TEACHER'S MANUAL

8. ZOOM MEETING

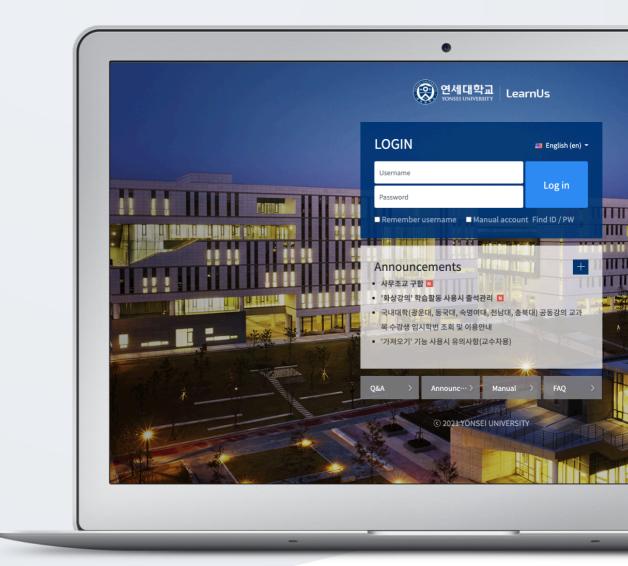




TABLE OF CONTENTS

Zoom meeting	3
Creat Zoom Meeting	4
Install Zoom S/W	6
Participate in Zoom Meeting	7
Instruction of zoom function	8
Check Attendance of Zoom Meeting	9

Zoom Meeting

For professors and students who have difficulty in face-to-face activities, LMS provide various functions such as notes, e-mails, bulletin boards, etc. for interaction anytime, anywhere. And we support real-time video lectures (Zoom meeting) and discussion classes in the form of seminars.



Using Zoom meeting, we increase interaction between professors and students. In particular, students can have good opportunities to increase their interaction by conducting dynamic interactions, such as discussions and exchange of opinions with fellow students who take the same course.

'Zoom' application guide

Contact LMS administrator to use 'Zoom Meeting'.

Creat Zoom Meeting

Select Week/Topic where you want to add resources/activities, and then click the [Zoom

meeting] button

Type 'Topic', and then set up 'When' and 'Duration'.

▼ General	
Topic 🔒 Description	
	□ Display description on course page
When	2021 \Rightarrow February \Rightarrow 26 \Rightarrow 09 \Rightarrow 07 \Rightarrow 111
Duration	1 hours
Passcode 🜖	450656
	Passcode may only contain the following characters: [a-z A-Z 0-9 @ *]. Max of 10 characters.
Host video	● On ○ Off
Participants video	○ On ● Off
	🗹 Mute upon entry 😧
Meeting option	Z Enable join before host
	C Enable waiting room
	Only authenticated users(Zoom account required)

Set up additional options, and then click the [Save] button.

Option	description
Host video	Set whether or not to share the face through the camera when the
	professor enters.
	(You can set whether or not to share face directly during 'Zoom
	Meeting')
Participants	Set whether or not to share the face through the camera when the
video	students enter.
	(The professor can point out the students he/she wants to present
	and share his/her face.)
Mute upon	Automatically mute all participants when they join the meeting.
entry	(A professor may directly point out the student he/she intends to
	speak to and share his/her voice)

Click the [Start meeting] button, and then you can start 'Zoom meeting' with a new popup window. You can deliver the Join Link URL to students who cannot participate in video lectures or those who want to take it from outside. So, they can easily participate in video lectures on their PC / Mobile / Tablet PC.

	Start Meeting
Start Time	2021-02-26 09:00
Duration	1 hour
Passcode Protected	Yes
Passcode	568809
Join link	https://yonsei.zoom.us/j/85646095155?pwd=b0Z5Z1FqZ3RxZG05RVFBUy9oVlZRQT09
Join meeting before host	Yes
Waiting room enabled	Yes
Start video when host joins	Yes
Start video when participant joins	No
Audio options	VoIP and Telephony
Mute upon entry	Yes
Only authenticated users(Zoom account required)	No
Status	In progress

Install Zoom S/W

After clicking the [Start meeting] button, a new pop-up window pops up to guide the installation of Zoom S/W.

After downloading and installing the file, you can participate in zoom meeting by refreshifying.

EXERCISE	Open zoom.us? https://yonsei.zoom.us wants to open this application. Always allow yonsel.zoom.us to open links of this type in the associated app Cancel Open zoom.us	Support	English -
	Click Open zoom.us on the dialog shown by your browser If you don't see a dialog, click Launch Meeting below		
	Don't have Zoom Client installed? Download Now		

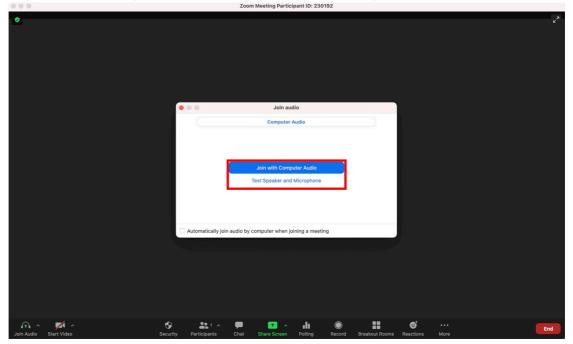
× If the file download is not smooth, please proceed through the URL below. https://zoom.us/download

