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Briefing on eLearning (Session for Teaching Assistants): How to use Zoom effectively in classroom?



Zoom

<https://umac.zoom.us>

A web conferencing platform of UM



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Overview

- Zoom account
- Preparation before lecture
- In-lecture
- After lecture

Account Registration

- Please scan below QR Code to register for Zoom account if you have not done so yet.



Account Registration

- To apply Zoom, please go to [ICTO Account Information Page](#), then use your UMPASS ID and password to login. Read and agree with the user agreement of Zoom Cloud-Based Web Conference Service, Submit to apply a Zoom account.
- Notes: **DO NOT use your UM email address to register in Zoom website!** If you register by yourself in Zoom, your account cannot login with UMPASS Single Sign On account.



ZOOM

Not Applied

Zoom is a Cloud-Based Web Conferencing Service that is available for use by all UM staffs and students. The services are designed to assist UM members in the development, organization, and delivery of quality meetings, presentations, interviews, teaching and learning activities such as:

- Online PhD oral defense
- Online PhD or Master student recruitment
- Online staff recruitment
- Online webinar
- Multi-parties (on or off campus) online meeting
- Real time online teaching and global classroom

More



ZOOM

✓ Applied

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- Online PhD oral defense
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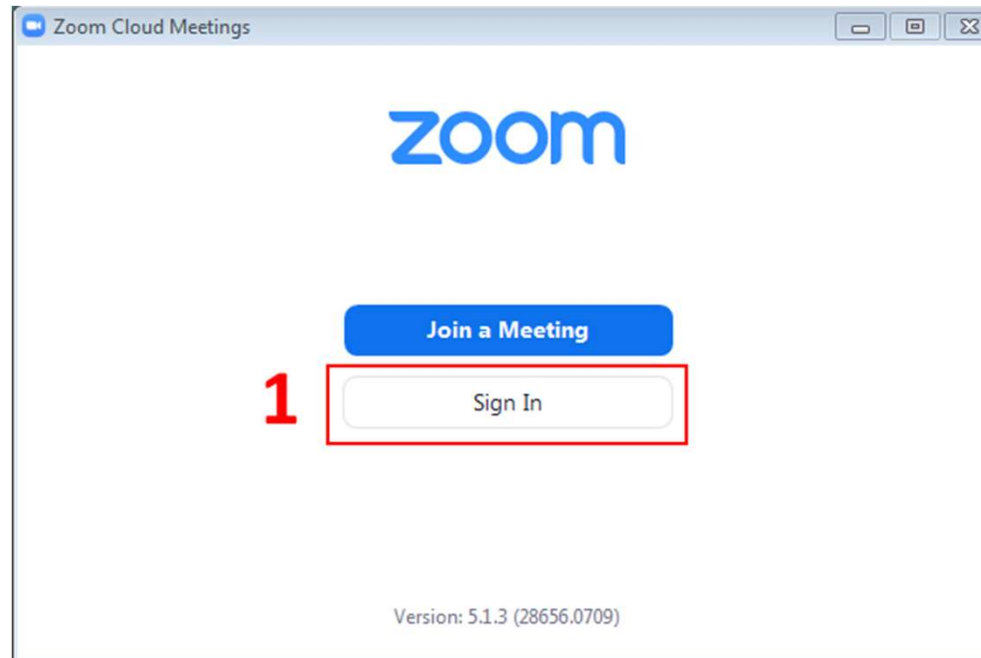
Close



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Zoom Account

- Available for download at <https://umac.zoom.us/download>
- To sign-in:



Zoom Account

Zoom Cloud Meetings

zoom

Enter your email

Enter your password [Forgot?](#)

Sign In

☒ Keep me signed in

2 or sign in with

SSO Apple Google Facebook

< Back Sign Up

Zoom Cloud Meetings

Sign In with SSO

3 Company Domain

umac .zoom.us

[I do not know the company domain](#) Continue

< Back

Zoom Account



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UMPASS Authentication Service

