Zoom Basic Training

14 August 2020

Recording of session

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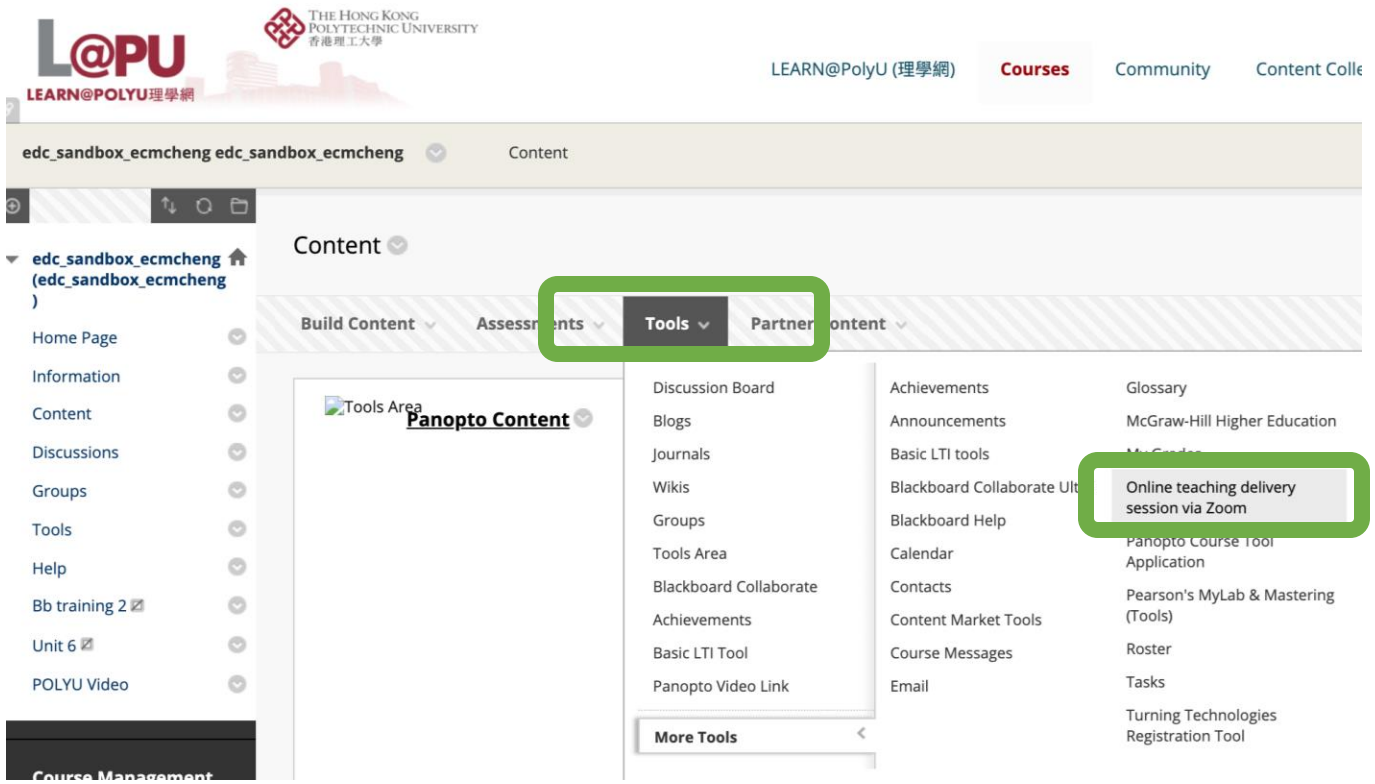
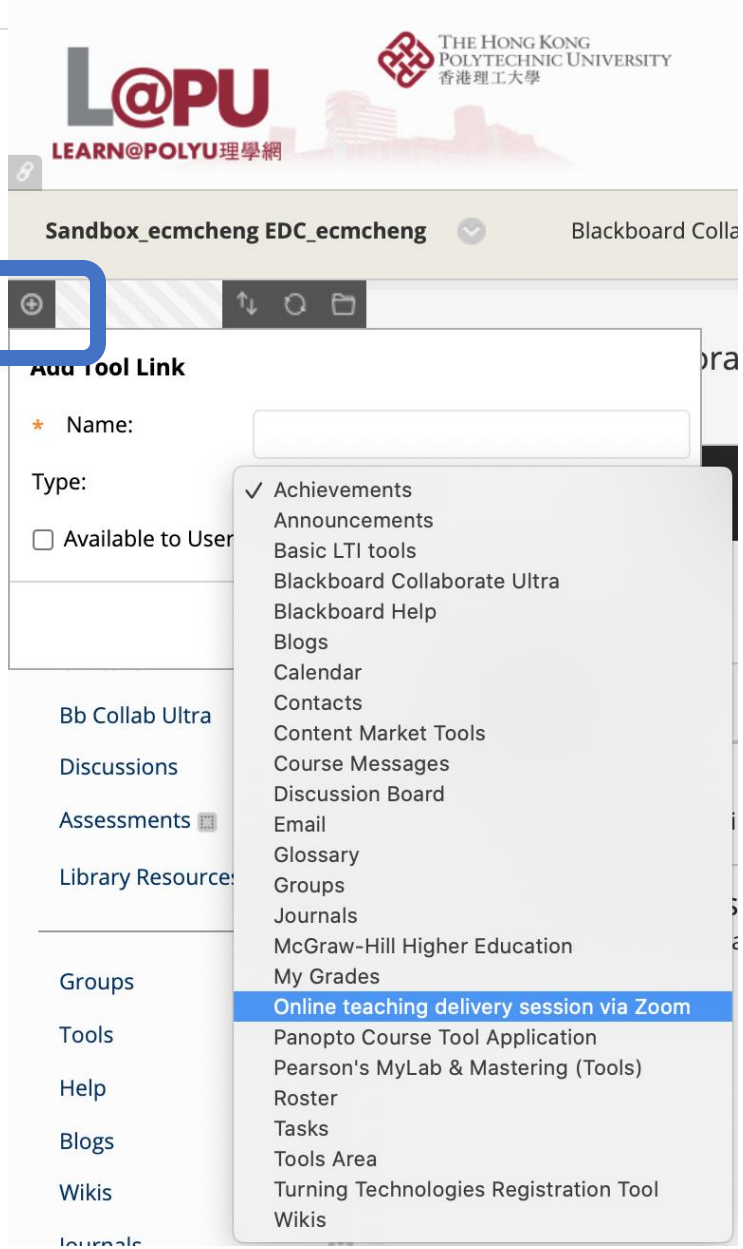
Outline

- Ryan - "Admin" - Scheduling, Settings Sharing Links, & Managing Recordings,
- Mary - "Teaching" - Audio/Video, Chat, Sharing, Breakout Rooms, Polls, etc.

