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

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.

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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 Account

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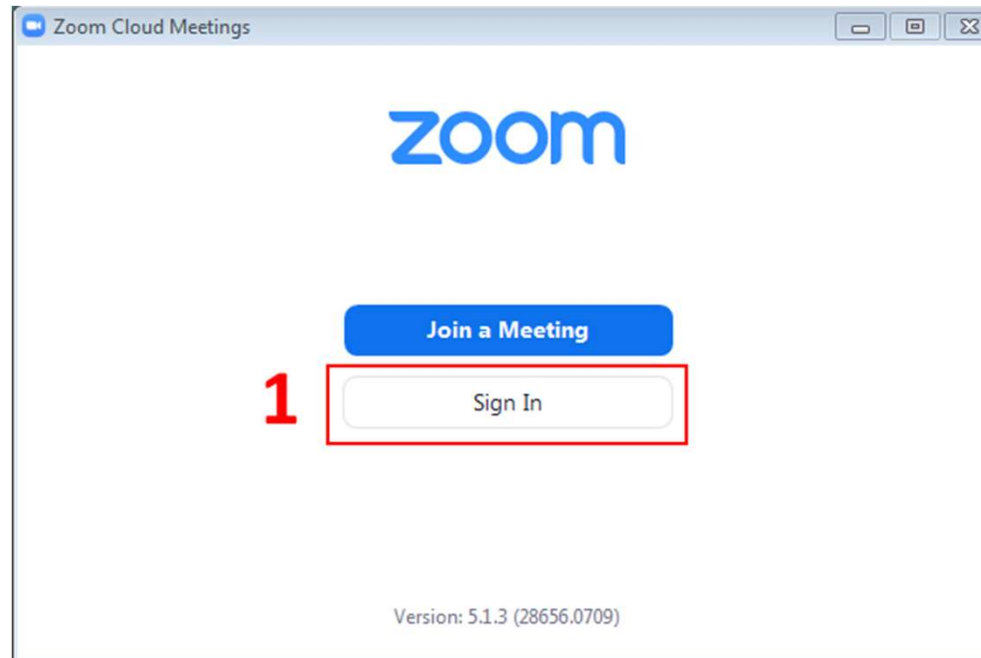
- To sign-in:

Zoom Account

Zoom Account

Preparation before lecture

- Scheduling a meeting

Preparation before lecture

Preparation before lecture

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

5 February - 11 February

GEST1002 Section 1

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

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

1. Connect cables to your laptop

① Please use attached VGA or HDMI cable to connect your notebook

OR

- 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 <u>if available</u>;
  - 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;

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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
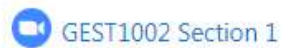
 GEST1002 Section 1

- Click "Start Meeting"

GEST1002 Section 1

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

	Start Meeting
Sessions	
Add to calendar	📅 Download iCal
Start Time	Thursday, 20 August 2020, 2:30 PM
Duration (minutes)	1 hour
Password Protected	Yes

澳門大學
UNIVERSIDADE DE MACAU
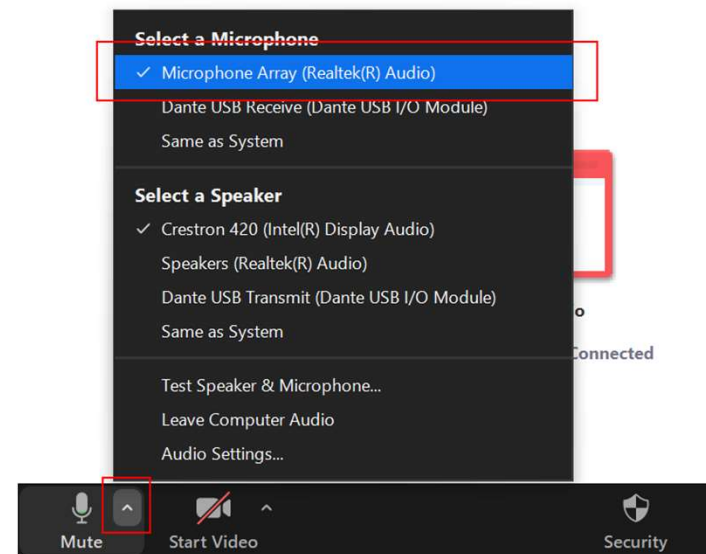UNIVERSITY OF MACAU

