



Zoom Basic Training

14 August 2020

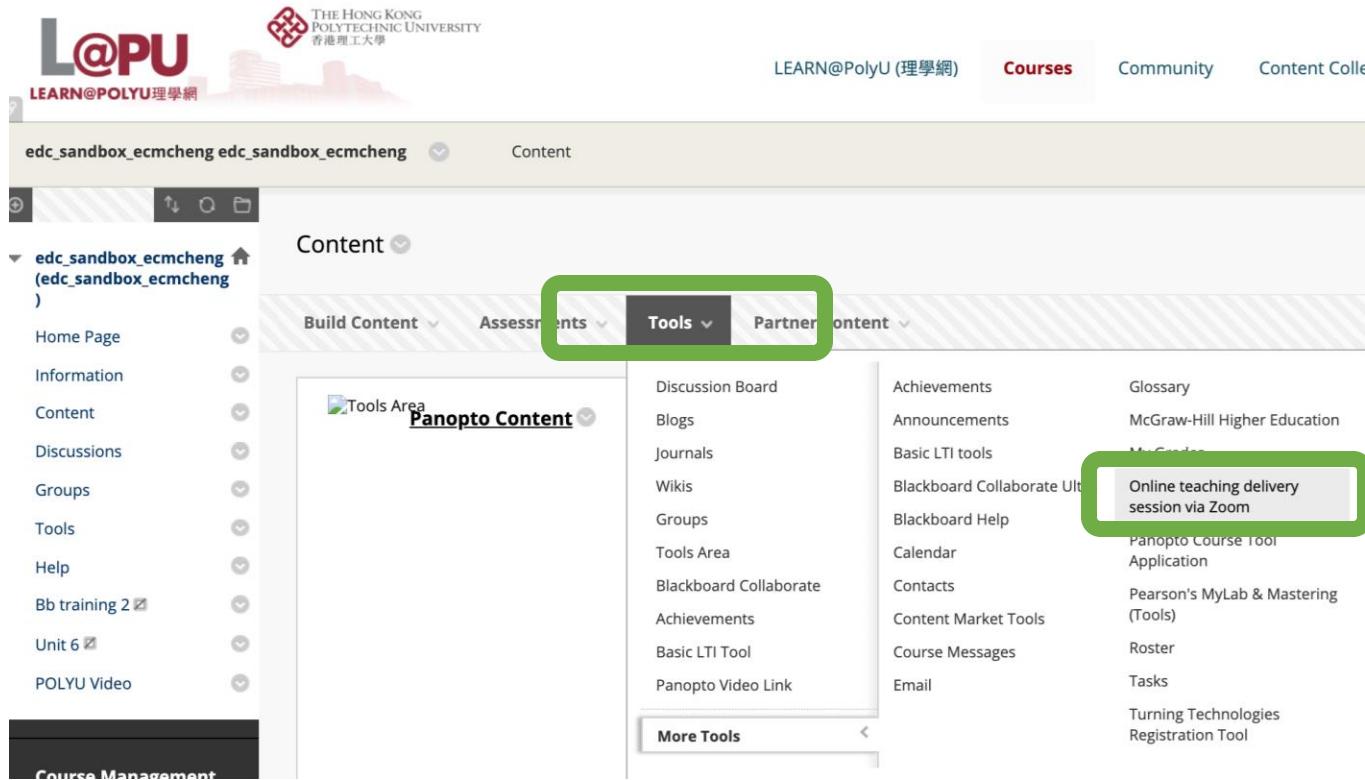
[Recording of session](#)



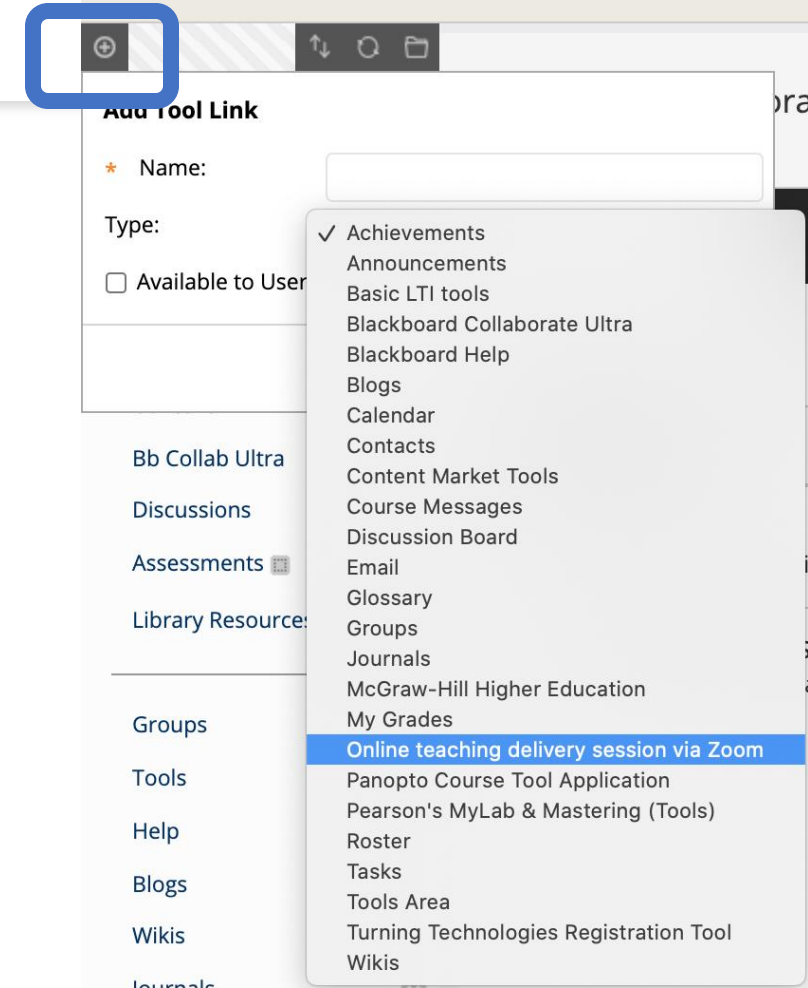
Outline

- 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


EDC_sandbox_rahunte EDC_sandbox_rahunte Online teaching delivery session via Zoom

zoom
Your current Time Zone is (GMT-05:00) Central Time (US and Canada). [🔗](#)

