

# Ready, Set, Fitness Kids

## Script

### 1.1

Welcome to Ready Set Fitness Kids!

Our mission is to pour our love and enthusiasm for physical activity into your child so much that they develop their own intrinsic motivation to get active each day!

This onboarding training is designed to prepare you with the foundational info you need to successfully teach on the Outschool platform.

If you need details about how to navigate through this course, click the Navigation button. If you are ready to begin, click the Start button.

### 1.2

On the left side of the screen is the menu where you can see your progress in the course or revisit slides as needed.

On the bottom left is the play and pause button.

The seekbar allows you to play, pause, replay, or advance the audio timeline on the slide.

If you want to replay a slide click this button.

Control the volume and accessibility functions here.

To the right of that is the previous button to return to a previous slide.

Click the next button to move on to the next slide.

Click next to continue with the course.

### 1.3

By the time you have completed the training, you will be able to:

Explain the full functionality of the Outschool platform.

and distinguish the basic functions and settings of the Zoom platform.

Click Next to continue

## **1.4**

Let's learn more about Ready, Set, Fitness and why our partnership with Outschool is so impactful and essential to our success!

Click each icon above to learn more.

Click Next when you are finished.

### **1.4a**

Established in 2020, Ready, Set, Fitness Kids is an organization focused on connecting children with the most passionate and qualified educators.

Making those connections is easier than ever now, with our virtual partnership with Outschool.

Click the next icon above to continue.

### **1.4b**

Outschool is an innovative education platform with established learner safety and security measures, as well as a huge existing learner base.

Today, Outschool offers more than 140,000 live online classes to more than 1,000,000 learners in 183 countries worldwide.

### **1.4c**

We always like to clear it up right away: you work for Ready Set Fitness Kids - you do not work for Outschool.

We use their platform and RSF Kids maintains a business partnership with them. They are not your employer and they are not our employer.

## **1.5**

Once you have been hired, there are a few important tasks to complete.

These first few steps are important to comply with our Outschool Partnership and their Trust and Safety department. Once these steps are complete and you are approved to teach on the platform, we will begin setting up your class schedule.

### **1.5a**

First, you will receive an email from Outschool to consent to a background check. Your email should look like this.

Move the slider to the right to learn more.

**1.5b**

Please click on the start background check button in the email to begin. This process can be very quick.

**1.5c**

Next, you will shortly thereafter receive an email with information to login to your teacher account on the Outschool.com website. Follow those steps after you click on Claim Account.

**1.5d**

Finally, from here you will complete a short, mandatory platform training on safety and privacy.

Click Next when you have finished.

**1.6**

Once you are logged in to your Outschool teacher account, you will see 5 tabs at the top.

Schedule

Sections

Groups

Conversations

Educator Library

You will primarily use the Schedule and Conversations tabs.

Let's take a quick look at each.

You will not need to refer to the groups tab.

Click on the other tab names in the image above to learn more.

Click Next when you have finished checking out all the tabs.

**1.6a**

Here you will see all of your assigned classes in the current week and the next scheduled meeting time for each class.

You can also see how many learners are enrolled.

Click the next tab above to continue to learn more about the layout of the Outschool platform.

**1.6b**

This tab shows you all the sections that have been assigned to you that are active by the month when they first became active sections.

You will not really need to access anything from this tab.

Click the next tab above to continue to learn more about the layout of the Outschool platform.

**1.6c**

This is where you will be able to view messages sent to you either from the Learner's account or from the Parents' account.

We will go over more details about this section in a moment.

Click the next tab above to continue to learn more about the layout of the Outschool platform.

**1.6d**

The Educator Library houses countless articles related to business and marketing resources, guides on designing curriculum, and Outschool insights and data, to help you further understand the details of the platform and best practices.

Click Next to continue with the course.

**1.7**

Let's set up your profile.

In the top right corner, you will see a small arrow that will lead to a drop-down menu.

Click here.

From here, you will need to click Profile and Settings.

Then click here.

**1.7a**

Please note that this page will say Public Parent Profile.

You are on the correct page.

Once in the Profile and Settings section please add a professional photo of yourself.

Then change your name to match your proper prefix and your first name.

Please add your name now.

Click enter when you are done.

### **1.7b**

Select the Visibility box that says Classmates and their parents can see my name as.

Next, you can select your language as English, your time zone, and your location.

