AiTLE x HKedCity VC - Zoom

Horace Luk

Head of IT Committee & TEKLA

CCC Ming Yin College

CCC Ming Yin College

中華基督教會銘賢書院

Horace Luk

Head of TEKLA, Comp Edu, IT Committee, CCCMYC

Committee Member of CDI – Tech Edu

Committee Member of CDI – LRSS

Microsoft Innovative Educator (MIE)

Google Certified Educator
(Level 1 and Level 2)

AiTLE Associate Exco

Notice to participants

This webinar will be recorded and published in HKEdCity for sharing later.

Please consider whether to use your camera during the meeting.

To avoid echo, please mute the camera if you are not trying to speak out.

“Luck is where preparation meets opportunity. ”

Randy Pausch (The Last Lecture)

VC – Zoom

	Zoom (free)	Microsoft Teams	Google Hangouts Meet	Cisco Webex (free)
Max meeting	unlimited	15 concurrent	unlimited	unlimited
Max meeting duration(min)	40	4 hours	unlimited	40
Max participant	100	5,000	100	50
Web based / mobile app	Both	Both	Both	Both
Video conferencing	Yes	Yes	Yes	Yes
Screen record (built-in)	Yes	Yes	No	Yes
Screen share	Yes	Yes	Yes	Yes
File share	No	Yes	Yes	Yes
Talk	Yes	Yes	Yes	Yes
Annotate	Yes	Yes	No	Yes
stability	normal	smooth	smooth	normal
Host can force mute all	Yes	No	No	No
Can assign Host	Yes	Yes	No	Yes
Cloud storage	No	15GB / 1TB	Unlimited?	1 GB
Subtitle (Direct translate)	No	No	*Yes	Yes
Used in China	May not*	Yes	May not	Yes

Consolidated by Albert Wong, AiTLE
(last updated: 15/2/2020)

VC – Zoom

- **Zoom.us (Recommended)**
- Desktop: https://www.zoom.us/
- iOS: https://apps.apple.com/hk/app/zoom-cloud-meetings/id546505307
- Android: https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en

VC – Zoom

Basic Concept (Free Version):

- Max 100 participants / devices
- 40 mins per session
- No limits of meeting rooms

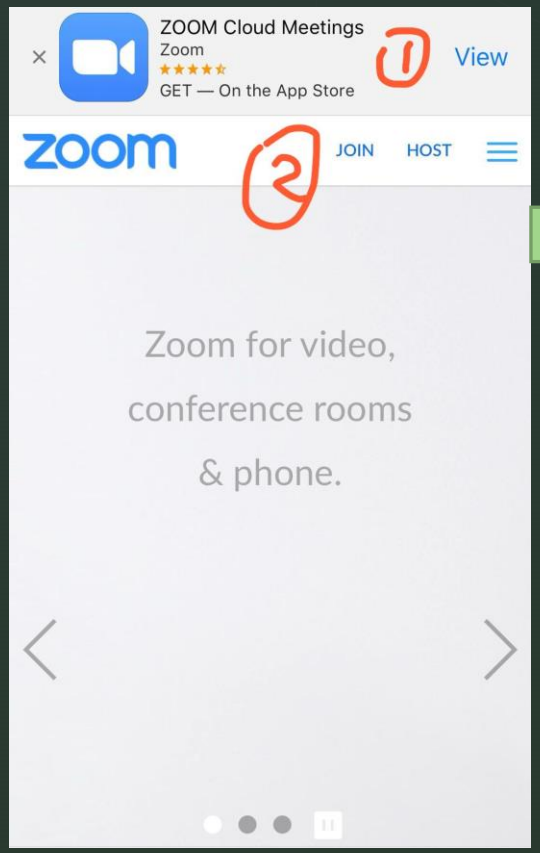
VC – Zoom (Attendee)

- Go to “Zoom.us”

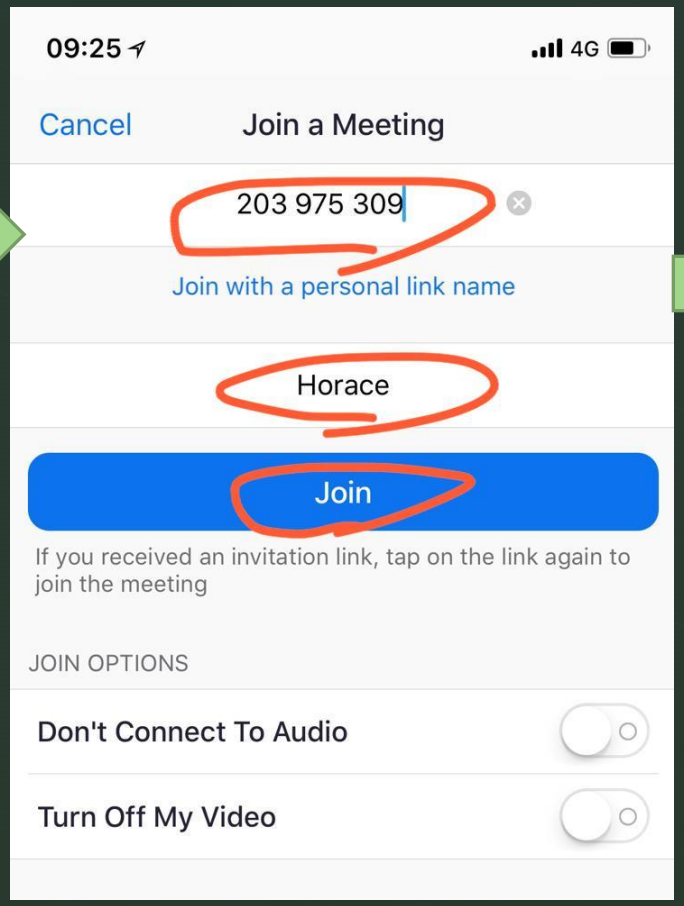
  either in PC / NB / Tablet / Smartphone

