

**LIVE TEACHING BY
VIDEO CONFERENCE –
USE OF ZOOM
(STUDENTS VERSION)**

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What is Video Conference?

Video Conferencing is the technology that

- allows two or more people at different locations
- to communicate with video and audio transmissions
- at real-time



1 .HARDWARE NEEDED

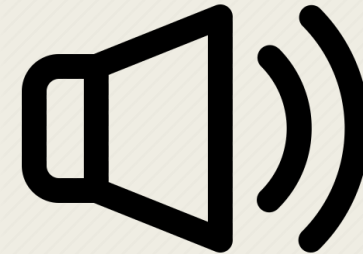
Hardware needed

Hardware Required for Video Conferencing

- Computer
- Web Cam / Digital Camera
- Monitor
- Microphone
- Speaker
- Network Connection

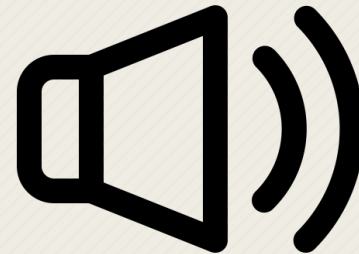
Desktop computer

- Check to see if you have web cam / microphone / speaker
- Microphone and speaker can be replaced by headset



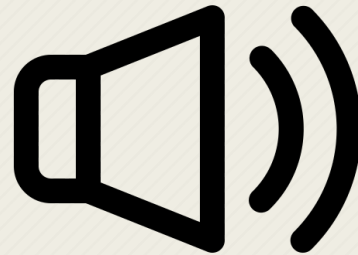
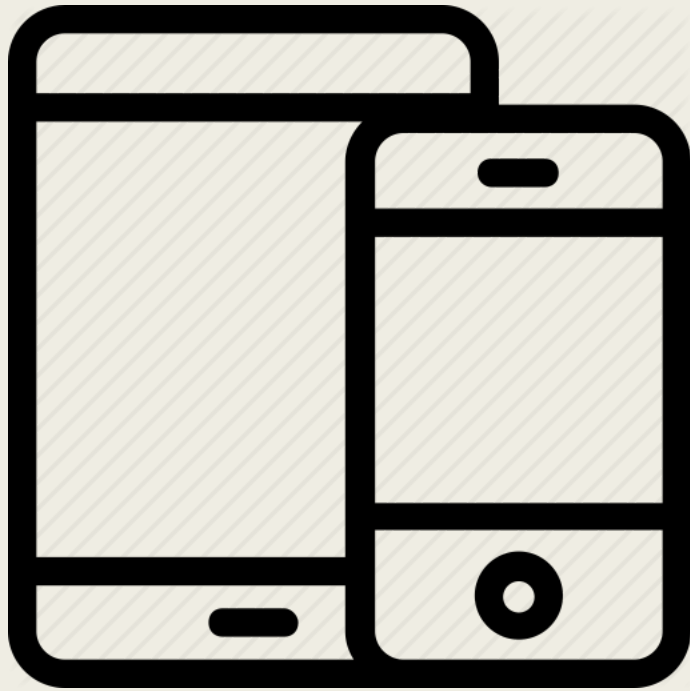
Notebook computer

- Should have built-in microphone / web cam / speaker



Tablet / Smart phone

- Should have built-in microphone / web cam / speaker



So...

- A desktop or notebook computer (Windows, MAC) / Smart phone (iOS, Android) / Tablet (iPad, Surface etc) with Internet Connection
- With microphone and speaker OR headset
- If you do not have microphone,
 - Use the microphone of mobile phone
 - So use both desktop computer and mobile phone to login
- If you do not have Internet Connection or any devices,
 - Contact class teachers who can offer help to you