SINGLE SIGN ON

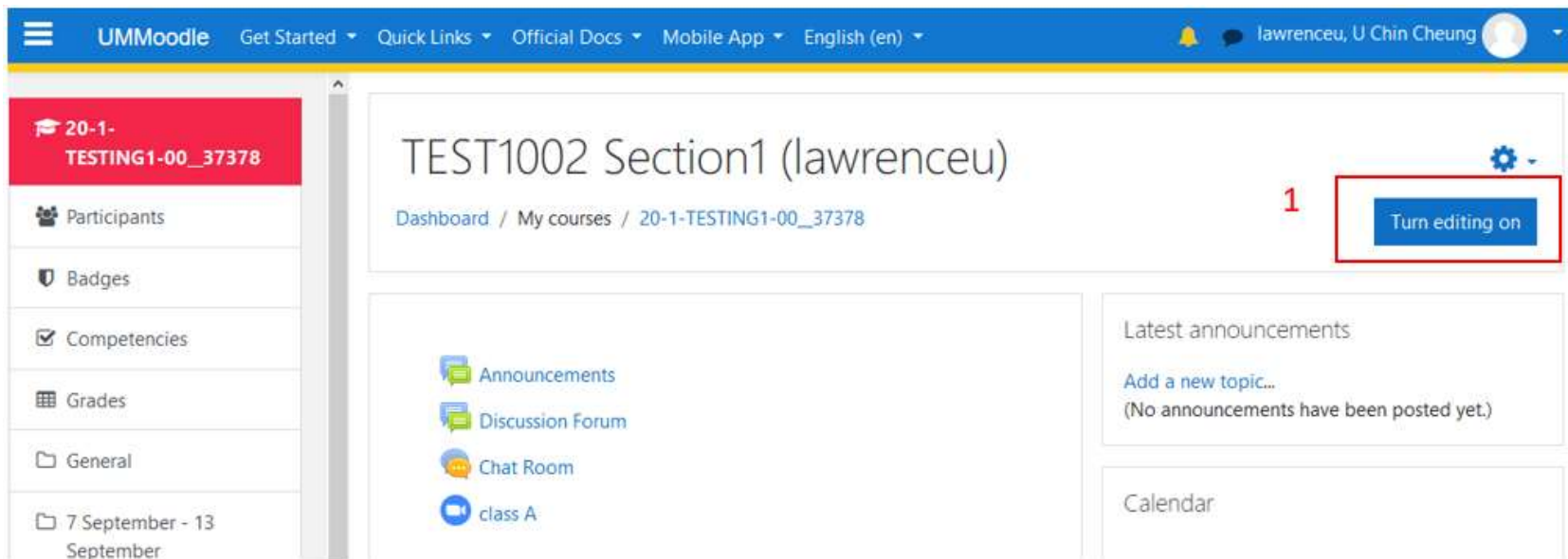
To access the protected service, sign in with your UMPASS

[Change or forgot password?](#)

SIGN IN


Preparation before lecture

- Scheduling a meeting



The screenshot shows the UMMoodle interface for a course titled "TEST1002 Section1 (lawrenceu)". The top navigation bar includes "UMMoodle", "Get Started", "Quick Links", "Official Docs", "Mobile App", and "English (en)". The user is logged in as "lawrenceu, U Chin Cheung". The left sidebar lists course components: "20-1-TESTING1-00_37378", "Participants", "Badges", "Competencies", "Grades", "General", and a date range "7 September - 13 September". The main content area shows the course title and a breadcrumb trail: "Dashboard / My courses / 20-1-TESTING1-00_37378". Below the title are links for "Announcements", "Discussion Forum", "Chat Room", and "class A". On the right, there is a "Turn editing on" button, which is highlighted with a red box and a red number "1". Below this are sections for "Latest announcements" (with a link to "Add a new topic...") and a "Calendar".















Preparation before lecture

7 September - 13 September 

Edit ▾

 Add an activity or resource


2

 Peer Assessment ☆ ⓘ	 Questionnaire ☆ ⓘ	 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ	 Scheduler ☆ ⓘ	 Survey ☆ ⓘ
 Team Builder ☆ ⓘ	 Turnitin Assignment 2 ☆ ⓘ	 URL ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ	 YuJa Channel ☆ ⓘ
 YuJa Media Chooser ☆ ⓘ	 Zoom meeting ☆ ⓘ				


3


Preparation before lecture


General

Topic  GEST1002 Section 1


Description




☐ Display description on course page 

When 20 August 2020 14 30 

Duration (minutes) 1 hours

☐ Recurring 


☐ Webinar 

Password 742656 Password is generated randomly


Password may only contain the following characters: [a-z A-Z 0-9 @ - _ *]. Max of 10 characters.

Recommended to include course code


Waiting room

☒ Enable waiting room 

Join before host

☐ Allow participants to join anytime 

Authentication

☐ Require authentication to join 

Media

Host video

 ☐ On ☒ Off

Participants video

 ☐ On ☒ Off

Audio options

 ☐ Telephone only ☒ Computer audio only ☐ Computer audio and Telephone

Audio default

☒ Mute participants upon entry 

- Students can join the meeting by clicking the link in UMMoodle

5 February - 11 February



GEST1002 Section 1



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Preparation before lecture

Note: By default, students can join the meeting by clicking the link, without being asked for password.