VC – Zoom (Attendee)

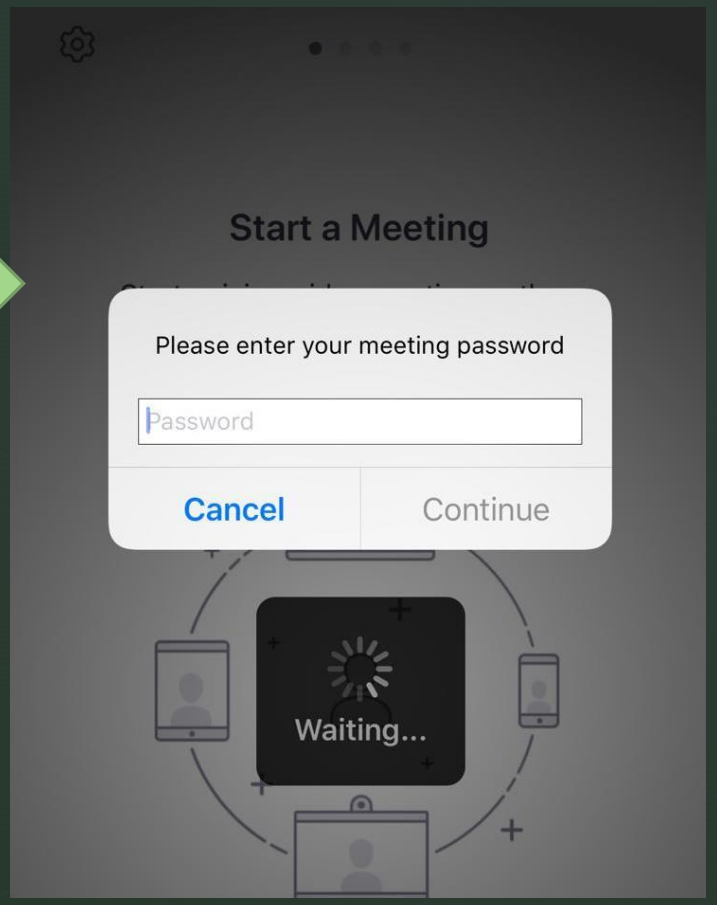
Installation of Apps/
Join Meeting by using broswer