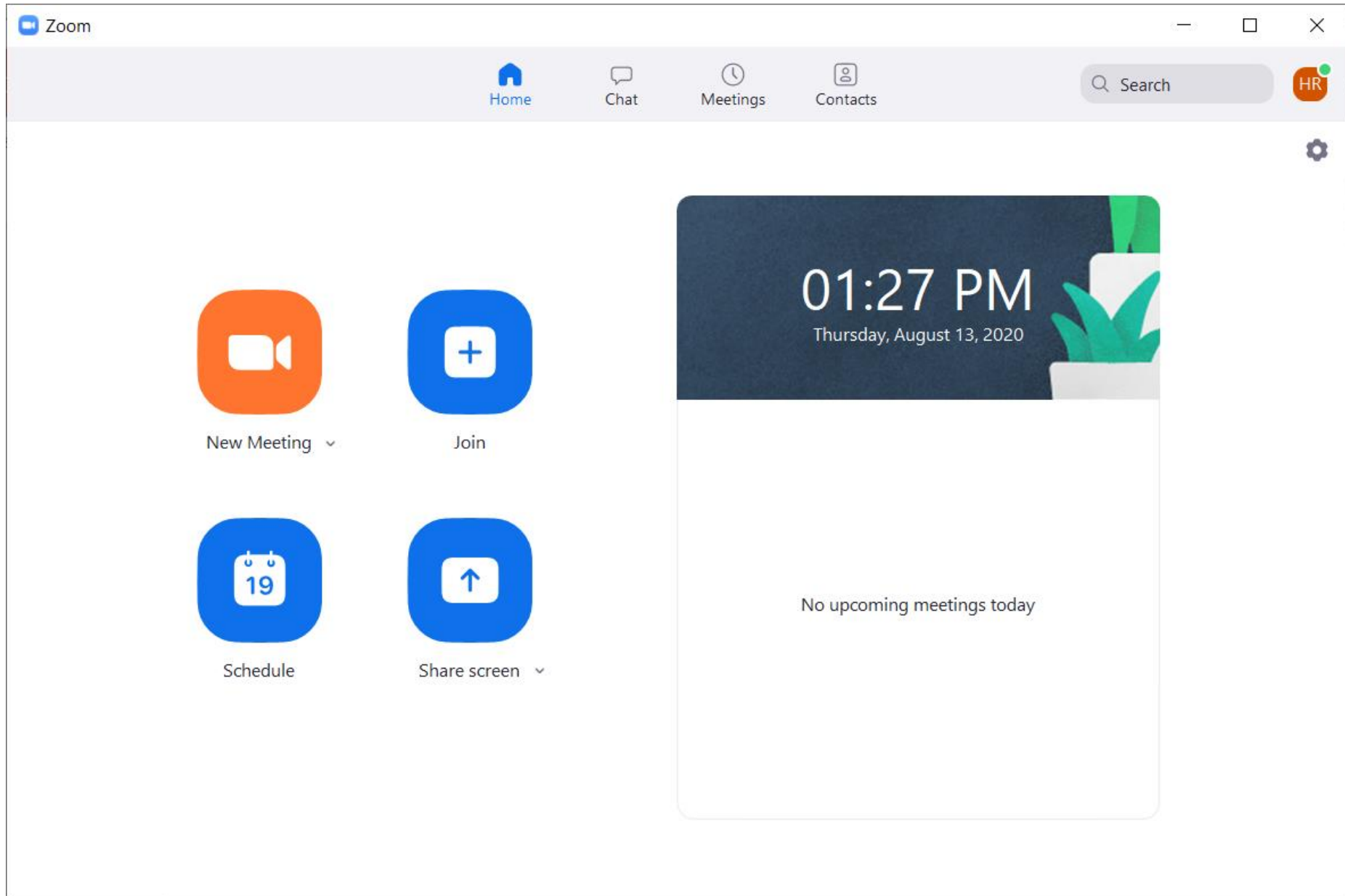
[All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#) ⋮

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#) 📖

Show my course meetings only

Start Time	Topic	Meeting ID
 No Data		

Desktop Application



Zoom Website in Browser

REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base



Change

Ryan Alan HUNTER

Edit

HUNTER, Ryan [ELC]

Department ELC

Account No. 51721624

Personal Meeting ID

*** ** *532 [Show](#)

Edit

https://polyu.zoom.us/j/*****532 [Show](#)

× Use this ID for instant meetings

Personal Link

Not set yet.

