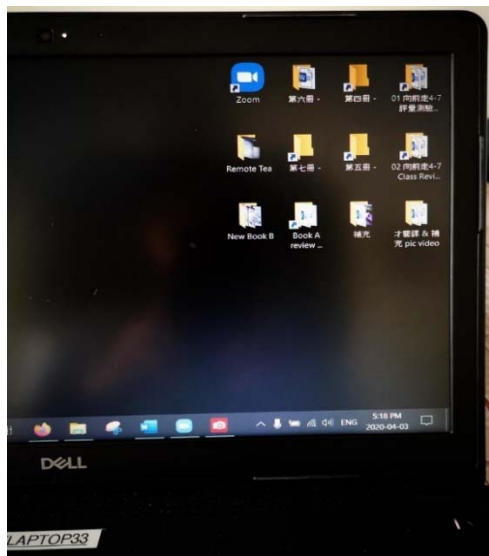


Dear Parents & Students,

As I previously mentioned, we are going to utilise the efficient app, Zoom to our Mandarin class starting from next week. Parents are kindly requested to download the “Zoom” software using a computer, iPad, or mobile phone. However, the screen of mobile phones might be too small to see the text or Chinese words clearly when I “share screen” and want to show learning materials, PowerPoint, or clips. In addition, in consideration of your child’s eye health and focused attention, I highly recommend my students login to the app using a computer. Also, please let the student take the online class in a quiet room if possible. It will be a critically important factor to help his/her concentration. If you are late to the class, after you log in, please join the class quietly and catch up to the lecture ASAP. On my screen, I can view which student has joined on time for the Mandarin class.

Please follow the **Six Steps (#1- #6)** and instructions to successfully setup the Zoom app by this weekend. Some pictures below are for your reference. I hope they will be helpful while downloading the software and login in the Mandarin class of your grade. I have already scheduled the classroom for each grade. You should write down the Meeting ID # on a sticky note and paste on your computer for your convenience.

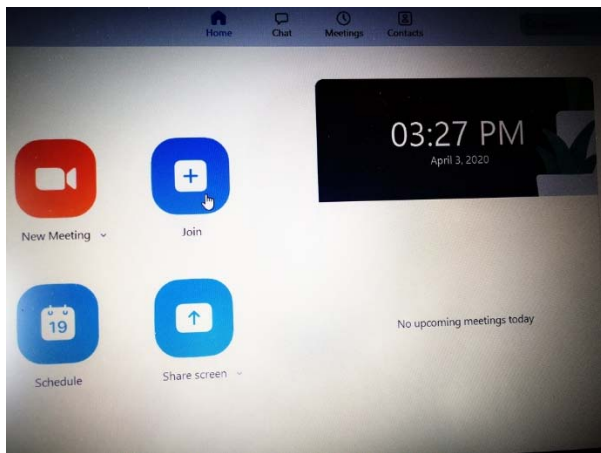
#1-Use a computer with webcam. It is preferably recommended.



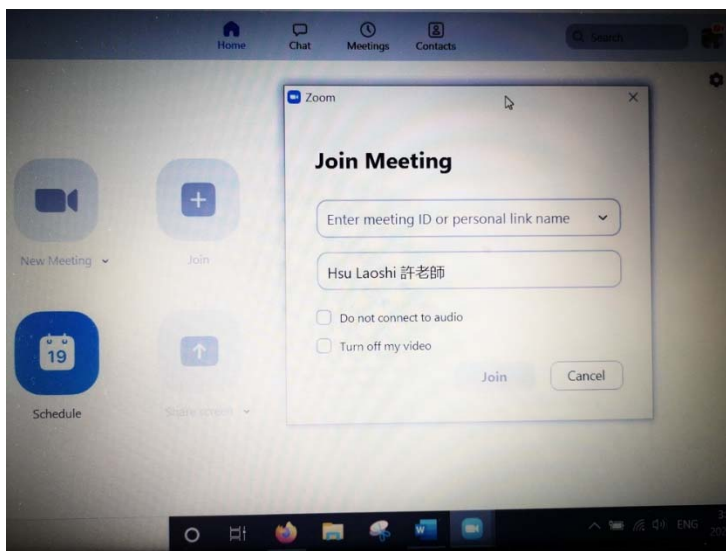
#2-Download Zoom to the desktop and open it before Mandarin class.



