

香港教育大學

The Education University
of Hong Kong



Online Teaching and Learning via Zoom

Updated: August 2021



CENTRE FOR
**LEARNING
TEACHING AND
TECHNOLOGY**
教學科技中心

Agenda

- Prepare for Zoom online teaching
- Schedule a Zoom meeting in Moodle
- Start a Zoom meeting
- Introducing Zoom interface
- Zoom Security control
- Essential Zoom functions
- Attendance Report & Recordings



Prepare for Zoom online teaching

Prepare for online teaching Tips

Environment:

- Quiet environment – can use headset to reduce background noise
- Sufficient Lighting – your face is clearly visible
- Clear background – can setup Virtual Background in Zoom

Equipment:

- Laptop with integrated webcam / Desktop computer with USD webcam – support full functionalities of Zoom
- Headset or ear phone – can avoid distracted by other sounds

Network connection:

- Avoid using public network
- Stable and fast Internet connection



Schedule a Zoom meeting in Moodle

Login EdUHK Moodle

1 <http://moodle.eduhk.hk>

2 Sign In your EduHK Network Account through SSO

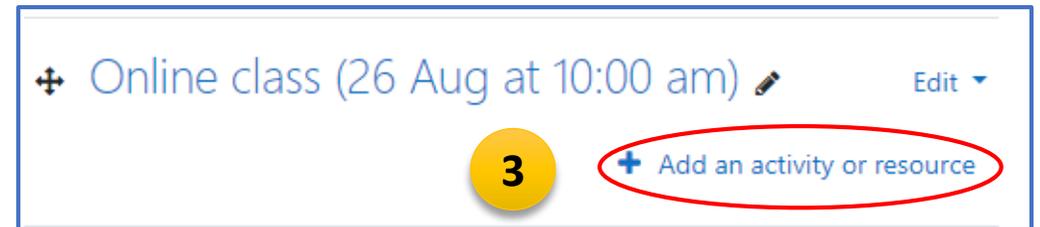
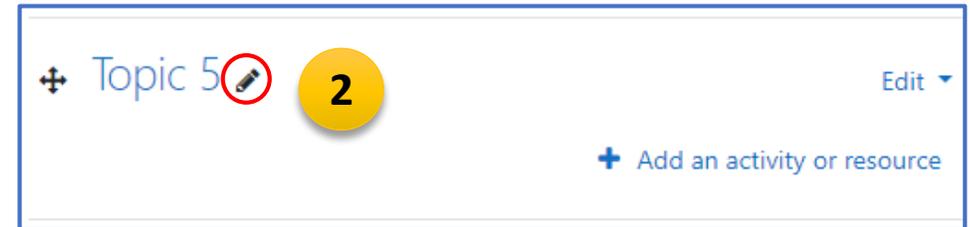
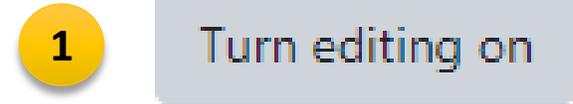
A screenshot of the EdUHK SSO login page. At the top is a red banner with a white key icon and the text 'SSO'. Below the banner, the text 'EdUHK Network Account' is followed by a text input field containing 'Your Network Account e.g. tmchan or s1234567'. Below that is a 'Password' label and another text input field containing 'Password'. A blue 'Submit' button is positioned below the password field. At the bottom of the form, there are links for 'Login Problem', 'Password Change', 'Forgot Password', and 'Personal Information Collection Statement'. The footer text reads 'Copyright © The Education University of Hong Kong'.

3 Access your Moodle Course



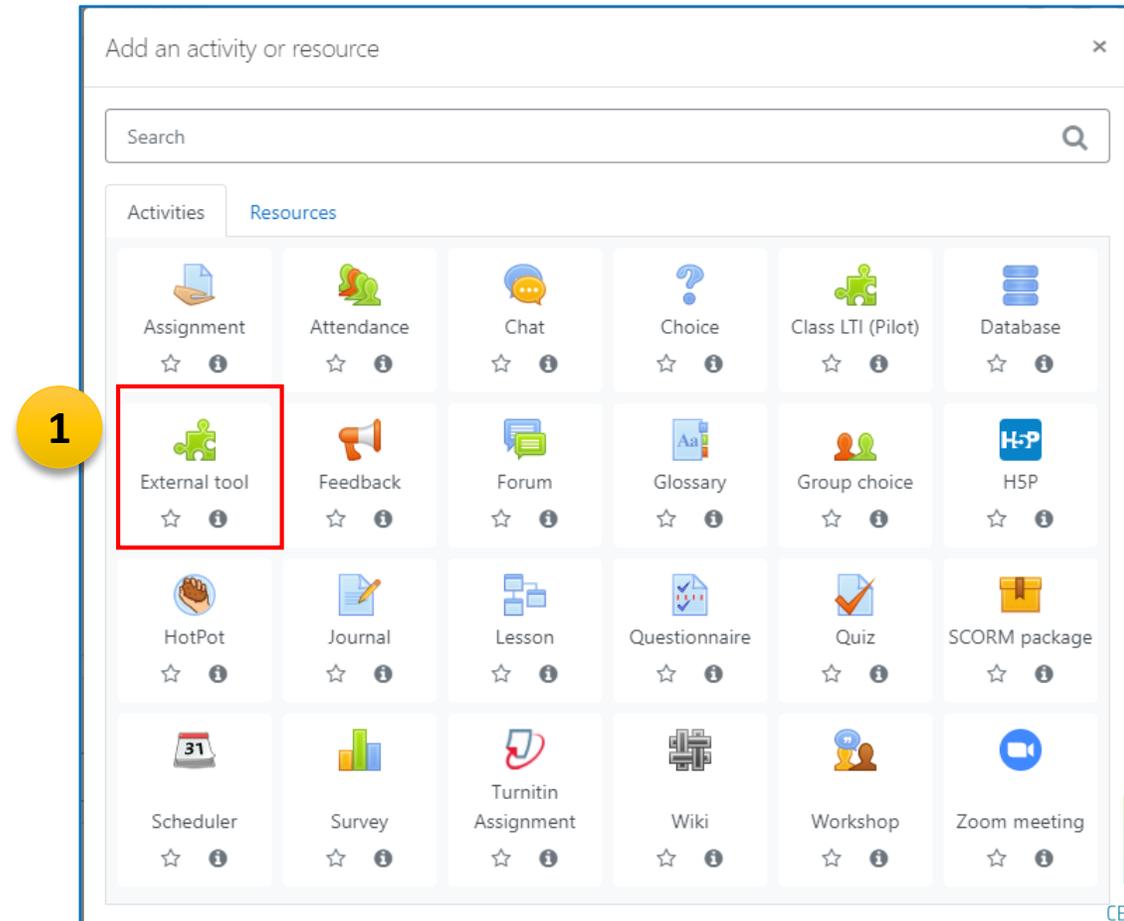
Add an activity for Zoom

- 1) Click **Turn editing on** to start editing
- 2) Click  to add a new Topic name
- 3) Click **+Add an activity or resource** to add the Zoom meeting