Setting up ZOOM on your subject site

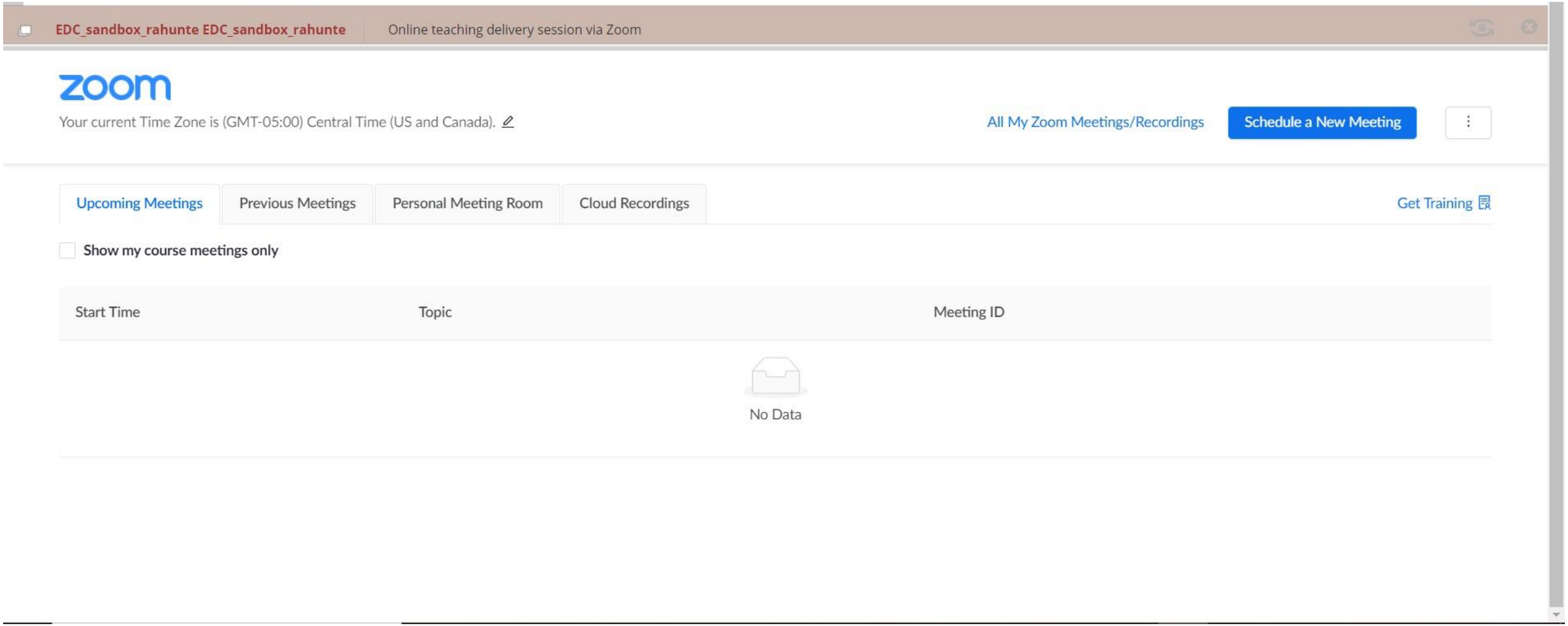


Option A: Creating a ZOOM Link in a Content Area

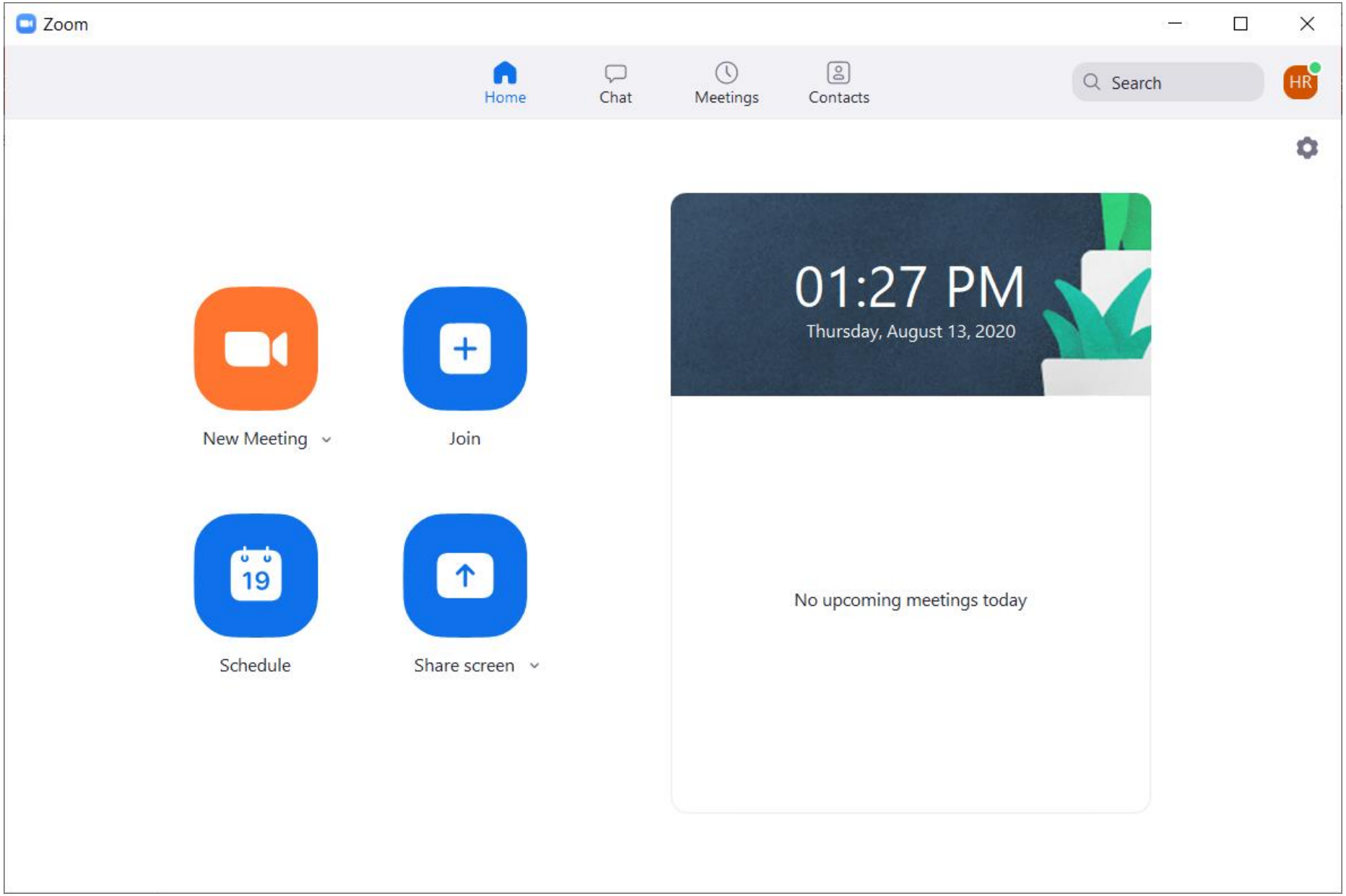


Option B: Creating a ZOOM Link in the Course Menu

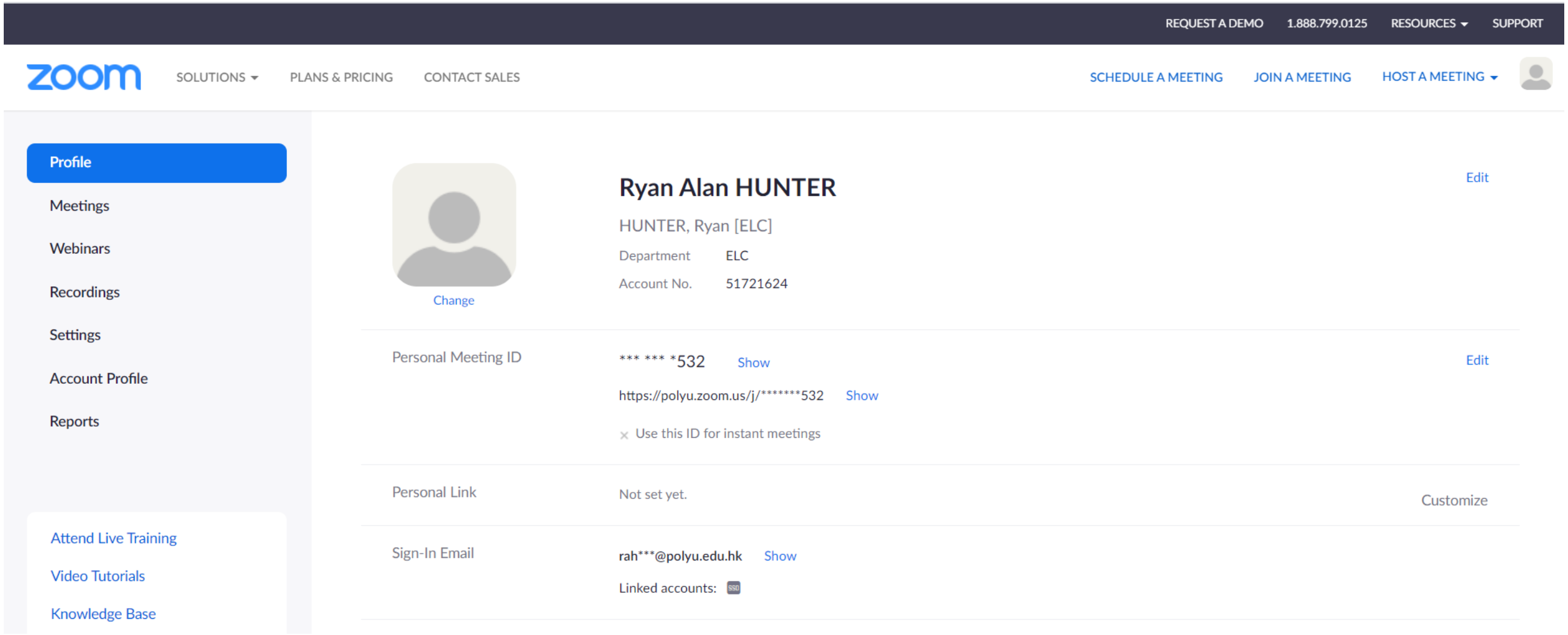
Learn@PolyU View



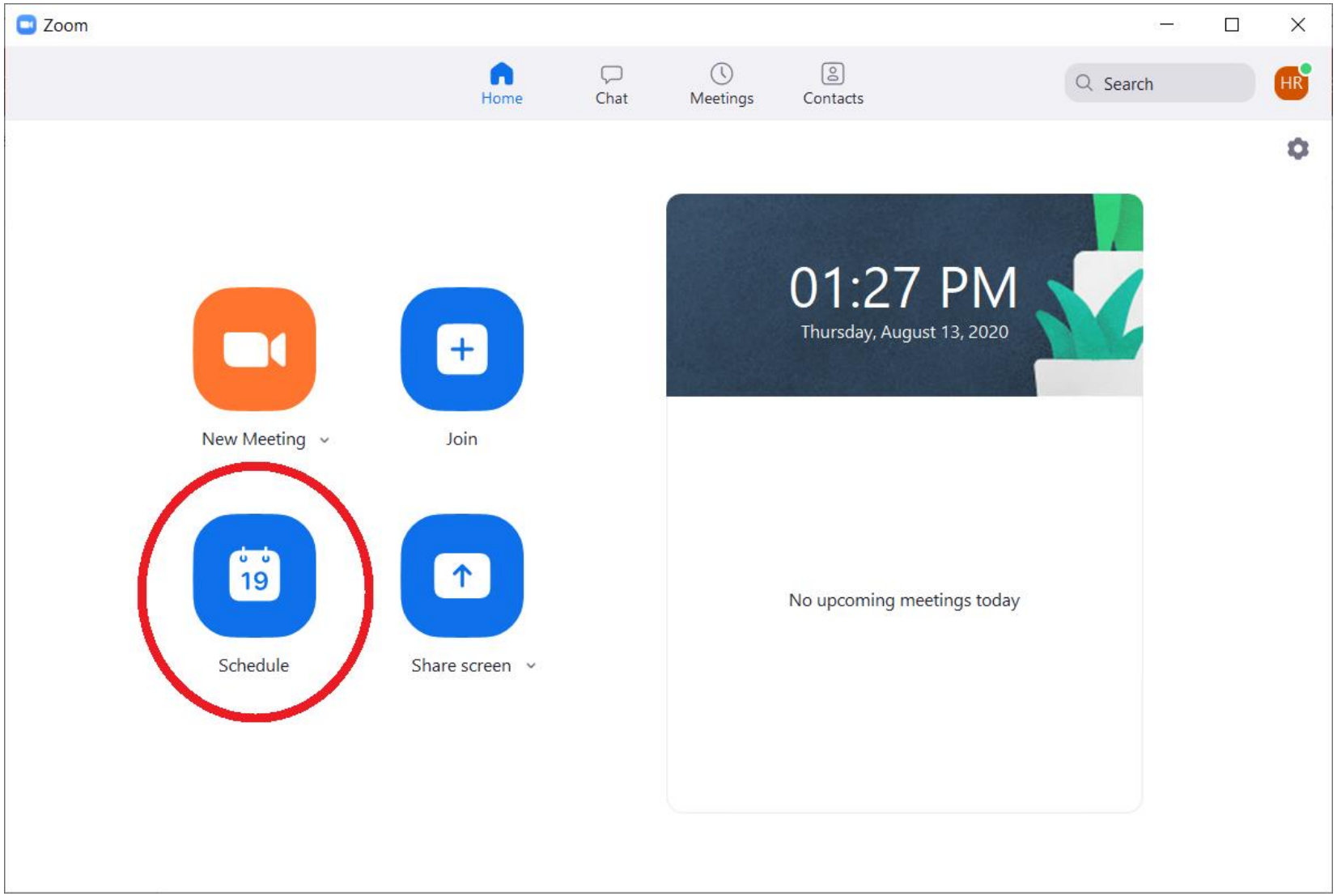
Desktop Application

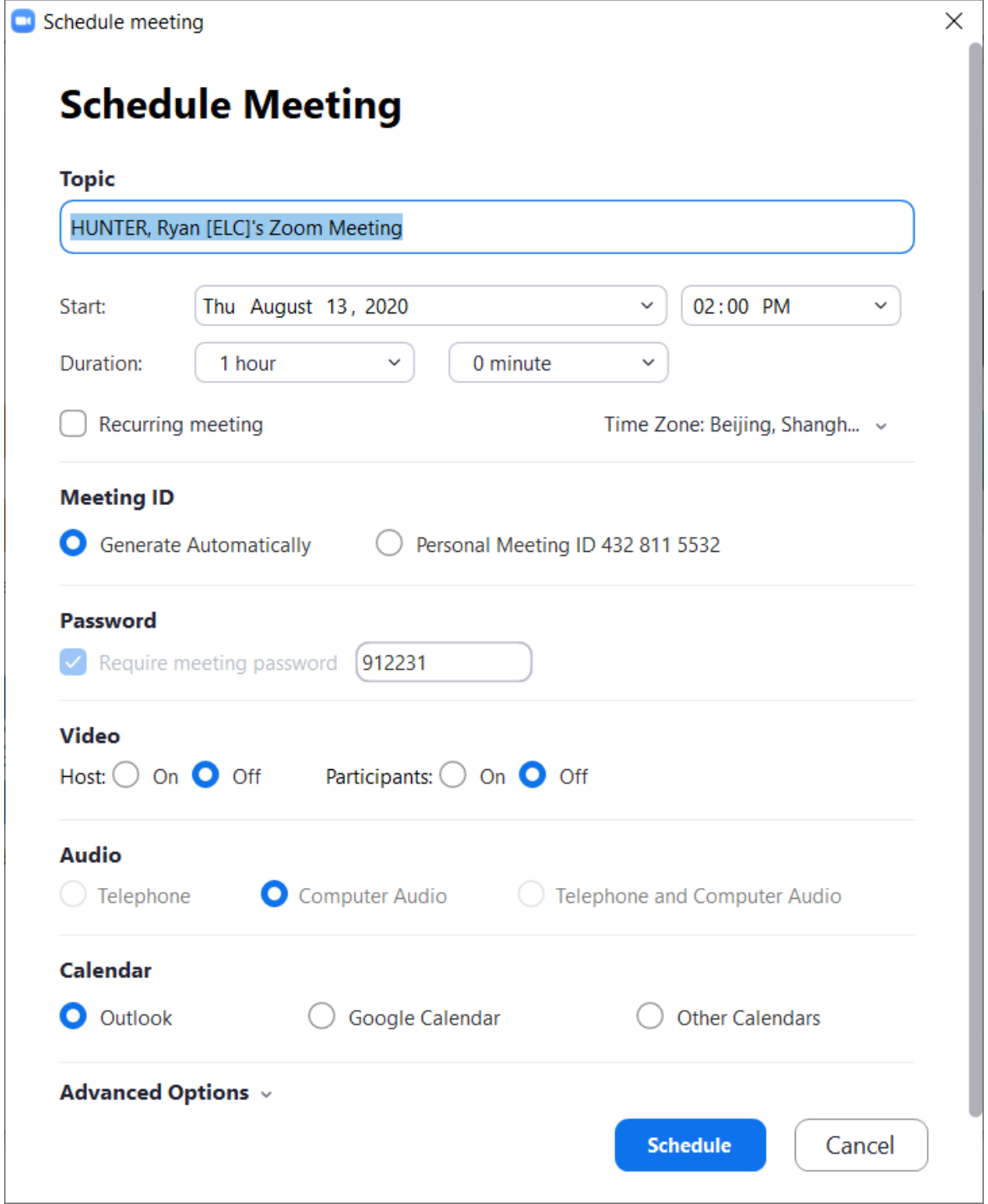


Zoom Website in Browser



Schedule a Meeting





You can schedule a one-time meeting, but it would be best to setup a **Recurring meeting** for courses. In Learn@Polyu, you can specify if the recurring meetings are daily, weekly, monthly, or not fixed.

If you setup the recurring meeting, the link for all classes every week will be the same. You can send the link via email and post the link in Blackboard or on the syllabus.

For classes, choose **Generate Automatically** for Meeting ID. Your Personal Meeting ID can be used for private meetings or possibly office hours.

The **Password** is forced by the system settings and students will need it to enter rooms (more on this later).

Video options allow you to automatically start the session with your video and students video on or off.

If you **Enable Waiting Room**, you have to manually allow students to enter when you are in the Zoom client.

If you **Enable join before host**, students can enter the room anytime outside of class.

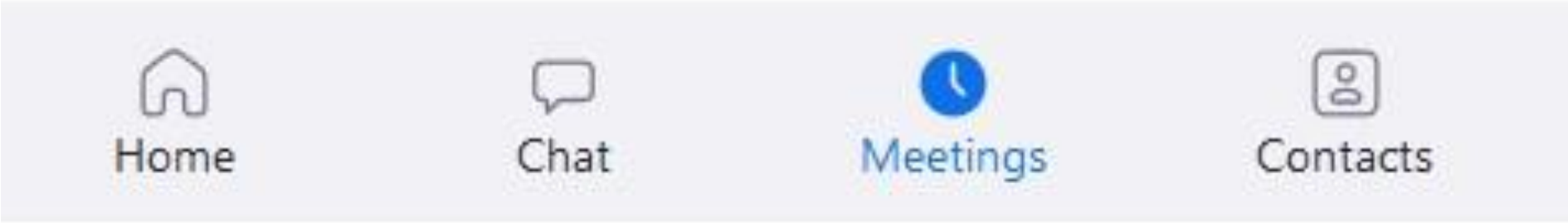