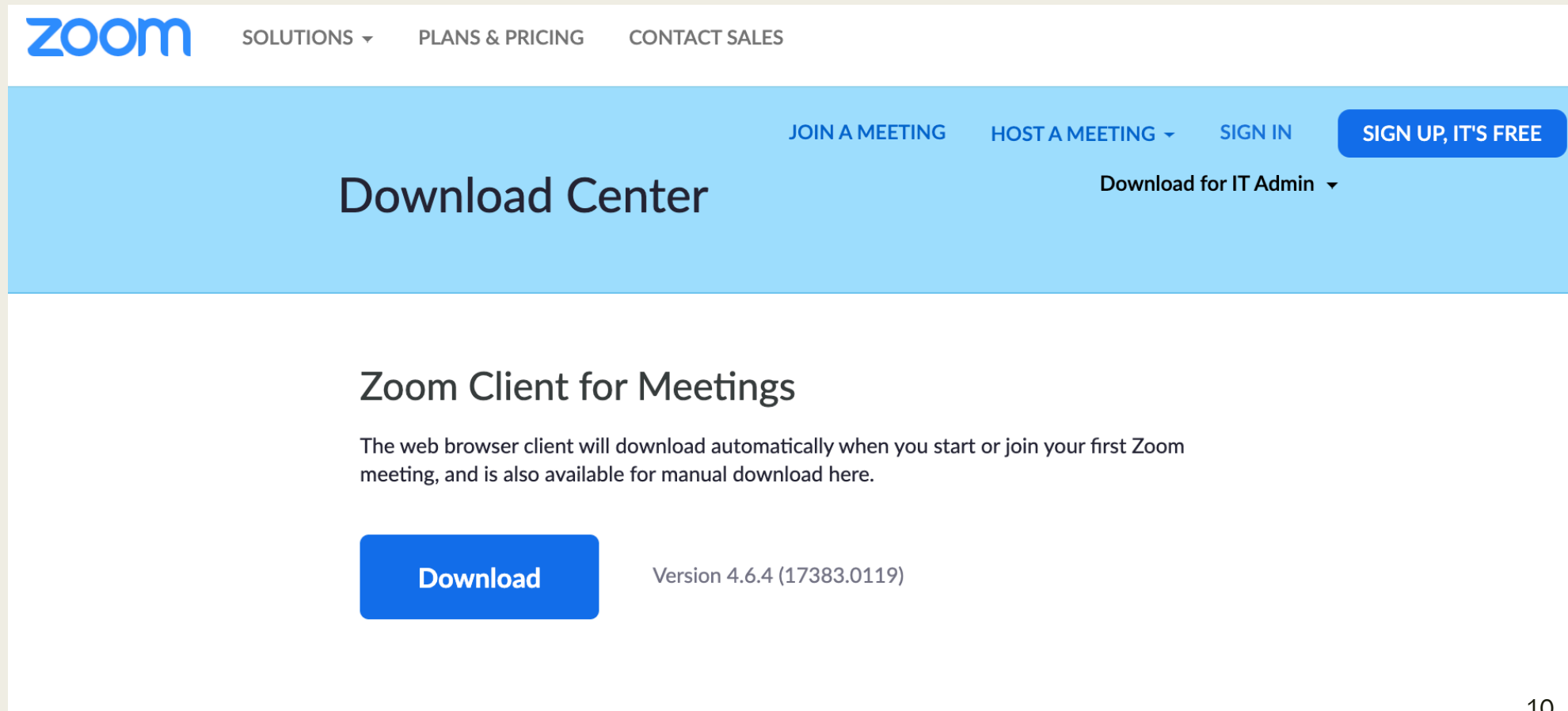
2. INSTALLATION OF SOFTWARE

Zoom Cloud Meeting

- Desktop or notebook computer

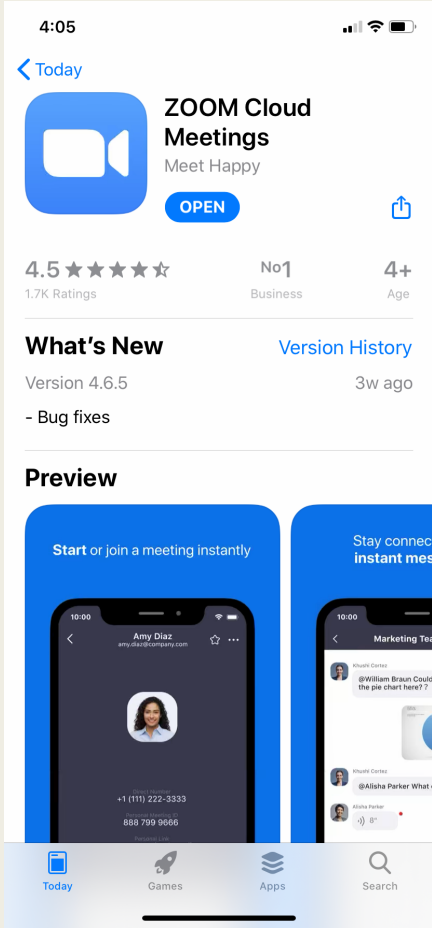
Download "Zoom Client for Meetings"

https://zoom.us/download#client_4meeting



The screenshot shows the Zoom website's Download Center. At the top left is the Zoom logo. To its right are navigation links: SOLUTIONS, PLANS & PRICING, and CONTACT SALES. A light blue banner contains the text "Download Center" on the left and navigation links "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and a blue button "SIGN UP, IT'S FREE" on the right. Below the banner, the heading "Zoom Client for Meetings" is followed by a paragraph: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this text is a blue "Download" button and the text "Version 4.6.4 (17383.0119)".

Search “Zoom Cloud Meeting” in App Store or Play Store



iPhone / iPad



Android

Sign in with School Google Account (Desktop Computer)



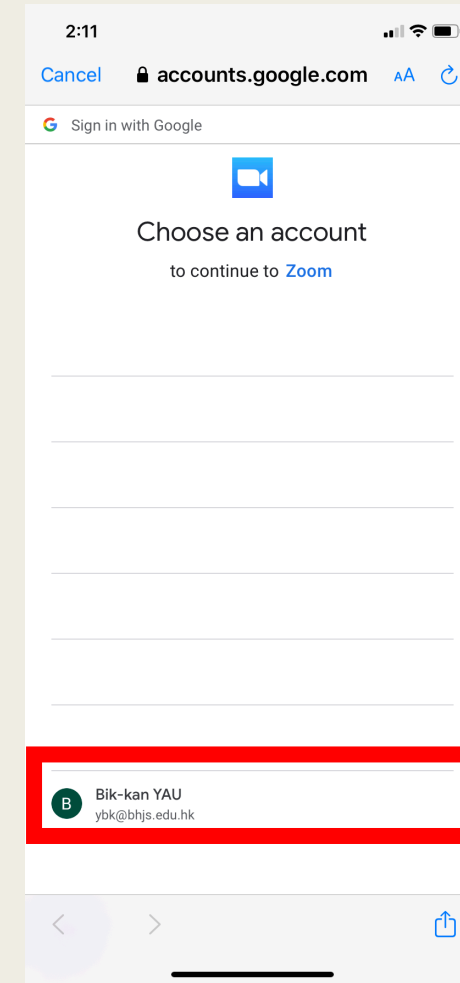
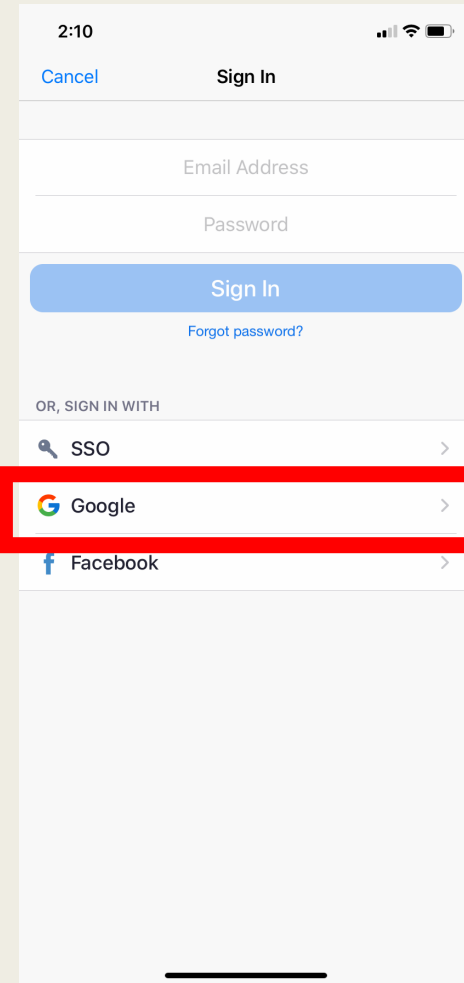
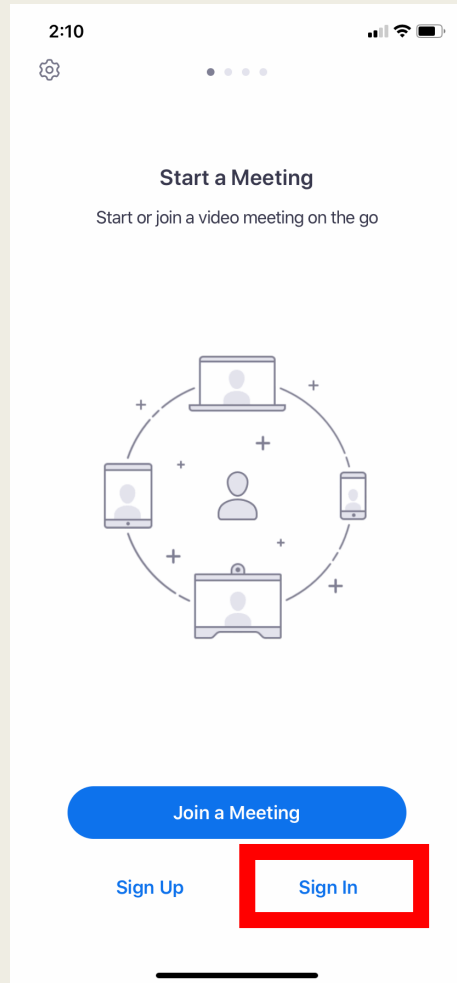
The screenshot shows a login interface with the following elements:

- Header: 登入 (Login) and 免費註冊 (Free Registration)
- Form fields: 電郵 (Email) and 密碼 (Password) with a 忘記? (Forgot?) link.
- Checkboxes: 讓我保持登入 (Keep me logged in) with a checked box.
- Buttons: 登入 (Login) and 透過 SSO 登入 (Login with SSO).
- Separator: 或 (Or)
- Social login options: 透過 Google 登入 (Login with Google) and 透過 Facebook 登入 (Login with Facebook).
- Footer: < 返回 (Return)

The "透過 Google 登入" button is highlighted with a red rectangular box.

Login with
xxxxxxx@bhjs.edu.hk

Sign in with School Google Account (Mobile Device)



Login with xxxxxxxx@bhjs.edu.hk

Login

- Students have to login School Google Account
- For Taking Roll Call

3. USE OF ZOOM

Students can see the link in Google Classroom one day in advance.