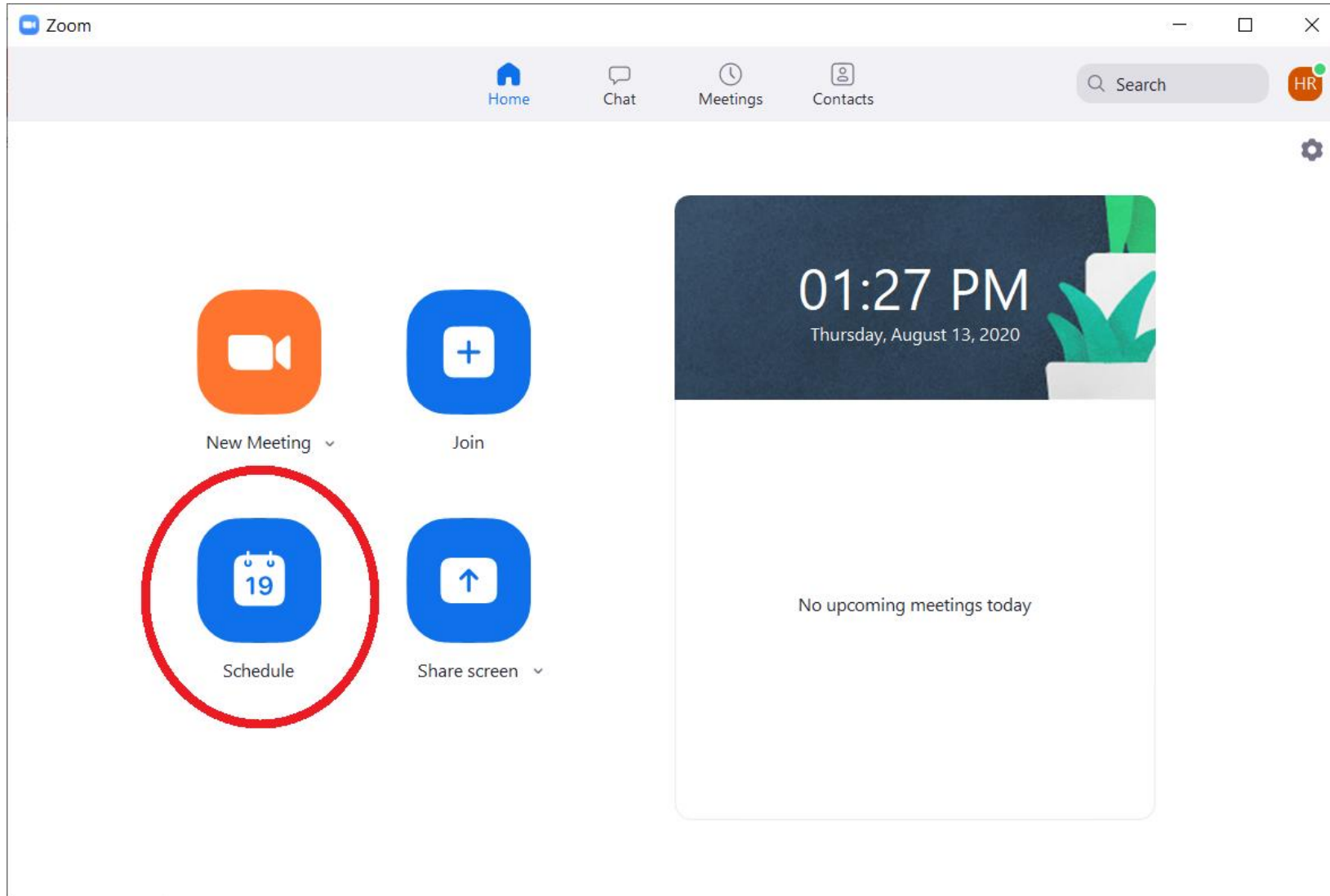
Customize

Sign-In Email

rah***@polyu.edu.hk [Show](#)

Linked accounts:

Schedule a Meeting



Schedule Meeting

Topic

Start: Thu August 13, 2020 02:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Beijing, Shangh... ▾

Meeting ID

Generate Automatically Personal Meeting ID 432 811 5532

Password

Require meeting password

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ▾

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.

Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join
- Automatically record meeting on the local computer
- Enable additional data center regions for this meeting

Alternative hosts:

Example:john@company.com;peter@school.edu

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."



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.



Talking: CHENG, Mary [ELC]

Exit Full Screen

Meeting Topic: CHENG, Mary [ELC]'s Personal Meeting Room
Host: CHENG, Mary [ELC]
Invite Link: <https://polyu.zoom.us/j/3136791845>
[Copy Link](#)
Participant ID: 266281

Video/Content will appear here.



