



# Virtual Field Trip

## Teacher & Parent Guide

Thank you for registering your group for Cleveland Metroparks Zoo's Virtual Field Trip. The following information is provided to ensure you have the necessary information prior to your program. Should you have any questions, please reach out to the Zoo's Registration Office at (216) 635-3391. We look forward to hosting you!

### PRIOR TO THE PROGRAM

- All programs will be performed via the **Zoom** platform unless otherwise specified.
- Plan to use a device that has both a camera and microphone. You will also need to ensure a strong internet connection (wired is better than wireless, if possible). This allows the best possible virtual experience for your group. The newer the device, the better.
- Your unique Zoom invite will be sent to the email listed during registration one (1) week prior to your program. It will be the responsibility of the owner of this email address to distribute the link to those they would like on the call, if accessing the call from multiple devices. Please remember the maximum number of participants is 30 (including the teacher/parent).
- Your Zoom invite will have a link to the program as well as a password and meeting ID. Teacher/parent should forward this information to each student and assist them with logging on.
- Teacher/parent – click [here](#) to purchase/download the companion Zoo Science Units before the Virtual Field Trip and [here](#) to fill out a short questionnaire.

### GETTING STARTED

- Zoo staff will begin the call 15 minutes prior to the program start time. The teacher/parent **MUST** be available to log into the program 15 minutes prior to the start time to review the plan for the program with the Zoo staff.
- We suggest that all participants be ready to log-in no later than five (5) minutes prior to the program start time. If any participants expect to log-in after the program has started, the teacher/parent should let the Zoo staff know as soon as possible so we can make the necessary plans. We will try to let them on the call after the program has started but we can't guarantee it.
- Any connectivity issues should be facilitated by the teacher/parent.

### DURING THE PROGRAM

- A teacher/parent must be present during the entire program to facilitate the question/answer period and assist with discussion.
- We will provide participants will a quick (1-2 minute) introduction to Zoom at the beginning of the program for those unfamiliar with the platform.
- All students/participants will be muted upon entry.
- There will be designed times throughout the program where participants can ask questions.
  - If all participants are viewing from one location, all questions should be filtered up through the teacher/parent to ask.
  - If participants are viewing from multiple locations, students should utilize the chat feature to ask their questions. The teacher/parent will then communicate the question to the educator during the designated question/answer time.

- If viewing the Virtual Field Trip from home, be aware of what may show up in the background of your video. We recommend setting up your device so only a blank wall is shown behind the participant(s).
- HAVE FUN!! These experiences are meant to be a fun and engaging way for your group to experience the Zoo. Please ask questions and interact with staff to get the most out of the program!

## AFTER THE PROGRAM

- Following the program, click [here](#) to provide any/all feedback to ensure we continue to provide quality experiences for our community.

## ADDITIONAL TIPS FOR SUCCESS

- If any participants are using a laptop, make sure it's plugged into a power source. Try to avoid running on battery power to improve computer performance during the program.
- Close all other applications to free up your computer for better performance.
- We expect all participants to be respectful to each other, just as they would during a traditional program at the Zoo. This includes being kind and patient, being friendly, choosing words carefully, and taking turns. Zoo staff reserves the right to mute, disable video of, or remove participants who say or share inappropriate content.

## TAKE ACTION TO HELP SECURE A FUTURE FOR WILDLIFE

On your next in-person visit to the Zoo, take pictures of your group learning about animals and wildlife conservation. Share these pictures and learnings with others – post to social media, decorate a bulletin board, or include in a newsletter. And let us know what you did so we can celebrate with you! Spreading the word to others is one of the best ways kids can advocate for wildlife.

Additionally, encourage discussion and challenge your group to think of a way they can help wildlife together. At Cleveland Metroparks Zoo, we believe taking action is as easy as ABC! Here are a few ideas:

- **A**DVOCATE – Use your voice and spread the word!
  - Share what you're doing to make a difference for wildlife through social media and invite others to join you.
  - Communicate to public officials, corporations and other decision/policy makers. Let them know that you care about wildlife and wild places and expect them to help us protect them. Personal letters are the most powerful – especially from children.
- **B**UY RESPONSIBLY – Never buy wildlife or products made from protected wildlife or their parts – or support vendors who sell them.
  - Make a commitment to be a smart shopper and choose certified sustainable products – Forestry Stewardship Council, Certified Sustainable Palm Oil, Bird Friendly, and Seafood Watch.
  - Reduce single-use plastics – bring reusable shopping and product bags, use your own travel mug, and always skip the straw. Encourage others to do the same.
  - Recycle your cell phone and other personal electronics during your next trip to the Zoo. The Zoo partners with Eco-Cell to recycle electronics to protect gorilla habitat and support gorilla conservation. Find the secure Eco-Cell collection box in the lobby of the Zoo's Education building (on your left when you enter the Zoo), or set up your own collection drive at your school or workplace.
- **C**ONTRIBUTE – Donate resources or your time.
  - Support wildlife conservation efforts by donating to the Future for Wildlife Fund.
  - Shop to support wildlife conservation at our Conservation Shop (in the Main Gift Shop and online).

- Look for and report illegal or suspicious activity related to wildlife being kept, sold, or traded – if you see something, say something!

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