% If you need to check and test in advance, please proceed through the URL below. https://zoom.us/test

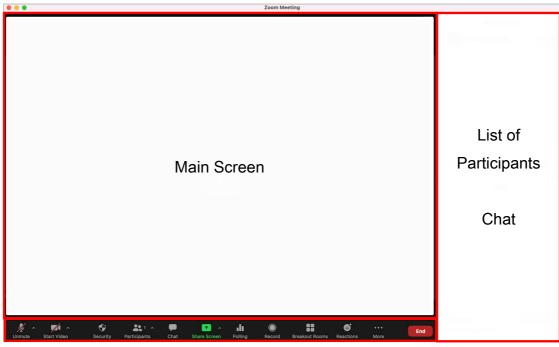
Participate in Zoom Meeting

Check your PC before participating in zoom meeting.

- * Join with Computer Audio: Use the audio environment set by default on your PC (Click)
- * Speaker and Microphone Test: Test the microphone and speaker.



Zoom Meeting Screen Configuration Guide



Zoom Meeting Toolbar

Instruction of Zoom Function

Zoom Toolbar

ТооІ	Description					
Audio	Set audio detail settings or mute by user on their own.					
Video Start Video	Set for screen sharing via camera.					
List of Participants	Click on this button to see the Participant List, and you can specify the right to speak / screen sharing by participant.					
Poll (Survey)	Organize the survey to provide participants with the survey in real time					
Share screen	Share your entire desktop or a specific program area, or use the whiteboard to publish and collaborate with your screen.					
Chat Chat	Participants can chat individually/in whole (file attachment available)					
Recording Record	Record the contents of zoom meeting and save it as a video file for students to review. (Save to your computer and upload to LMS.)					
	* Save to this computer / Save to the cloud					
End	End meeting for all/ Leave meeting					

Check Attendance of Zoom Meeting

Click 'Zoom Meeting' that is uploaded in week section, and then click the [View] button of 'Participants List' section.

Start Time 2020-10-05 15-30 Duration 3 hours Passcode Protected Yes Image: Start Video When host joins Yes Start Video When host joins Yes Start Video When participant joins Yes Mutie upon entry Yes Only authenticated users(Zoom account required) No				Unable to join at t	his time				
Passcode Protected Yes Join meeting before host Yes Waiting room enabled Yes Waiting room enabled Yes Start video when host joins Yes Audio options Yes Mute upon entry Yes Only authenticated users(Zoom account required) No Status Nonexistent on Zoom						2020-10-05 15:30			
Join meeting before host Yes Waiting room enabled Yes Start video when host joins Yes Start video when participant joins Yes Audio options YolP and Telephor Mute upon entry Yes Yes Yes Start video when intry Yes Start video when jarticipant joins No			Duration			3 hours			
Waiting room enabled Yes Start video when host joins Yes Start video when participant joins Yes Audio options VolP and Telephor Mute upon entry Yes Only authenticated users(Zoom account required) No Status Nonexistent on Zoom			Passcode Protected			Yes			
Start video when host joins Yes Start video when participant joins Yes Audio options VolP and Telephor Mute upon entry Yes Only authenticated users(Zoom account required) No Status Nonexistent on Zoom			Join meeting before ho	st		Yes			
Start video when participant joins Yes Audio options VolP and Telephon Mute upon entry Yes Only authenticated users(Zoom account required) No Status Nonexistent on Zoom			Waiting room enabled	1		Yes			
Audio options VolP and Telephor Mute upon entry Yes Only authenticated users(Zoom account required) No Status Nonexistent on Zoom			Start video when host jo	ins		Yes			
Mute upon entry Yes Only authenticated users(Zoom account required) No Status Nonexistent on Zo			Start video when participan	t joins		Yes			
Only authenticated users(Zoom account required) No Status Nonexistent on Zo			Audio options			VoIP and Telephony	VoIP and Telephony		
Status Nonexistent on Zo			Mute upon entry			Yes	Yes		
		Onl	y authenticated users(Zoom acc	ount required)		No			
All meetings Host-Info API Zoom-Info API Progress-History API			Status			Nonexistent on Zoom			
			All meetings	lost-Info API Zoom-In	to API Progress-His	tory API			
re progress list		-							
No. Lecture start time Lecture end time Running time Participants Participants List	No.	Lecture start time	Lecture end time	Running time	Participants	Participants List	API result view		

* You can check the attendance list after 4 hours after the zoom meeting ends.

Click the [View] button of 'View participation details' at participants list. Check 'Join time', 'Leave time', and 'Participation duration'.

Summary	view View	all participants	Kim					×	
			No.	Join	time	Leave time	Participation duratio	n —	
	Number of lists	15 🗸	1	2020-10	-05 15:55	2020-10-05 16:01	00:05:39		
	Search	Name, idnu	2	2020-10	-05 16:01	2020-10-05 16:38	00:37:17		
	Startin		3	2020-10	-05 16:38	2020-10-05 16:41	00:03:11		
			4	2020-10	-05 16:41	2020-10-05 17:32	00:50:29		
otal : 4									Lecture information Excel export
No.	User pictu	re					CI	ose	View participation details
1	2		t003		Kim	01:3	6:36		View
2	2		t004		Lee	01:3	2:23		View
3	2		t005		Park	01:4	9:26		View
4			t006		Choi	01:3	2:21		View