

Frequently Asked Questions Regarding Education Programs

How do I book a program for my class?

Visit our website at [Museum.simcoe.ca](https://museum.simcoe.ca) and go to the Program and Events/School tab, or use this link: <https://museum.simcoe.ca/programs/school>.

Can other classes in my school share my timeslot?

You can book as many classes as you would like in one time slot, just let us know how many students will be attending! We can easily accommodate remote learners as well as in person learning - or a combination of both. These programs can be booked at no charge during the stay-at-home order when all students must learn from home. In order to accommodate as many classes as possible, we ask that you book only one program for your students at this time.

How do I know my visit is confirmed?

You will immediately receive an auto-generated notification from the Booking App that was used to book your program. You will receive this notification at the email address that you supplied when you booked the program. Be sure to check your spam or junk emails if you do not see it in your inbox.

How do my students and I access the program?

The Simcoe County Museum uses Microsoft Teams, which is a web-based program (this means that there is nothing for you or your students to download).

Below are two options for how to share this virtual program with your students. Due to varying internet speeds, please ask that all participants have their video and mic turned off to ensure everyone will have the most success. Students are welcome to ask questions throughout the program but there is also a designated Q&A section at the end of the program.

Option 1 - Join via Microsoft Teams: This option results in the best experience but does require an extra step. Please feel free to share your Meeting Link with all of your students as well as any other classes that may be interested. Have all attendees follow the link to join Museum Staff at the booked time. As they will be joining through Microsoft Teams, they will have to *Join the Meeting as a Guest*. Students will be able to ask questions directly to Museum Staff without needing the teacher to relay questions.

Option 2 – share screen on Google Meet: This option works but may require teachers to relay questions to Museum Staff. In this option, you will not need to share the Microsoft Teams link with your students. Have your students join your normal Google meeting. You will have to *Join the Microsoft Teams* meeting and then share your screen with the students through Google Meets. This option should work however the Museum Staff may not be able to see students or hear questions they are asking. The teacher will have to relay the questions to the Museum Staff.

Whom should I contact if I have any other questions?

For any additional inquiries, please e-mail education@simcoe.ca.