Mute participants upon entry automatically turns off all students' audio when they enter the room. They will need to toggle on audio to speak.

If you choose **Automatically record meeting on the local computer**, the session will start being recorded upon your entry. You can manually start and stop the recording within the Zoom client if you do not choose this option.

Sharing Meeting Links

- Once you click Schedule, an email will open in Outlook with the Meeting Invitation (including the link and password) that you can send to students.

- If you do not wish to send the email immediately, you can find and copy the Meeting Invitation later under "Meetings."



Home Chat Meetings Contacts Search

Upcoming Recorded

432 811 5532

My Personal Meeting ID (PMI)

Today

Session 1: Blackboard Collaborate Ultra Training - Basic Training
10:30 AM-12:00 PM
Host: CHENG, Mary [ELC]
Not a Zoom meeting

Fri, Aug 14

Zoom Basic Training
2:30 PM-4:00 PM
Host: HUNTER, Ryan [ELC]
Meeting ID: 946 5767 5739

Zoom Basic Training

2:30 PM - 4:00 PM

Meeting ID: 946 5767 5739

Host: HUNTER, Ryan [ELC]

Start | Copy Invitation | Edit | Delete

Hide Meeting Invitation

HUNTER, Ryan [ELC] is inviting you to a scheduled Zoom meeting.

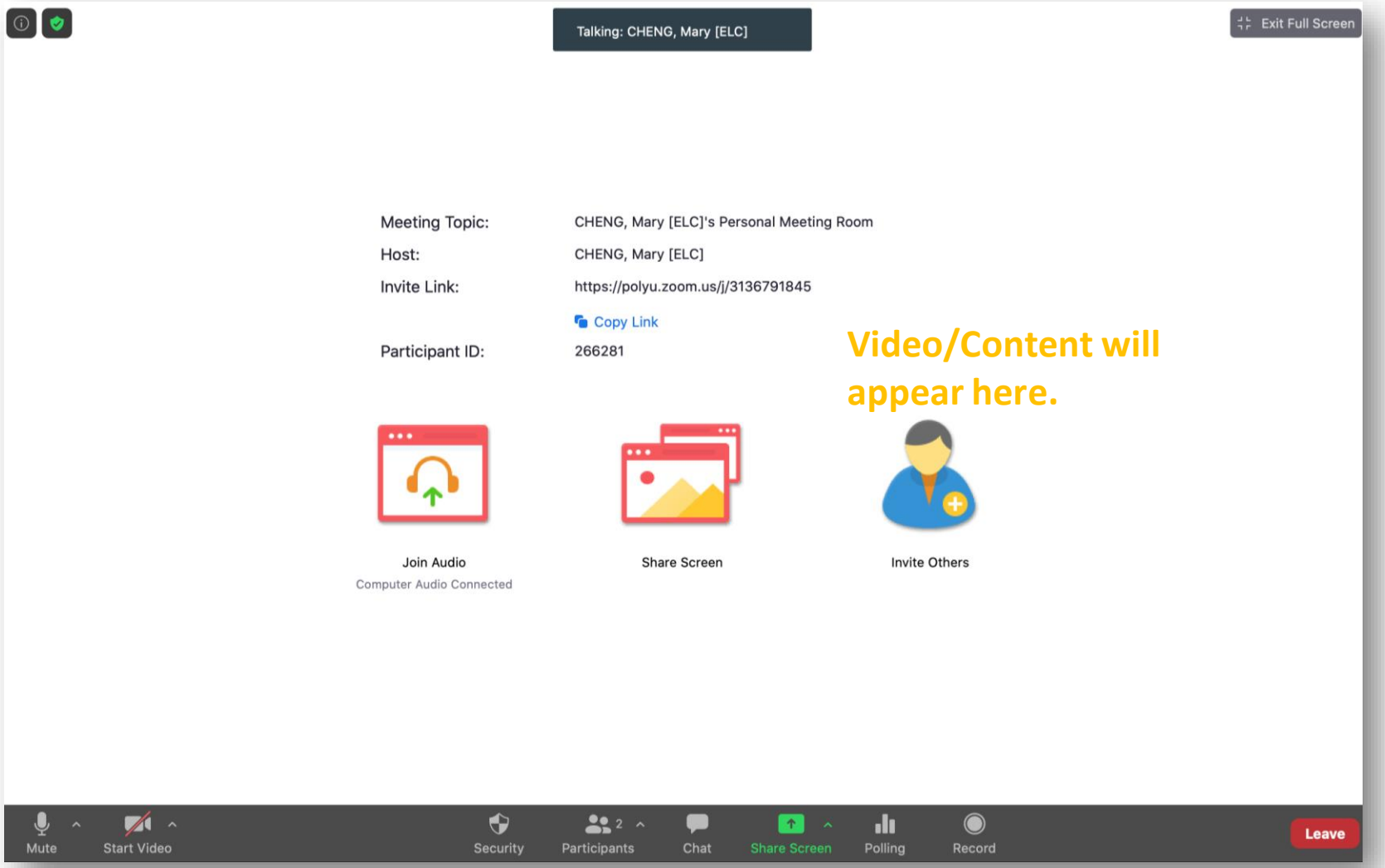
Topic: Zoom Basic Training
Time: Aug 14, 2020 02:30 PM Hong Kong SAR

Join Zoom Meeting
https://polyu.zoom.us/j/94657675739?pwd=ZTBzS3gyaW9OczJTcmduWWI0M290Zz09