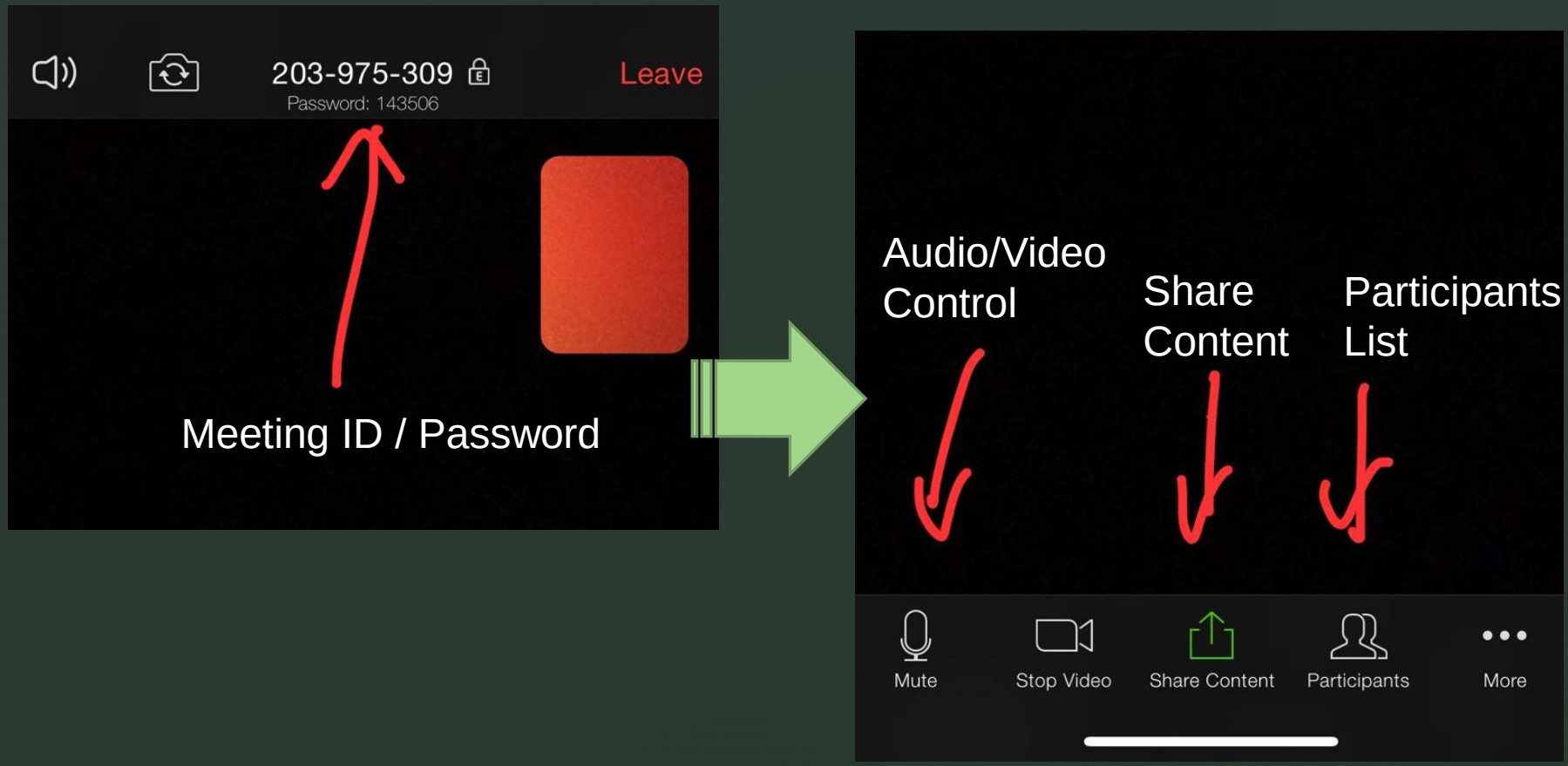
Enter Meeting ID
and Nickname



Enter Password
if necessary



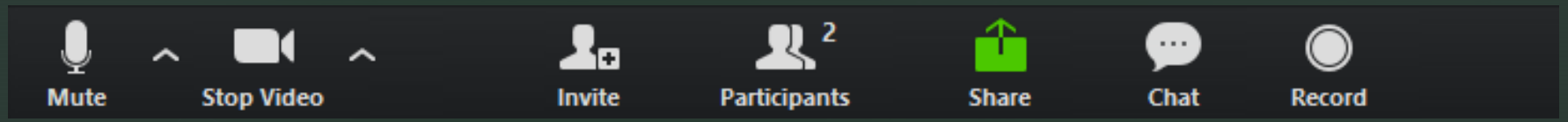
VC – Zoom (Attendee)



VC – Zoom (Host)

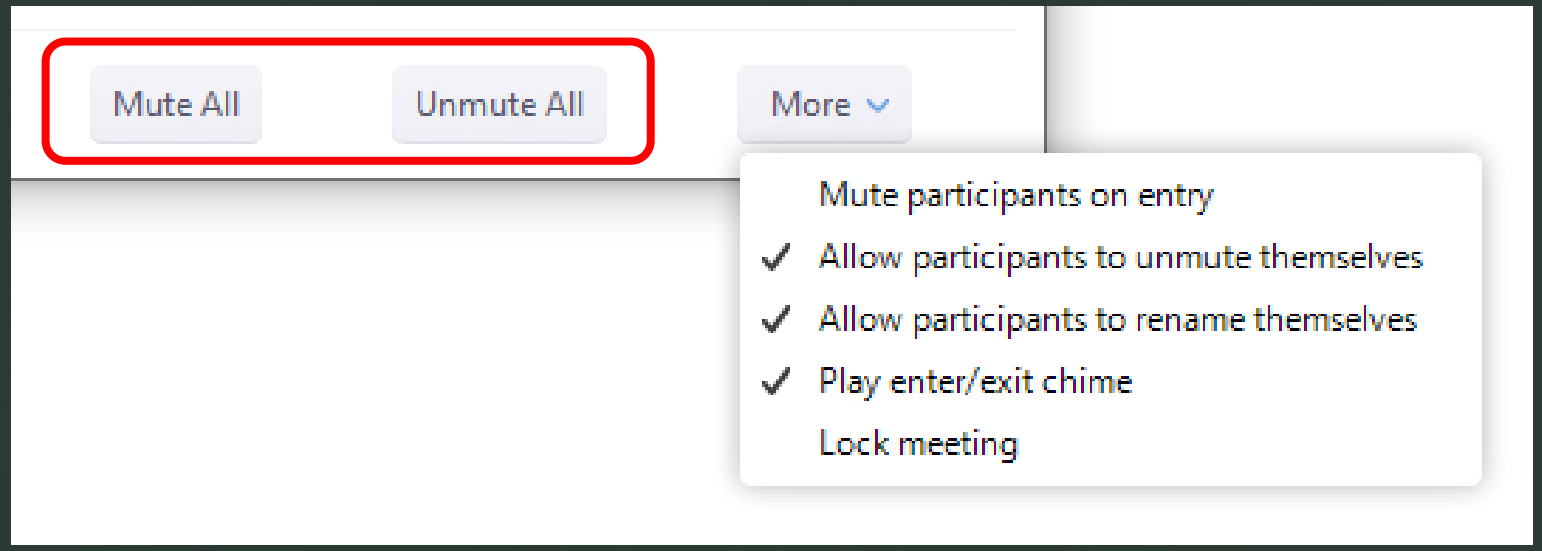
- 1. Attendee Controls (Mute / Spotlight)
- 2. Share Screen (Windows / Airplay / Docu)
- 3. File Sharing in chat (Limited to PC)
- 4. Recording (Built-in / Screencastify)
- 5. Breakout Room (Random / Preset)
- 6. Polling (NOT for free, only in Paid Version)

VC – Zoom (Attendee Controls)