The screenshot shows the Google Classroom interface for a class named "F5-B2-ICT (2019-20)". The "Stream" tab is selected and highlighted with a red box. Below the header, there is a banner image with the class name and code "rvsz0z". To the left, an "Upcoming" section lists two events: "Due tomorrow 2:00 PM - 2. Clas..." and "2:00 PM - 1. Edpu...". The main stream area contains a post by "Bik-kan YAU" at 10:21 AM, which is also highlighted with a red box. The post is a Zoom meeting invitation from Brenda Yau, with the following details: "主題：F5 ICT 的Zoom 會議", "時間：2020年2月20日 03:00 下午 香港", "加入 Zoom 會議", "https://zoom.us/j/4776783983", and "會議 ID：477 678 3983". At the bottom, there is a text input field for "Add class comment..." with a send button.

Stream

F5-B2-ICT (2019-20)

Class code rvsz0z

Upcoming

Due tomorrow
2:00 PM - 2. Clas...
2:00 PM - 1. Edpu...
View all

Share something with your class...

Bik-kan YAU
10:21 AM

Brenda Yau 邀請您參加排程的 Zoom 會議。

主題：F5 ICT 的Zoom 會議
時間：2020年2月20日 03:00 下午 香港

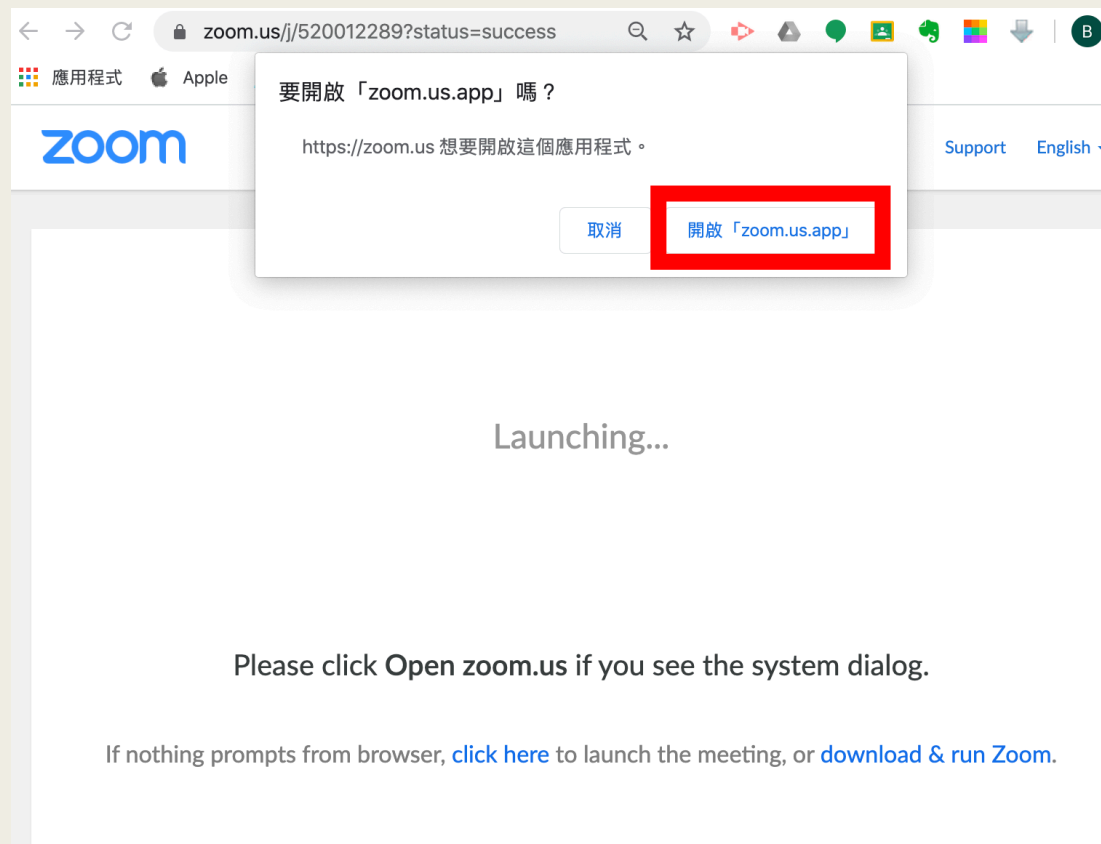
加入 Zoom 會議
<https://zoom.us/j/4776783983>

會議 ID：477 678 3983

Add class comment...

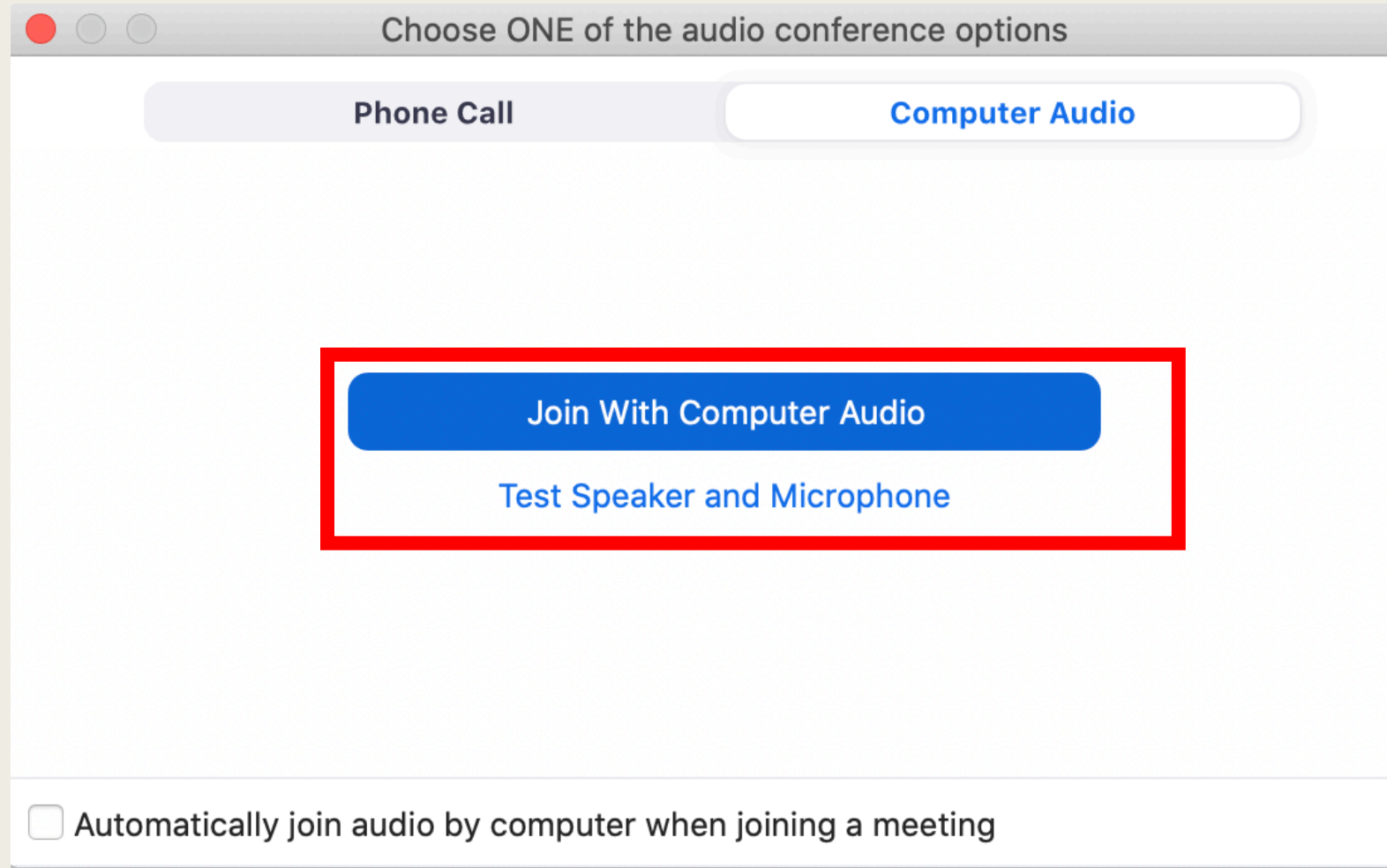
How to join meeting? (Desktop / Notebook)

- Click the link in Google Classroom
- Open Zoom website first, then redirect to Zoom.



