NATIONAL
MUSEUM
of the
AMERICAN
INDIAN

✸ Smithsonian

Technology Guide for Virtual Field Trips

In preparation for your virtual field trip, please review the information below.

PEAR DECK

During your virtual field trip, museum educators will use a tool called Pear Deck to help your students actively engage in the program. Students will be instructed to go to **_www.joinpd.com_** using a web browser on any personal device 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. If you have questions or concerns about Pear Deck, please let us know in advance.

SET-UP AND JOINING THE FIELD TRIP

Whether your students will be connecting from home or the classroom (or both), below are our recommendations for ensuring that your students have the best experience during their virtual field trip.

In the classroom

- In your classroom, connect a laptop with microphone and speakers to a projector that can display the video conference call to the entire class. If possible, connect the laptop to the internet via an ethernet cable for the most stable internet connection.

- When it's time for your virtual field trip, use your classroom laptop to click on the video conference call join link that was included with your calendar confirmation.

- To participate in the virtual field trip, each student will need an internet-ready personal device, such as a tablet or Chromebook, in order to join their field trip's Pear Deck through a web browser. Students **should not** join the video conference call via their personal devices in the classroom since this may slow your internet speed.

Hybrid (students both at home and in the classroom)

- For students in the classroom, follow the set-up described above.

- For students at home, follow the set-up described below.

From home

- Forward the video conference call join link to students and instruct them to click on the link when it's time to join the virtual field trip.

- During the virtual field trip, students will need two windows open: one for the video conference 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.

VIDEO CONFERENCE

Virtual field trips are conducted over Microsoft Teams or Zoom. Students and teachers should be able to join the video conference from any browser window and should not need to download any software. The museum typically generates the video conference join links, but teachers who wish to provide their own join links may do so. These join links should be shared with us in advance of your program. The museum educators assigned to your program will need to be promoted to Presenters/Co-hosts during the video conference in this scenario.

If you typically connect with your students using other platforms (e.g., Google Meet), we recommend that teachers join the virtual field trip using Teams or Zoom and then share their screen with their students via their preferred video conferencing platform. In this scenario, students will not be connecting to the Teams or Zoom video conference directly. If this option works for you, please let us know in advance of your program.

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 these conduct expectations.

- For privacy reasons, personal video recordings of the virtual field trips are not permitted.

- Do not publicly share your video conference call join link. If students will be connecting from home, only share this link with the students you authorize to participate in the virtual field trip.

- Participants will be automatically muted upon entering the video conference call.

- Follow your classroom rules for keeping cameras on or off during the video conference call.

- Review the *Smithsonian's Privacy Statement*.