



## ITSC User Guide

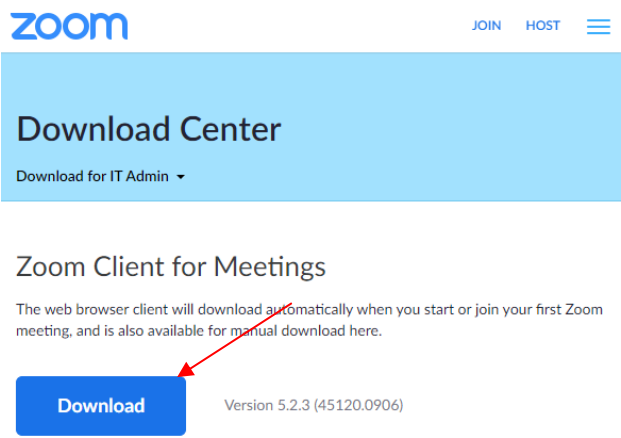
Title:	Zoom for Online Teaching
Description:	This document introduces the use of Zoom for teachers to host online lessons with students.
Website Login	<a href="https://hsuhk.zoom.us">https://hsuhk.zoom.us</a>
Apps Download	<a href="https://zoom.us/download">https://zoom.us/download</a>
Issued Date:	2020-01-31
Revised Date:	2020-09-10

### Outline

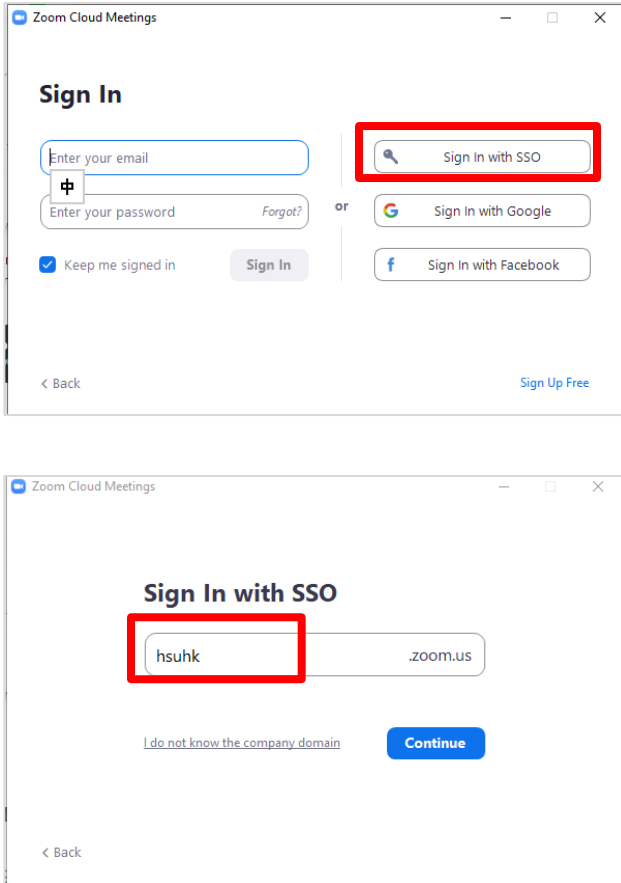
1. How to download and install Zoom App?
2. How to logon and use Zoom?
3. How to test your microphone, speaker and camera?
4. How to schedule a Zoom meeting?
5. How to start a Zoom meeting and use the meeting functions?
6. How to manage your Zoom account with advanced settings?



## 1. How to download and install Zoom app?

Steps	Screens
<p>a. Launch a browser, preferably Chrome.</p> <p>Enter the following URL to download Desktop and App version. Install the APP on both your desktop and mobile devices.</p> <p><a href="https://zoom.us/download">https://zoom.us/download</a></p> <p>You may also search “Zoom” from Google Play and Apple App Store.</p>	

