

QUICK GUIDE TO TEACHING ONLINE WITH ERIC COHEN BOOKS



● Inviting Your Class to the Lesson

Be familiar with the video conference app (such as Zoom: <https://zoom.us>).

Contact your students by WhatsApp or email to invite them to a scheduled Zoom lesson. Include the day and the time of the meeting. Remind them to have their course book, workbook and notebook with them.

● Before Going Online

Open your teaching materials on your computer.

ECB whiteboard course book	Kotar (Ofek) / Classoos
ECB website	Internet sites
PowerPoint	Worksheets

● Setting Up a Zoom Classroom

Be online at least 5 minutes before the lesson.

Check that everything is working.
Greet the students as they connect.
Give them a few minutes to say hello to each other.
Click on *Manage Participants* to mute or unmute the students' microphones.
Click on the arrow next to *Share Screen*, choose *Advanced Share Options*, and click on *Only Host* so only you can share a screen.

● Let's Begin

Share the screen showing your ECB digital course book

Click on *Share Screen* and *Share Computer Sound*.
Teach the lesson from the digital course book on your computer.
Ask the students to raise their hand if they have a question.
Click on the *New Share* button to show the workbook.
Give the students an independent assignment.

● Continue the Lesson

Call the students back to "class".

Check their work.
Select specific students to answer.
Repeat the next part of your lesson or give homework.

● End the lesson

Summarize the lesson.

Click on the *Stop Share* button so that you can all see each other again.
Answer any questions.
Tell the students when the next class will be and say goodbye.