They will enter the waiting room and **you will need to admit them.**

In-lecture

1. Connect cables to your laptop
2. Temporarily deactivate unnecessary applications
3. Start the meeting and test the audio
4. Admit students to meeting
5. Make a TA/student be a co-host
6. Recording
7. Screen sharing
8. Handwriting sharing

1. Connect cables to your laptop

- HDMI for showing the computer screen and playing sounds from computer;
- Network cable for stable Internet connection;
 - Note: Please refer to this [FAQ](#) to instruction
- USB cable for your laptop to capture the voice in classroom if available;
 - Note: If this USB cable is not available, it is recommended to:
 1. Sit in front of the laptop when lecturing; or;
 2. Place the laptop under the speaker of the classroom;



1. Connect cables to your laptop



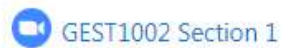
2. Temporarily deactivate unnecessary applications

- While the meeting is in progress, temporarily disable non relevant programs on your computer that would consume network resources such as operating system updates, network backups, upload or download tasks, software updates, and so on.

3. Start the meeting in UMMoodle

- Click on the Meeting link

5 February - 11 February



- Click “Start Meeting”

GEST1002 Section 1

Start Meeting

Sessions

Add to calendar



Download iCal

Start Time

Thursday, 20 August 2020, 2:30 PM

Duration (minutes)

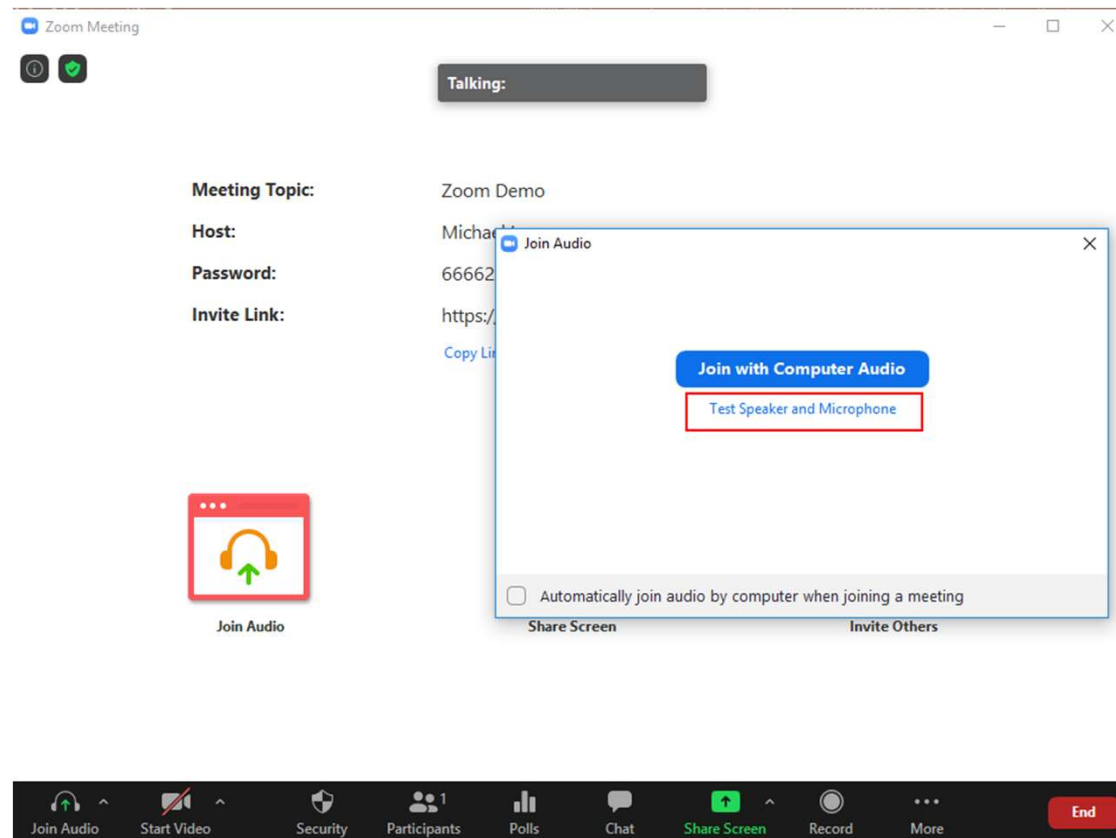
1 hour

Password Protected

Yes

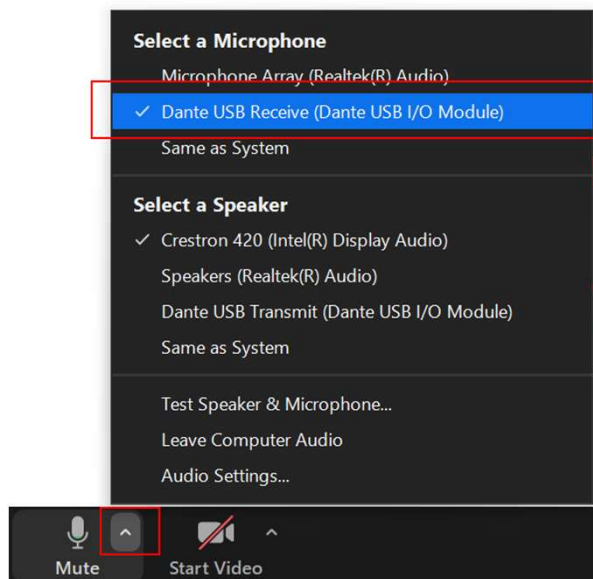
Note: The button won't available until meeting start time