按「使用電腦音頻加入」

Click Use “Join with Computer Audio”



Please allow camera and microphone to be accessed by Zoom.



允許「Zoom」拍照或錄製視訊嗎？

拒絕

允許



允許「Zoom」錄製聲音嗎？

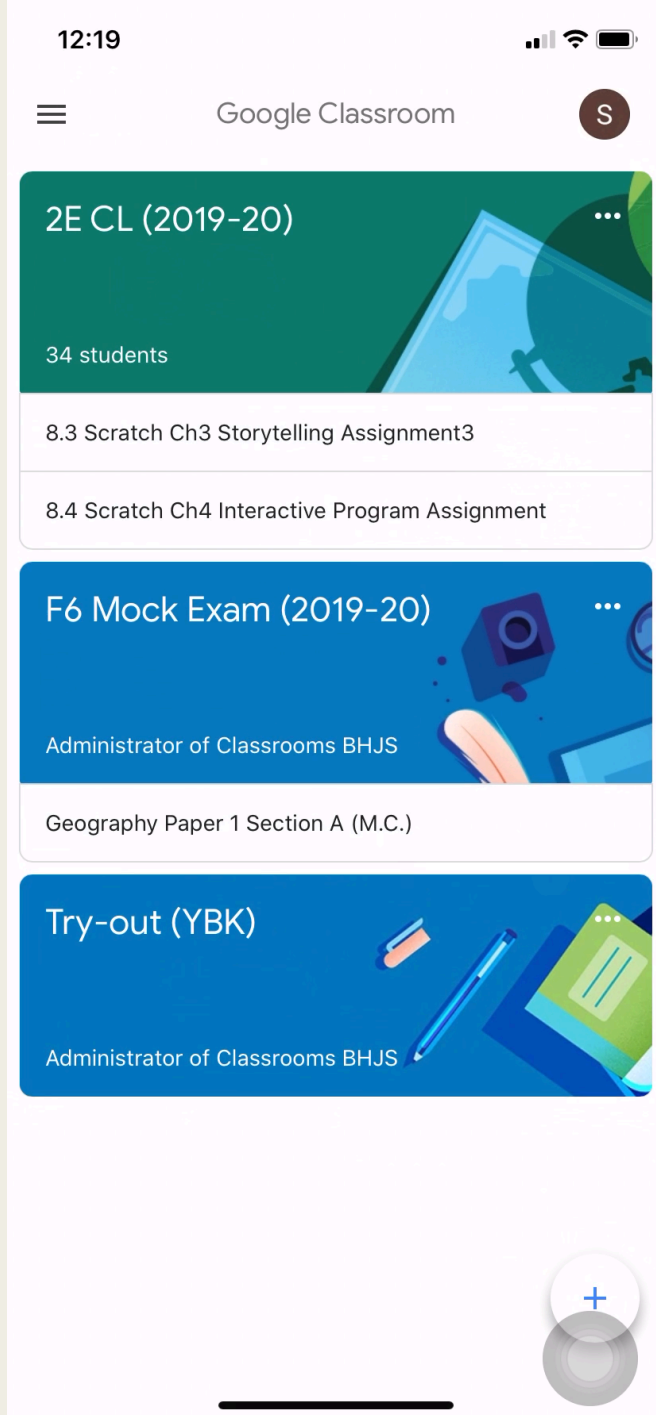
拒絕

允許

若學生按『加入會議』，需要輸入會議 ID
If you clicks Join, input Meeting ID.



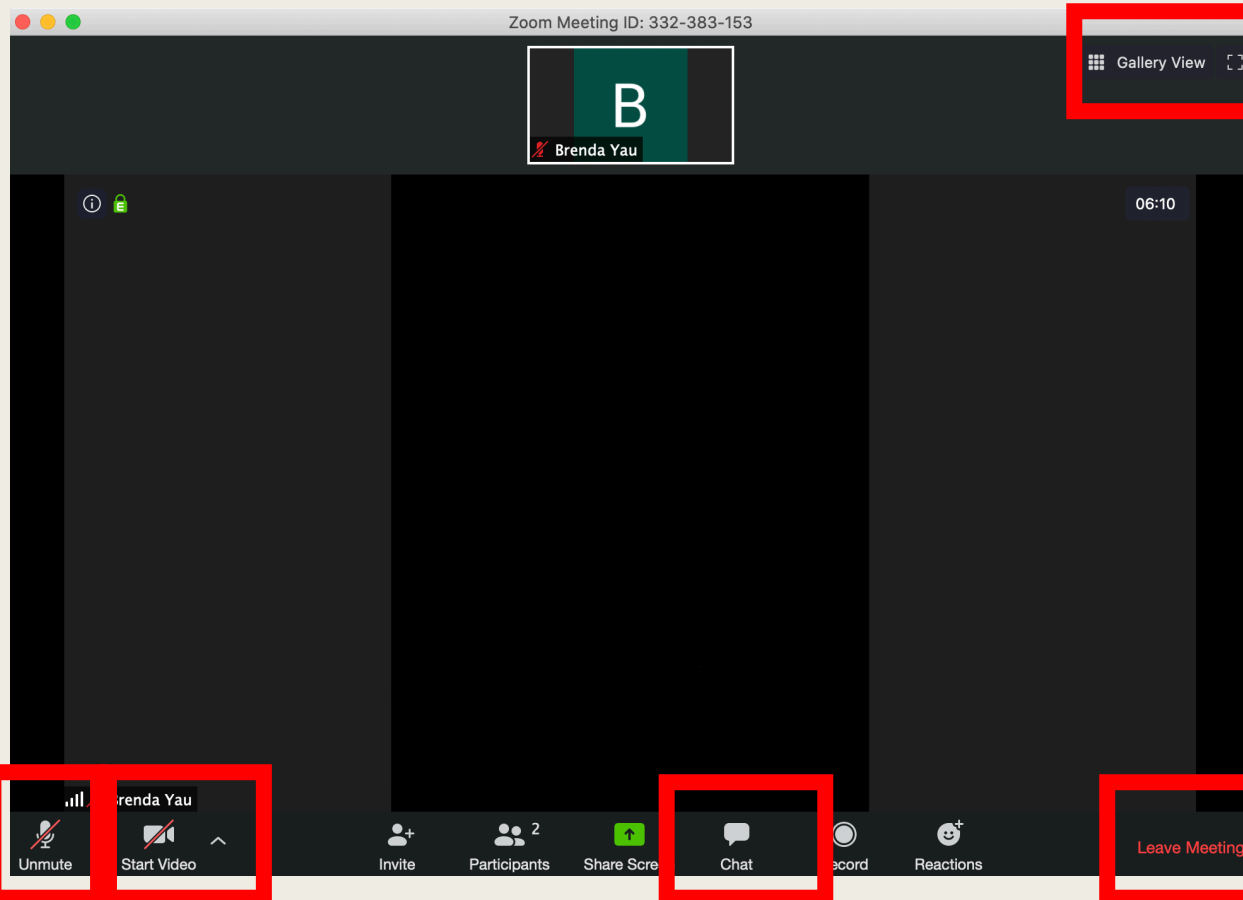
A screenshot of the Zoom 'Join Meeting' dialog box. The title is '加入會議' (Join Meeting). It contains a text input field with the placeholder text '會議號或個人標籤' (Meeting ID or Personal Meeting ID) and a dropdown arrow. Below this is a text input field containing the name 'Brenda Yau'. There are two checkboxes: '不自動接入音頻' (Do not automatically join audio) and '保持視訊關閉' (Keep video off), both of which are currently unchecked. At the bottom right, there are two buttons: '取消' (Cancel) and '加入' (Join).