Please do not fill in anything else as nothing else on this page is visible to parents or learners so it is not necessary.

Then you will click Teach to return to the schedule tab.

Now click Next to continue.

### **1.8**

Let's talk about how to set up your class schedule.

Use What's App for all communication. Please submit the days of the week and times you would like to teach and include your time zone.

You will be assigned class sections to you based on your availability as well as popular options we have discussed.

Then you will receive an email to your teacher account informing you of the assigned sections.

You will also see these on your schedule when you log in to your Outschoool teacher profile.

Please feel free to add these to your own personal calendar as well.

At this point, you will now receive all communication by email regarding assigned classes, class start time reminders, class recordings, and even messages from learners, and parents. Please make sure to check your teacher account email regularly as it's important to always respond to families within 24hrs.

Click Next to Continue.

## **1.9**

Let's take a moment to check your memory on what you have learned so far.

What tabs will you primarily use teaching for RSF on the Outschool platform?

Select all that apply.

Click Submit when you are done.

### **1.9a**

That's right! Great understanding! The Schedule tab will show you all your assigned classes and details and the Conversations tab is one way to have access to communication threads with learners and families about their classes.

Click Continue to continue with the course.

### **1.9b**

Let's review.

You will mostly use the Schedule tab and Conversations tab. You will not need the Groups tab at all. Sections and Educator Library tabs will be occasionally useful but not the primary tabs you will use.

Click Continue to continue with the course.

### **1.9c**

Not quite right.

Please try again.

Click the button below.

## **1.10**

Time off requests need to be submitted through What's App 2 weeks in advance. This way we have time to inform learner families as well as either find a substitute or adjust the class schedule.

If a section has no learners enrolled, you have the option to leave this class open up until 5 minutes before the start time or to close it anytime within 24 hours of class starting.

### **1.10a**

For example, if a class begins on Wednesday at 10:30 am you may leave it open for potential enrollment up until 10:25 am that day.

You may also close the section anytime Tuesday after 10:30 am.

However, if you decide to leave it open, you **MUST** remember to close it sometime prior to the start time.

Let's take a closer look at how to close a class for a specific date.

Click the dumbbell to continue.

### **1.10b**

To close a section you will click on the class from your schedule.

You will then click the "edit" tab.

From here, find the upcoming class date and click the red X to the right of it.

This will close the class and the following week's class date will now show as the next meeting time.

Please **REMEMBER**: If there are enrolled learners, you do not have permission to close out class meeting times without contacting us prior.

### **1.11**

Strong communication on the Outschoool platform is essential to our customer service and in turn our business. We need to stay connected to our learners and their families. Messaging is the only form of communication we use so it is important to identify the best practices right away.

Drag and drop each ball into the duffle bag to learn more details about messaging.

Click Next when you are finished.

#### **1.11a**

Please remember that all communication between us will be through What's App, but with learners and parents, everything must be handled on the Outschoool platform.

If you receive a message from a learner or parent, please make sure to respond within 24 hours.

If you are not sure how to respond, please reach out to us so that we can help you write a response or send a response.

Do not ever share social media or external contact info at all.

Drag and drop the next ball into the duffle bag.  
Click Next when you are finished.

### **1.11b**

If parents are asking about scheduling concerns such as absences or refunds, please let us know so that we can determine whether or not they are entitled to a refund.

If you are trying to message a parent, you can start a new conversation from the learner tab in the classroom, by clicking on the learner name. The parent's name will appear in the lower right. Click on see parent conversations then click new conversation.

Drag and drop the next ball into the duffle bag.  
Click Next when you are finished.

### **1.11c**

To message individual learner families, click on the Learners tab in the class roster, then click the learner name. From here, you can send a direct message to the learner. Please keep in mind this will also copy the parent.

Also important to know: Both learner and parent conversations are accessible under the Conversations tab at the top of the screen.

Drag and drop the next ball into the duffle bag.  
Click Next when you are finished.

### **1.11d**

If you'd like to send a message to the entire class, you can post messages from the classroom tab.

Occasionally learners will post messages in the classroom as well, please answer any questions and/or engage with them in light-hearted conversation as you feel led.

Click next if you have finished dragging all the balls to the duffle bag.

## **1.12**

It's time to start class!



Let's see the steps and how to get started.

First, click on the upcoming class from your schedule tab.

Next, you will click the dark purple Start Live Meeting button. This will launch the Zoom meeting in your browser.

