



# Virtual Field Trips Reference Guide

In preparation for your virtual field trip with the National Museum of the American Indian (NMAI), please review the information below.

## PROGRAM EXPECTATIONS

- Educators should be present to encourage participation and facilitate interaction with NMAI educators.
- NMAI educators reserve the right to end the program early if participants do not follow the code of conduct.
- Please do not share the Zoom join link with anyone who is not reserved for the program.

## CODE OF CONDUCT

Virtual classrooms are real classrooms and the following is expected of all participants:

- Listen to instructions and follow directions.
- Maintain self-control and be respectful of NMAI educators and fellow participants.
- Do not use obscene, threatening, or disrespectful language or images.

If the actions of a participant cause harm to anyone or interfere with program activities, NMAI educators reserve the right to deny their continuation in the program.

## EDUCATORS

- Please assist NMAI educators with encouraging positive participation.
- Support NMAI educators and work with them to resolve disciplinary problems.
- Remain with children under 18 throughout the program.

## VIDEO CONFERENCE

Virtual field trips are conducted over Zoom. Students and educators should be able to join the video conference from any browser window and should not need to download any software. The museum will generate the Zoom join link. This link will be shared with you in advance of your program as a calendar invite or email confirmation.

If you typically connect with your students using other platforms (e.g., Google Meet), we recommend you join the virtual field trip using Zoom and then share your screen with your students via your preferred video conferencing platform. In this scenario, students will not be connecting to the Zoom video conference directly.

## PEAR DECK

This section applies only to the following virtual field trip programs:

- **Telling the American Story**
- **American Indian Removal: What Does It Mean to Remove a People?**
- **Treaties Matter: Northern Plains Treaties and the Dakota Access Pipeline**

During your virtual field trip, museum educators will use a tool called Pear Deck to help students actively engage in the program. Students will need an internet-ready personal device, such as a tablet or Chromebook, in order to join

their field trip's Pear Deck. They will be instructed to go to [www.joinpd.com](http://www.joinpd.com) using a web browser and enter a code unique to their field trip. Students will join anonymously and no personal information will be collected. Visit the Pear Deck [website](#) to learn more.

## SET-UP AND JOINING THE FIELD TRIP

Whether students are connecting from home, the classroom, or both, here are our recommendations for ensuring they have the best experience possible.

### In the classroom

- Connect a laptop equipped with a microphone and speakers to a projector or smartboard that can display the Zoom call to the entire class. If possible, connect the laptop to a router or modem with an ethernet cable for the most stable internet connection.
- Students should not join the Zoom call directly via their personal devices since this may slow your internet speed.
- When it's time for your virtual field trip, click on the Zoom join link that was included with your calendar invite or email confirmation.
- **Pear Deck field trip programs ONLY:** Ensure each student has an internet-ready personal device and that it is ready to connect to Pear Deck.

### Hybrid

- The same set-up instructions apply to classrooms with a combination of students joining in class and from home.

### From home

- Forward the Zoom join link to students and instruct them to click on the link when it's time to join the virtual field trip.
- Students must use a profile picture and video background that is appropriate to an educational environment.
- **Pear Deck field trip programs ONLY:** Students will need two windows open during the virtual field trip: one for the Zoom call and one for Pear Deck. Students can do this on the same device via two browser windows arranged side by side or two browser tabs, or they can set them up on two separate devices.

## PRIVACY AND CYBER SECURITY GUIDELINES

- The rules listed under Section 4 of the [Smithsonian Terms of Use](#) encourage a learning environment where thoughtful discussion can safely occur among people of all ages and backgrounds. The Smithsonian reserves the right to deny access or exclude those who do not comply with the code of conduct.
- For privacy reasons, personal video recordings of the virtual field trips are not permitted.
- Do not publicly share your Zoom join link. Share the link only with students connecting from home who are authorized to join the virtual field trip.
- Students will be placed in a Zoom waiting room until released by NMAI educators to join the program.
- Students will be muted at the beginning of the program.
- Review the [Smithsonian's Privacy Statement](#).