Join Audio
Computer Audio Connected



Share Screen



Invite Others

Mute Start Video

Security

Participants 2

Chat

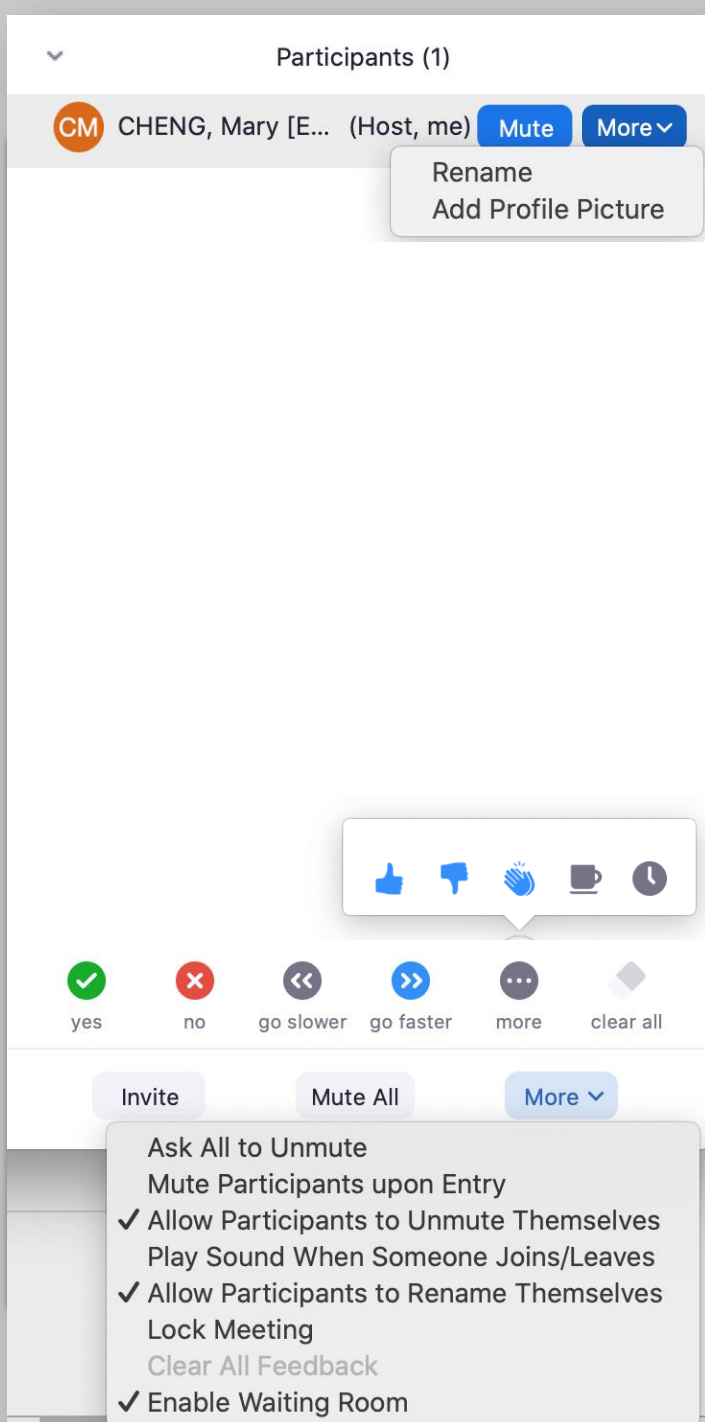
Share Screen

Polling

Record

Leave

Zoom user interface



Managing Participants

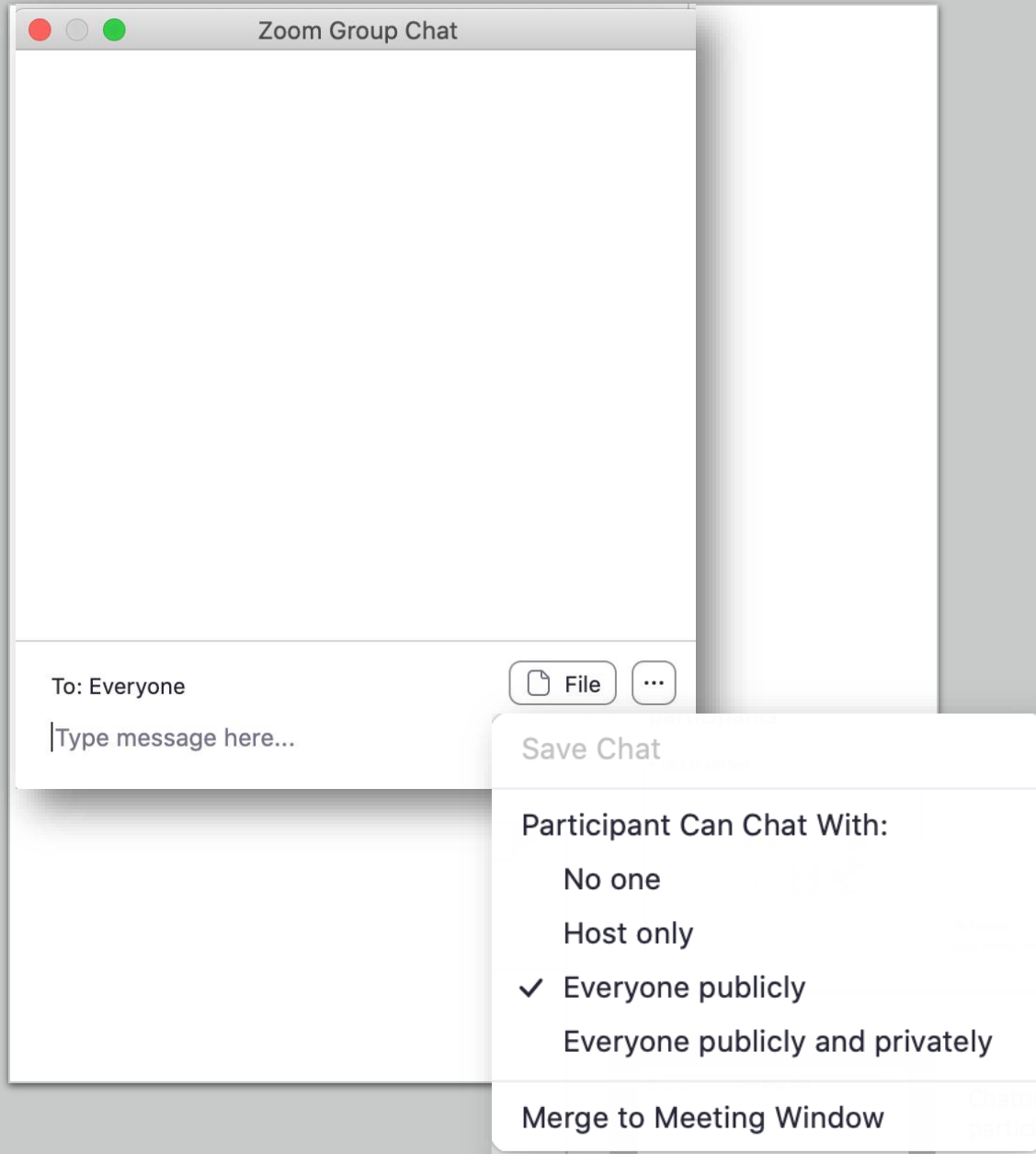
Managing participation

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

VS

- Roles: Host, Co-host and Participant
- More features to manage participants
- [Rename](#)

Chatting with participants



Share your content

1

Computer Audio Connected

✓ One participant can share at a time
Multiple participants can share simultaneously
Advanced Sharing Options...

Mute Start Video Security Participants Chat **Share Screen** Polling Record Breakout Rooms **End**

2

Basic Advanced

Desktop 1 Whiteboard iPhone/iPad via AirPlay iPhone/iPad via Cable

Finder - OneDrive - The Hong Kon... Microsoft PowerPoint - Zoom Basi... Microsoft PowerPoint - S1_Blackbo... Google Chrome - Content - edc_s...

Share computer sound Optimize Screen Share for Video Clip **Share**

Chat

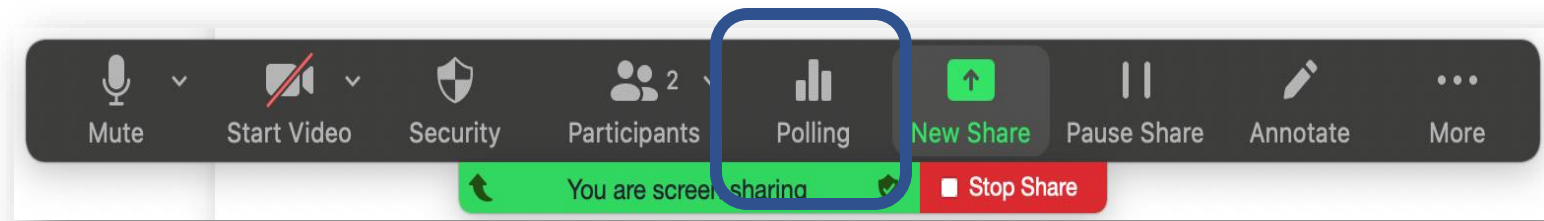
Record on this Computer ⌘R
Record to the Cloud ⌘C
Meeting Info
Breakout Rooms
Disable Attendee Annotation
Show Names of Annotators
Hide Floating Meeting Controls ⌘H
Share computer sound
Optimize Screen Share for Video Clip
End Meeting

3

Mute Start Video Security Participants Polling **New Share** Pause Share Annotate More

You are screen sharing **Stop Share**

Setting a Poll



Add a Poll ×

Enter a title for this poll.