How to join meeting? (MOBILE DEVICE)

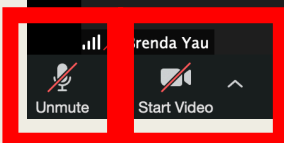
- Click the link in Google Classroom.
- The link will launch Zoom.
- Students, who have signed in already, can enter the meeting.
- Click “ Call using Internet Audio”
- Then join the meeting successfully.

版面 LAYOUT
(DESKTOP)

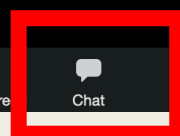


圖庫檢視
Gallery View
/
全螢幕
Full Screen

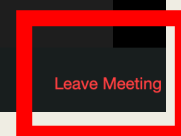
開咪/靜音
Mic on/off



開鏡頭/
關鏡頭
Camera On/
Off

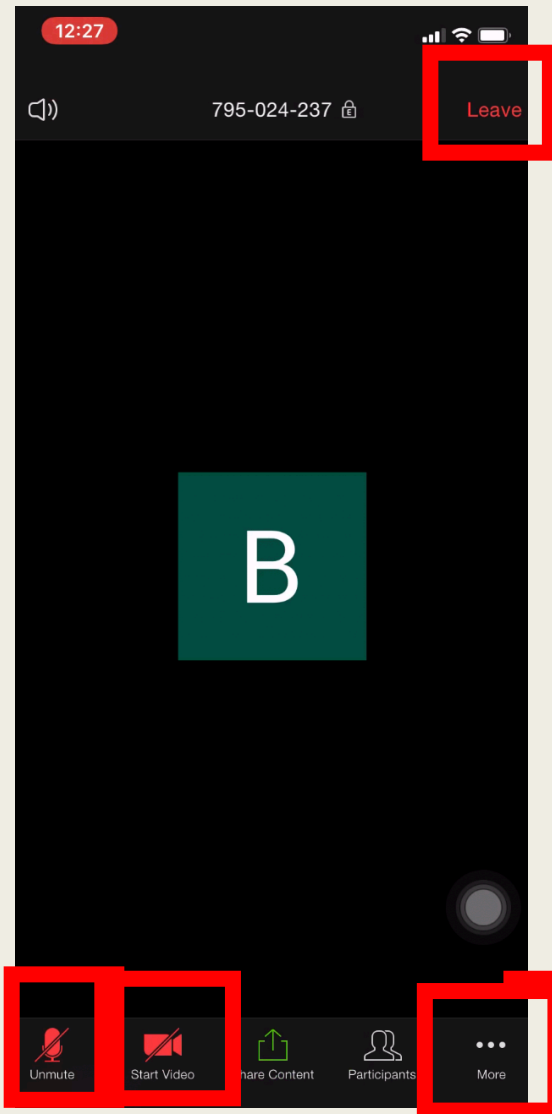


聊天室
Chat Room



結束會議
End Meeting

版面
(手機)
LAYOUT
(MOBILE
DEVICE)