## 2. How to login and use Zoom?

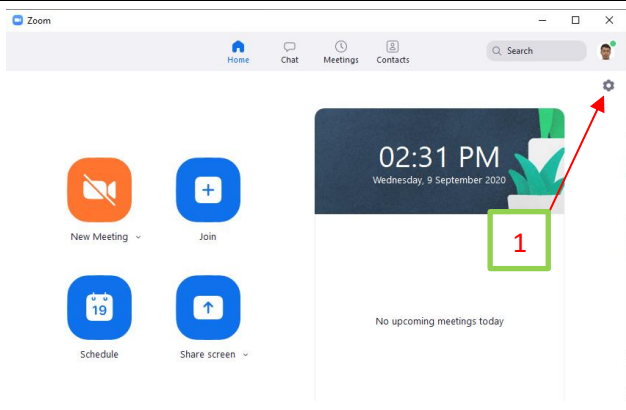
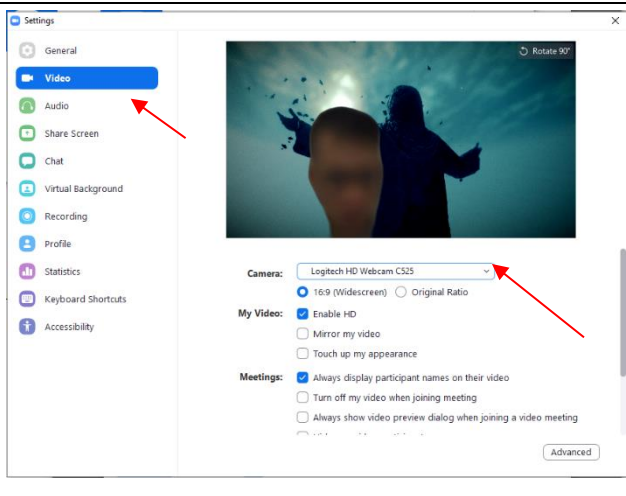
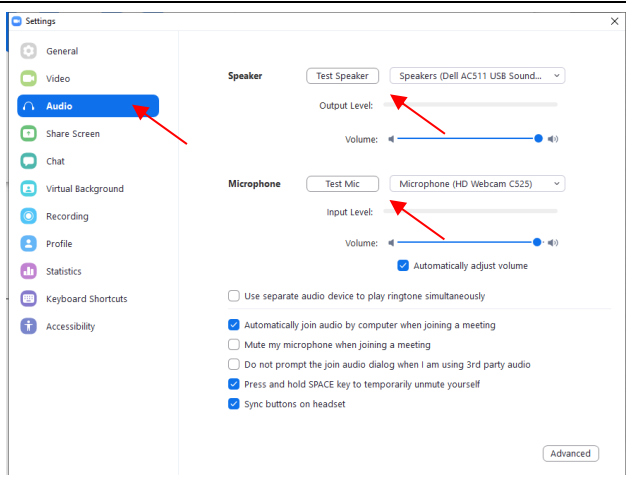
<p>a. Depending on your device, you may start the Zoom App and login to Zoom.</p> <ul style="list-style-type: none"><li>◆ Choose &lt;Sign in with SSO&gt;</li></ul> <p>It will redirect you to another pop up.</p> <ul style="list-style-type: none"><li>◆ Enter <b>hsuhk</b> as subdomain name</li><li>◆ Click &lt;Continue&gt;.</li></ul> <p>The App will open a web page for you to logon.</p>	
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<p>b. Login with your Office365 username (<b>username@myhsu.hk</b>) and password. It will open your Zoom App to start a Zoom meeting.</p>	
<p>c. You will see the main screen. You may click to see all the functions.</p> <p>Desktop version</p> <ol style="list-style-type: none"><li>1. Main Menu</li><li>2. Start and Join meetings</li><li>3. Schedule meetings</li><li>4. Settings</li></ol>	