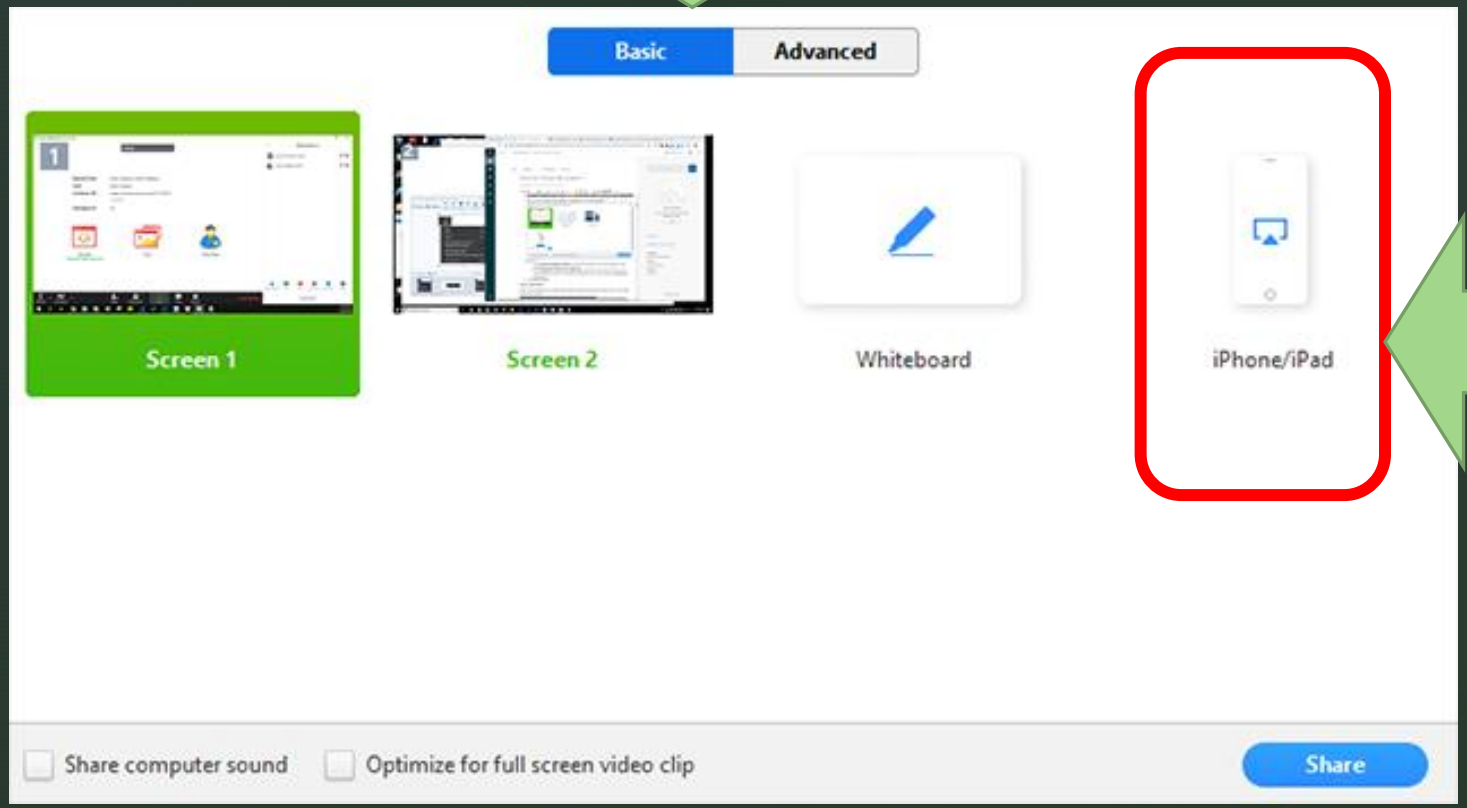
- **Mute / Unmute**: Mute and unmute your microphone.
- **Start Video / Stop Video**: Turns your camera on or off.
- **Invite**: Invite others to join your meeting.
- **Participants**: See who's currently in the meeting.
- **Share Screen**: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
- **Chat**: Access the chat window to chat with the participants.
- **Record**: Start or stop a local recording.

VC – Zoom (Attendee Controls)



- Important skill to switch between “Mute All” and “Unmute All”

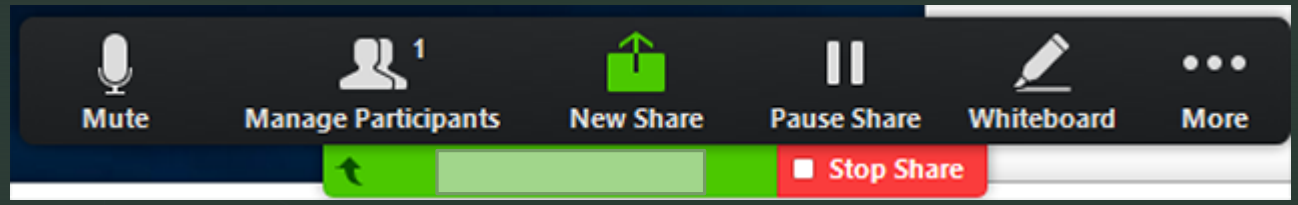
VC – Zoom (Share Screen)



Airplay!