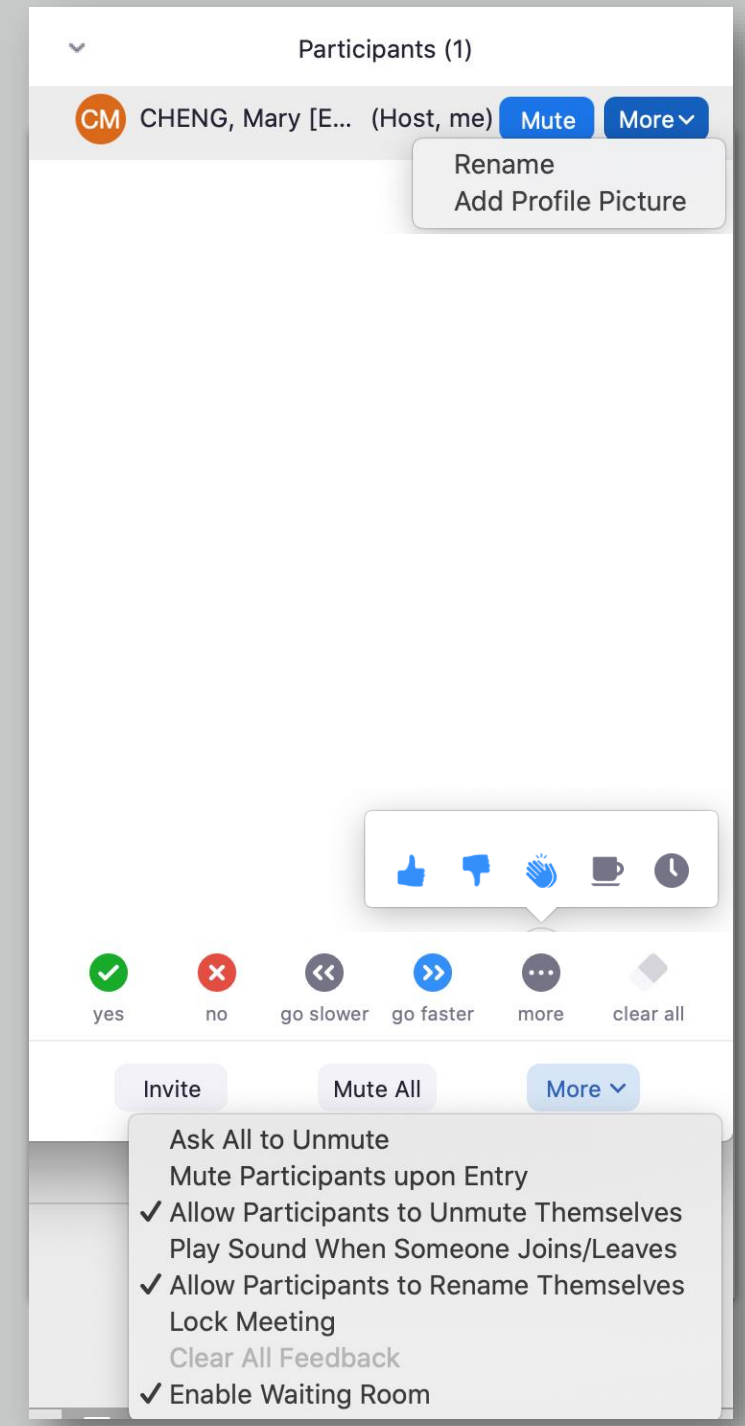
Meeting ID: 946 5767 5739
Passcode: 963277

Join by Skype for Business
https://polyu.zoom.us/skype/94657675739

This is also where you can start the meeting, delete the meeting, or make any changes if necessary.



Zoom user interface



Managing Participants

Managing participation

- Roles: Moderator, Presenter and Participant
- Limited features to manage participants

VS

- Roles: Host, Co-host and Participant
- More features to manage participants
- Rename

Source: EDC PolyU

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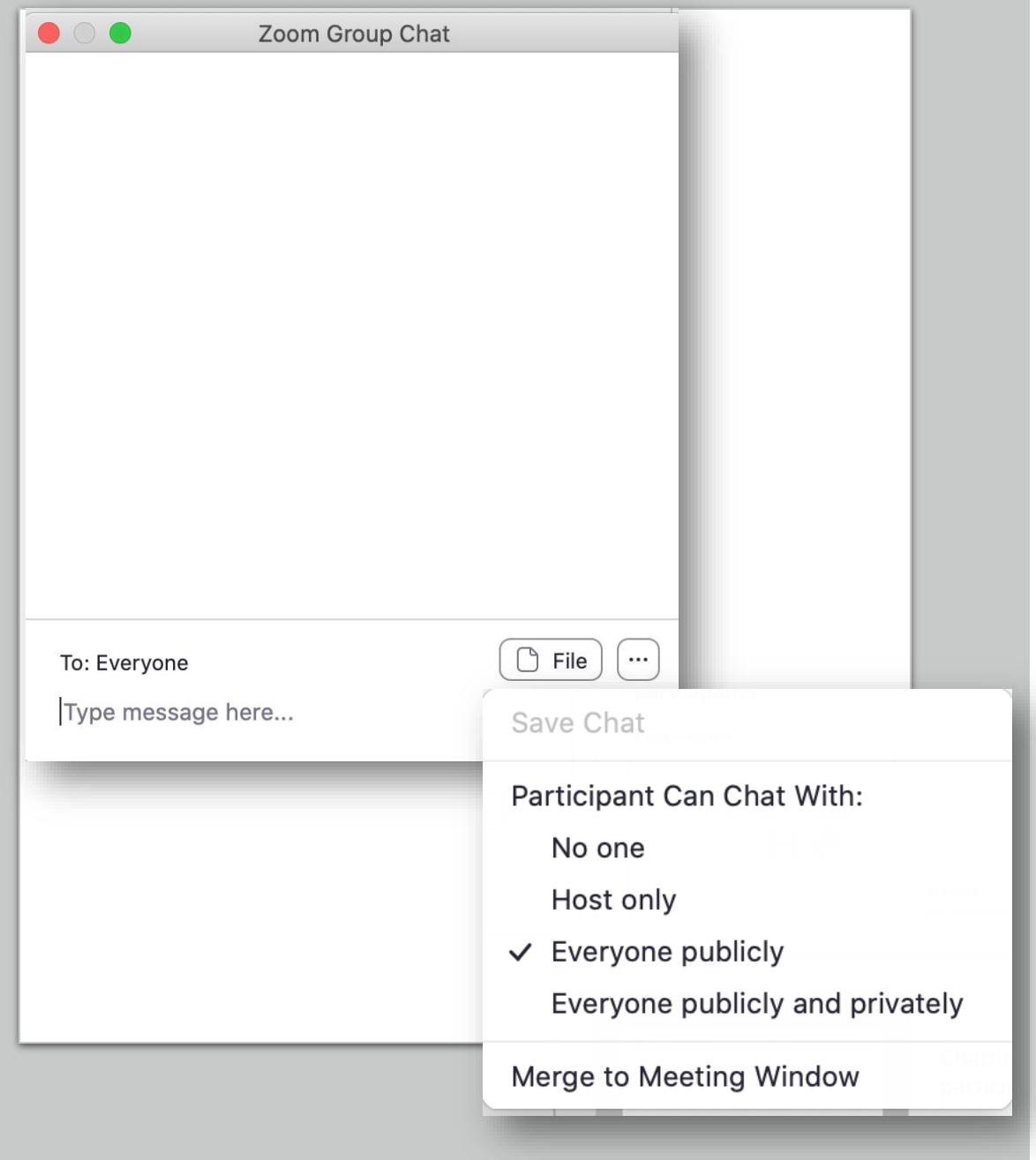
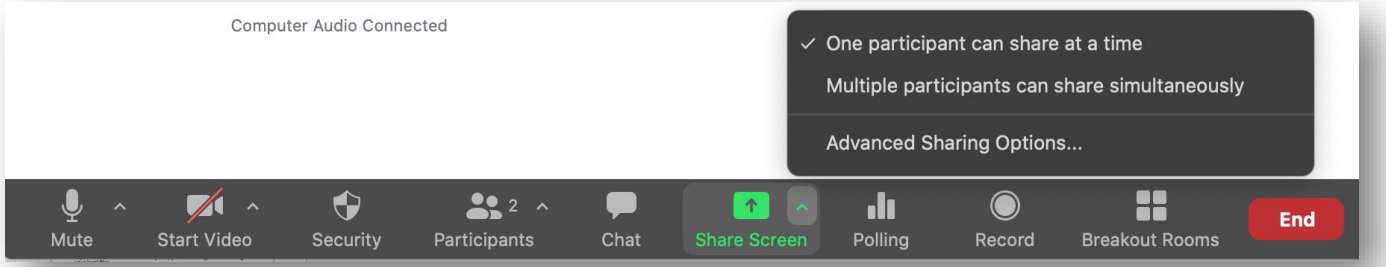