3. Test the audio setting



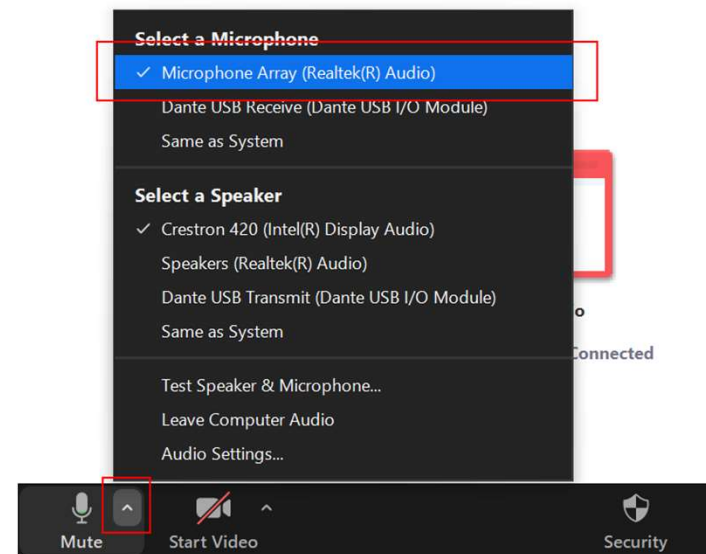
3. Test the audio setting

USB cable for Zoom is available

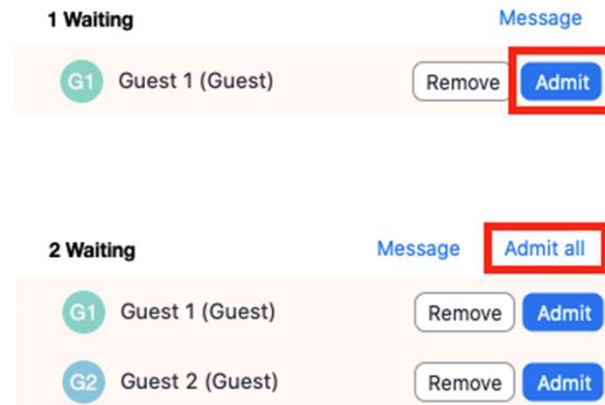
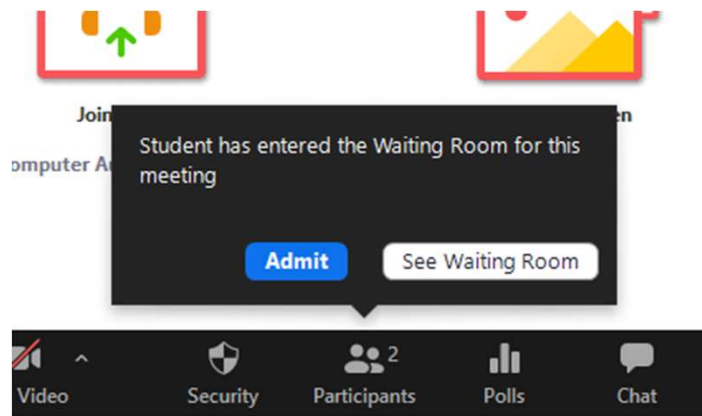


USB cable for Zoom is NOT available

Invite Link:

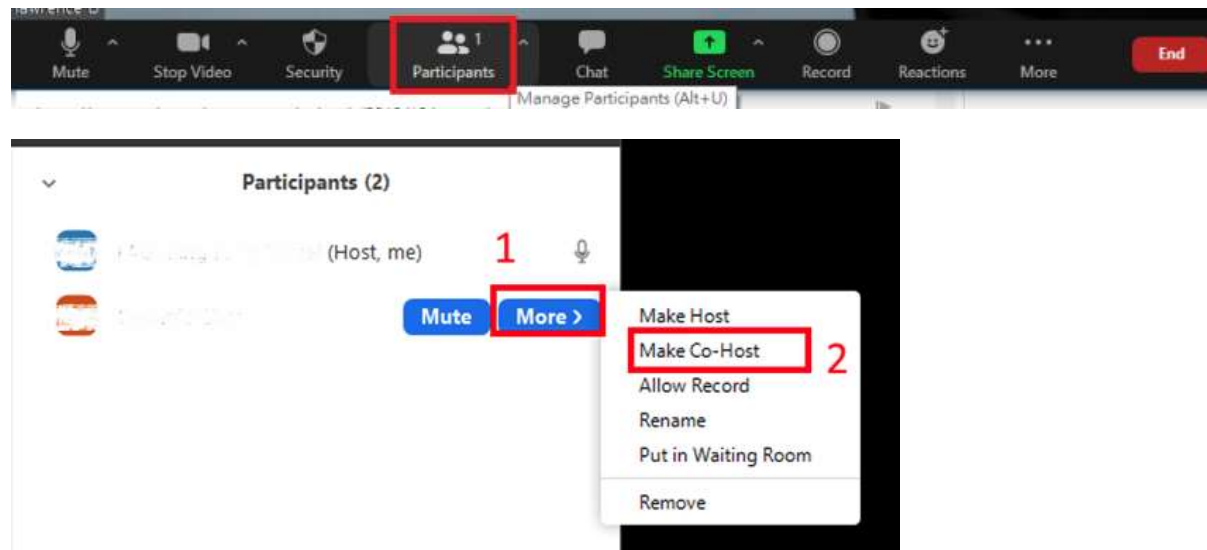


4. Admit student to meeting (Waiting Room feature)



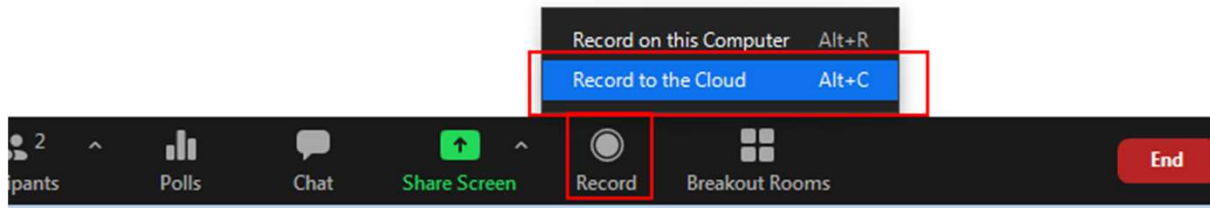
5. Make a TA/student be a co-host (optional)

A Co-Host is an optional role that the Host can assign to someone (like TA) to assist the Host to manage a meeting. A Co-Host can use most of the Host Controls including Admit attendees, Remove participant, Rename, Mute, Unmute, Mute on Entry, Screen share, Stop Video, Record and some others.



6. Recording

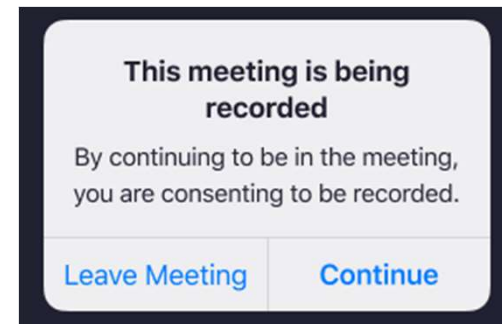
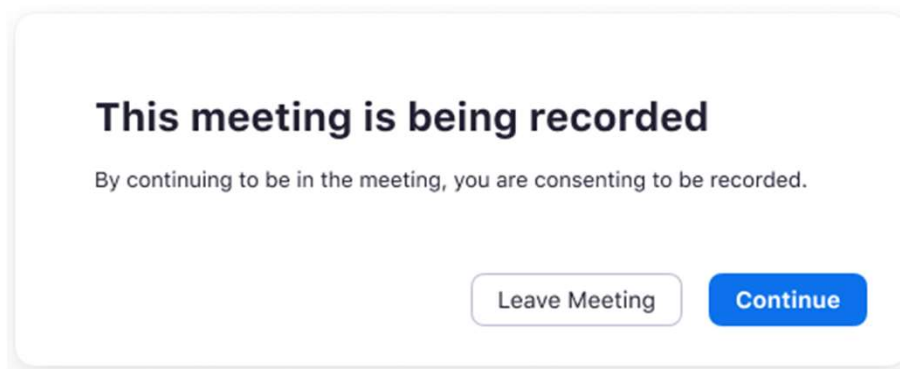
- To record the meeting, click “Record” and “Record to the Cloud”



- The meeting will be recorded and process in the Zoom’s secured cloud servers.
- The recordings will include the following information by default:
 - Voice in classroom;
 - Share screen content;
 - Timestamp;
 - Voice from students in Zoom meeting if they are unmuted;
 - Camera video in classroom and/or from students in Zoom if the camera video is turned on;