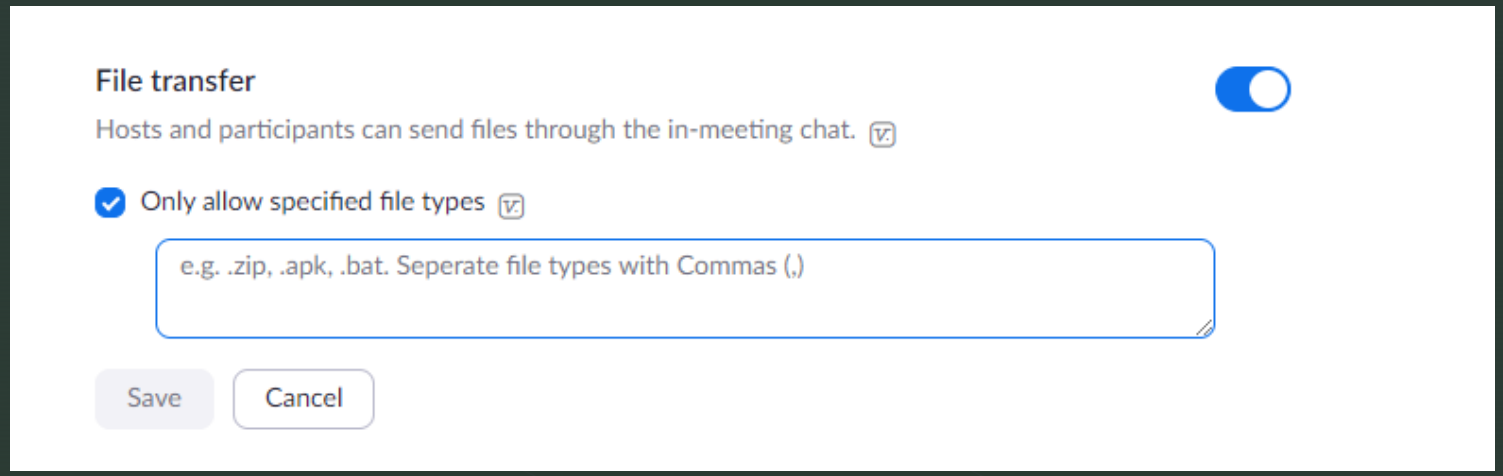
Unique function among the FOUR VC

VC – Zoom (Share Screen Menu)



- **Mute/Unmute**: Mute or unmute your microphone.
- **Start/Stop Video**: Start or stop your in-meeting video.
- **Participants/Manage Participants**: View or manage the participants (if the host).
- **New Share**: Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share**: Pause your current shared screen.
- **Annotate / Whiteboard**: Display annotation tools for drawing, adding text, etc.

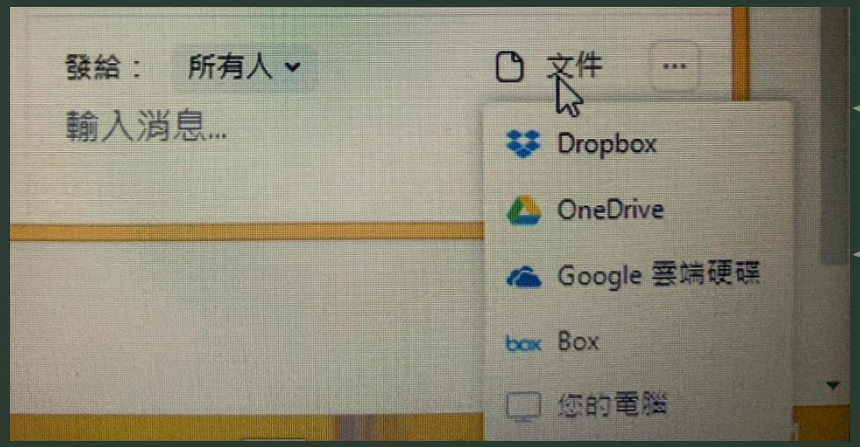
VC – Zoom (File Sharing in chat) * DESKTOP ONLY



- Sign in to the Zoom web portal
- Go to “Settings” → “Meeting” tab → “In Meeting (Advanced)”
- Enable the File transfer
- Can limit specified file type to transfer if necessary

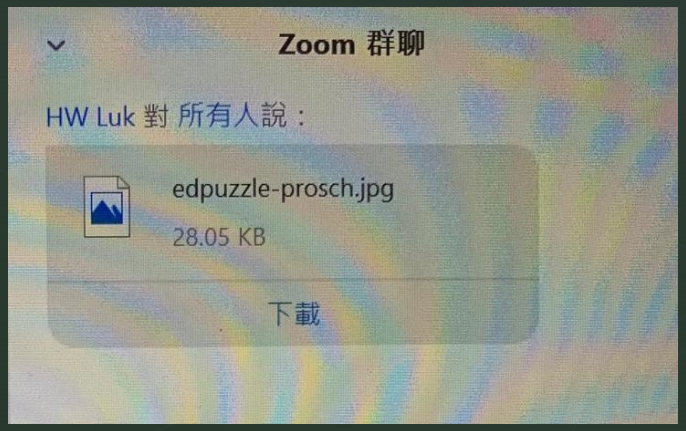
VC – Zoom (File Sharing in chat) * DESKTOP ONLY

Use “Chat”, can click “File” and choose “Your Computer” to upload file.