Anonymous? ⓘ

1. This field is required.

[Type your question here. 255]

Single Choice Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

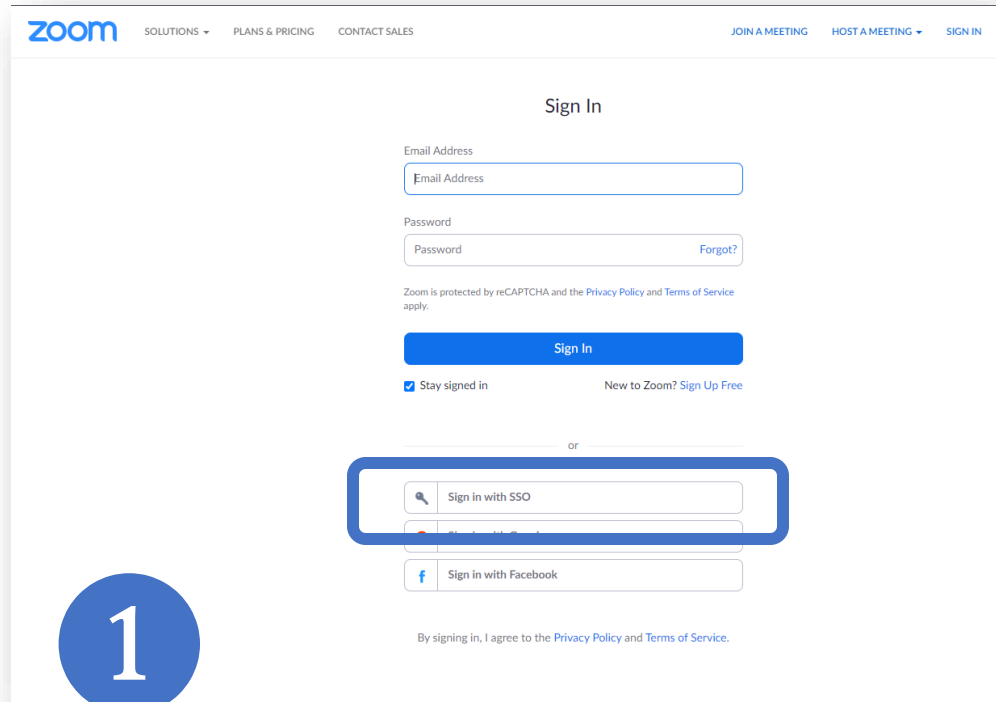
Delete

2. type your question. (Incomplete) Edit Delete

+ Add a Question

You can add multiple questions in the poll.

Adding a poll before class



zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN

Sign In

Email Address

Password
 [Forgot?](#)

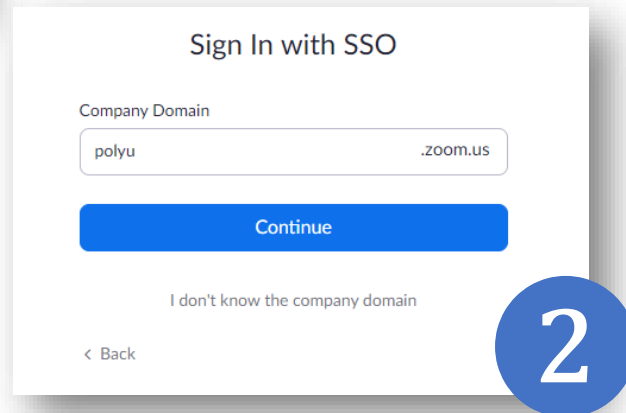
Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Stay signed in [New to Zoom? Sign Up Free](#)

or

By signing in, I agree to the Privacy Policy and Terms of Service.

1



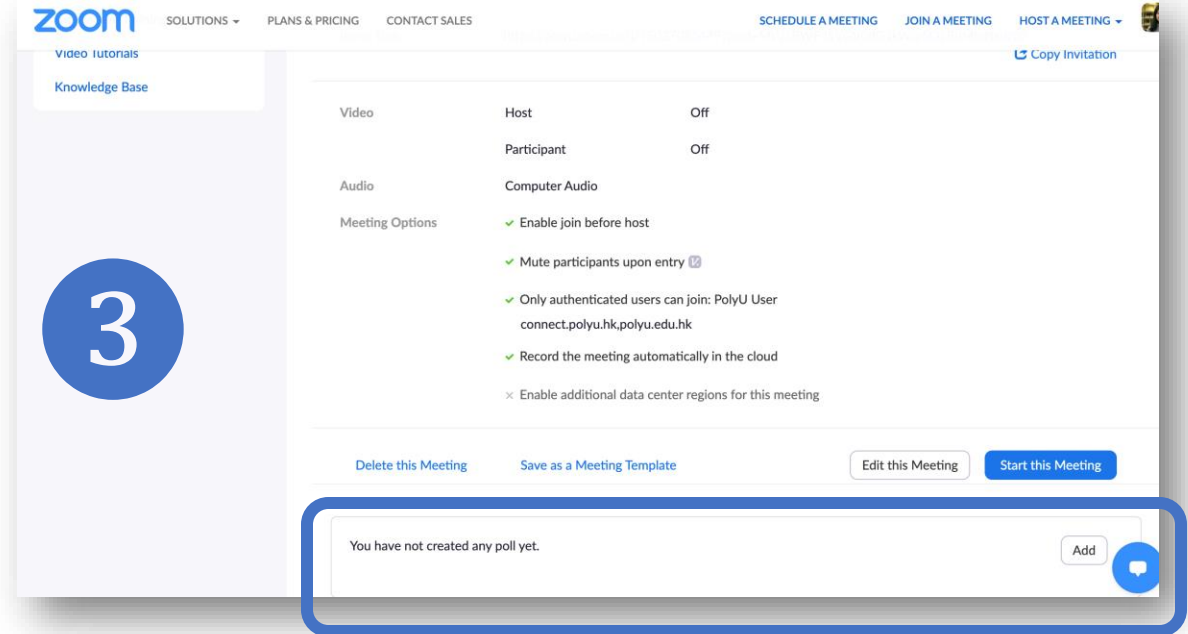
Sign In with SSO

Company Domain

[I don't know the company domain](#)