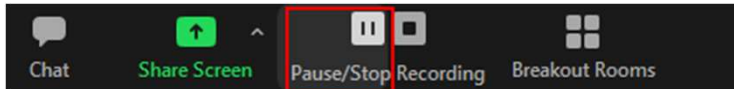
6. Recording

Important: Students in Zoom meeting will be prompted “This meeting is being recorded” to get their consent. They can either continue to be in the meeting, or leave the meeting. (This is to comply with Act 8/2005 Personal Data Protection Act and the guideline from GPDP)



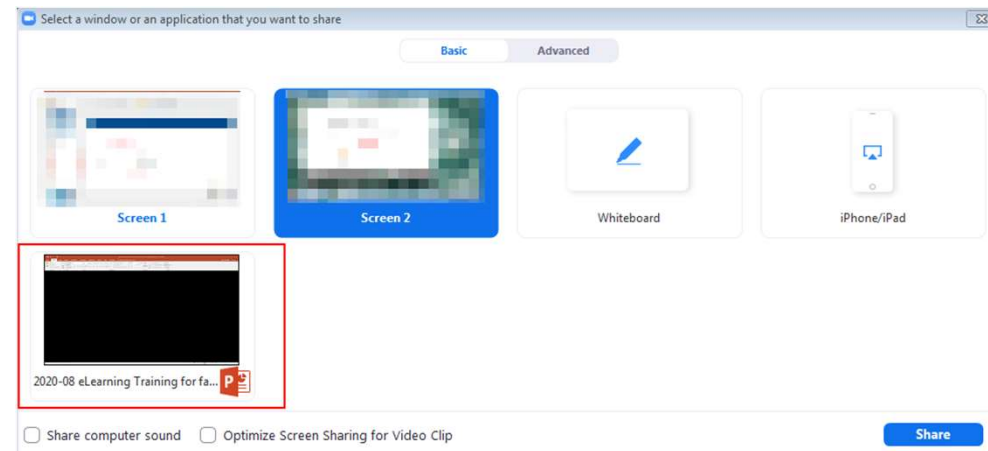
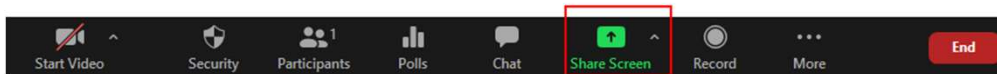
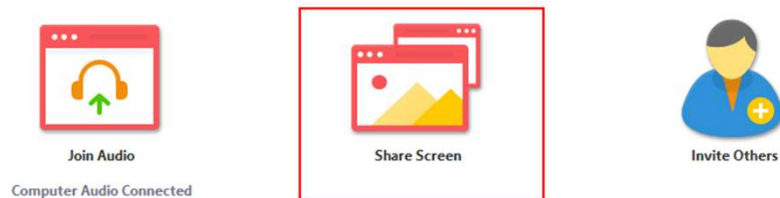
6. Recording

- You may pause and resume the recording when needed (for example, during class break);



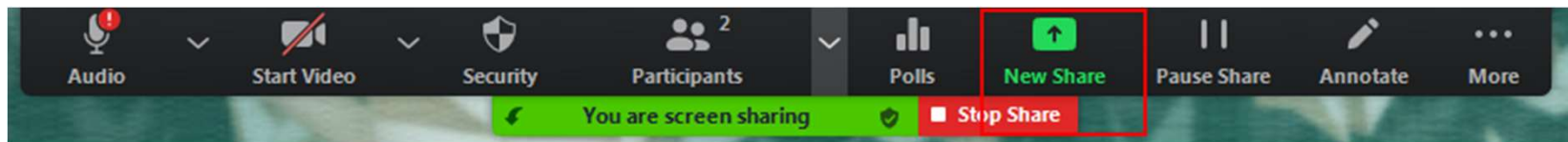
7. Screen sharing

- You may use this feature to share your computer screen to student in Zoom meeting. (Similar to sharing your computer screen to projector in classroom);
- Recommend to share the application (e.g. PowerPoint, Internet Browser, etc.) instead of entire computer screen to better protect your privacy.

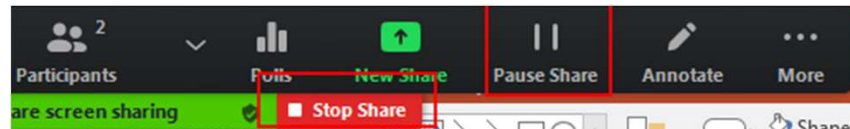


7. Screen sharing

- If you need to share another application (for example, share a YouTube video in Internet Browser when presenting a PowerPoint), you may click “New Share” and select the application to share;