Sender (Can be host or attendees)

Receiver, can “Download” the file



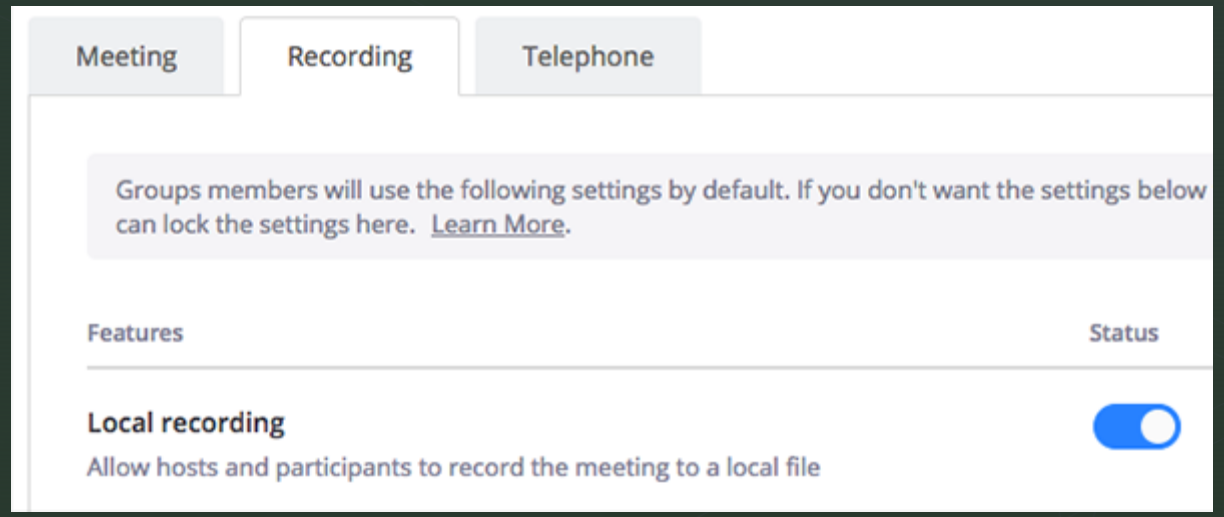
VC – Zoom (Local Recording)

Support:

- Zoom Basic (Free) account or above
- Zoom Desktop Client for PC version 2.0 or higher
- Zoom Desktop Client for Mac version 2.0 or higher
- Zoom Desktop Client for Linux version 2.0 or higher

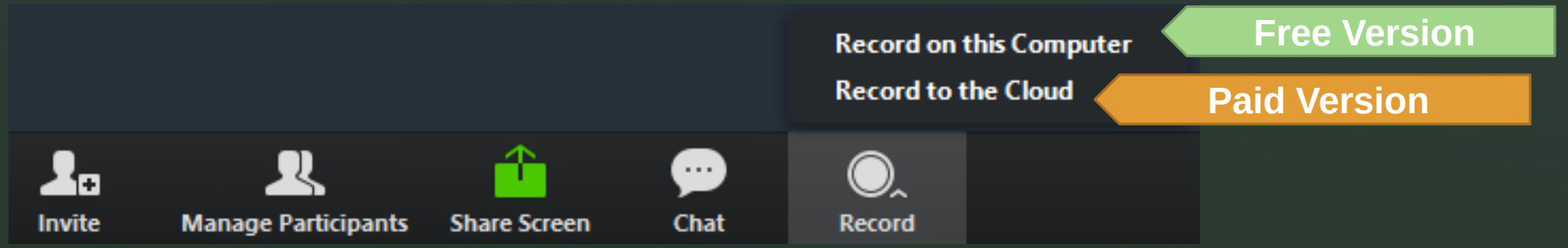
VC – Zoom (Local Recording)

- Sign in to the Zoom web portal
- Go to “Account Settings” → “Recording” tab
- Enable the Local recoding



VC – Zoom (Local Recording)

- Start a Zoom meeting as the host
- Click the option to Record
- Hosts will see the following recording indicator in the top-left corner while recording is active.



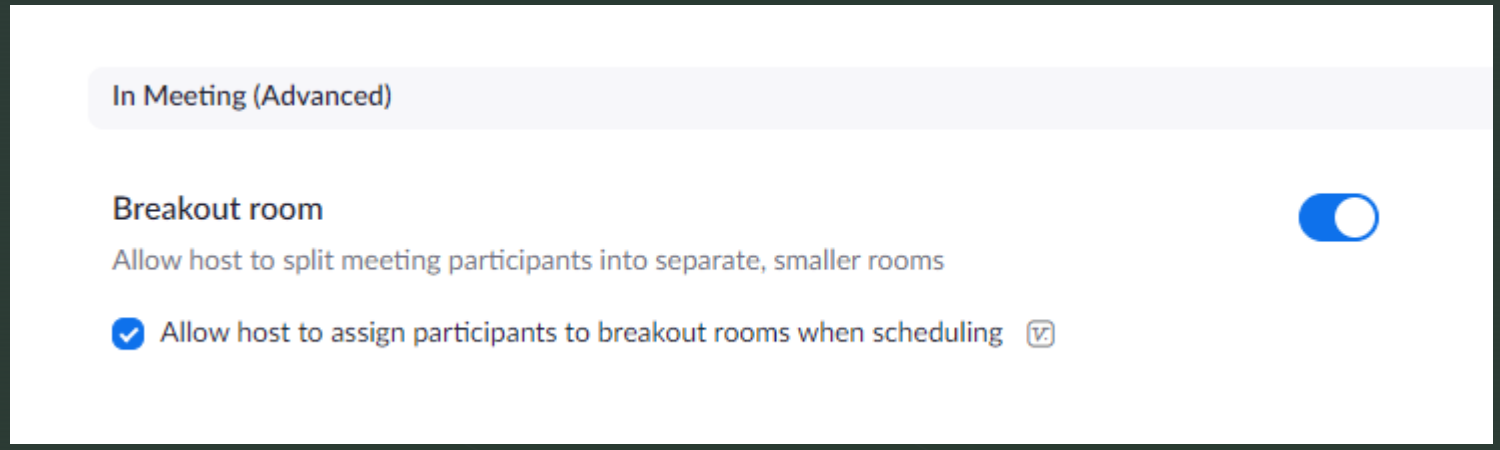
Note: By default, the audio/video file (MP4) will be named **Zoom_0.mp4**, the audio only file (M4A) is named **audio_only.m4a**.