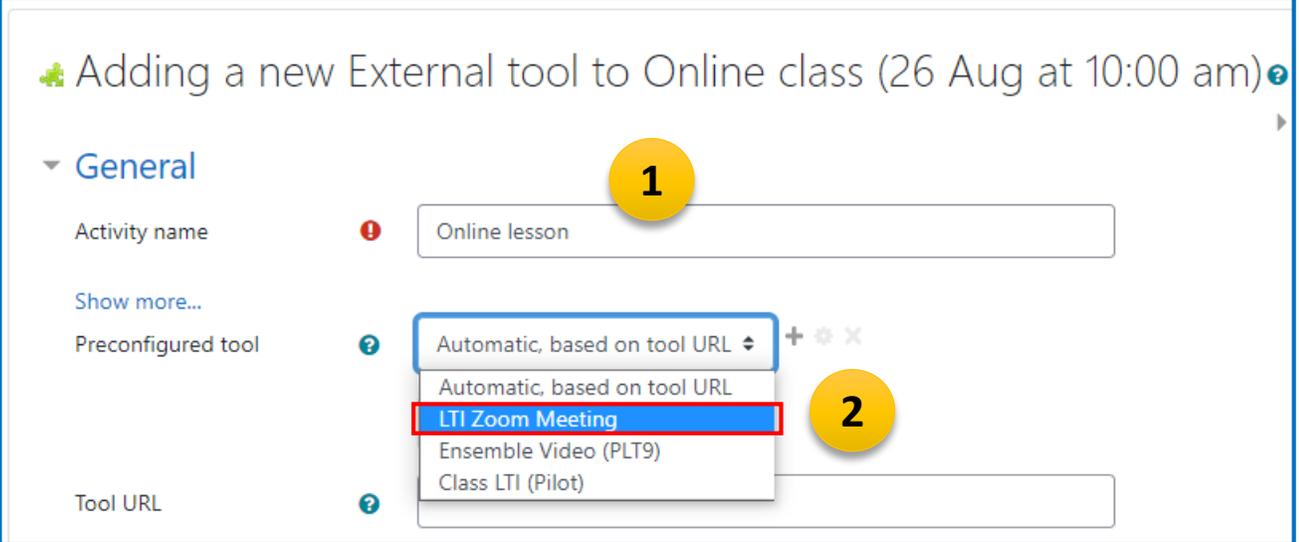
Add External tool (for Zoom meeting)

1) Click **External tool**



Add Zoom LTI tool to Moodle course

- 1) Type the **Activity name**
- 2) From the Preconfigured tool, select **LTI Zoom Meeting**
- 3) Click **Save and display**



The screenshot shows the Moodle interface for adding a new external tool. The title is "Adding a new External tool to Online class (26 Aug at 10:00 am)". Under the "General" section, there are three fields: "Activity name", "Preconfigured tool", and "Tool URL".

- The "Activity name" field contains the text "Online lesson" and is marked with a yellow circle containing the number "1".
- The "Preconfigured tool" field has a dropdown menu open, showing options: "Automatic, based on tool URL", "LTI Zoom Meeting", "Ensemble Video (PLT9)", and "Class LTI (Pilot)". The "LTI Zoom Meeting" option is highlighted with a red border and marked with a yellow circle containing the number "2".
- The "Tool URL" field is currently empty.

Schedule a new Zoom meeting

- 1) Click **Schedule a New meeting**

Online lesson

zoom

Your current Time Zone and Language are (GMT+08:00) Hong Kong, English [✎](#)

[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		

Setup Zoom meeting details

- 1) Enter the meeting topic, date /time and duration
- 2) Set up with Zoom meeting security control: passcode, waiting room etc. and **Save**

1

Online lesson

Course Meetings > Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

2

Registration Required

Security

Passcode
Only users who have the invite link or passcode can join the meeting

Waiting room
Only users admitted by the host can join the meeting

Only authenticated users can join meetings

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Telephone and Computer Audio

Meeting Options

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 2561464859

Record the meeting automatically

Alternative Hosts

Review the meeting details

- 1) The Zoom meeting link has embedded passcode

Topic	Online Lesson (26 Aug at 10:00 am)	
Time	Aug 26, 2021 10:00 AM Hong Kong	
Add to	 Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar	
Meeting ID	942 8992 5794	
Invite Attendees	Join URL: https://eduhk.zoom.us/j/94289925794?pwd=dTZqQTJ3ZTlhTUZYd1B4ZmplVzVaQT09	 Copy Meeting Invitation
Security	<input checked="" type="checkbox"/> Passcode ***** Show <input checked="" type="checkbox"/> Waiting room <input checked="" type="checkbox"/> Only authenticated users can join meetings	
Video	Host	on
	Participant	off
Audio	Computer Audio	
Meeting Options	<input checked="" type="checkbox"/> Enable join before host	

Schedule Recurring meeting

1) Tick the Recurring meeting and schedule the meeting repeat days

Time Zone (GMT+08:00) Hong Kong

Recurring meeting Every 3 days, until Sep 13, 2021, 7 occurrence(s)

Recurrence Daily

Repeat every 3 Day

End Date By 09/13/2021 After 7 occurrences

1



Topic Online Lesson (26 Aug at 10:00 am)

Time Aug 26, 2021 10:00 AM Hong Kong

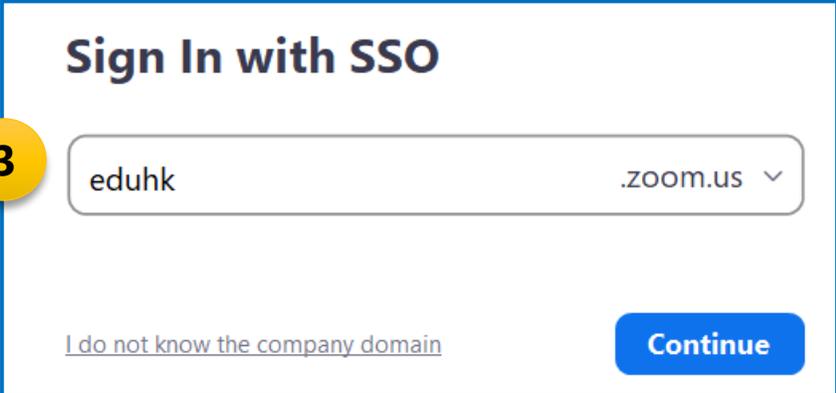
Every 3 days, until Sep 13, 2021, 7 occurrence(s) [Hide all occurrences](#)

Start Time	Time	Duration	
Aug 26, 2021	10:00 AM	03:00	Delete
Aug 29, 2021	10:00 AM	03:00	Delete
Sep 1, 2021	10:00 AM	03:00	Delete
Sep 4, 2021	10:00 AM	03:00	Delete
Sep 7, 2021	10:00 AM	03:00	Delete
Sep 10, 2021	10:00 AM	03:00	Delete
Sep 13, 2021	10:00 AM	03:00	Delete



Check the EduHK Zoom profile

- 1) Check if you have a LICENSED EdUHK Zoom account (**free account has a limitation of 40 minutes meeting**)
- 2) Double Click the Zoom icon  on your computer
- 3) Click **SSO** and type **eduhk**, click Continue