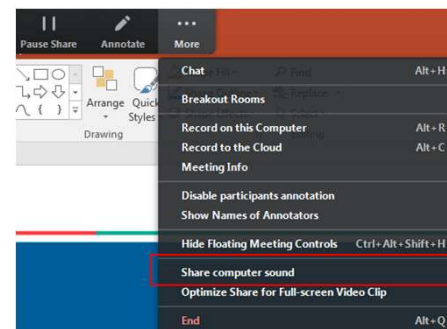
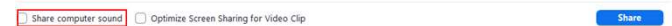
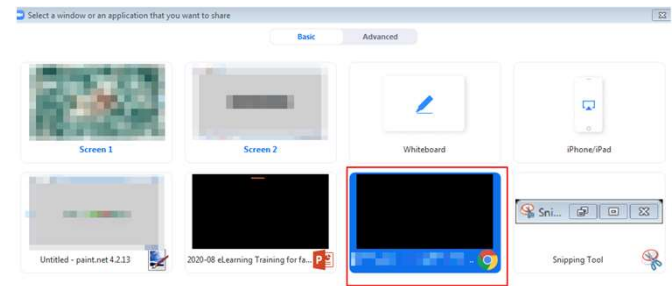


- You may pause or stop the share when needed (for example, during class break);



7. Screen sharing

- If you want to let students to hear the sound played from the computer, you may do so when:
 1. Selecting the application to share by click “Share computer sound”, or;
 2. Already sharing the application, click “More” -> “Share computer sound”;



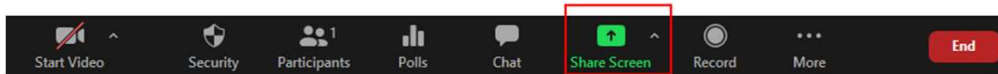
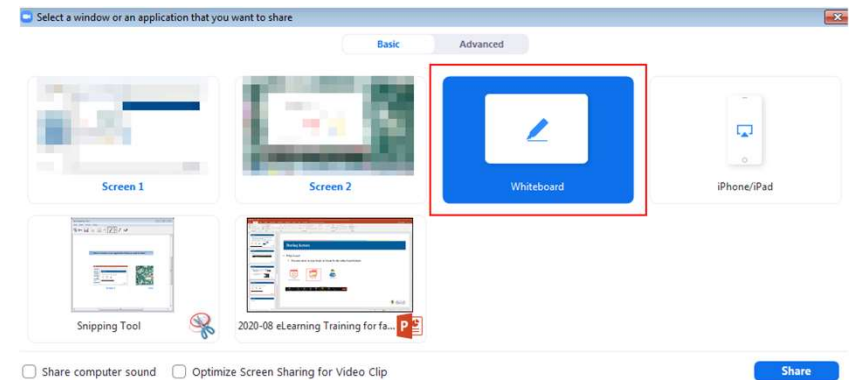
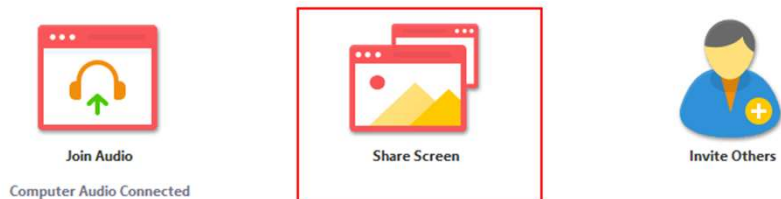
8. Handwriting sharing

- Option 1: If you are in University's Lecture Hall/Classroom, you may use the Visualizer or Pen Display for sharing handwriting. Please click [here](#) for operation guide and demo video prepared by CMDO-FMM..



8. Handwriting sharing

- Option 2: Use the whiteboard feature in Zoom. This feature will allow you to share a whiteboard that you can draw, type, and add stickers on your screen directly using a mouse. You can also save the Whiteboard as a PNG file.

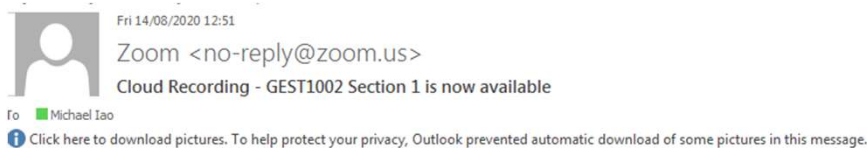


After lecture

- The recording will be processed in Zoom's secured cloud servers after you end the meeting. You do not need to keep your laptop on for the recording to be processed;
- You may start another new meeting with cloud recording immediately. You do not need to wait for previous recording to complete processing;
- By default, a password is required for anyone to view the recordings;
- The recording will be kept on the server until the end of semester; Download a copy for yourself if needed;

After lecture

- An email notification will be sent to you when the recording has completed processing, with a link for you to manage the recording, and another link for you to share the recording to students;



Hi ,

Your cloud recording is now available.