VC – Zoom (Breakout Rooms)

Basic Concept:

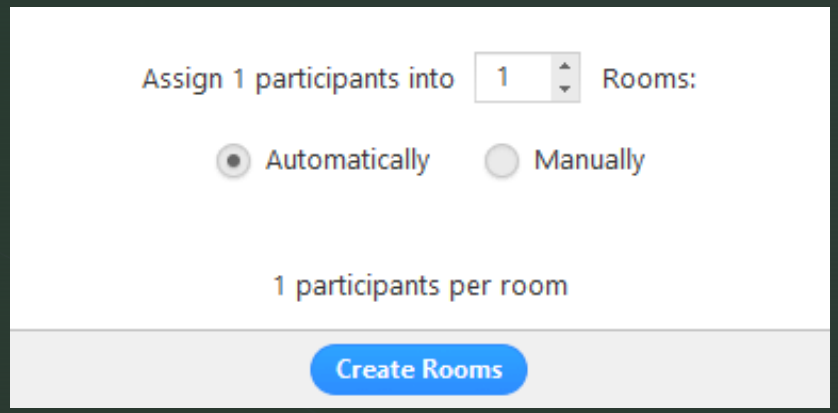
- Up to 50 breakout rooms can be created
- Max 200 participants in a breakout room (Paid version / requires Large Meeting add-on)
- Breakout room participants have full audio, video and screen share capabilities

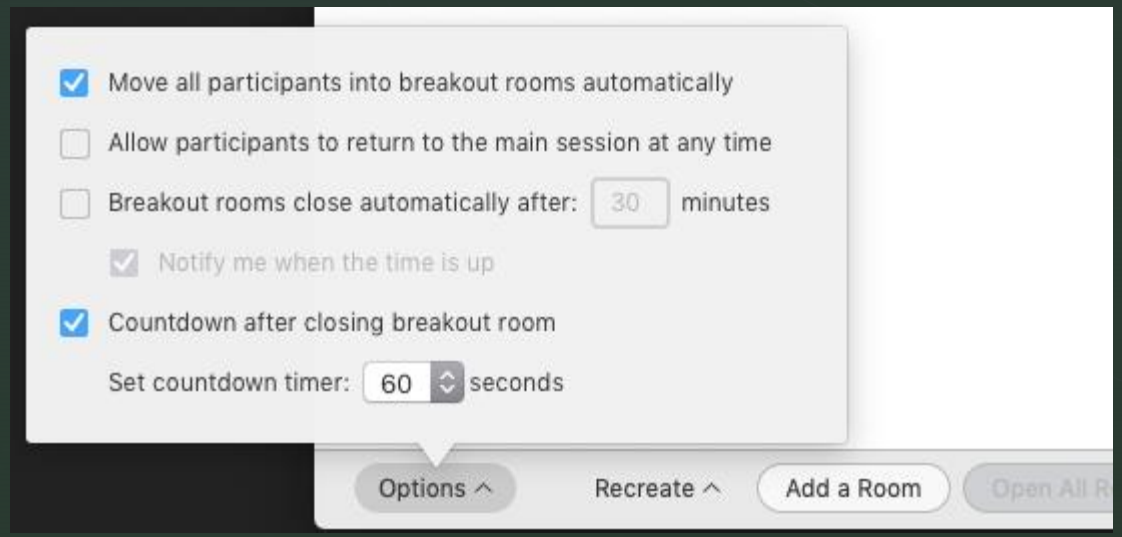
VC – Zoom (Breakout Rooms)



- Sign in to the Zoom web portal
- Go to “Settings” → “Meeting” tab → “In Meeting (Advanced)”
- Enable the Breakout room

VC – Zoom (Breakout Rooms)