3. Test the audio setting
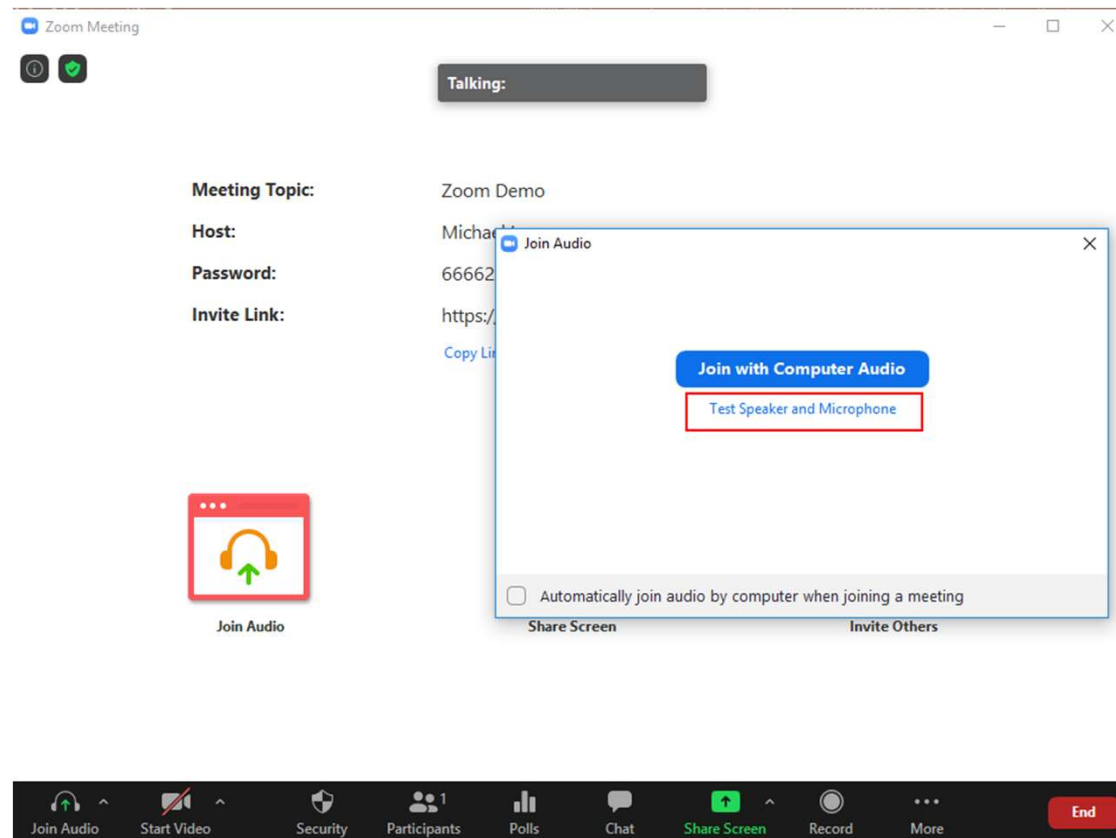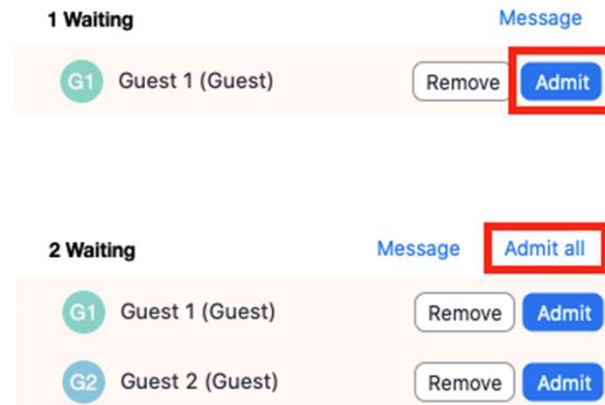
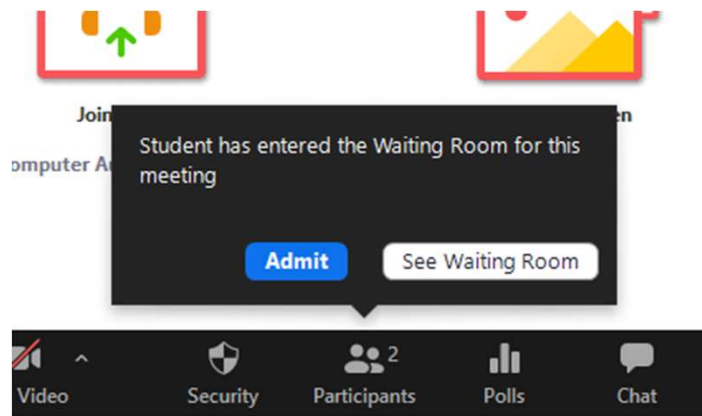# 3. Test the audio setting