[Back](#)

2



zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING Copy Invitation

Video tutorials
Knowledge Base

Video	Host	Off
	Participant	Off
Audio	Computer Audio	
Meeting Options	<input checked="" type="checkbox"/> Enable join before host	
	<input checked="" type="checkbox"/> Mute participants upon entry	
	<input checked="" type="checkbox"/> Only authenticated users can join: PolyU User connect.polyu.hk,polyu.edu.hk	
	<input checked="" type="checkbox"/> Record the meeting automatically in the cloud	
	<input type="checkbox"/> Enable additional data center regions for this meeting	

[Delete this Meeting](#) [Save as a Meeting Template](#) [Edit this Meeting](#)

You have not created any poll yet.

3

PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Copy Invitation

Video	Host	Off
	Participant	Off
Audio	Computer Audio	
Meeting Options	✓ Enable join before host	
	✓ Mute participants upon entry	
	✓ Only authenticated users can join: PolyU User connect.polyu.hk.polyu.edu.hk	
	✓ Record the meeting automatically in the cloud	
	× Enable additional data center regions for this meeting	

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

You have not created any poll yet. Add

Meeting Options

Enable join before host

Mute participants upon entry

Only authenticated users can join

PolyU User

connect.polyu.hk.polyu.edu.hk [Edit](#)

Breakout Room pre-assign

+ Create Rooms

↑ Import from CSV

Record the meeting automatically On the local computer In the cloud

Enable additional data center regions for this meeting

Breakout rooms (pre-assigned)

Breakout Rooms - Not Started

Breakout Room 1 1

CHENG, Mary [ELC]

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room

Set countdown timer: 60 seconds

Recreate Options Add a Room **Open All Rooms**

Breakout Rooms - In Progress

Breakout Room 1 [Join](#)

CHENG, Mary [ELC]

Type your message here

Broadcast

Broadcast a message to all

Close All Rooms

Breakout rooms

Breakout Rooms

Join Audio Start Video Security Participants 2 Polls Chat **Share Screen** Record More **End**

Facilitating interaction

- 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

- 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](#)

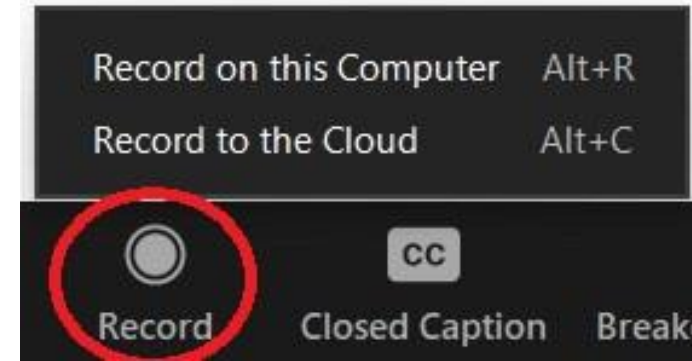
Sharing content

- 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](#)

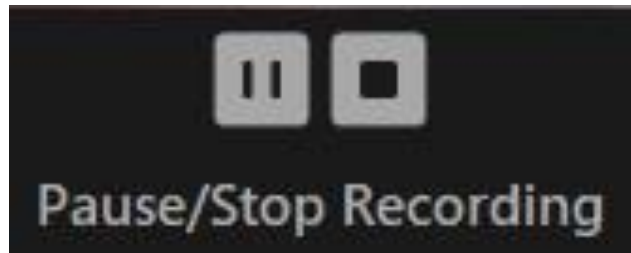
Managing Recordings



- 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

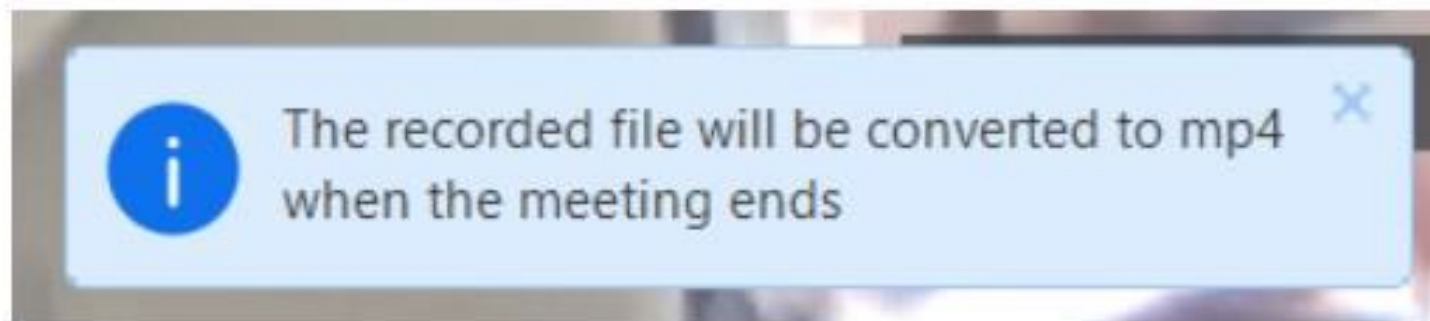
Managing Recordings

You can pause and resume the recording during the class.