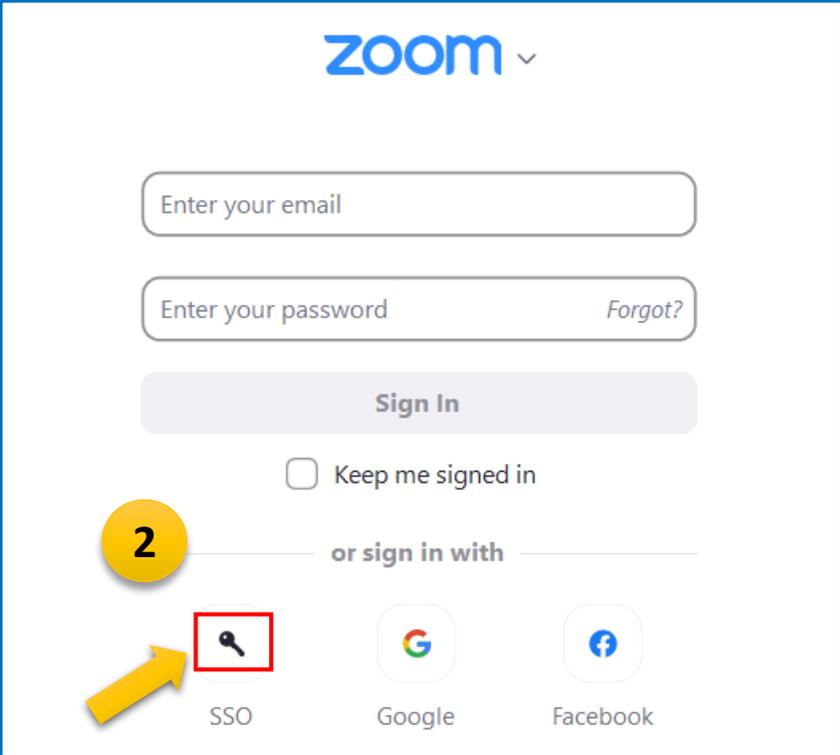
Sign In with SSO

3

eduhk .zoom.us ▾

[I do not know the company domain](#)

Continue



zoom ▾

Enter your email

Enter your password [Forgot?](#)

Sign In

Keep me signed in

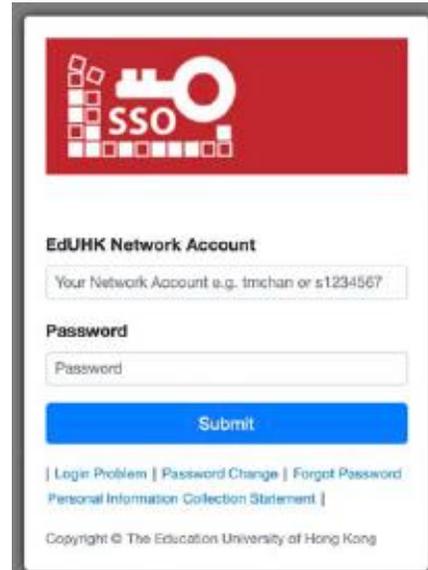
2

or sign in with

 SSO  Google  Facebook

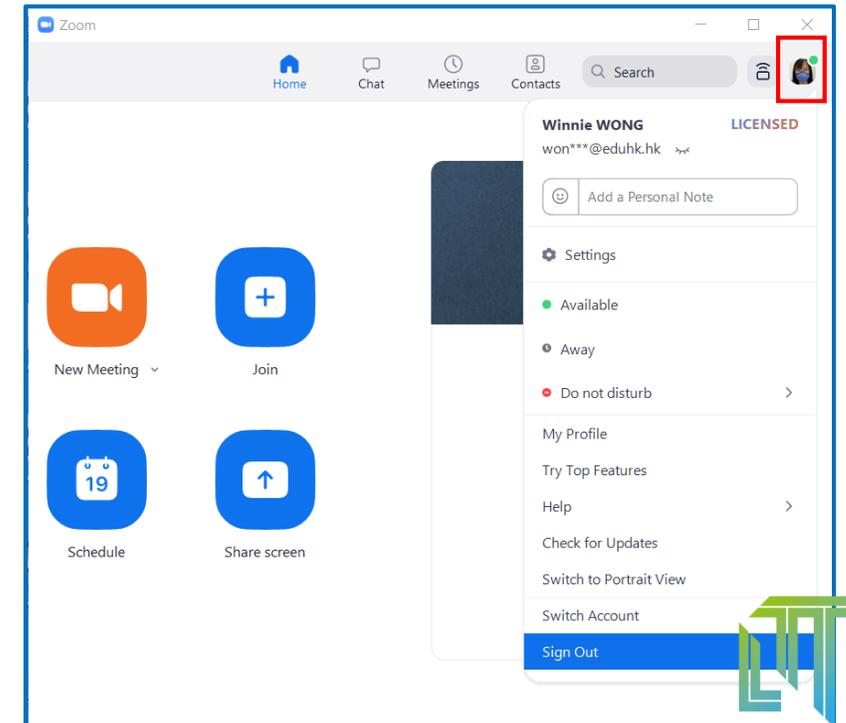
Check the EduHK Zoom profile

- 1) Sign In EdUHK Network Account >>>
- 2) Click the top right-handed corner:
 - LICENSED
 - <your name>
 - <your EdUHK email address>



The image shows a login form for an EdUHK Network Account. At the top is a red banner with the SSO logo. Below it, the text 'EdUHK Network Account' is followed by a text input field for the network account (e.g., tmchan or s1234567) and a password input field. A blue 'Submit' button is at the bottom. Links for 'Login Problem', 'Password Change', and 'Forgot Password' are provided, along with a 'Personal Information Collection Statement' link. The footer contains the copyright notice for The Education University of Hong Kong.

1



2

Start Zoom meeting

Start a Zoom meeting

1

Online class (26 Aug at 10:00 am)

External tool: 1
Progress: 0 / 1

2

← Topic 5 Topic 7 ▶

Online class (26 Aug at 10:00 am)

 Online lesson ☑

3

Upcoming Meetings | Previous Meetings | Personal Meeting Room | Cloud Recordings | Get Trainin