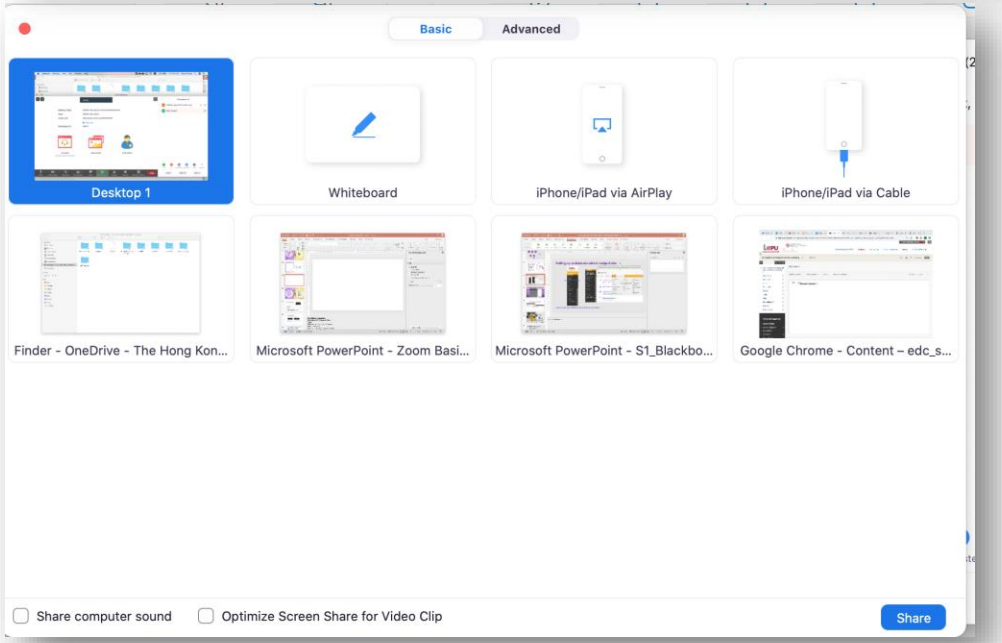
Chatting with participants

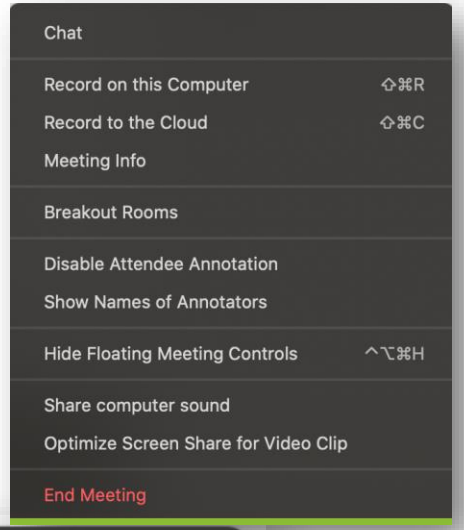
Share your content

1

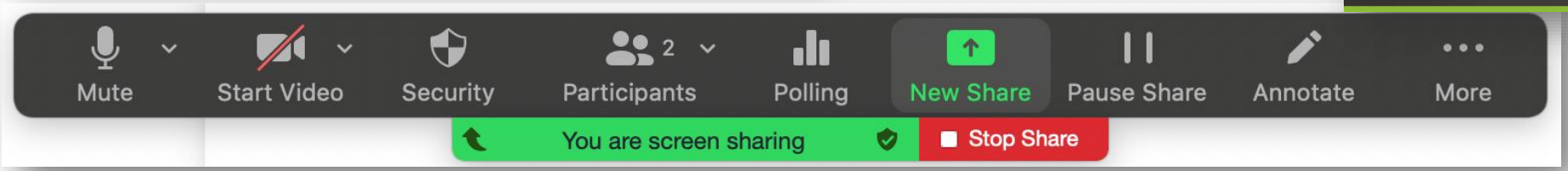


2

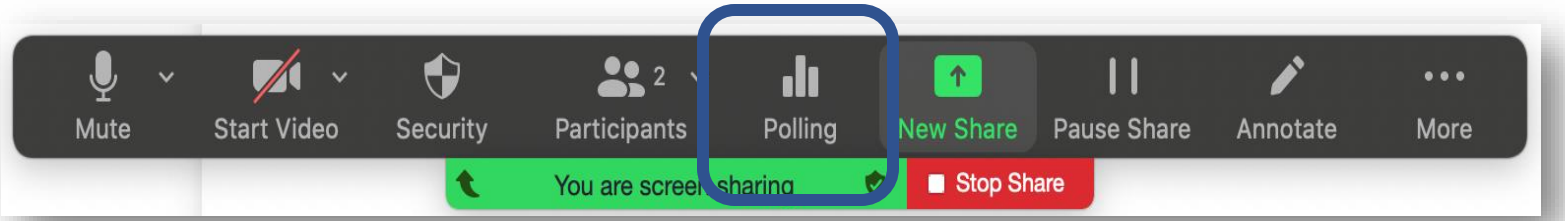


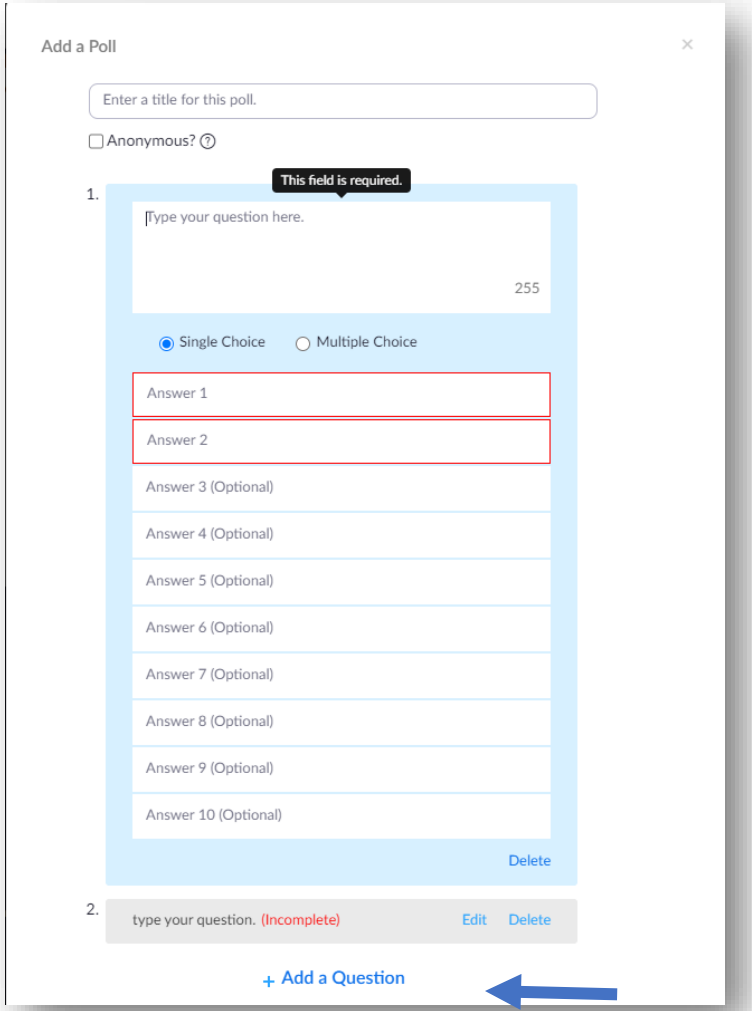


3



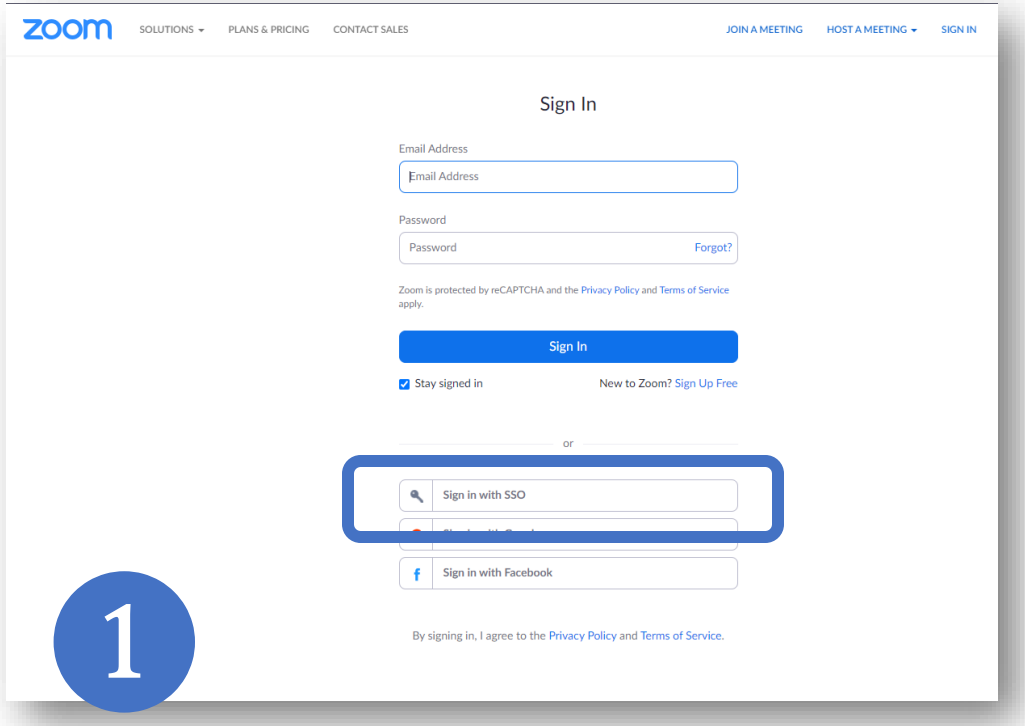
Setting a Poll

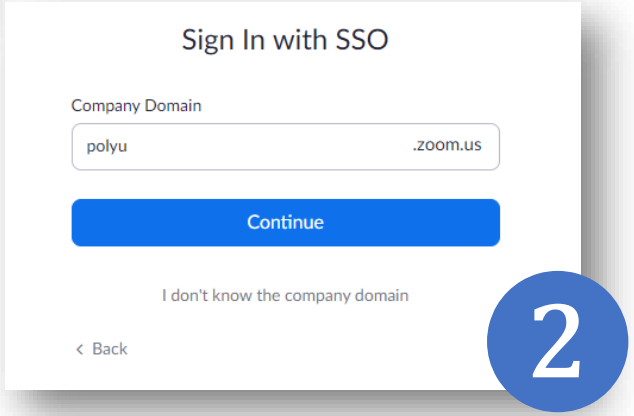


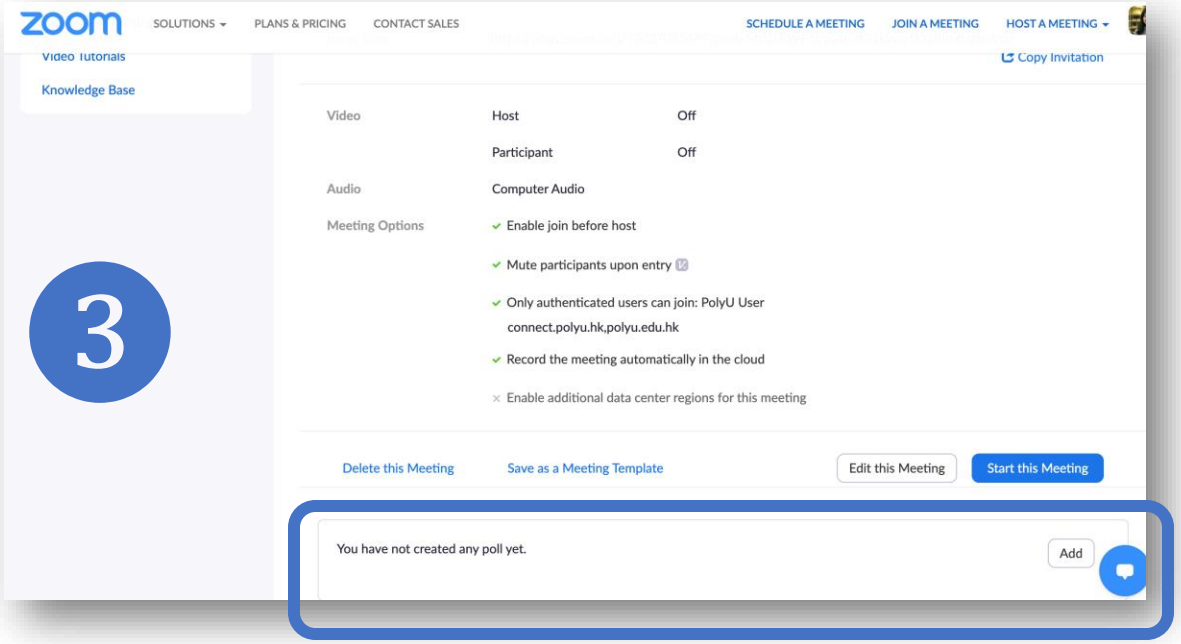


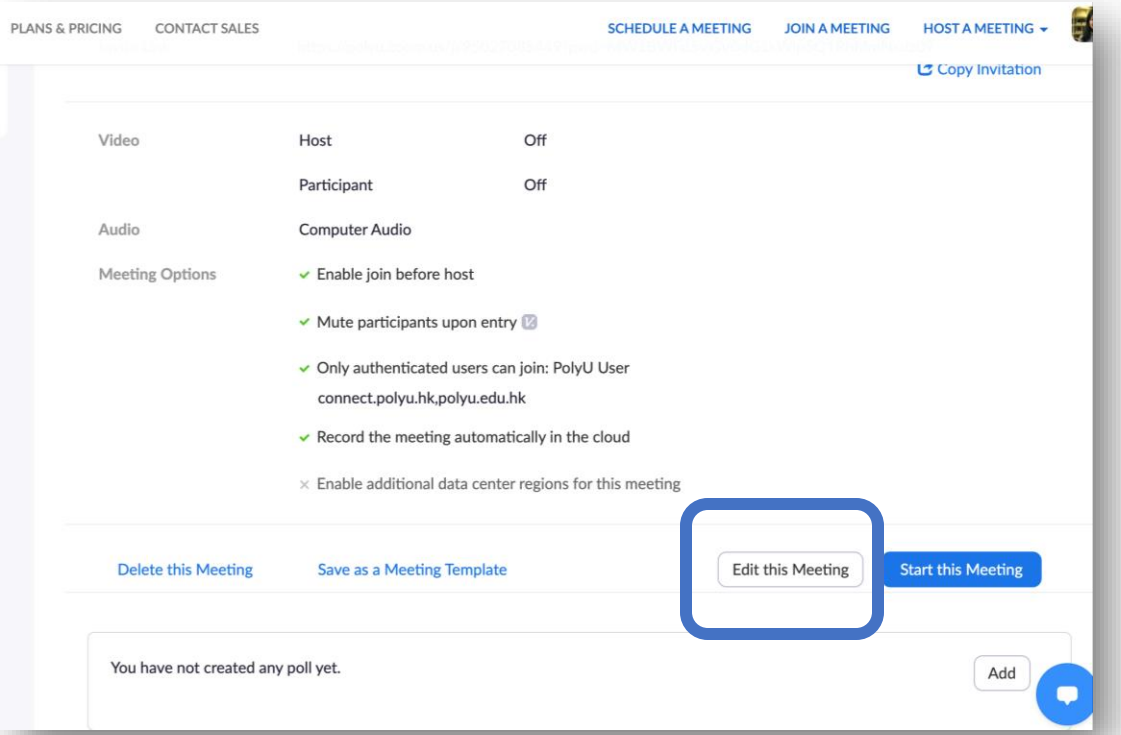
You can add mulitple questions in the poll.