#3-Double click the right top icon to “Join” the class.

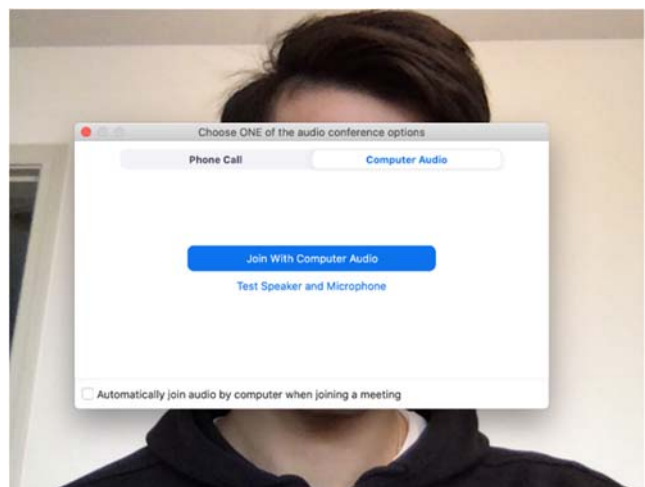
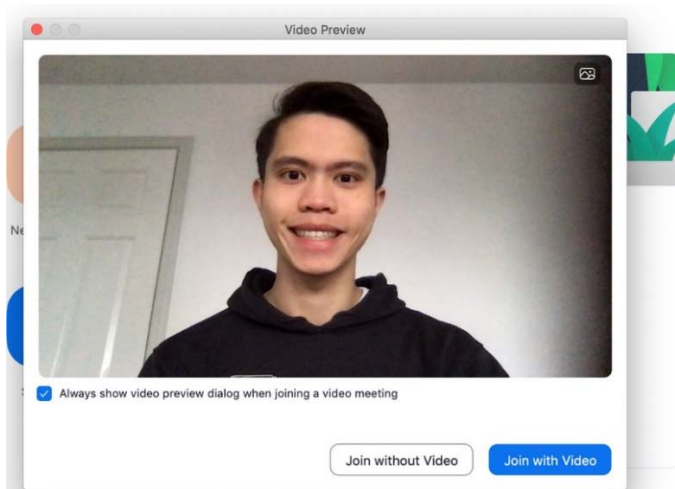


#4-Enter your grade’s 9-digit Meeting ID and click the Join button.