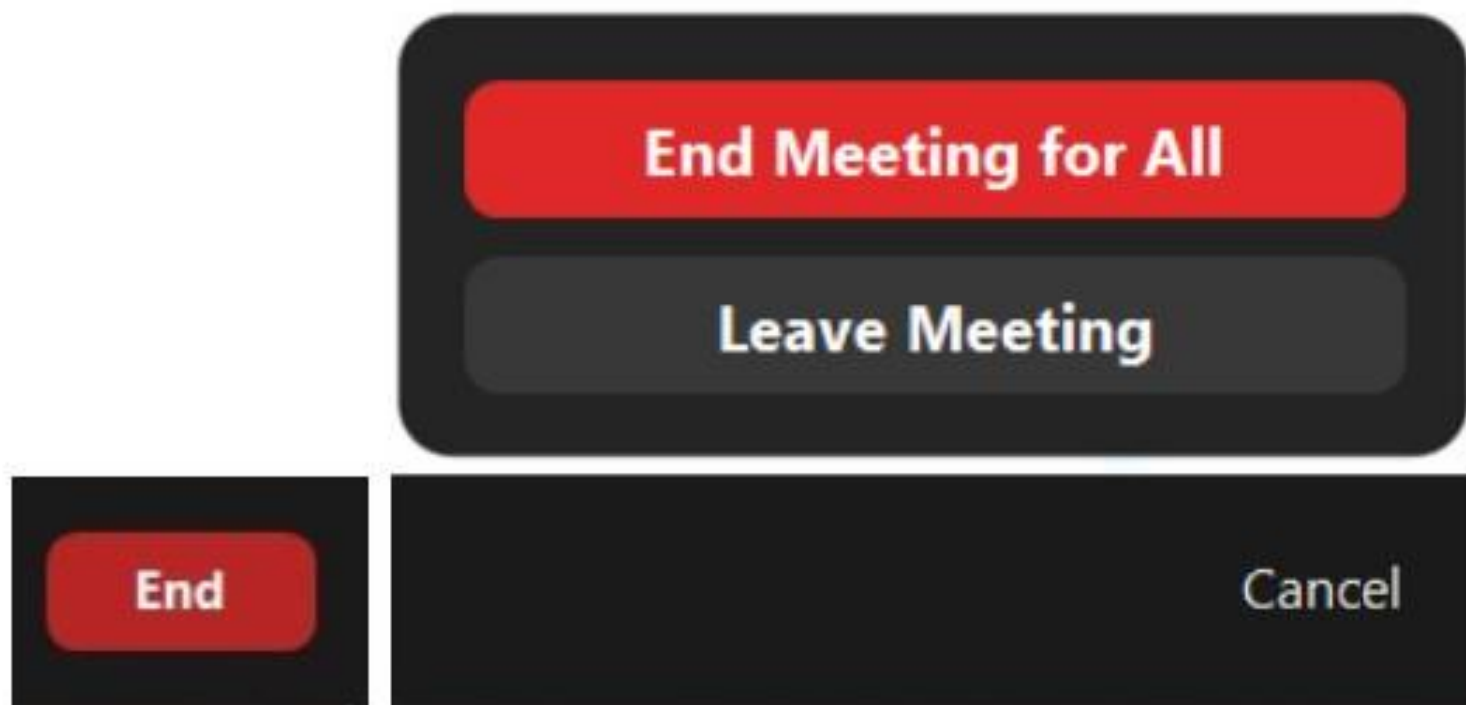


The following instructions are for after you have finished the class and stopped the recording:

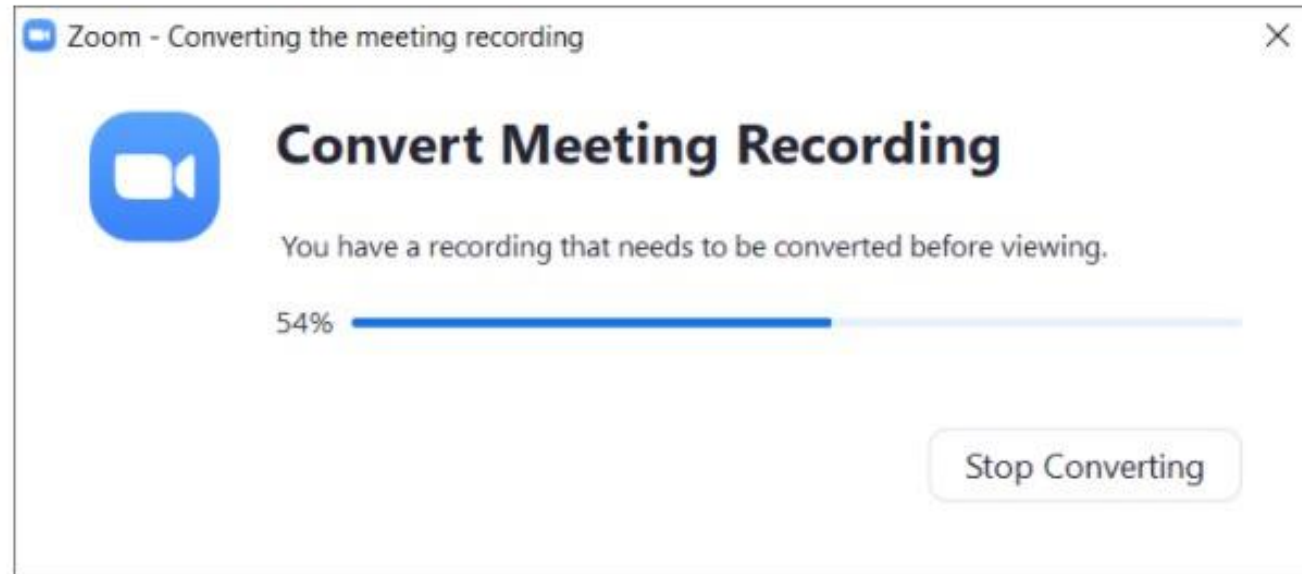
If you chose **“Record on this Computer,”** you will see this message in the top-right corner:



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



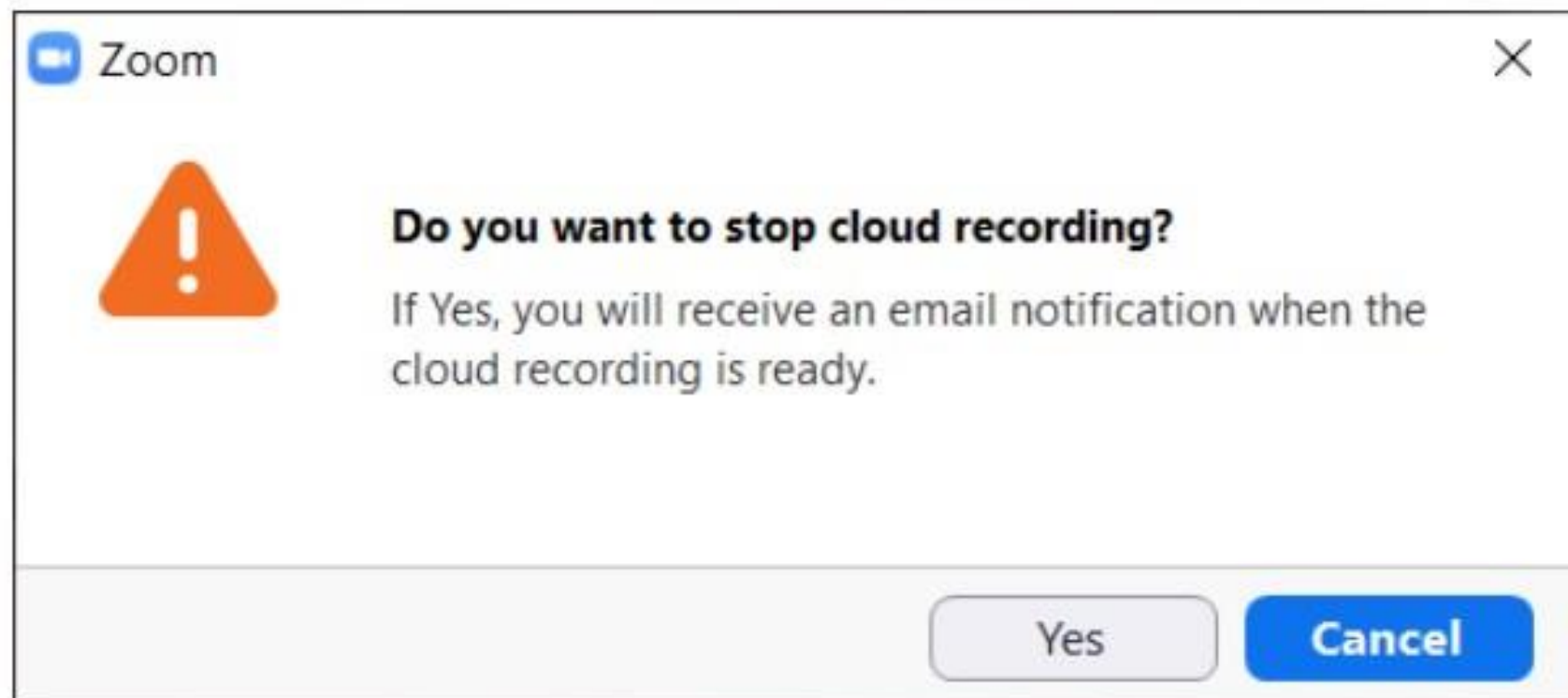
Once you do this, it will take some time for Zoom to convert the recording.



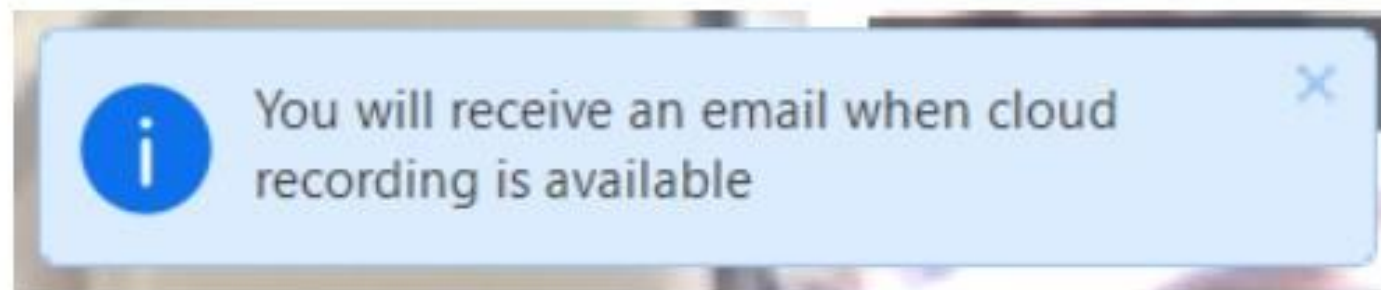
After the recording is converted, a folder on your computer will open. You will find the mp4 video file in this folder.



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.”**

End Meeting for All

Leave Meeting

End

Cancel

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.

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Recordings**
- Settings
- Account Profile
- Reports

- Attend Live Training
- Video Tutorials
- Knowledge Base

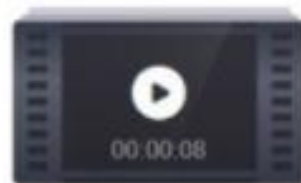
[My Recordings](#) > Ryan Hunter's Personal Meeting Room

Ryan Hunter's Personal Meeting Room

Aug 6, 2020 01:29 PM Beijing, Shanghai ID: 946 872 8139

This recording will be deleted automatically in 180 days. 

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



Recording 1

2 files 806 KB


 Download (2 files)

 Copy shareable link



 Shared screen with speaker view

 Audio only

 Audio transcript

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.

The screenshot shows the LEARN@PolyU web portal interface. At the top, there is a navigation bar with the LEARN@PolyU logo and the text 'LEARN@POLYU 理學網'. To the right, there are navigation links: 'LEARN@PolyU (理學網)', 'Courses', 'Community', 'Content Collection', 'Library', and 'SPECIAL ePortfolio'. Below the navigation bar, there is a header for the current session: 'Sandbox_ecmcheng EDC_ecmcheng Online teaching delivery session via Zoom'. The main content area displays the Zoom logo and a red error message: 'The meeting does not exist(2236)'. Below the error message, there is a breadcrumb trail: 'Course Meetings/Recordings > All My Zoom Meetings/Recordings'. There are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. The 'Previous Meetings' tab is active. Below the tabs, there is a table with the following data:

Start Time	Topic	Meeting ID		
Mon, Mar 30 12:30 PM	ELC3221_20192_S05SEM002	453 392 562	Report	<button>Delete</button>

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](#)

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>



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_QrEAEcCqWY/edit?usp=sharing