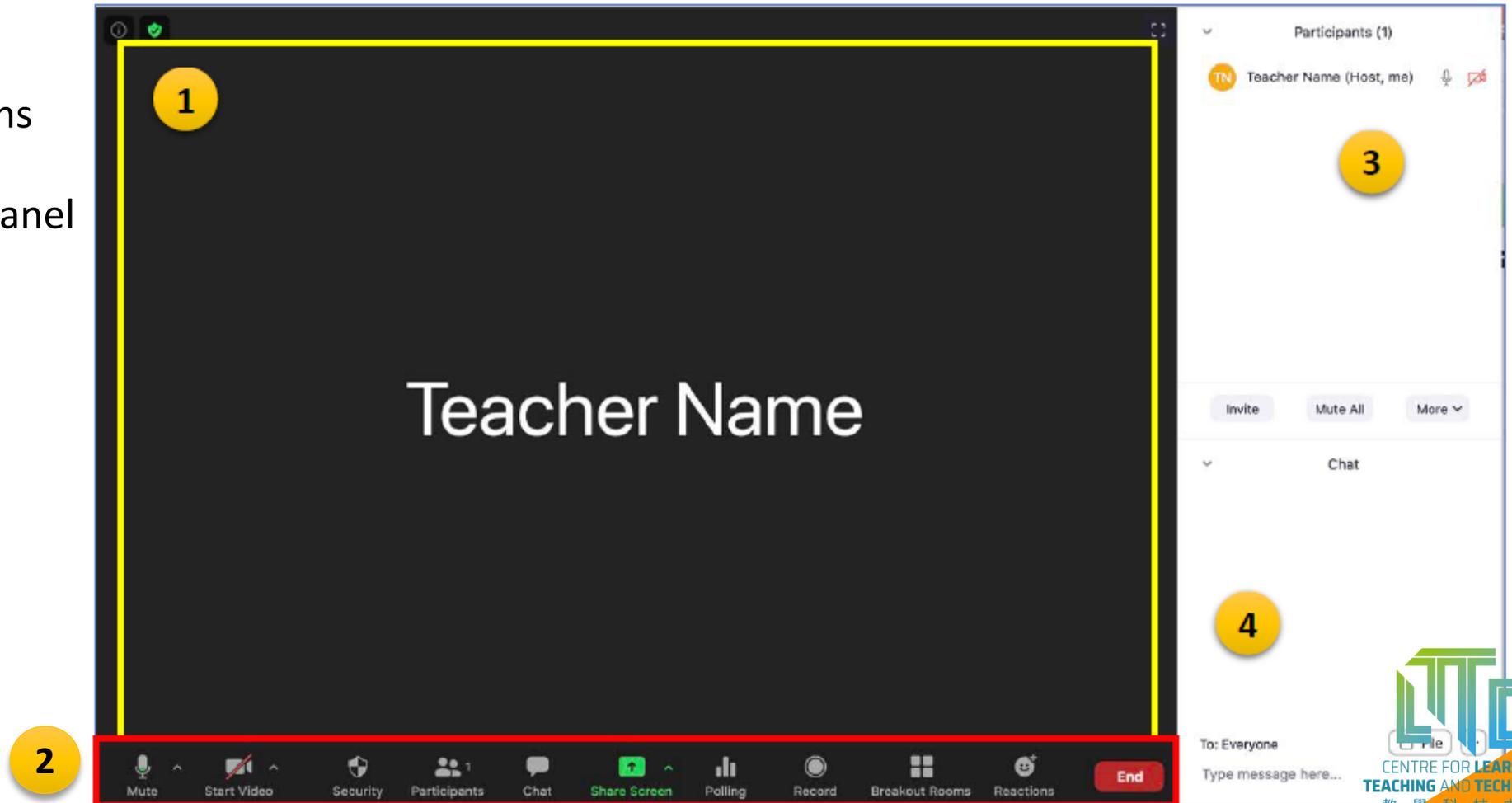
Show my course meetings only

Start Time	Topic	Meeting ID		
Thu, Aug 26 (Recurring) 10:00 AM	Online Lesson (26 Aug at 10:00 am)	942 8992 5794	Start	Delete

Introducing Zoom interface and functions

Zoom meeting screen

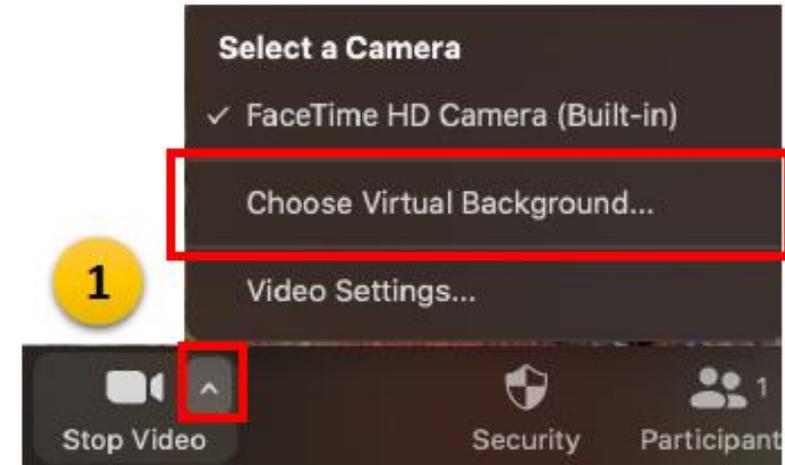
- 1) Main screen
- 2) Zoom functions
- 3) Participants panel
- 4) Chat panel



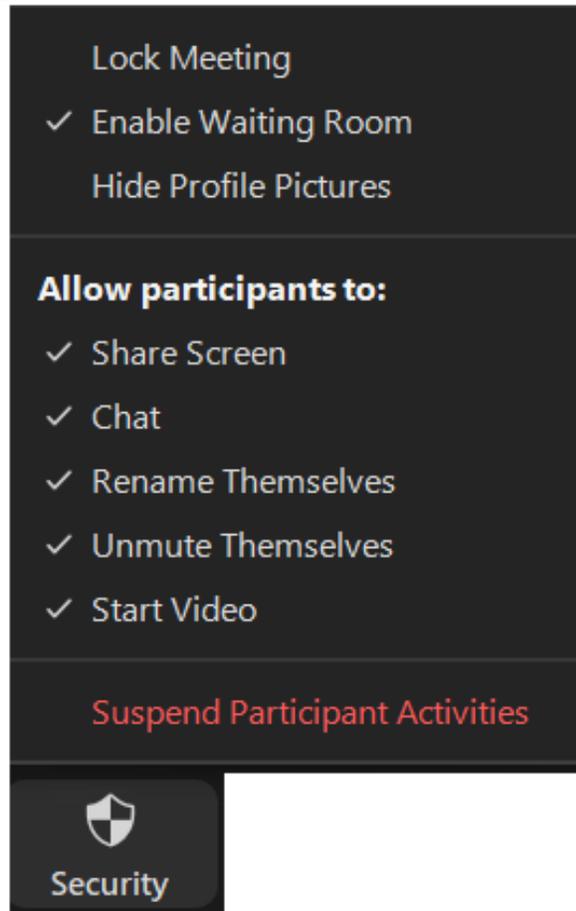
Zoom Security Control

Zoom Security Control

- 1) Set up **Virtual Background** to avoid sharing unnecessary information about your personal space
- 2) Choose background on the list or upload your own photos/images as background



Zoom Security Control



Lock Meeting

No new participants can join

Enable Waiting Room

When students join the meeting, they will wait in the Waiting room, until the host Admin them into the Zoom meeting

Allow participants to

Grant the rights to students on the Zoom functions:

- Share Screen, Chat, Rename Themselves, Unmute Themselves and Start Video

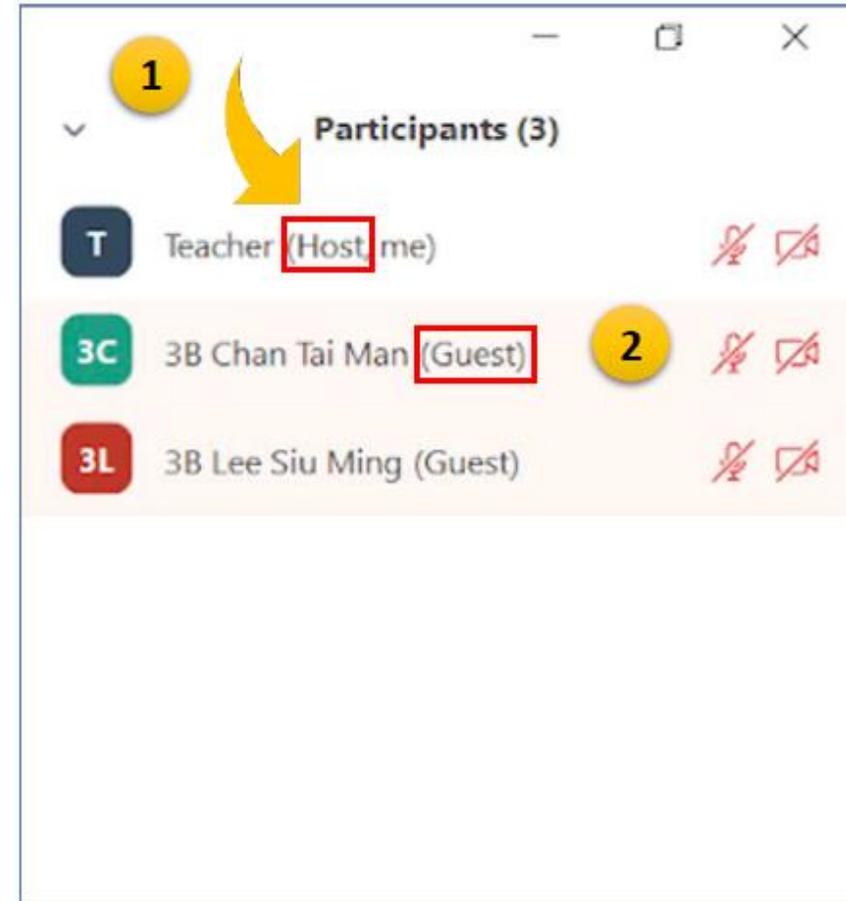
Essential Zoom functions

Participate List

- 1) A **host** has full function in Zoom
- 2) **Guest** refers to student using non-EdUHK email to join Zoom

Importance of Participant information:

- Participant's name is important for taking attendance
- If student use *nickname*, remind the student to rename to his/her full name



Participate List

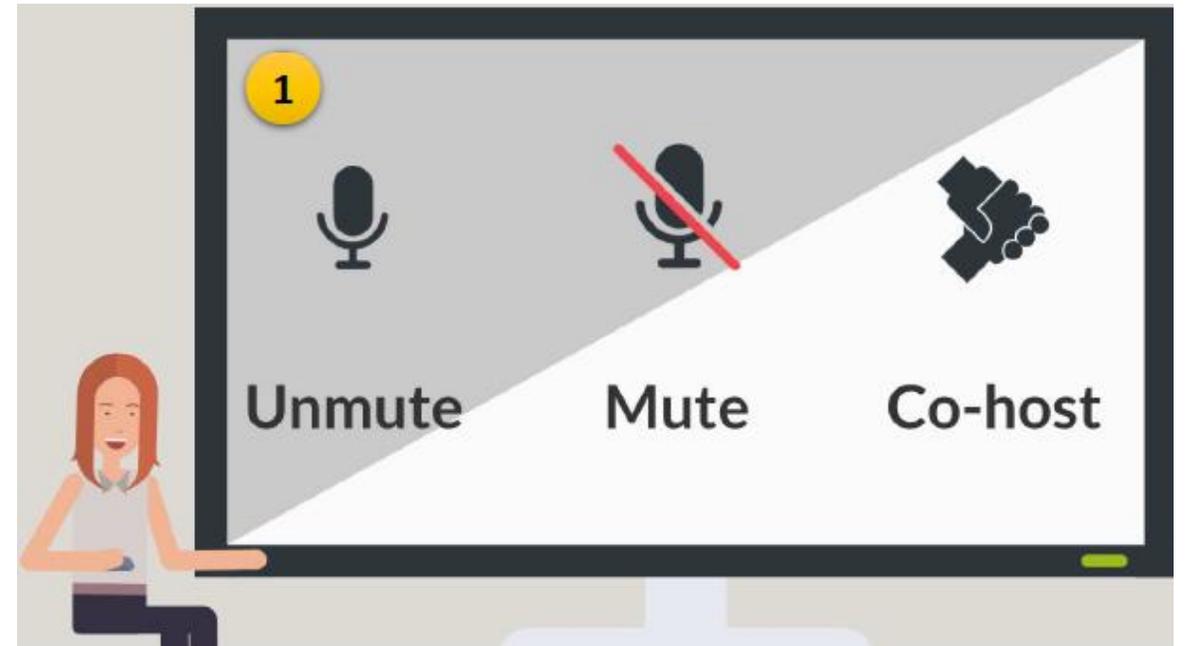
1) Actions that the host can perform in

Participate list:

- **Unmute** student(s)
- **Mute** student(s)
- **Assign** Co-host

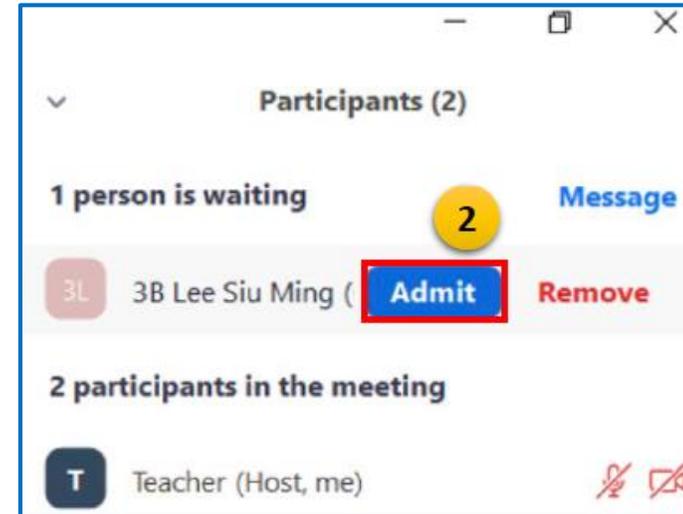
Co-Host can perform all Zoom functions EXCEPT:

- Start/End meeting
- Assign other participant as Co-host
- Start the Breakout room (for group discussion)



Waiting Room

- 1) If **Waiting room** is enabled:
 - Students are placed in the Waiting room when they click **Join**
- 2) Click **Admit** to allow student to enter Zoom meeting



