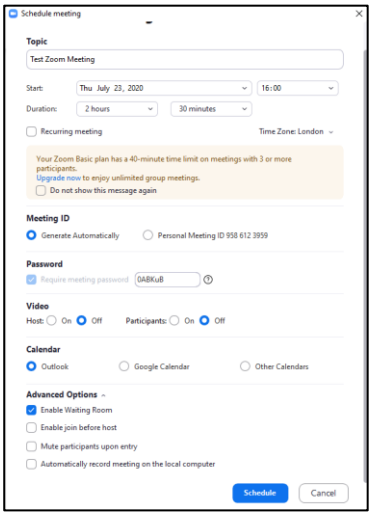
Setting up a Zoom meeting

If your meeting is under 40 minutes you can use a free Zoom account. You could also schedule two back to back 40-minute meetings for free sending out the Zoom details for both meetings together. For £12 a month your parish could pay for a pro package which has no time limit, for more information visit https://zoom.us/pricing.

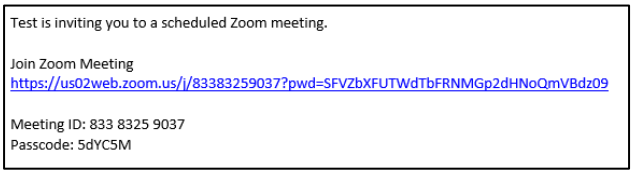
1. Download the Zoom desktop or mobile app https://zoom.us/download
2. Open the app and click the schedule button



3. Fill in your meeting details. Ensure a meeting password is required and 'enable waiting room' is check in the advanced settings.

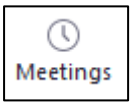


4. The meeting details will appear in a pop up (either in Outlook, google calendar or as a pop up if you select other calendars). Copy and paste this information and send it to your attendees so they can join.

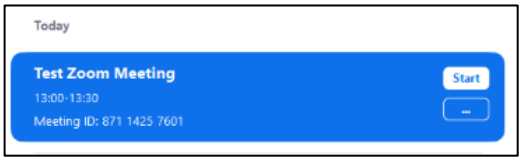


Starting your Zoom meeting

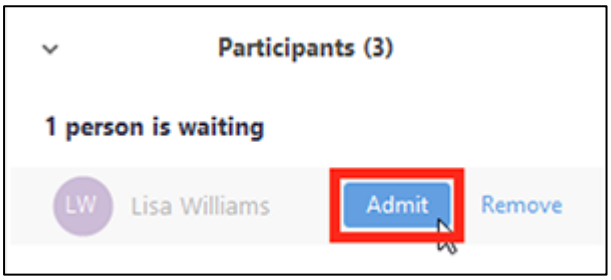
1. Open the Zoom app and click the 'meetings' button



2. Find your scheduled meeting and click 'start'



3. Click the 'participants' button. As people arrive in the 'waiting room' if you know them click 'admit' and if you don't click 'remove'. They will then join your meeting. People can turn their camera and microphone off by using the buttons at the bottom (when they join to be heard they need to click 'use computer/phone sound' on the pop up).



4. When everyone is in the 'room' you may wish to start with a welcome and prayer. It is best to 'mute all' other than the leaders to avoid background noise. If people wish to speak, they could raise their hand and when invited to speak unmute themselves.

Sharing a video

As part of the session you may wish to show one of the catechists/parents videos or another relevant video. They can be accessed through the diocesan website on the links below.

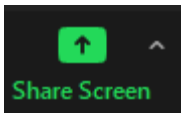
Videos for Catechists - https://www.dioceseofsalford.org.uk/faith/sacraments/catechist-videos/
Videos for Parents - https://www.dioceseofsalford.org.uk/faith/sacraments/parents-videos/

There are two ways to share the video. If you have reliable internet you can watch the video together using 'Share Screen' (option 1). If you do not it is best to share the link in the chat box for people to watch separately (option 2).

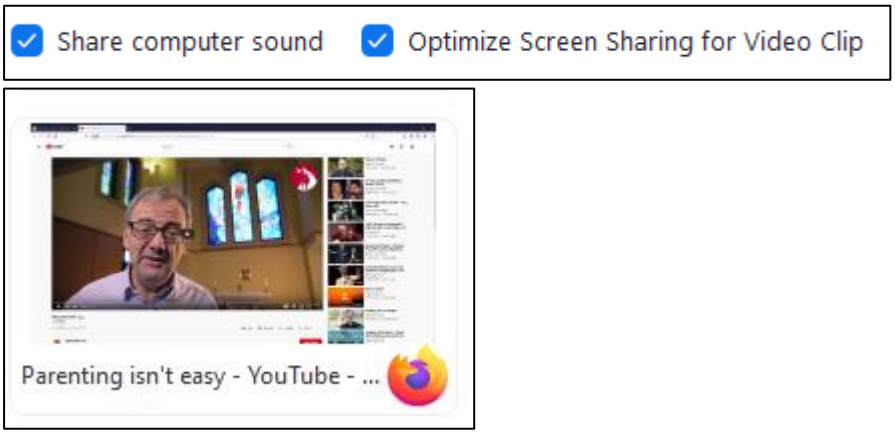
Share Screen – option 1

1. Find the video you want to play and have it ready and minimised.
2. Ensure everyone is muted, you may wish to mute your own microphone and turn off your camera whilst the video is playing.