Please verify the learners on your class roster match the learners that are in the Zoom waiting room.

You may ONLY let learners into the Zoom classroom if their name matches that on your classroom roster or if they have been pre-verified with a green check next to their name. Learners will click on a dark purple button from the platform as well. Do not share any Zoom meeting ID.

Click [Continue here](#) to learn more.

### **1.12a**

There are a few key pieces of information you need to know and consider before teaching your first class.

Always start meetings on time and do not end early. Watch your pace.

Never leave the camera view while learners are in class.

You must wait 10 minutes for learners.

If no one shows you may leave a brief message in the chat box that class began on time, there are no learners and it has been 10 minutes so the class will now end. You may then exit the class.

Make-up classes are only allowed if the learner can join an already existing class within the same week. There are no refunds for missed class.

Please [click next](#) to learn more about Zoom basics.

### **1.13**

Let's watch a short training video about the Zoom basics to familiarize yourself with this platform so your classes will run smoothly.

Click on the video to start.

After the video click Next to continue.

### **1.13a**

Click Next to continue.

### **1.14**

Being active and interactive is the name of the game at Ready, Set Fitness Kids

We want our learners to be motivated and we do so through exercise and games!

Let's learn more.

Click each box to get a glimpse of the variety of games we play in our classes

Upon being assigned your first classes, you will receive access to a Google Drive folder called Game Videos. Here you will find video walkthroughs of how to play each game in Zoom with your learners. Please review the video at least 24 hours prior to your class, that way in the event that you have any questions about how to play the game, you can contact me beforehand.

YouTube is a great tool to utilize in our online classroom because the entire class can participate at once. Guess the sound, guess the food by emoji, and even, would you rather, exercise games are just a few that we incorporate into our workouts. You will share your screen using that Zoom feature to play these games.

Like YouTube games, Slidekick games are shared via the Zoom screen share feature. These might be a blur and reveal picture guessing game, a mystery spinning wheel, or searching for hidden stars. Likely students will take turns when using Slidekick games.

Baamboozle games are always a hit with our students and the topics range from health and fitness to just fun facts and trivia. Learners are typically put into teams to try and achieve the high score while avoiding hidden whammies! There are multiple game modes including bowling, soccer, and shoots and ladders. You will share your screen using that Zoom feature to play these games.

### **1.14a**

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Click another game box to learn more.

Click Next if you have reviewed all the games.

#### **1.14b**

Baamboozle games are always a hit with our students and the topics range from health and fitness to just fun facts and trivia. Learners are typically put into teams to try and achieve a high score while avoiding hidden whammies! There are multiple game modes including bowling, soccer, and shoots and ladders. You will share your screen using the Zoom feature to play these games.

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Click Next if you have reviewed all the games.

#### **1.14c**

YouTube is a great tool to utilize in our online classrooms because the entire class can participate at once. Guess the sound, guess the food by emoji, and even “would you rather” exercise games are just a few that we incorporate into our workouts.

Click another game box to learn more.

Click Next if you have reviewed all the games.

#### **1.14d**

Like YouTube games, Slidekick games are shared via the Zoom screen share feature. These might be a blur and reveal picture guessing game, a mystery spinning wheel, or searching for hidden stars. Student will most likely take turns when using Slidekick games.

Click another game box to learn more.

Click Next if you have reviewed all the games.

#### **1.15**

It's time to take a quiz to assess your understanding of the material in this training.

There will be 5 questions.

You need 80% to pass or 4 out of 5 correct.

You may try again if needed.

There is no time limit.

Click Next to continue.

**1.21a**

Thank you for taking the quiz

You passed.

If you would like to review your answers, click the review quiz button.

If you are ready to continue the course, click the continue button to finish.

**1.21b**

Thank you for taking the quiz.

So sorry but you did not pass.

If you would like to review your answers, click the review quiz button.

When you are ready to retake the quiz, click the retry quiz button.

**1.22**

In this course, you have been able to learn more about Ready, Set Fitness Kids and our partnership with Outschool.

You should now be able to

- Explain the full functionality of the Outschool platform.
- and distinguish the basic functions and settings of the Zoom platform.

Click Next to finish the course.

**1.23**

Congratulations for completing this course for onboarding new educators with Ready Set Fitness Kids. We are so excited to have you join us and wish you all the best with your classes. Please reach out to us with any further questions or clarifications.

Click the Exit Course button to record your results and exit the course.