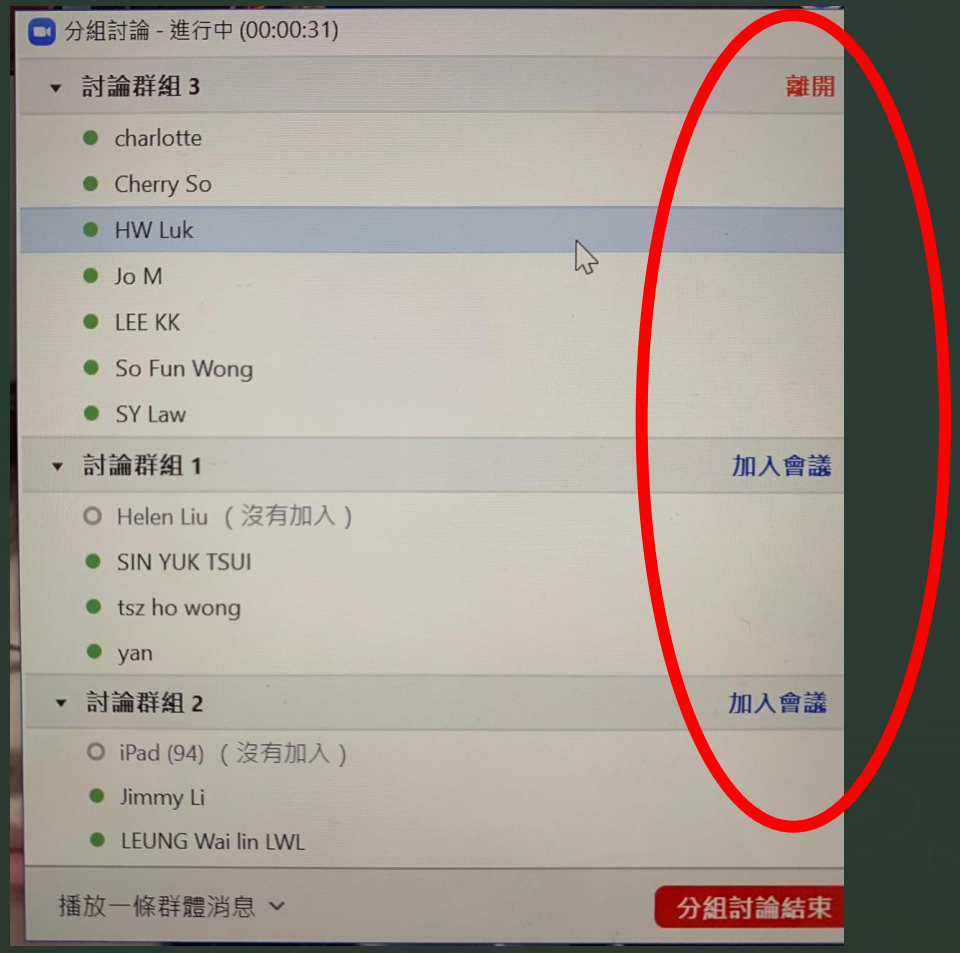
VC – Zoom (Breakout Rooms)

- **Move to (participant)**: Select a room to move the participant to.
- **Exchange (participant)**: Select a participant in another room to swap the selected participant with
- **Delete Room**: Delete the selected room.
- **Recreate**: Deletes existing breakout rooms and creates new ones.
- **Add a Room**: Add another breakout room.
- **Open All Rooms**: Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.

VC – Zoom (Breakout Rooms)

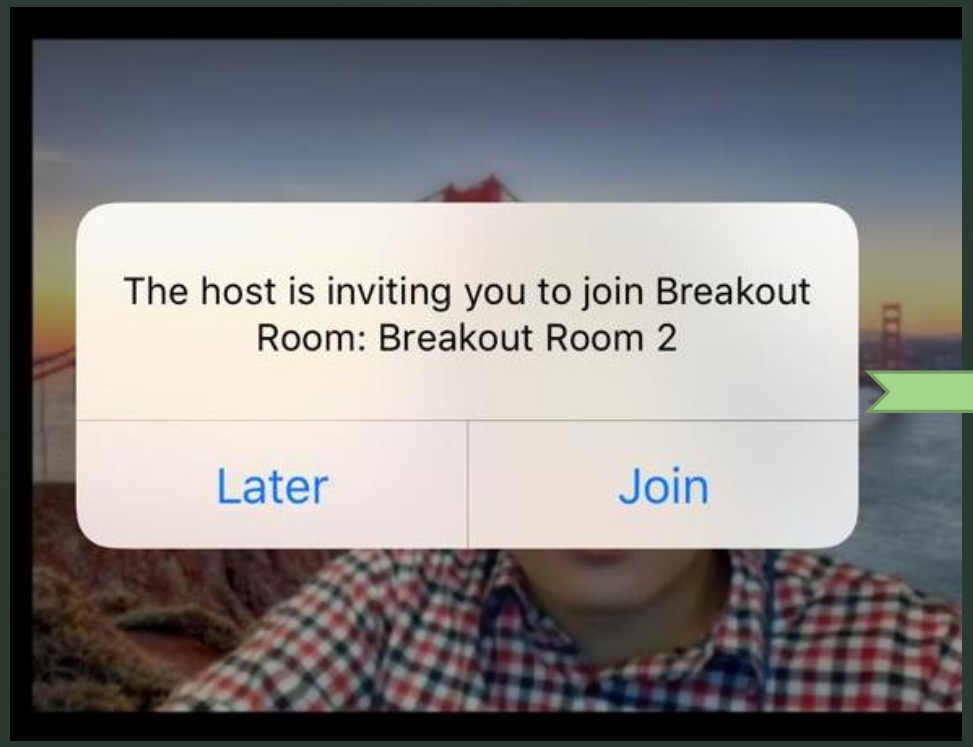
Move participants among Breakout Rooms

Join any Breakout Rooms as Host



VC – Zoom (Breakout Rooms)

Attendee can “Ask for Help” and request Host to join specific Breakout Room



"If I work hard enough,
there will be things I can do tomorrow
that I can't do today."

Randy Pausch (The Last Lecture)

Thank you.

Horace Luk

Head of IT Committee & TEKLA

CCC Ming Yin College