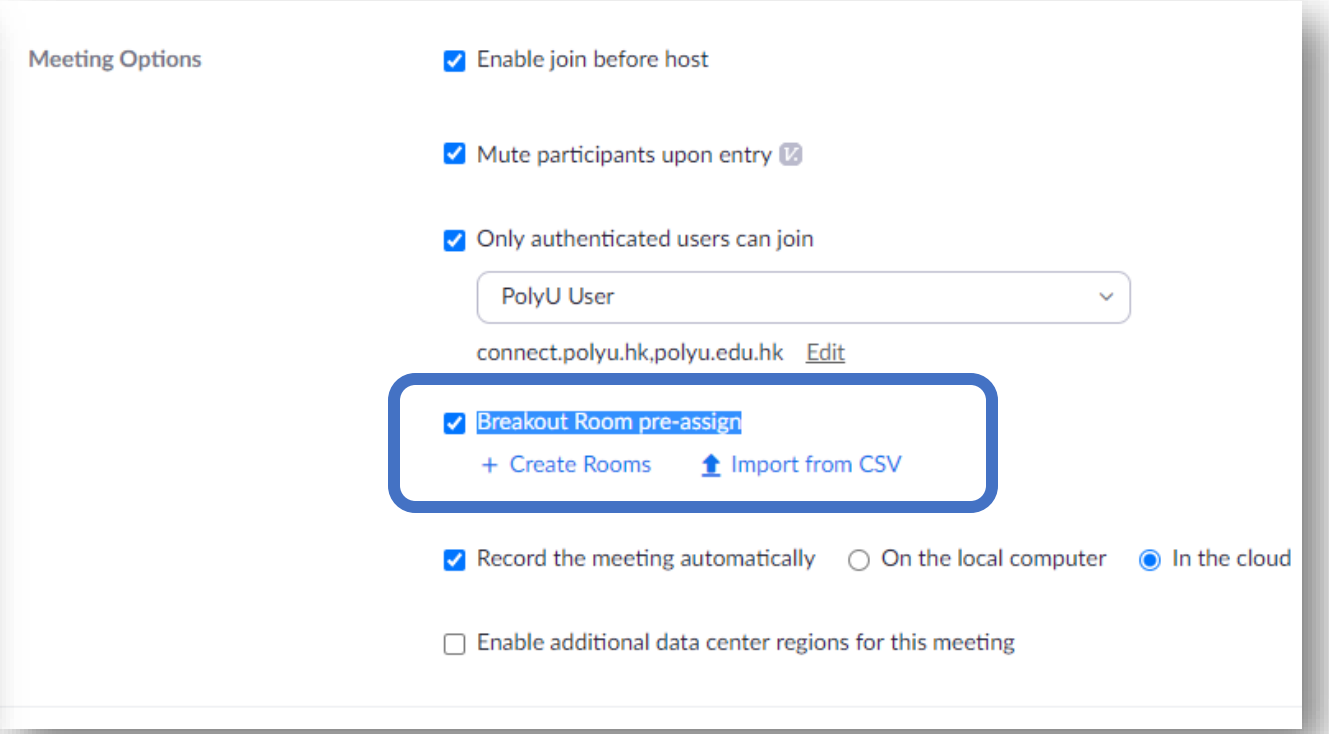
Adding a poll before class



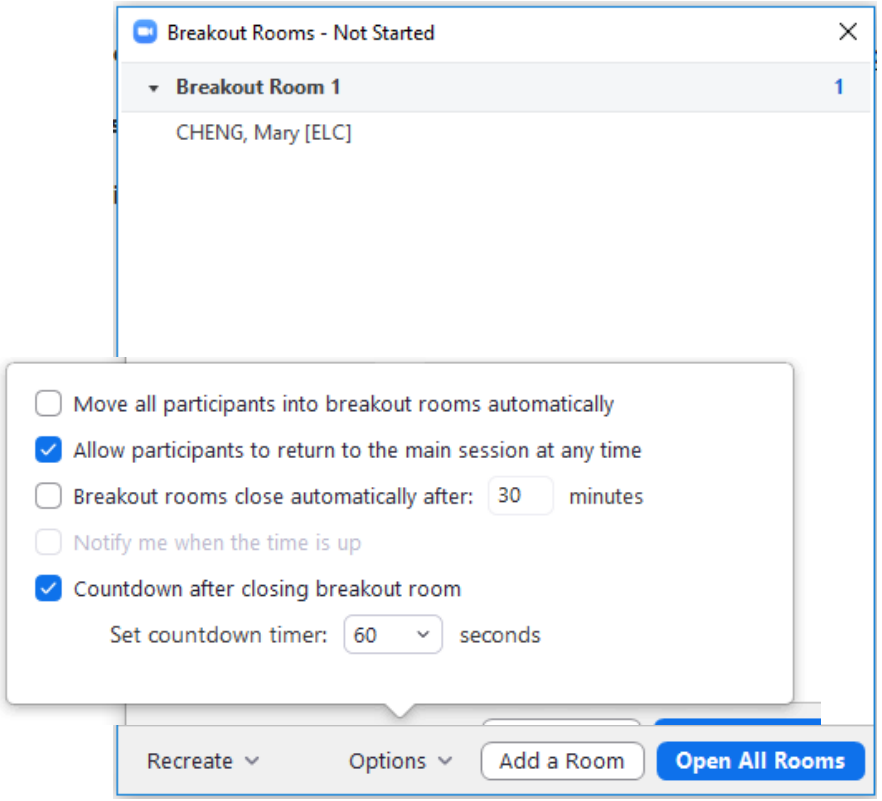


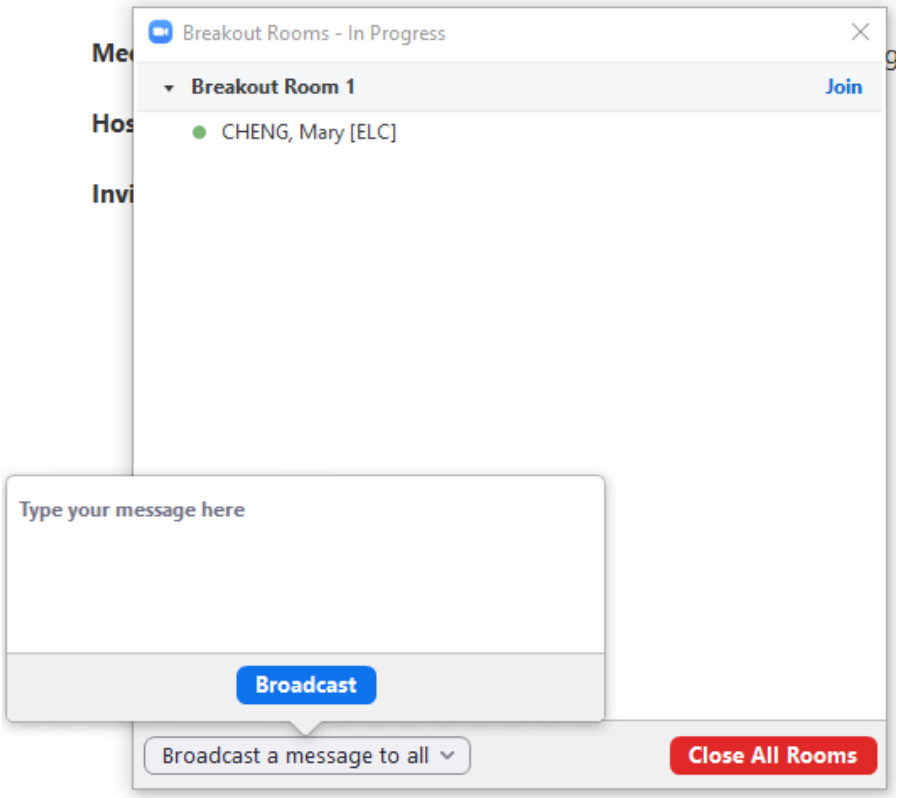




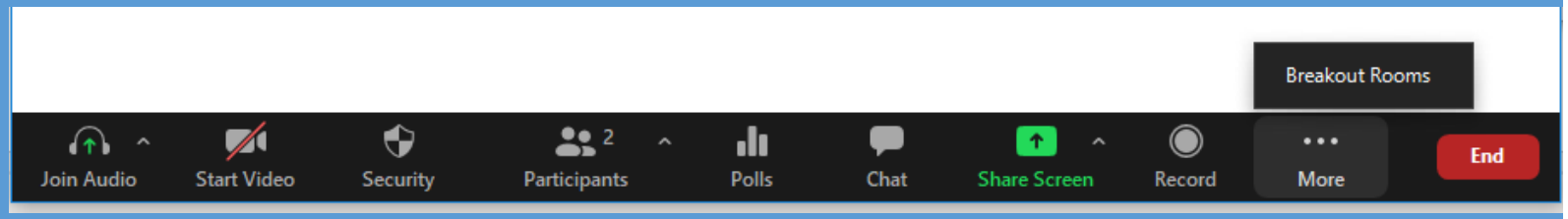


Breakout rooms (pre-assigned)





Breakout rooms



Facilitating interaction

Blackboard collaborate ULTRA

- Chat
- Status icons, e.g. agree/disagree
- Raise hand icon
- Annotate shared files or whiteboard
- Create simple polls mid-session
- Set up breakouts mid-session

VS

- Chat
- Status icons, e.g. agree/disagree
- Raise hand icon
- Annotate shared files or whiteboard
- Annotate a shared screen
- Create complex polls beforehand
- Set up breakouts beforehand

zoom

Source: EDC PolyU

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Sharing content

- Share a whiteboard
- Share your entire screen
- Share individual applications on your computer
- Upload PowerPoint, PDF or image files

VS

- Share a whiteboard
- Share your entire screen
- Share individual applications on your computer
- Share files via the chat
- Share content from iPhone/iPad
- Share more than one screen

Source: EDC PolyU

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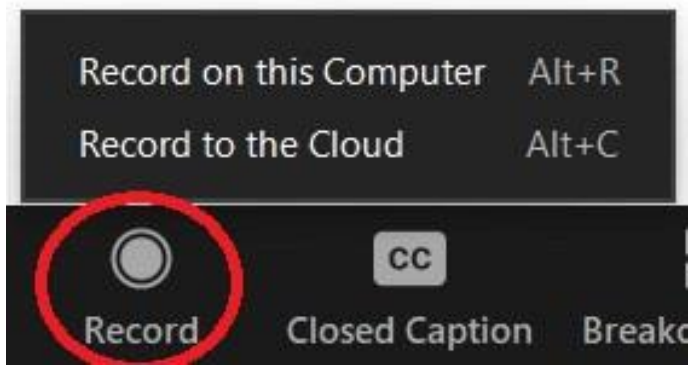
Managing Recordings



- If you choose **Record on this computer**, you will manage the recordings in your local files.