3. Click the ‘Share Screen’ button at the bottom of your screen



4. Ensure ‘Share computer sound’ and ‘optimize Screen Sharing for video Clip’ are ticked on the prompt box then choose the internet page which is displaying the video.



5. When the video has finished, click the red button at the top of the screen ‘stop share’



<u>Share link – option 2</u>

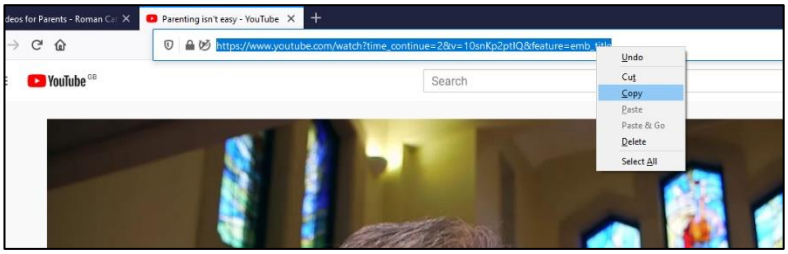
1. Find the video you want to play from the diocesan website.
2. Click the title (circled) to be taken to the video on YouTube

First Communion Videos For Parents

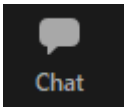
Video I – Parenting Isn’t Easy – David Wells



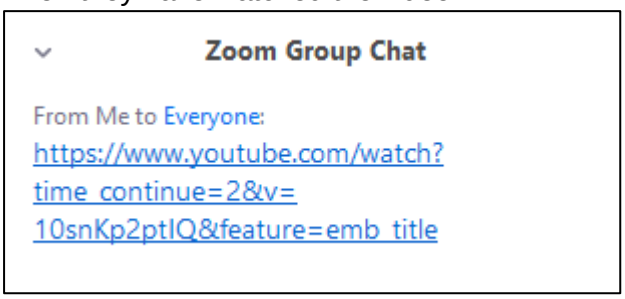
3. Copy the web address



4. Click the ‘chat button’ at the bottom of the page



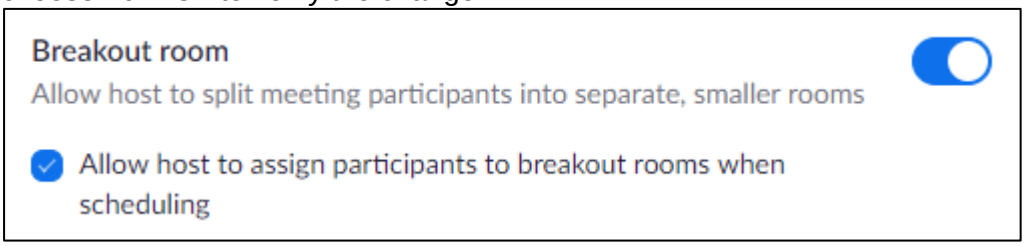
5. Paste the copied web address into the chat box for everyone to click and watch on their own reminding them to turn off their video and microphone and to turn on their video when they have watched the video.



Using breakout rooms (paid version only)

Step 1 - Enabling breakout rooms

1. Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click Account Management then Account Settings.
3. Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled.
   If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.



Further help including a video can be found here https://support.zoom.us/hc/en-us/articles/206476093

Step 2 – Managing breakout rooms

1. Click breakout rooms.

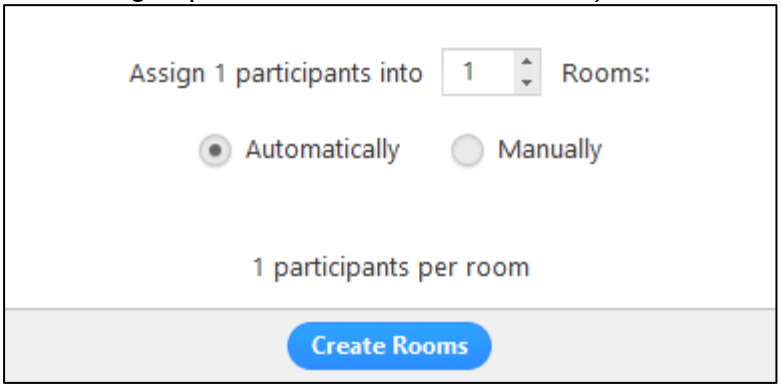


2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:

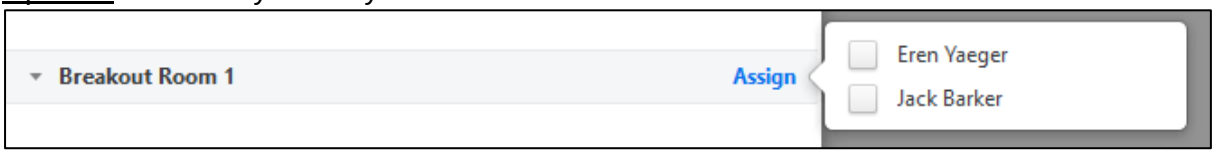
- Automatically: Let Zoom split your participants up evenly into each of the rooms.
- Manually: Choose which participants you would like in each room.

3. Click Create breakout rooms.

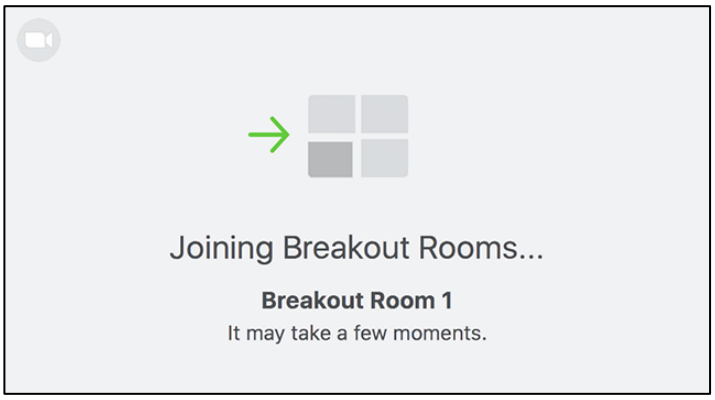
   Option 1 is automatically if it doesn't matter who is in each group (you should ensure there is a group leader in each breakout room).



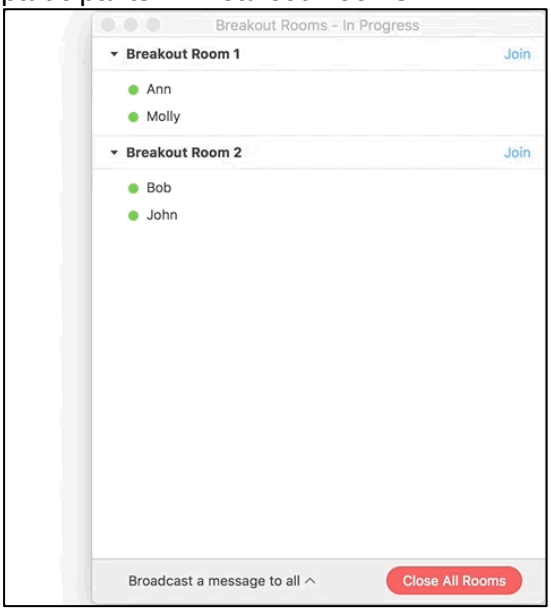
Option 2 is Manually where you choose who is in each room.

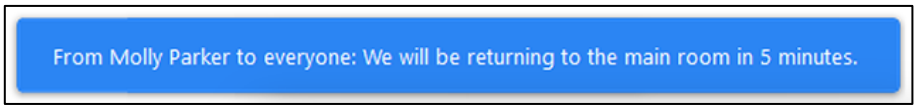


4. Click Open All Rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.



5. You can Broadcast a message to each of the room such as '10 minutes reaming'. To do this click breakout rooms in the meeting controls then click Broadcast a message to all, enter your message and click Broadcast. The message will now appear for all participants in Breakout Rooms.





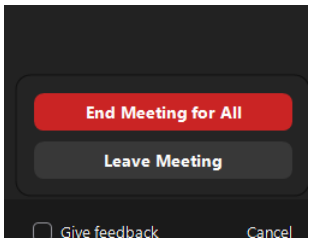
6. When you are ready to bring the group back together click 'breakout rooms' then 'close all rooms'.



Further help including a video can be found here https://support.zoom.us/hc/en-us/articles/206476313

Ending the meeting

Once you are ready to finish the meeting click the red button ‘end’ then ‘end meeting for all’.



You can find further help guides and videos at the Zoom help centre, good luck - https://support.zoom.us/hc/en-us

For further support and to let us know how you get on, please email formation@dioceseofsalford.org.uk or call 0161 817 2214.