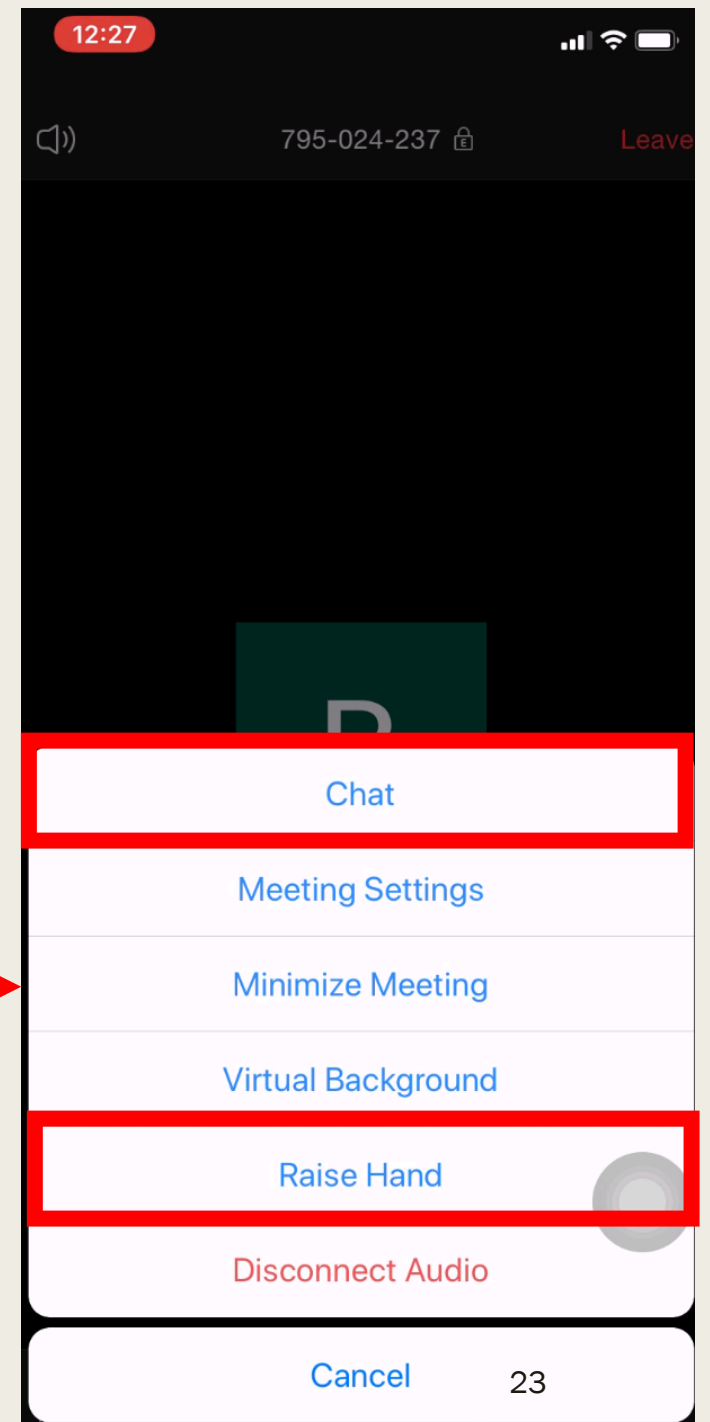


結束會議
End Meeting

Click
More

開咪/
靜音
Mic
on/off

開鏡頭/關鏡頭
Camera On/Off



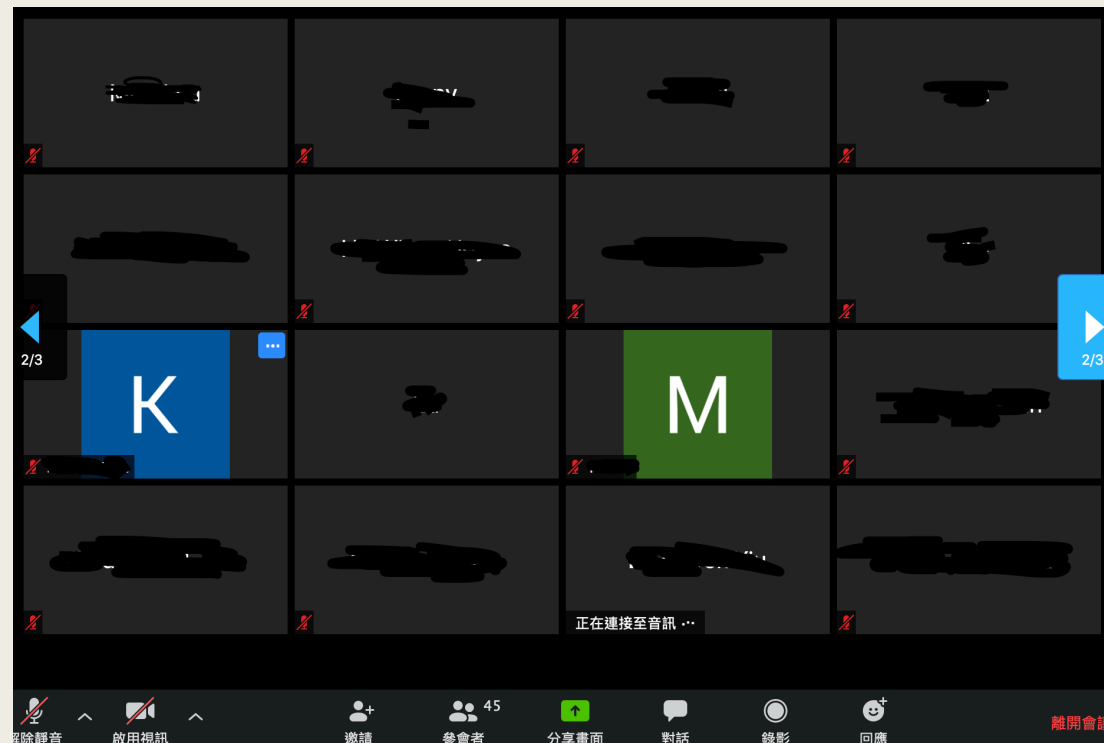


iPhone version video demo

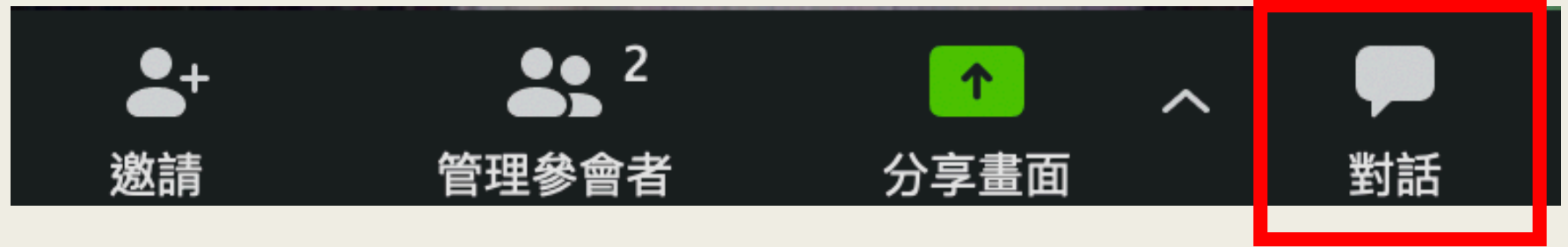
- Tap to show control
- Control will be disappeared very quickly
- Tap to show control again

Use of mute / unmute function.

- If you are not going to talk, mute the microphone.
- If you want to ask/answer question, unmute the microphone first.
- After using the microphone, mute it again.