- If you choose **Record to the cloud**, you will manage the recordings on the Zoom website.

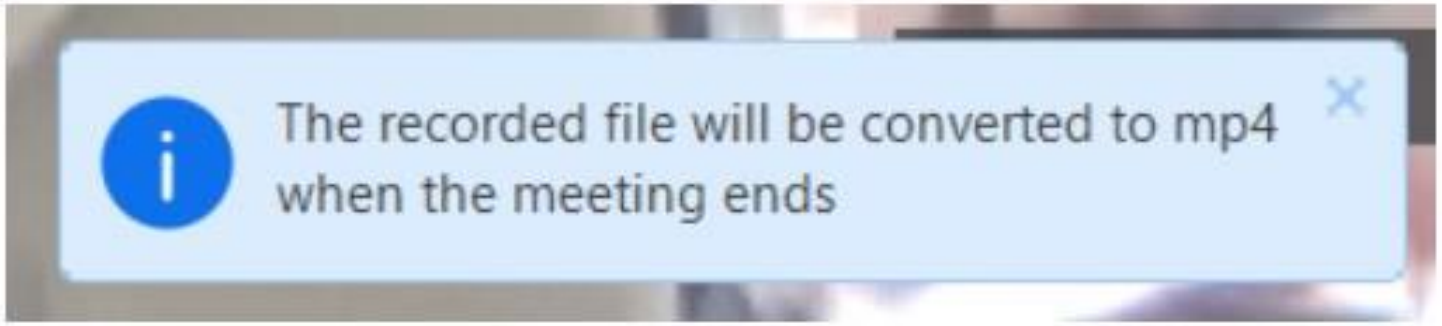
- The benefits of recording to the cloud:
  - Sharing links without reuploading videos to another platform.
  - Automatic audio transcription (if selected in settings)
  - List of Cloud Recordings available through Learn@PolyU

Managing Recordings

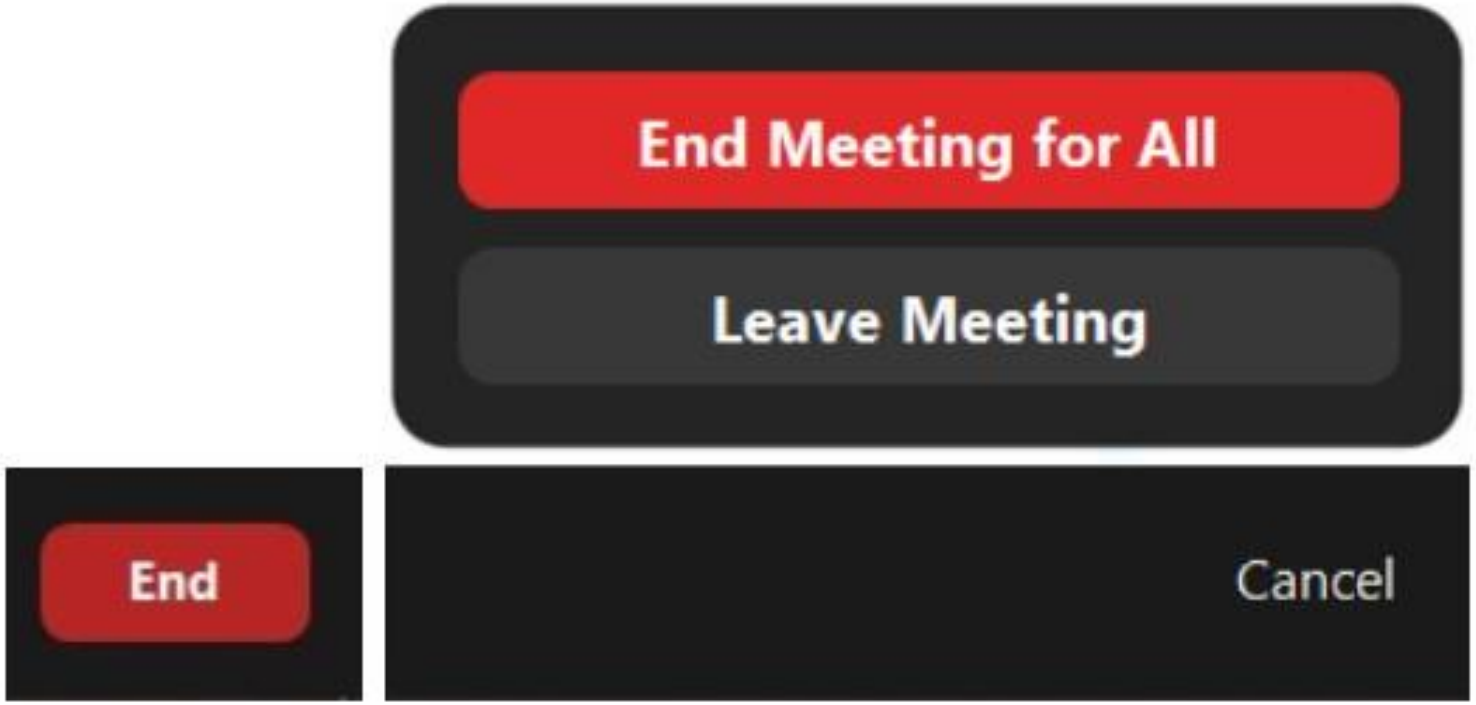
You can pause and resume the recording during the class.

The following instructions are for after you have finished the class and stopped the recording:

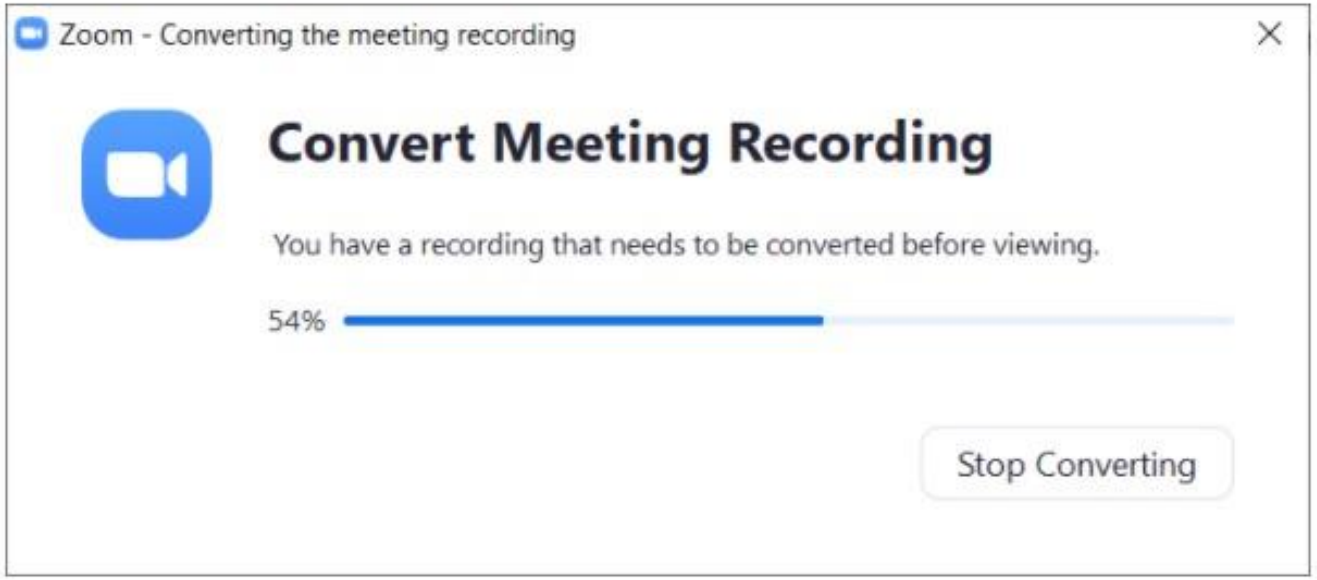
If you chose "**Record on this Computer**," you will see this message in the top-right corner:



After you see this message, click "**End**" and then "**End Meeting for All**."



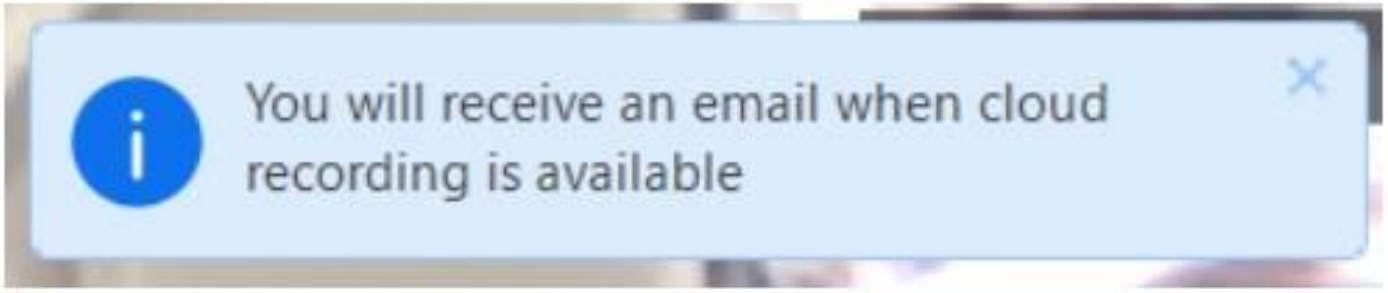
Once you do this, it will take some time for Zoom to convert the recording.