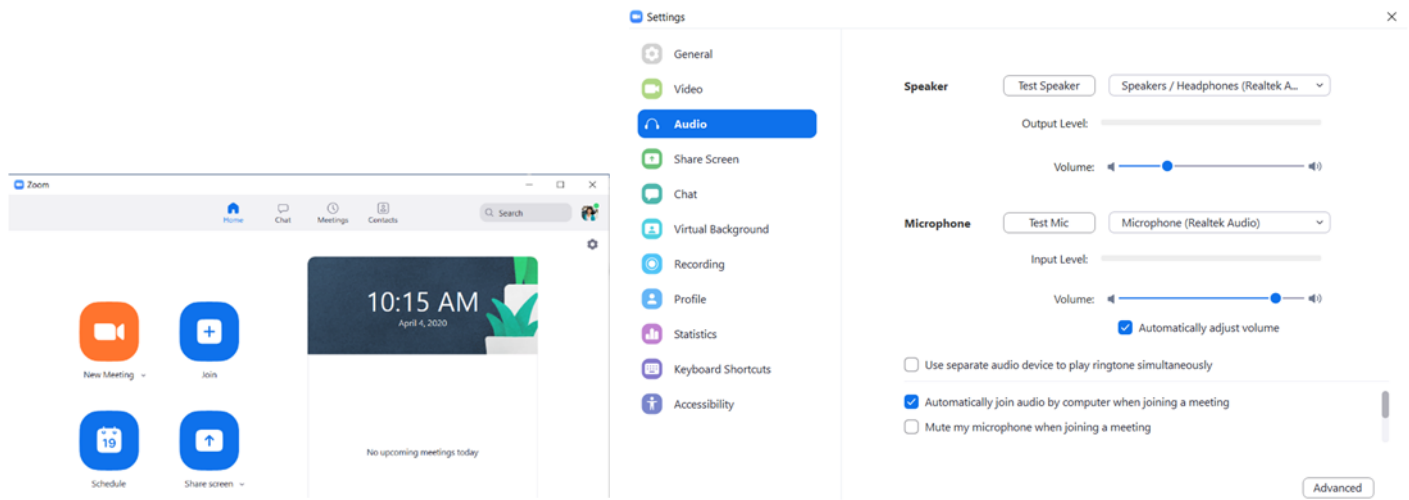


#5 left- Check the box of “Always show video preview...” and click the blue button of “Join with video”.

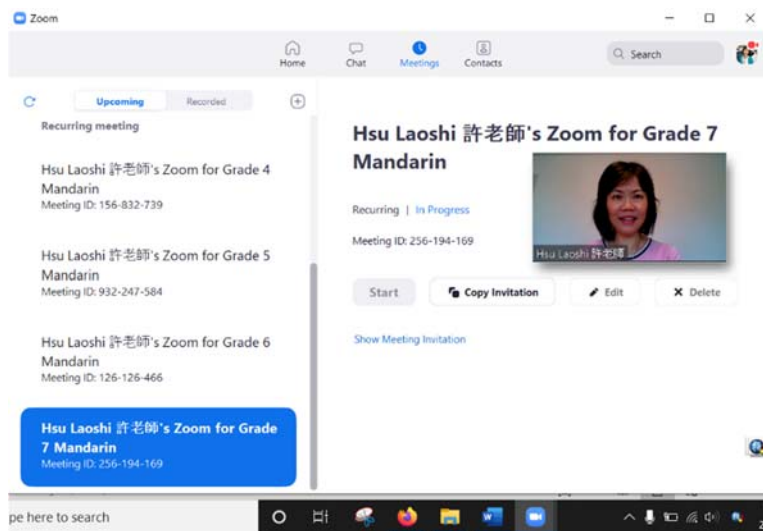
#5 right- Click the blue button to “Join with Computer Audio” in order to hear the teacher’s voice when I am talking.



PS. However, you can simply go to zoom homepage, click “setting” which is on the top corner under your name or your profile picture, and then reset “audio” by check the box of “Automatically join audio...”. After that, you can **skip** this step, #5 right each time when you attend the virtual class. See the picture below for your reference.



#6- Follow your grade’s schedule listed below to login in Zoom classes on time. Hsu Laoshi will be there to meet with you.



Note: You are encouraged to kindly help each other if any families from Gr.4-7 in our school community encounters setup difficulties. Your good will and precious time will be greatly appreciated. Also, please ask for help if you need it.

Each grade’s 9-digit Meeting ID# to Join Zoom is listed below-

Hsu Laoshi 許老師's Zoom for **Grade 4 Mandarin: 156-832-739**

Hsu Laoshi 許老師's Zoom for **Grade 5 Mandarin: 932-247-584**

Hsu Laoshi 許老師's Zoom for **Grade 6 Mandarin: 126-126-466**

Hsu Laoshi 許老師's Zoom for **Grade 7 Mandarin: 256-194-169**

The meeting time for each grade scheduled on Monday afternoon as below:

Gr.7- 2:00-2:30pm

Gr.6- 2:30-3:00pm

=== short break===

Gr.5- 3:30-4:00pm

Gr.4- 4:00-4:30pm

On this coming Monday afternoon, April 6th, let's meet each other as the first contact to see how it works through the new teaching and learning technology. As it will be our first Mandarin class after the long break, it will just be a brief overview about the procedure of our online settings including such distance/remote education and various assessments. If your device has webcam availability, please show me that your textbook, workbook, and required learning supplies are ready for the Mandarin class. Thanks for your attention.

I am looking forward to seeing you soon.

May God bless you and your family!

Hsu Laoshi