Topic: GEST1002 Section 1
Date: Aug 14, 2020 11:42 AM Beijing, Shanghai

For host only, click here to view your recording (Viewers cannot access this page):
https://umac.zoom.us/recording/detail?meeting_id=94M%3D

Share recording with viewers:
https://umac.zoom.us/rec/share/tJBQaO_i6kZJZ43g1_5oyfvZ_RFmwNxm Password:
XA5?u*gG

Thank you for choosing Zoom.
-The Zoom Team

After lecture

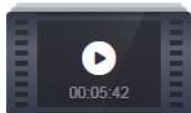
- You may manage the recording with following options:
 - Delete the recording;
 - Configure how it be shared;
 - View the recording;

[My Recordings](#) > [GEST1002 Section 1](#)

GEST1002 Section 1 

Aug 14, 2020 11:42 AM Beijing, Shanghai ID: 926 2666 3822

0 total views • 0 total downloads [Recording Analytics](#)




Recording 1

1 file 1,003 KB

 Download (1 file)

 Copy shareable link



 Shared screen with speaker view

1,003 KB

Share this cloud recording

Share this recording

☒ Publicly

☐ Only authenticated users can view

Add expiry date to the link




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After lecture

- Share the link in UMMoodle

The screenshot shows the UMMoodle interface. At the top is a blue navigation bar with the UMMoodle logo, links for 'Get Started', 'Quick Links', 'Official Docs', 'Mobile App', and 'English (en)', and a user profile for 'lawrenceu, U Chin Cheung'. On the left is a sidebar with a red header for '20-1-TESTING1-00_37378' and links for 'Participants', 'Badges', 'Competencies', 'Grades', 'General', and a date range '7 September - 13 September'. The main content area is titled 'TEST1002 Section1 (lawrenceu)' with a breadcrumb trail 'Dashboard / My courses / 20-1-TESTING1-00_37378'. Below the title are icons for 'Announcements', 'Discussion Forum', 'Chat Room', and 'class A'. On the right side of the main area, there is a 'Turn editing on' button, which is highlighted with a red box and a red number '1'. Below this are sections for 'Latest announcements' (with a link to 'Add a new topic...' and a note that no announcements have been posted yet) and a 'Calendar' section.

After lecture























































7 September - 13 September 

Edit 

 Add an activity or resource

2

All Activities Resources

 Assignment  	 Attendance  	 Book  	 Chat  	 Choice  	 Database  
 External tool  	 Feedback  	 File  	 Folder  	 Forum  	 Glossary  
 Group choice  	 H5P  	 HotPot  	 IMS content package  	 Journal  	 Label  

3

After lecture

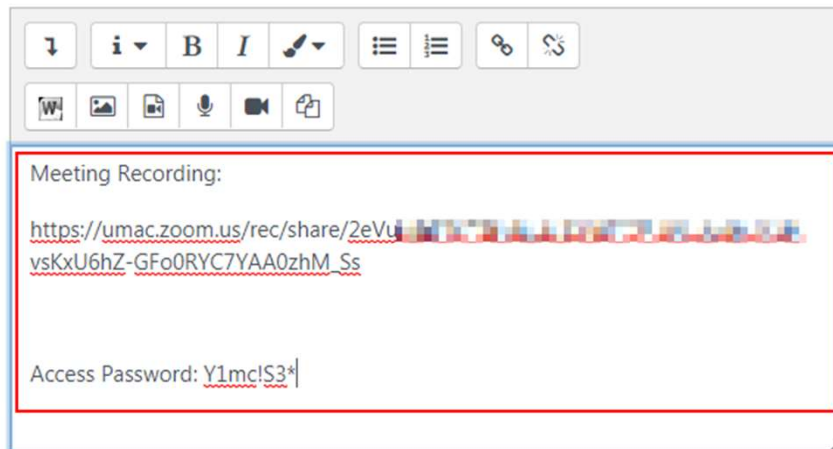
- Paste the link with the access password

📌 Adding a new Label to 6 January - 12 January ⓘ

► Expand all

▼ General

Label text



The screenshot shows a text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, and insert file. The text area contains the following content:

Meeting Recording:

https://umac.zoom.us/rec/share/2eVU...vsKxU6hZ-GFo0RYC7YAA0zhM_Ss

Access Password: Y1mc!S3*

After lecture

- Students can open the recording by clicking the link in UMMoodle and entering the password

6 January - 12 January

 GEST1002 Section 1

Meeting Recording:

https://umac.zoom.us/rec/share/2eVuNpqz5mpLYKC GFo0RYC7YAA0zhM_Ss

Access Password: Y1mc!S3*





Thank you!

ICTO Help Desk

Room 2085, 2/F, Central Teaching Building (E5)

Telephone: 8822 8600

Email: icto.helpdesk@um.edu.mo

eLearning

Email: elearning@um.edu.mo



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