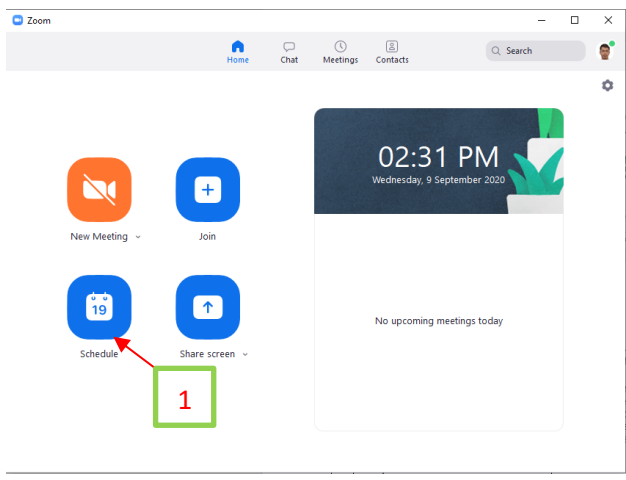
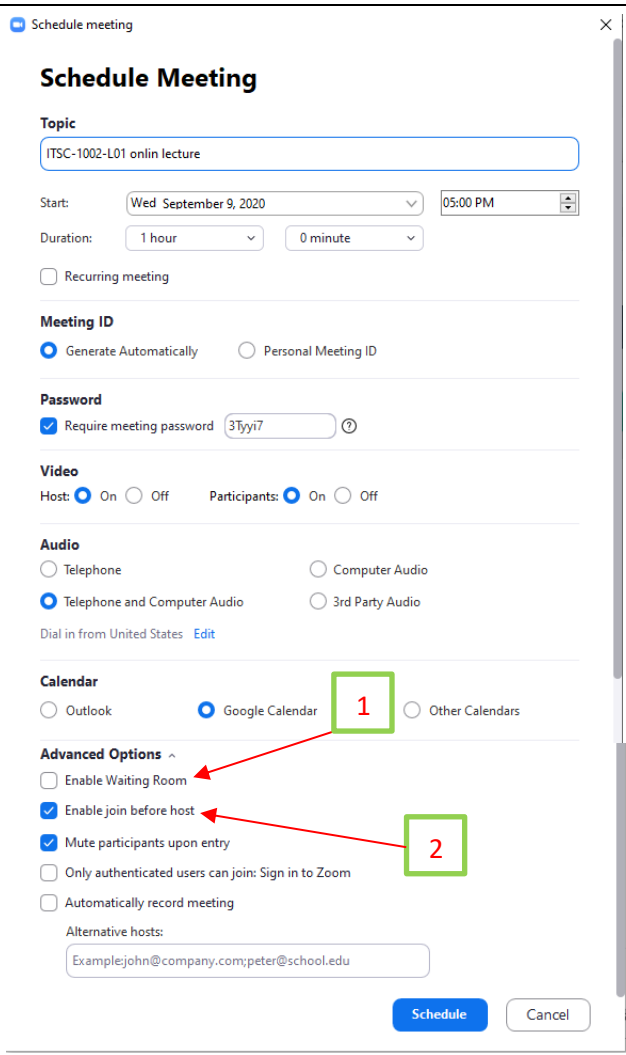


### 3. How to test your microphone, speaker and camera?

<p>a. Click the &lt;Settings&gt; icon.</p>	
<p>b. In the Settings window, you may check the following items:</p> <ul style="list-style-type: none"><li>◆ Click &lt;Camera&gt; to select your camera if you have more than 1 cameras.</li></ul>	
<p>c. In Settings window, you may select &lt;Audio&gt; to set up microphone and speaker:</p> <ul style="list-style-type: none"><li>◆ Select Audio</li><li>◆ Click &lt;Test Speaker &gt; and &lt;Test Mic&gt; to check if your speaker and microphone are working well.</li><li>◆ Click the pull-down menu to select another device if needed.</li></ul>	



#### 4. How to schedule a Zoom Meeting?

<p>a. <u>Schedule a meeting</u></p> <p>1. From your App, click &lt;Schedule&gt; to schedule a meeting.</p> <p><b>Note:</b> After installation of the Zoom App, you may schedule a meeting with your Google Calendar.</p>	
<p>b. <u>Set up the Meeting details</u></p> <p>Define &lt;Topic&gt; of your meeting. Start Time, Duration, etc.</p> <p>1. You may check the &lt;Enable Waiting Room&gt; if you would like your guests to wait for your approval to join the meeting.</p> <p>2. You may check the &lt;Enable join before host&gt; if you allow participants to enter the meeting before you.</p>	