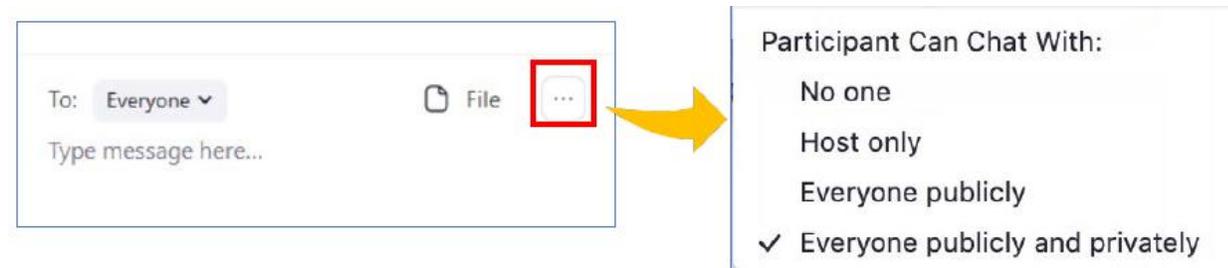
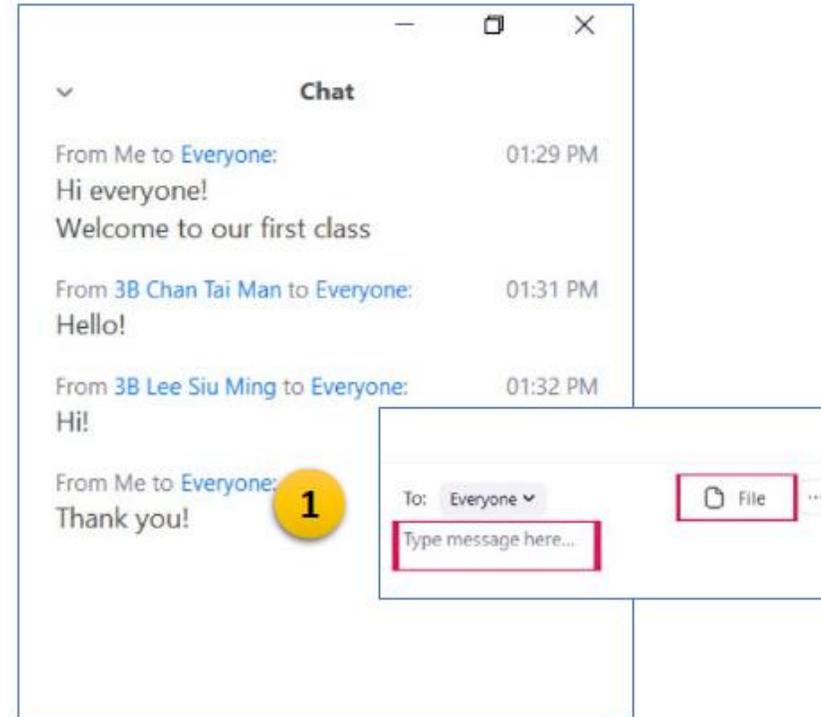
Chat panel

1) Actions:

- Type text messages
- Transfer file
- Save Chat message

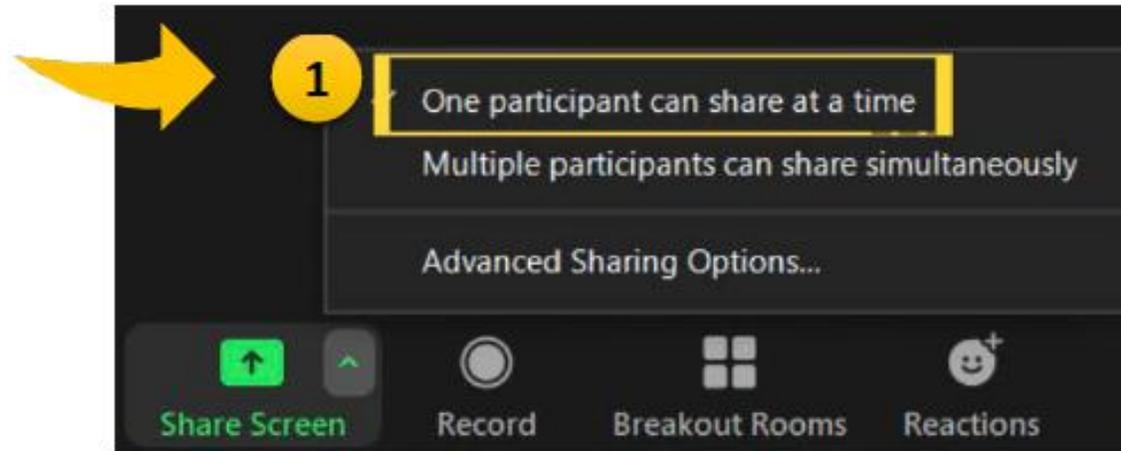
2) Chat with:

- Everyone
- Individual (Privately)



Share Screen - options

- 1) Click the *small arrow* next to the **Share Screen** button for more options.

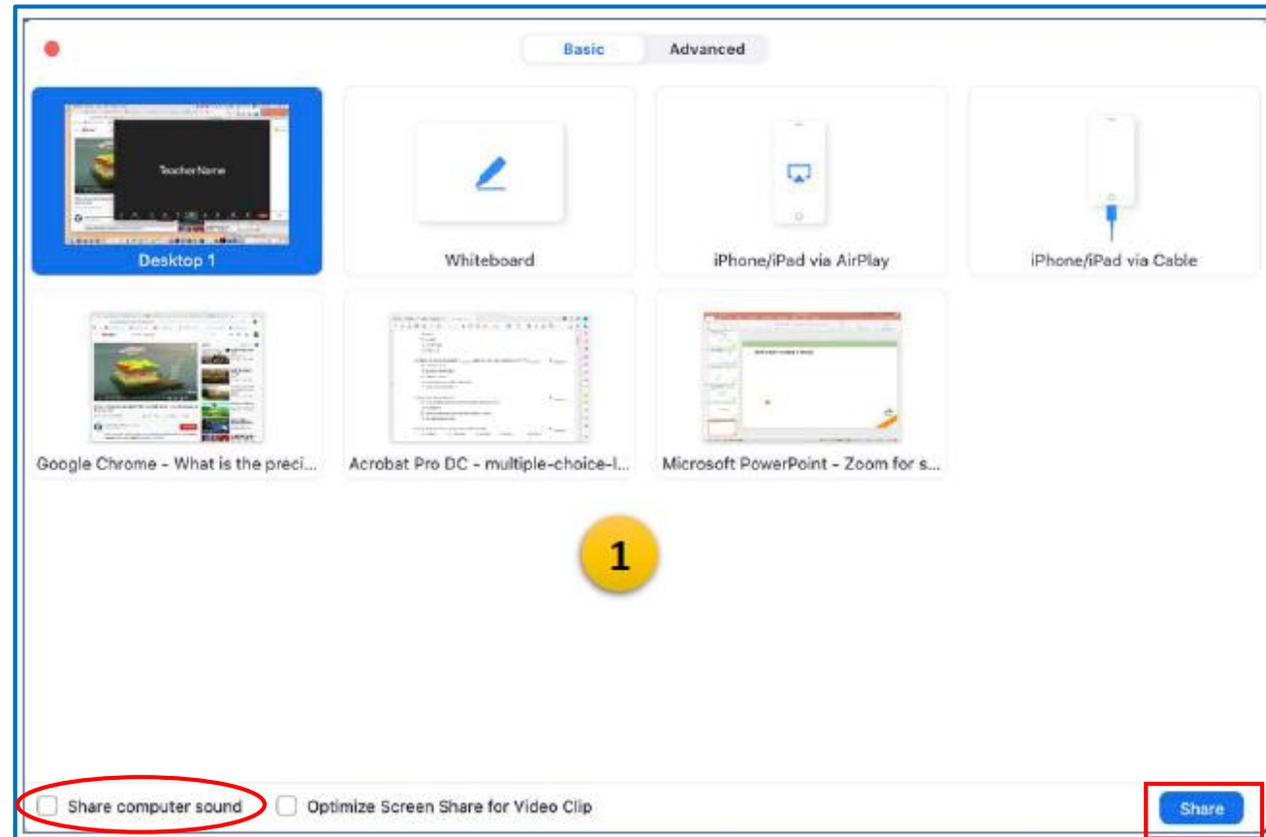


Share Screen

1) Share:

- Desktop screen
- Documents
- PowerPoint
- Video/Audio
- Whiteboard

2) Click the **Green** Share Screen



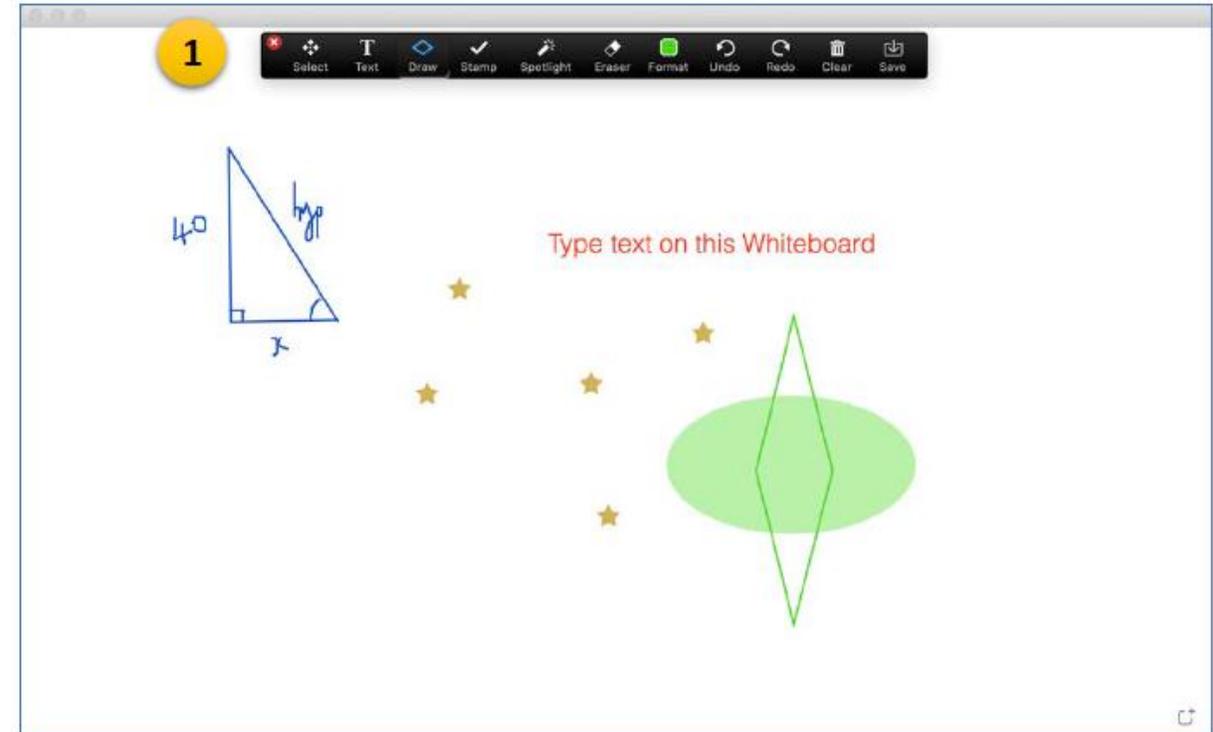
Share Whiteboard

1) Whiteboard is shared with all participants and they can join and annotate on the same Whiteboard

2) **Save** the Whiteboard drawing

Folder:

Document/Zoom/<*meeting_date_title_meetingID*>



Enroll in the 5 online educational application workshop

LTTC website:

<https://www.lttc.eduhk.hk/?p=31553>



padlet



edpuzzle



Mentimeter

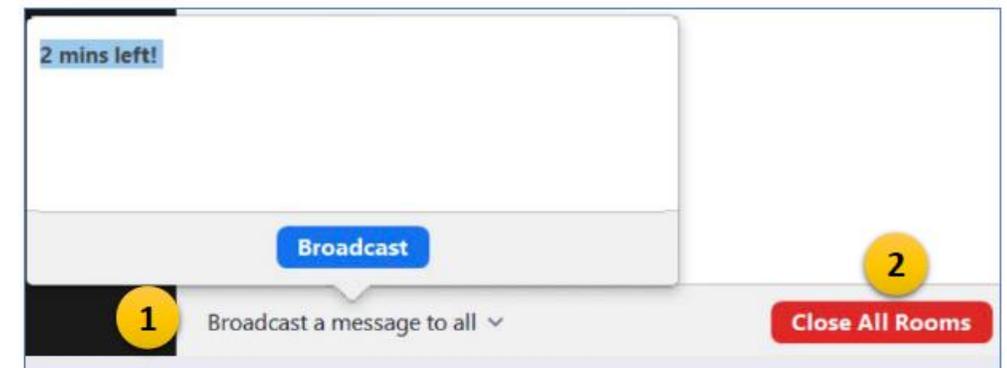
Breakout Room

- 1) Breakout room is for small group activities or group discussion
- 2) 2 types of creating rooms, assign participants
 - **Automatically**
 - **Manually**



Breakout Room

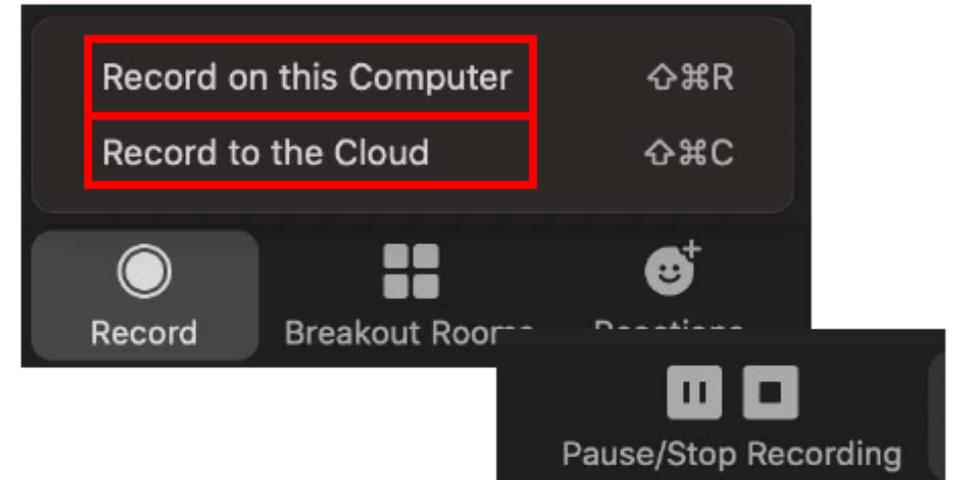
- 1) Breakout room – students **Join** the rooms
- 2) Broadcast message



Recordings & Attendance Report

Record – local / Cloud

- 1) Once you click Record, all participants will receive a message to notify them you start the recording.
- 2) You can choose to save the recording in your local Computer or to the Cloud (**Panopto video** and **Zoom portal**)