USB cable for Zoom is available
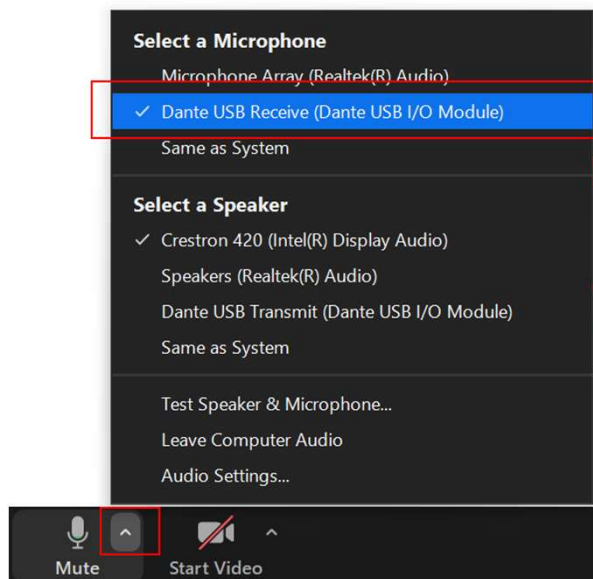
USB cable for Zoom is **<u>NOT</u>** available

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 mange 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.
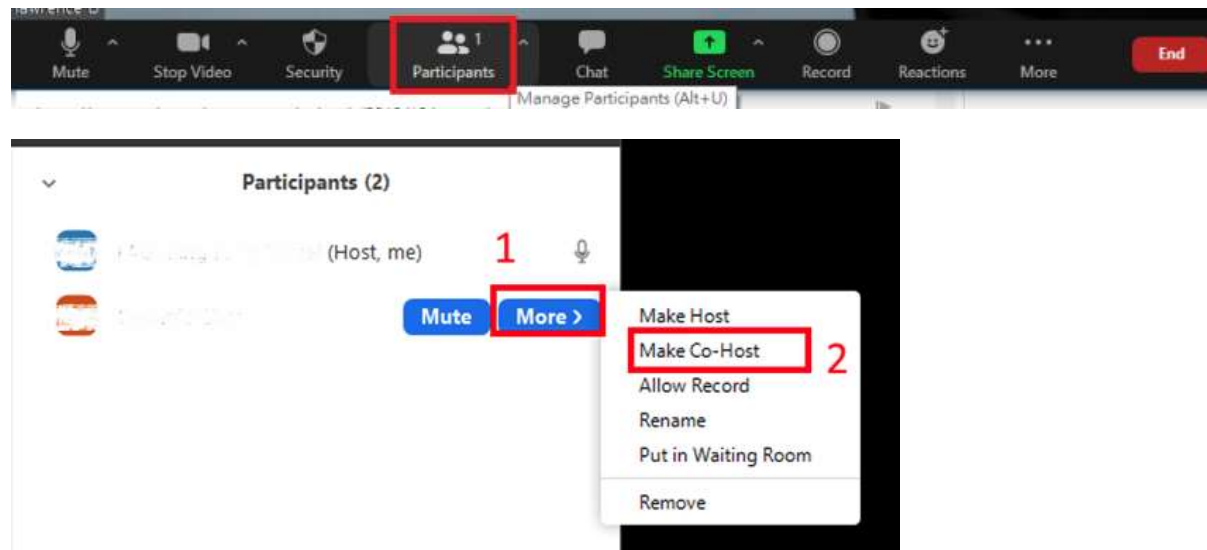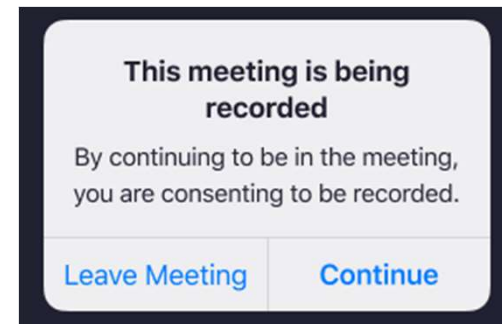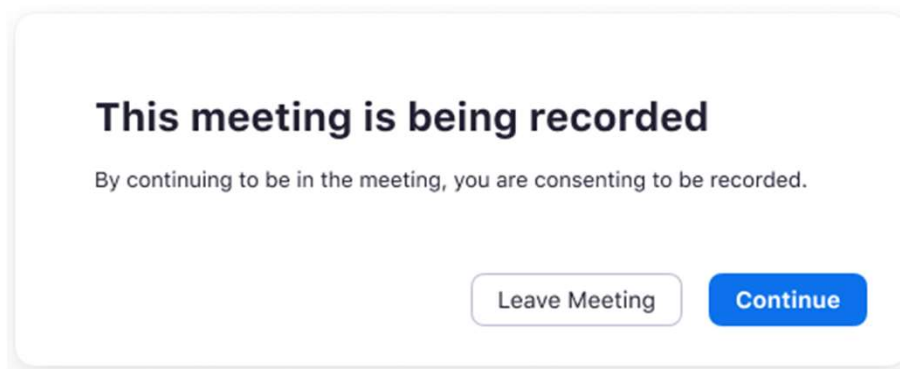
6. Recording

- To record the meeting, click "Record" and "Record to the Cloud"
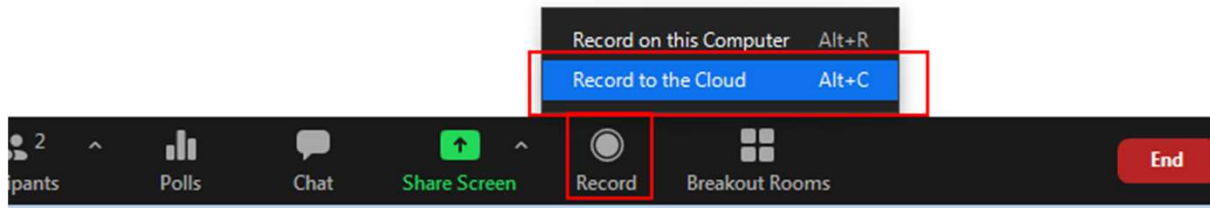
- The meeting will be recorded and process in the Zoom's secured cloud servers.

- 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)

This meeting is being recorded

By continuing to be in the meeting, you are consenting to be recorded.

Leave Meeting   Continue

This meeting is being recorded

By continuing to be in the meeting, you are consenting to be recorded.

Leave Meeting | Continue

6. Recording

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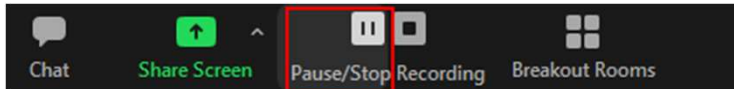
7. Screen sharing