<p>c. <u>See your meeting schedule</u></p> <ol style="list-style-type: none"> <li>1. You can click &lt;Meeting&gt; in the menu bar</li> <li>2. You can click &lt;Edit&gt; to update the meeting.</li> <li>3. You can click &lt;Start &gt; to join the meeting at any time.</li> <li>4. Click &lt;Show Meeting Invitation&gt; to display the meeting details.</li> <li>5. Click &lt;Copy Invitation&gt; to copy the meeting details, you may paste your link to an email to students.</li> </ol> <p>Your students can then</p> <ul style="list-style-type: none"> <li>◆ Click the Meeting link to join, or</li> <li>◆ Open the Zoom App. Enter the Meeting ID and Passcode to join.</li> </ul>	
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## 5. How to start a Zoom meeting and use the meeting functions?

<p>a. <u>Start a meeting</u></p> <p>Click &lt;Start&gt; to join your own meeting</p> <p>After confirmation, you will see your own camera video.</p> <p>Remember to turn on your camera and microphone (Lower left hand corner of your Meeting Menubar).</p>	
<p>b. You will see the video of the participants (including yourself if you have webcam). The menu bar at the bottom includes:</p> <ol style="list-style-type: none"> <li>a. Mute/Unmute Mic</li> <li>b. Start/Stop Video</li> <li>c. Security</li> <li>d. Participants</li> <li>e. Poll</li> <li>f. Chat</li> <li>g. Share Screen</li> <li>h. Record</li> </ol>	



<p>i. Breakout Rooms j. Reactions</p>	
<p>c. <b>Screen Sharing</b></p> <ol style="list-style-type: none"><li>1. Click &lt;Share Screen&gt; icon for sharing your presentation. You may share:<ul style="list-style-type: none"><li>◆ The entire desktop (Screen)</li><li>◆ A certain window</li></ul></li><li>2. For simplicity, click &lt;Screen&gt; to share the entire desktop. Participants will be able to see your desktop screen.</li><li>3. You can click &lt;Stop Share&gt; to stop screen sharing at any time.</li></ol>	
<p>d. <b>Chat during the meeting</b></p> <p>Click &lt;Chat&gt; icon to the Meeting Chat. You will see the chat panel.</p> <ul style="list-style-type: none"><li>◆ You can select to send message to everyone, or to a person individually.</li></ul>	
<p>e. <b>Post a question during the meeting</b></p> <p>Teacher can do a poll among students:</p> <ul style="list-style-type: none"><li>◆ Click the &lt;Polls&gt; icon to invoke the function.</li><li>◆ It will show a pop-up to allow you to add a new quiz. You can add more quizzes.</li><li>◆ You may select a Polling Question (by click the question menu), and then click &lt;Launch Polling&gt;</li><li>◆ Students can then answer the question.</li><li>◆ You may view and release the polling result to students.</li></ul> <p>Note: Unlike Teams, Zoom needs to prepare questions first before launching them in the lesson.</p>	