Attendance Report

To access the Attendance Report,

1

Online class (26 Aug at 10:00 am)

External tool: 1
Progress: 0 / 1

2

← Topic 5

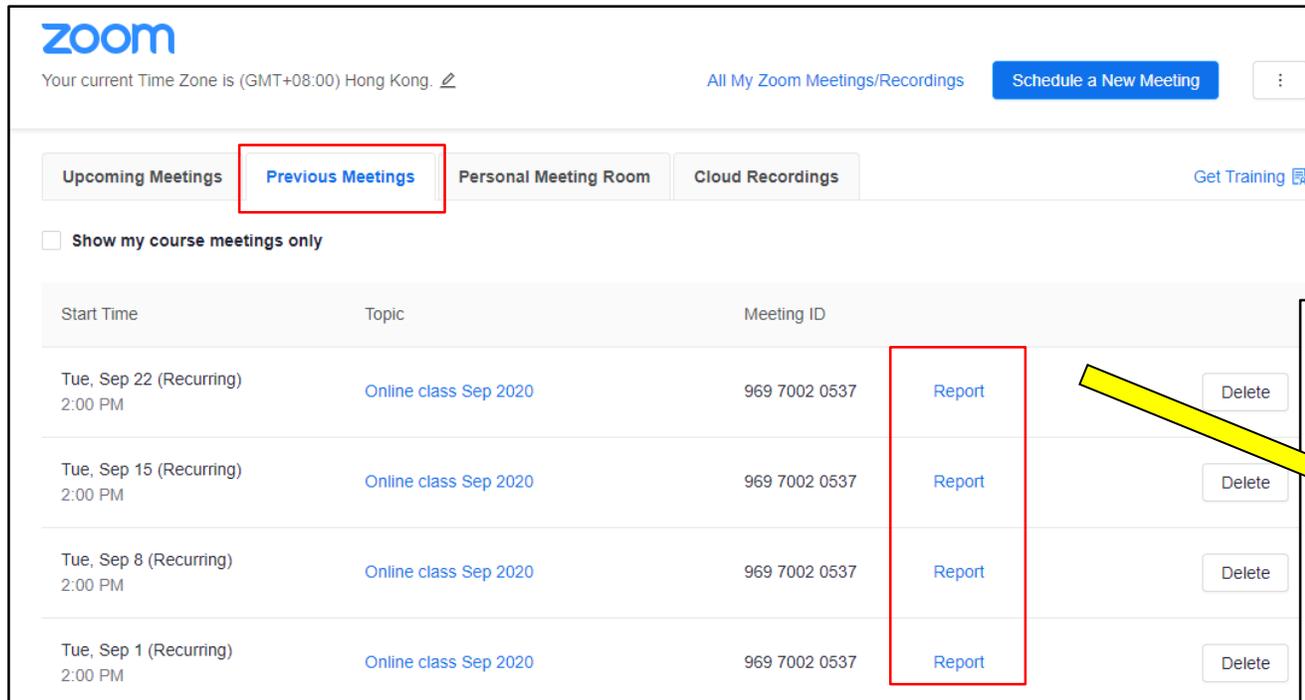
Online class (26 Aug at 10:00 am)

Topic 7 →

 Online lesson

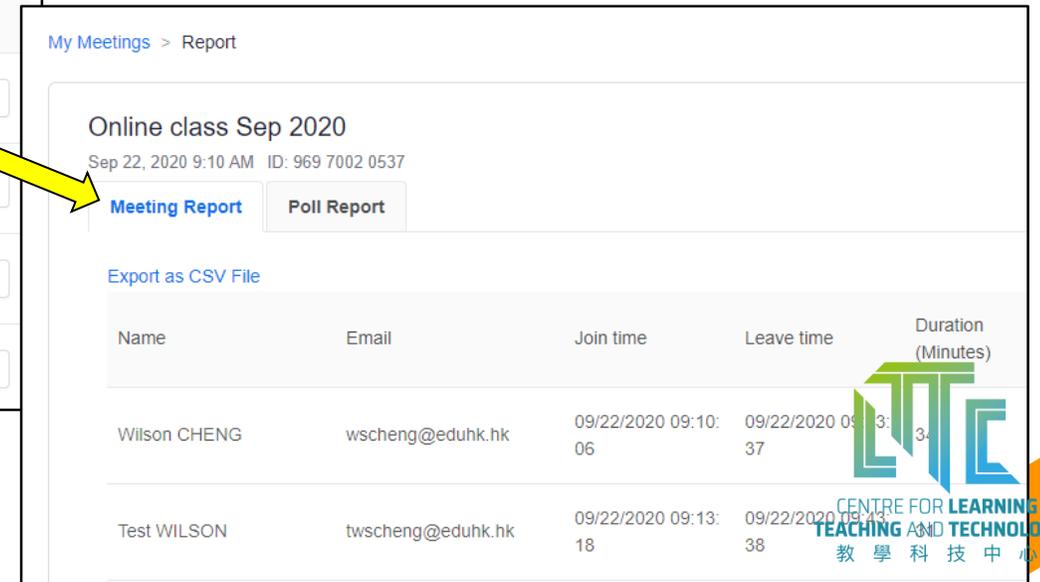
Attendance Report

- 1) Select **Previous Meetings**, then find the meeting topic and click **Report**



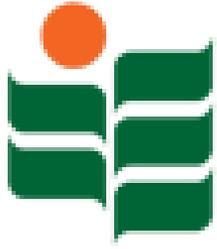
The screenshot shows the Zoom account interface. The 'Previous Meetings' tab is selected and highlighted with a red box. Below the tabs, there is a table of meetings. The 'Report' button for each meeting is also highlighted with a red box. A yellow arrow points from the 'Report' button of the first meeting to the 'Meeting Report' button in the detailed view on the right.

Start Time	Topic	Meeting ID	Report	Delete
Tue, Sep 22 (Recurring) 2:00 PM	Online class Sep 2020	969 7002 0537	Report	Delete
Tue, Sep 15 (Recurring) 2:00 PM	Online class Sep 2020	969 7002 0537	Report	Delete
Tue, Sep 8 (Recurring) 2:00 PM	Online class Sep 2020	969 7002 0537	Report	Delete
Tue, Sep 1 (Recurring) 2:00 PM	Online class Sep 2020	969 7002 0537	Report	Delete



The screenshot shows the 'Meeting Report' page for the meeting 'Online class Sep 2020'. The page displays the meeting title, date, and ID. Below this, there are two buttons: 'Meeting Report' and 'Poll Report'. Underneath, there is a section 'Export as CSV File' followed by a table of attendance records. The table has columns for Name, Email, Join time, Leave time, and Duration (Minutes). The logo for the Centre for Learning Teaching and Technology is visible in the bottom right corner.

Name	Email	Join time	Leave time	Duration (Minutes)
Wilson CHENG	wscheng@eduhk.hk	09/22/2020 09:10:06	09/22/2020 09:13:37	33
Test WILSON	twscheng@eduhk.hk	09/22/2020 09:13:18	09/22/2020 09:13:38	18



香港教育大學

The Education University
of Hong Kong



Online Teaching and Learning via Zoom

Updated: August 2021



CENTRE FOR
**LEARNING
TEACHING AND
TECHNOLOGY**
教學科技中心