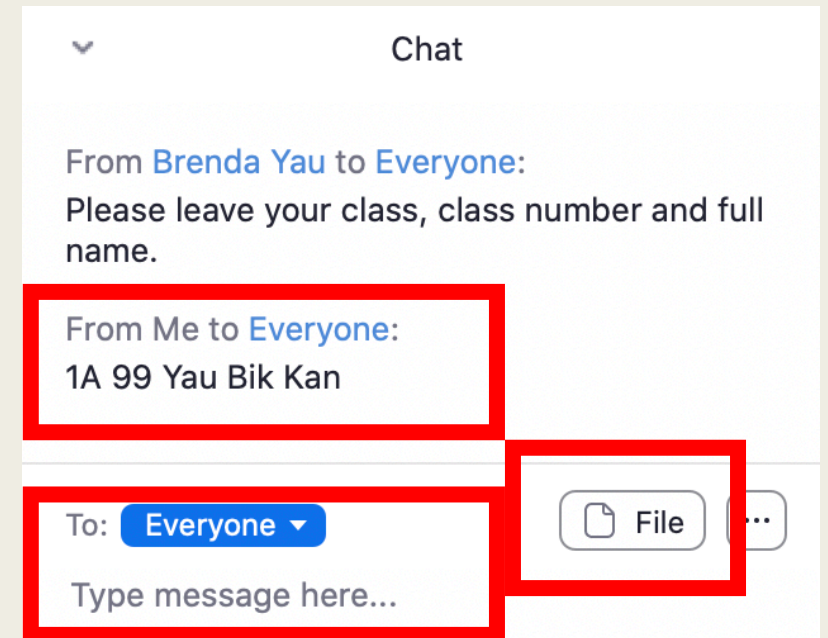


對話 CHAT

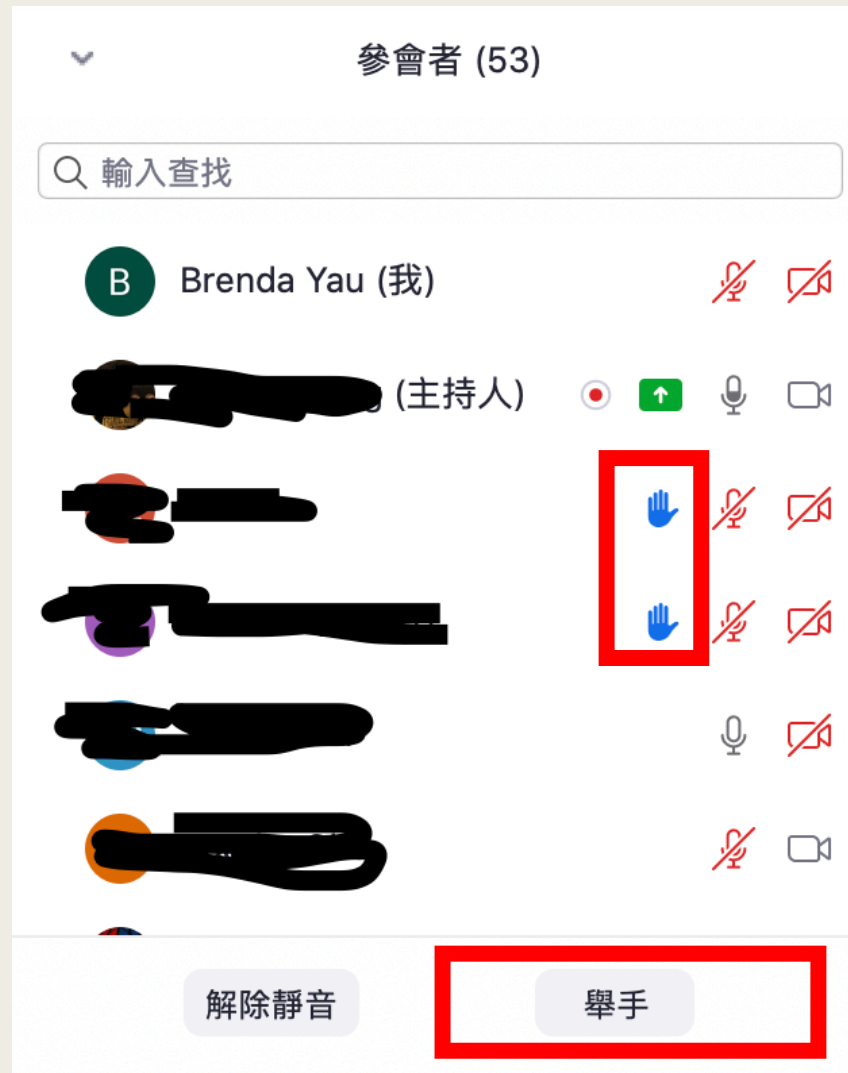


Use of Chat Room:

- Taking roll call
 - Ask / answer question
 - Send and receive files
- (As instructed by your teachers)