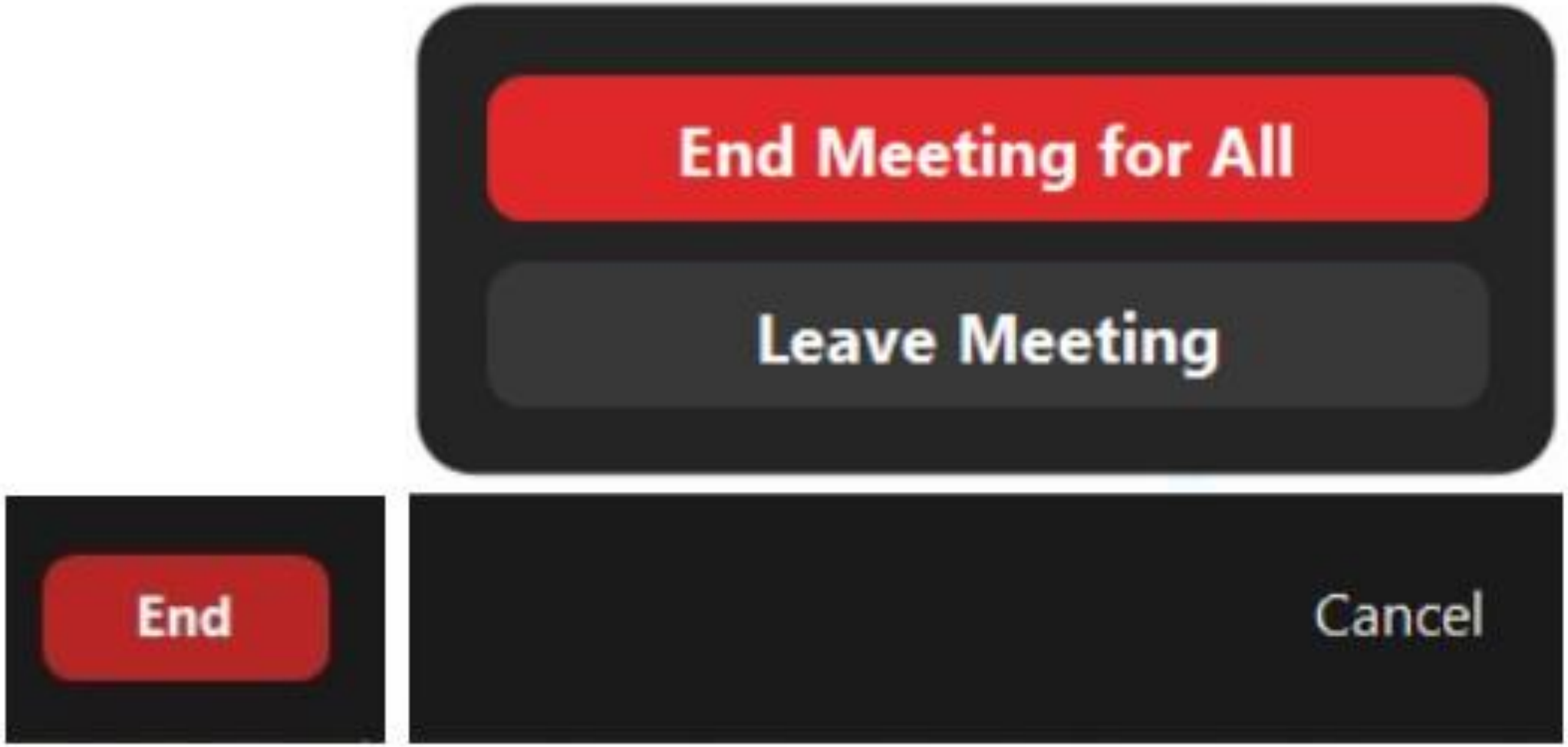
After the recording is converted, a folder on your computer will open. You will find the mp4 video file in this folder.

If you chose "**Record to the Cloud**," you will receive this message and need to choose "**Yes**."

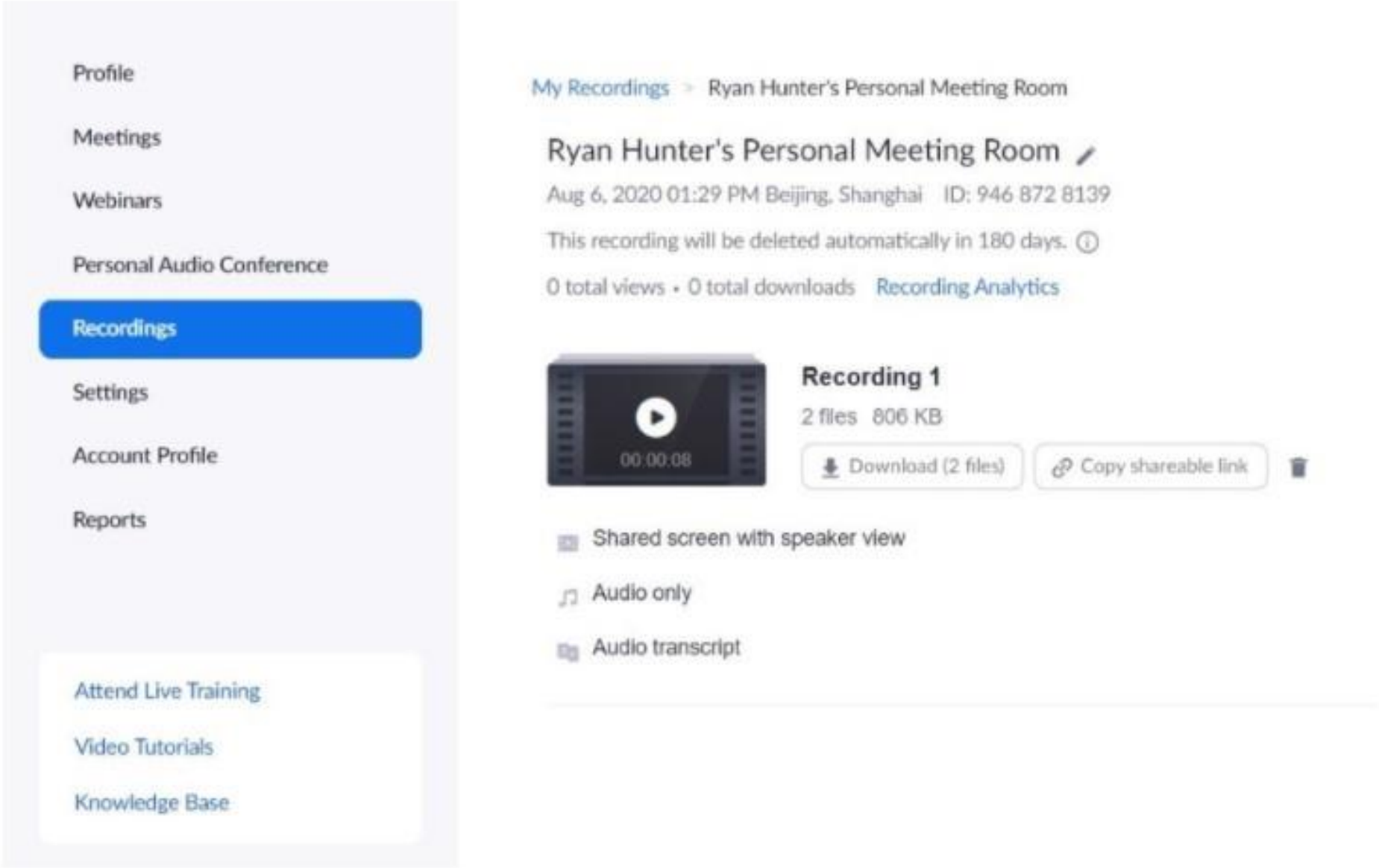
You will then see this message in the top-right corner:



After you see this message, click "**End**" and then "**End Meeting for All.**"



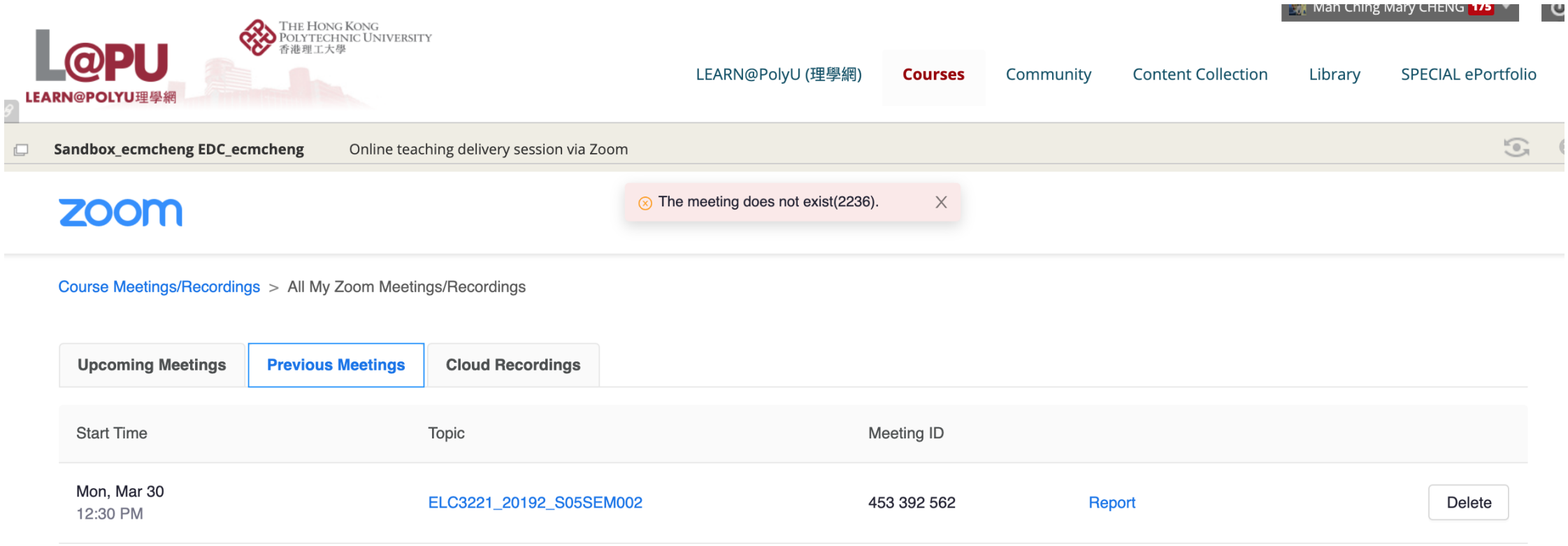
You will eventually receive an email with a link to page where you can download the recording. If you have recorded a long video, it will take several minutes to receive the email.



Zoom meeting reports

Note:

- *Meeting reports are automatically deleted 30 days after the scheduled meeting date.*
- *If you delete a meeting from your Meetings list in the web portal, you no longer able to generate reports for that meeting. Previous generated report will also be deleted.*
- *You should generate meeting reports after your meeting has ended.*



Monitoring participation

- Participant list
- Notifications when people join
- Attendance record
- Recording of main room

VS

- Participant list
- Notifications when people join
- Attendance record for 30 days
- Recording of main room
- Poll data
- Breakout rooms can be recorded

Source: EDC PolyU

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Useful Zoom links

Zoom getting started guide

https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started

Training offered by Zoom

https://support.zoom.us/hc/en-us/articles/360029527911

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Thanks for joining!

4. Blackboard Collaborate Ultra - Good practices (This session will use BB Collaborate Ultra, but the techniques can also be used in MS Teams and Zoom)

Facilitators: Johanna Sandberg, Mary Cheng and Ryan Hunter

Date and time: Monday 17 August, 10:30 (around 1 hour)

Please sign up at

https://docs.google.com/document/d/1AsmmA6yGqgyLhx5AYyqF87Yms9FyoYQ_QrEAEECcqWY/edit?usp=sharing