

Google Guidance for ReadingZone Live participating schools



We want as many schools as possible to experience the ReadingZone Live programme in a live, interactive way.

We do **not** want technology to be a barrier to participation.

Therefore, we have configured the technology to be open to all schools. It is no longer necessary to have dedicated Video Conferencing equipment and you can access with Google Hangouts.



To ensure the ReadingZone Live event is a success for participating schools, please ensure that you adhere to the following guidelines.

Technical:

- 1) Always use a **good quality HD camera, microphone and speakers**.
- 2) Always fully test audio, video and lighting prior to participating in a VC.
- 3) It is advisable to **separate out the microphone from the webcam** by plugging in an extension microphone with a long lead to allow the microphone to be as close to the participants as possible.
- 4) **Ideally an external webcam should be used rather than a built-in webcam** that might be part of a laptop or screen. Integrated webcams invariably are designed to focus on the subject immediately in front of the lens. Using a webcam for a video conference usually means the subject will be some distance from the lens.
- 5) Ensure you have a **technician available to troubleshoot any local issues** during the lead up to the live broadcast at 2:30pm.
- 6) Always ensure that your **microphone is set to mute when not actively participating**.
- 7) Ensure that the camera is **not pointing towards a strong light source** (eg large window with daylight behind the students). This will create an undesirable silhouette effect and the students will only be seen in outline form. Where possible the camera should point with the light source *behind* the camera or blinds should be used to block out unwanted daylight.
- 8) Ensure that you have a Google account (email oli.trussell@lgfl.net if you need support setting your school up with G Suite accounts) with access to Hangouts (**check that you can access [this link](#) in advance**)

Non - Technical:

- 1) **Students must be supervised and monitored at all times during the live broadcast.**
A member of the LGfL team or Caroline Horn from ReadingZone live may need to speak to the supervising teacher at any point during the broadcast.
- 2) **Always ask students to approach the microphone when called upon to ask a question.**
It will help to position the students that have pre prepared questions near the microphone so they are audible to all and also no time is lost if a child needs to move across the classroom to the microphone at the key moment.
- 3) **Leave your microphone on mute throughout the event and only unmute it when it is your turn to ask a question;** mute it again to hear the answer. Please practise muting and unmuting the microphone in advance of the event.
- 4) Encourage students to come up with imaginative questions that others will not have already asked and are specific to the author. Do not ask the same question that another student may have already asked from a different school.
- 5) General questions that apply to any author and of less interest to everyone listening in than researched, thoughtful and focussed questions.

Questions to **avoid** because they are too obvious include:

- What is/was your favourite book?
- Have you always wanted to be a writer?

- 6) Encourage students to practice their questions in a clear, confident easy to hear fashion in advance of the event.

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