舉手/手放下 Raise Hand / Lower hand

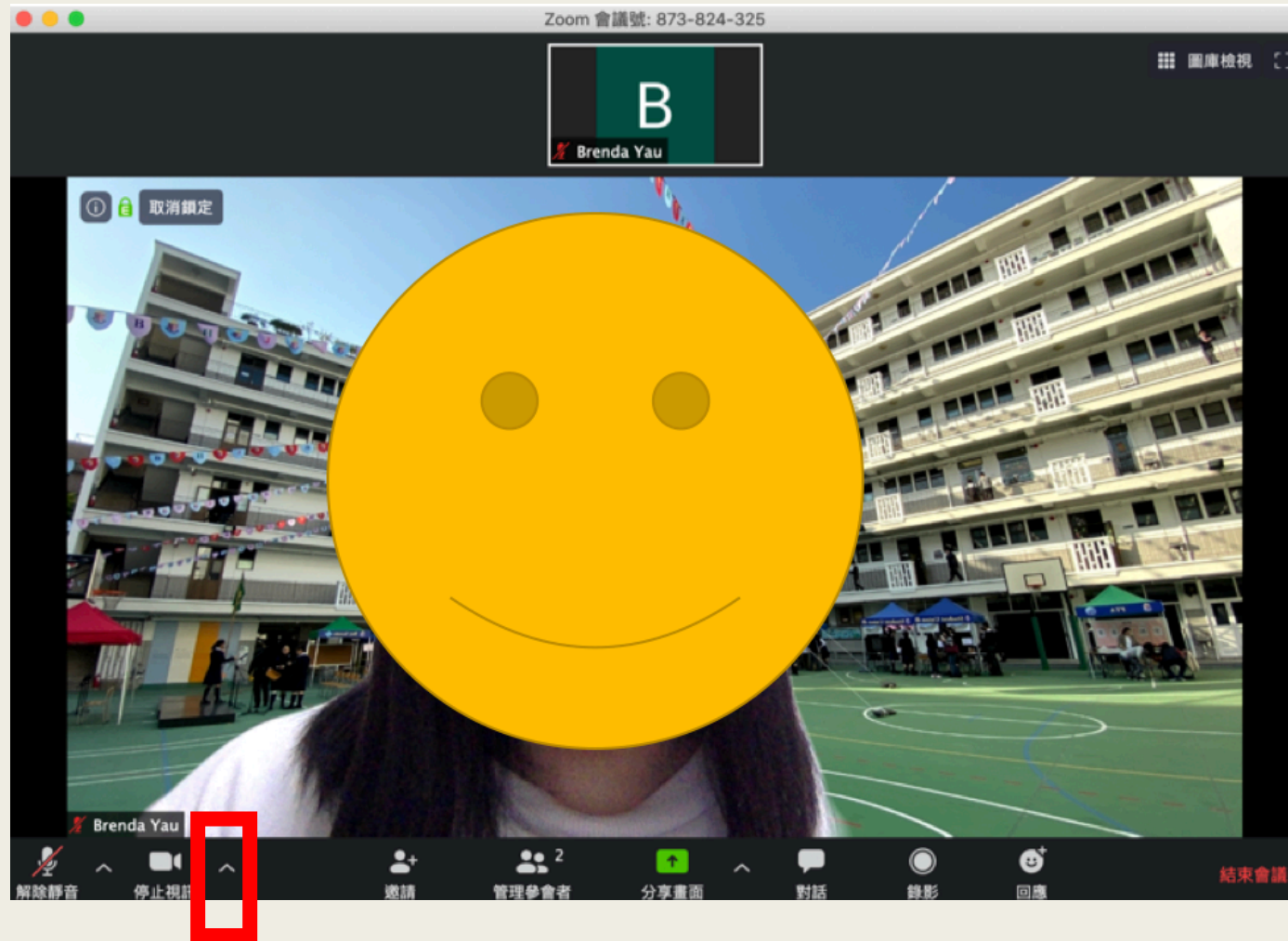


Ways of communication

- By microphone
- By raising hand
- By chat

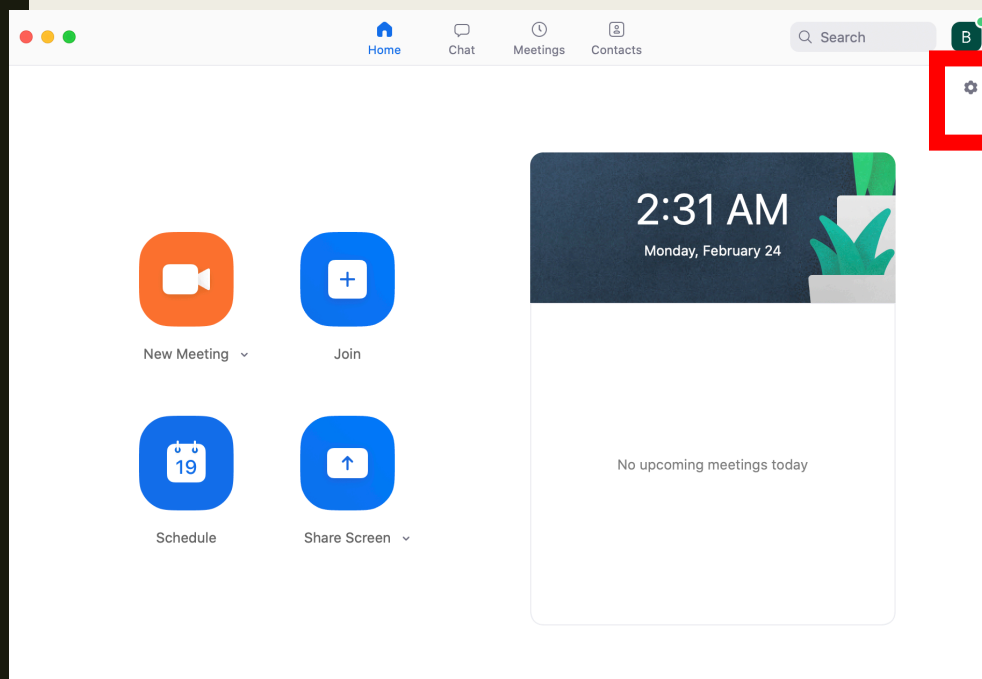
設定 > 虛擬背景

Setting > Virtual Background



設定 > 虛擬背景

Setting > Virtual Background

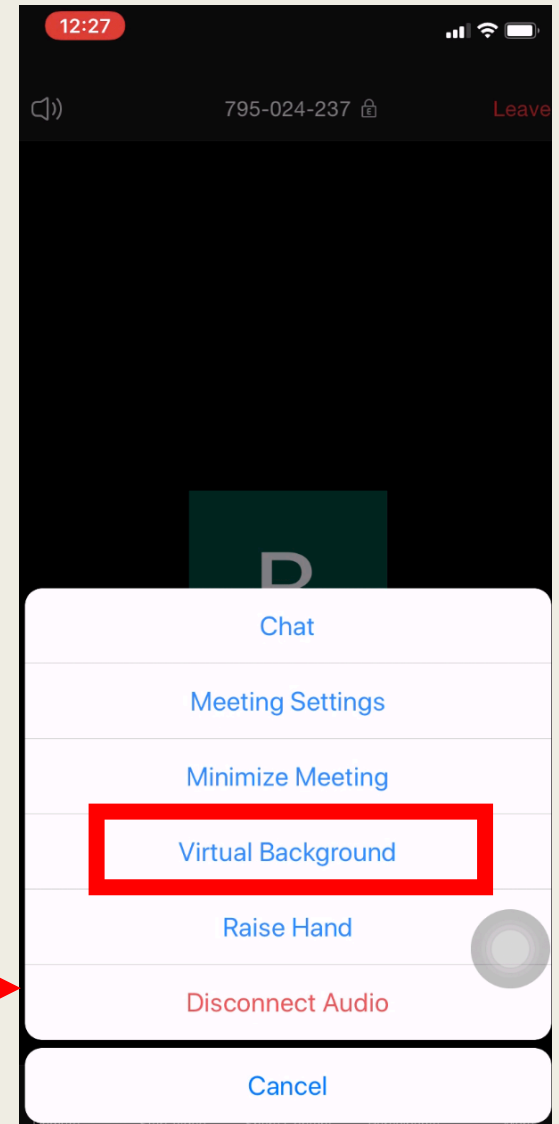


設定 > 虛擬背景

Setting > Virtual Background

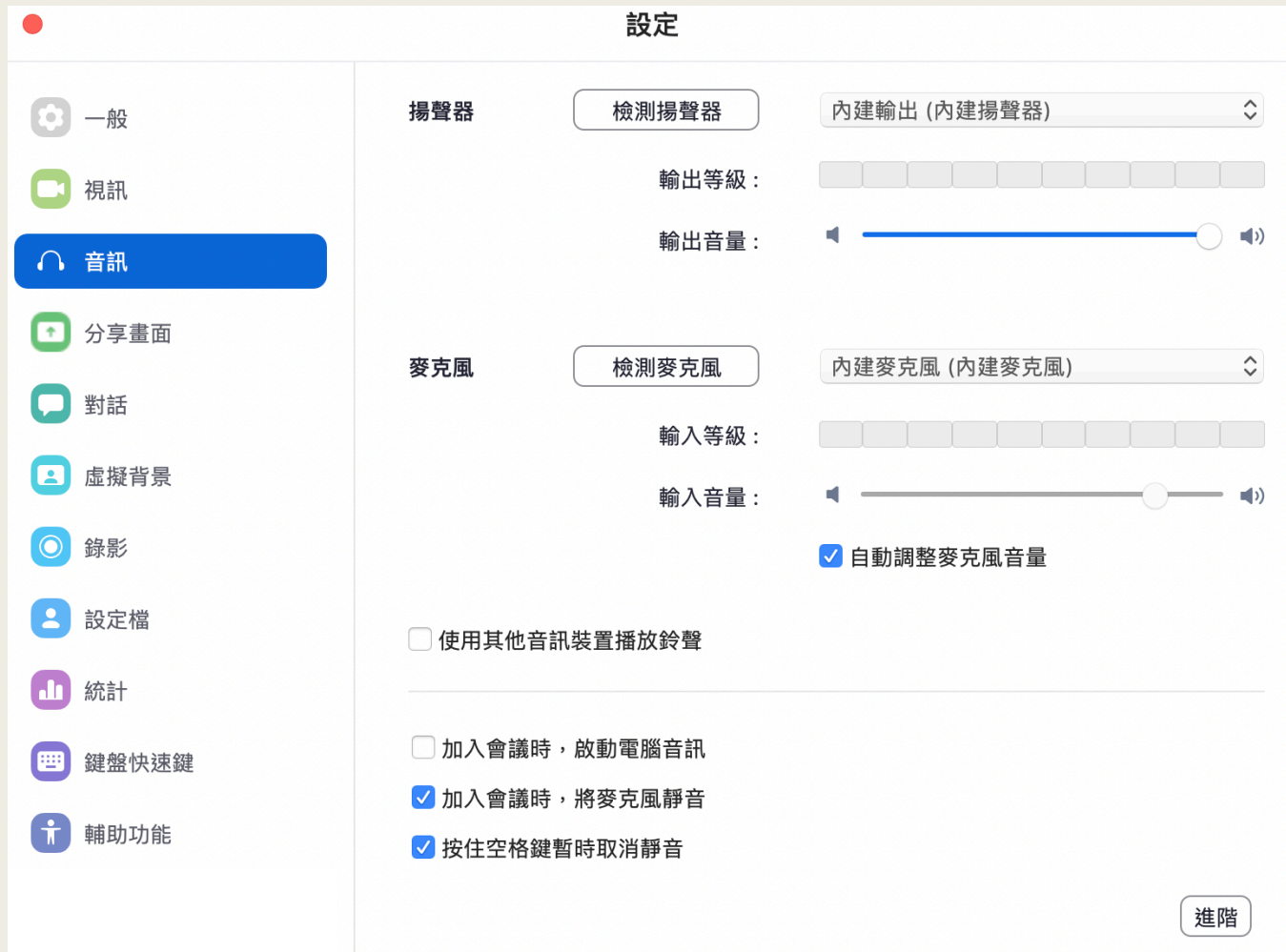


Click
More



設定 > 音訊

Setting > Audio



■ Can do testing of microphone and speaker

Difference between different devices

- <https://support.zoom.us/hc/en-us/articles/360027397692-Desktop-Client-and-Mobile-App-Comparison>
- E.g.
Mobile device cannot open image in chat room.
- Highly recommended:
Because you may have to read files from the screen, using desktop / notebook computer would be better in viewing

Remarks:

- If you have any question:
 - Ask your class teacher for assistance
 - Call the school during school hour (8:00am - 4:30pm)
- Wake up early. Sleep early.
- After using computer for a period of time, take a break regularly.