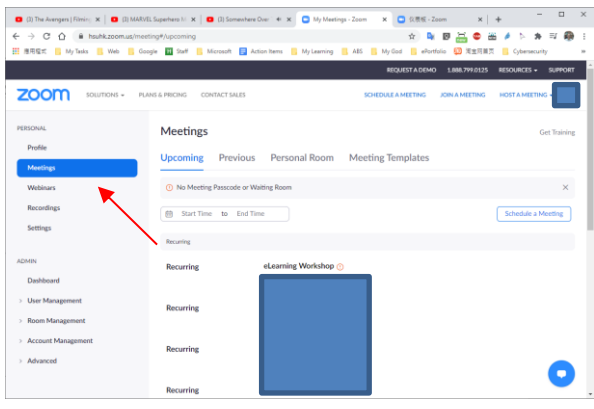
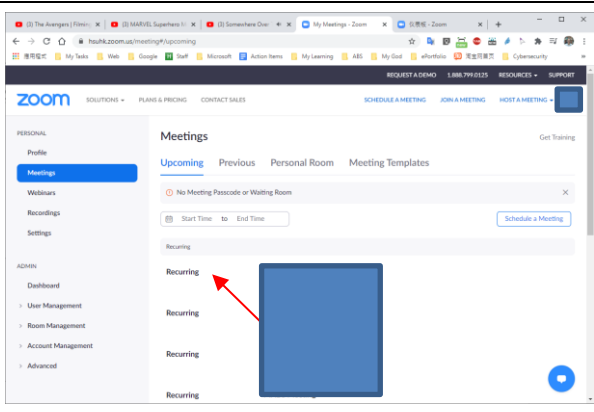
<p>f. <b>Viewing the participants</b></p> <ol style="list-style-type: none"> <li>1. Click &lt;Participants&gt; to see the student list.</li> <li>2. You may mouse over a person's name to Mute/Unmute or click &lt;More&gt; to take actions for individuals (Mute, remove from meeting).</li> <li>3. You may click mute/unmute all.</li> </ol>																											
<p>g. <b>Attendances</b></p> <p>Input the URL “<a href="https://zoom.us/account/my/report">https://zoom.us/account/my/report</a>” in the web browser</p> <p>You can see the number of participants and download the attendance list on Participants column.</p>	<table border="1"> <thead> <tr> <th>Tags</th> <th>Meeting ID</th> <th>User Name</th> <th>User Email</th> <th>Department</th> <th>Group</th> <th>Has Zoom Room?</th> <th>Creation Time</th> <th>Start Time</th> <th>End Time</th> <th>Duration (M:SS)</th> <th>Participants</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>ITSC 3002 LIS web lecture</td> <td>999 9250 5445</td> <td>Tin son</td> <td>tsin@myhsu.edu.hk</td> <td>ITSC</td> <td></td> <td>No</td> <td>09-09-2020 09:09:09</td> <td>09-09-2020 09:09:09</td> <td>09-09-2020 09:09:09</td> <td>00:00:04</td> <td>10</td> <td>Zoom</td> </tr> </tbody> </table>	Tags	Meeting ID	User Name	User Email	Department	Group	Has Zoom Room?	Creation Time	Start Time	End Time	Duration (M:SS)	Participants	Source	ITSC 3002 LIS web lecture	999 9250 5445	Tin son	tsin@myhsu.edu.hk	ITSC		No	09-09-2020 09:09:09	09-09-2020 09:09:09	09-09-2020 09:09:09	00:00:04	10	Zoom
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## 6. How to manage your Zoom account with advanced settings?

<p>a. Open a web browser and enter the URL <a href="https://hsuhk.zoom.us">https://hsuhk.zoom.us</a></p> <p>Select Single-Sign-On (SSO) using Office 365 account.</p>	
<p>b. Login with your Office 365 account</p> <p>Username: <a href="mailto:username@myhsu.hk">username@myhsu.hk</a> Password: windows password</p>	





<p>c.</p>	<p>After you login, you may see the following functions:</p> <ul style="list-style-type: none"><li>◆ Profile – your personal settings</li><li>◆ Meetings – upcoming meetings and their meeting IDs.</li><li>◆ Recordings – cloud recordings</li><li>◆ Settings – you may define the default settings for your meetings (e.g., waiting room)</li></ul>	 <p>The screenshot shows the Zoom web interface. On the left sidebar, the 'Meetings' menu item is highlighted with a blue bar and a red arrow points to it. The main content area shows the 'Meetings' section with tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. Under 'Upcoming', there is a 'No Meeting Passcode or Waiting Room' warning and a 'Schedule a Meeting' button. Below that, there is a list of recurring meetings, with the first one titled 'eLearning Workshop' highlighted by a blue box.</p>
<p>d.</p>	<p>You may define a meeting to be recurring. Then with a single meeting link, you don't need to schedule a new meeting per lesson.</p>	 <p>This screenshot is similar to the one above, showing the Zoom 'Meetings' page. In this view, a red arrow points to the first recurring meeting entry in the list, which is highlighted with a blue box. The meeting title is 'eLearning Workshop'.</p>