- 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.
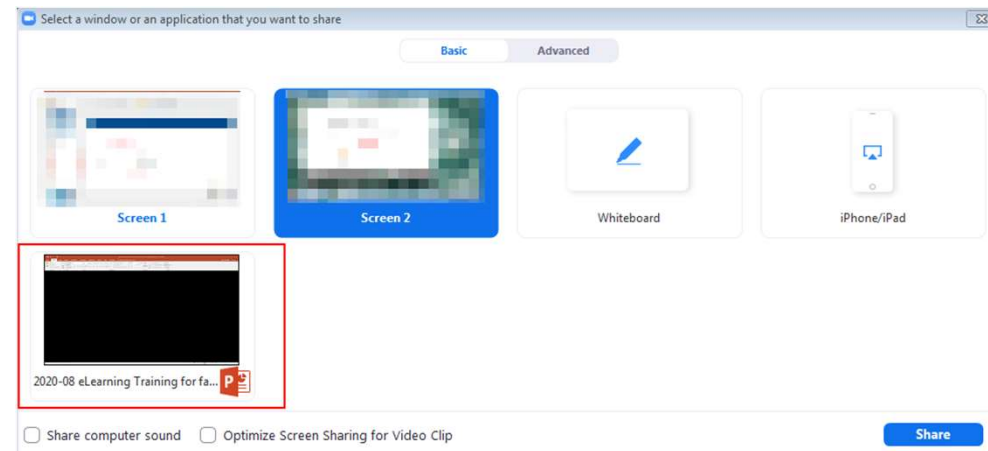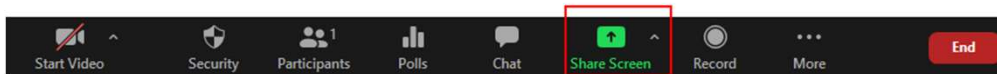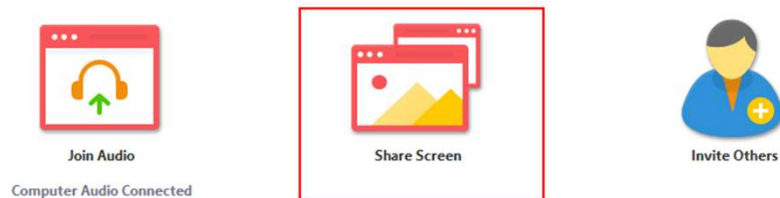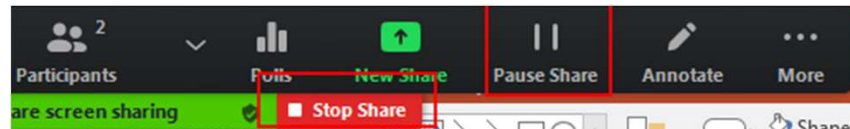
7. Screen sharing

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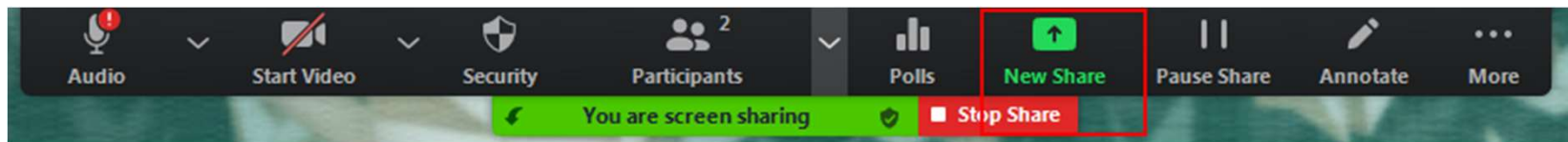
- You may pause or stop the share when needed (for example, during class break);

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";
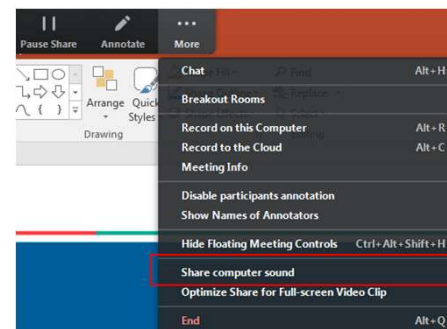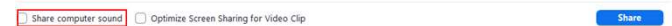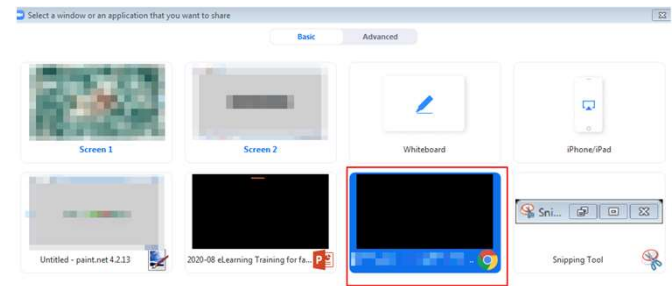
8. Handwriting sharing

- Option 1: If you are in University's Lecture Hall/Classroom, you may use the <u>Visualizer</u> or <u>Pen Display</u> for sharing handwriting. Please click <u>here</u> 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.
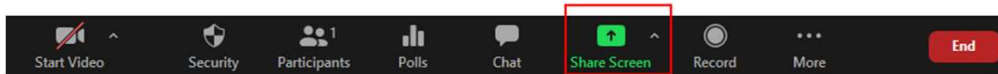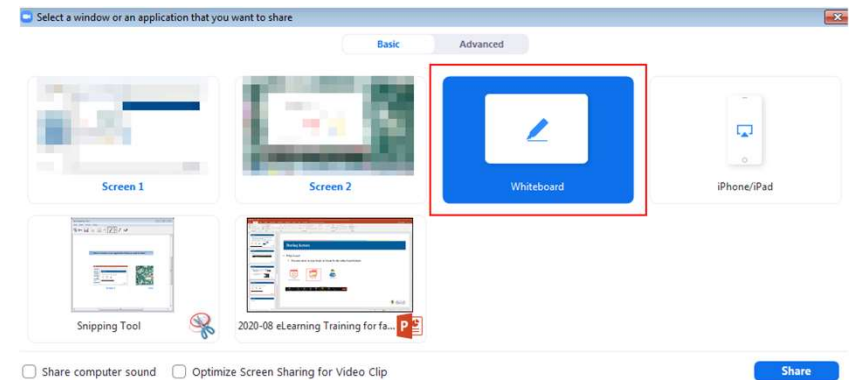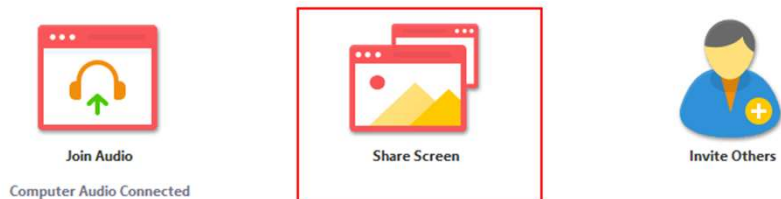
After lecture

- 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;

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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;

Fri 14/08/2020 12:51

Zoom <no-reply@zoom.us>

Cloud Recording - GEST1002 Section 1 is now available

To ■ Michael Iao

ℹ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
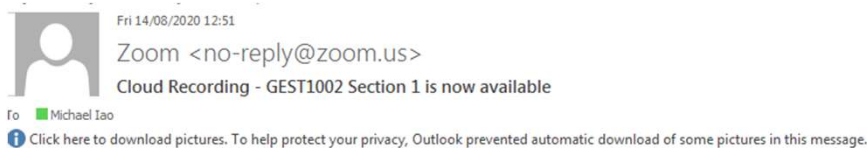
Hi ,

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_i6kZJZ43g▮▮▮▮▮▮▮▮▮▮▮5oyfvZ_RFmwNxm Password:
XA5?u*gG

Thank you for choosing Zoom.
-The Zoom Team

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

After lecture

- You may manage the recording with following options:

  - Delete the recording;

  - Configure how it be shared;

  - View the recording;

Share this cloud recording

Share this recording

○ Publicly
○ Only authenticated users can view

Add expiry date to the link

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
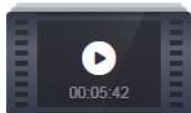
Recording 1
1 file   1,003 KB

Download (1 file)   Copy shareable link

Shared screen with speaker view   1,003 KB

After lecture

- Share the link in UMMoodle

After lecture

After lecture

- Paste the link with the access password

After lecture

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

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

澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU