



Guidelines on Zoom real-time English Bridging Programme (for New S1 Students)



CCC Chuen Yuen College

July, 2021

CCC Chuen Yuen College

New S1 Bridging Course (2020 – 2021)

Zoom Real-time Lesson Timetable

Teacher-in-charge : Mr. CHAN Ki-yeung (陳其暘老師)

	19/07 星期一 (Monday)	09/08 星期一 (Monday)
2:00pm - 3:30pm	Zoom ID: <u>690 391 5821</u>	Zoom ID: <u>690 391 5821</u>

Information for New S1 Students

- Format of Student's Name:

English Full Name (Chinese Name)

- Example of Student's Name:

CHAN TAI MAN, PETER (陳大文)

1 .HARDWARE NEEDED

Hardware needed

Hardware Required for Video Conferencing

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

What is Video Conference?

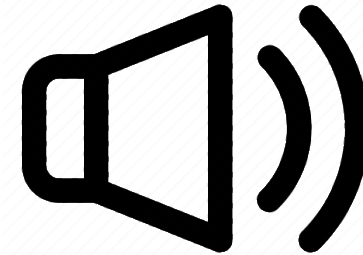
Video Conferencing is the technology that

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



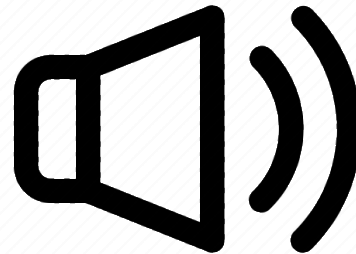
Desktop computer

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



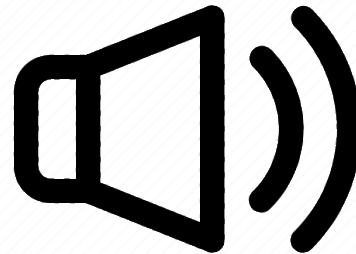
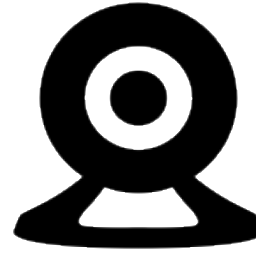
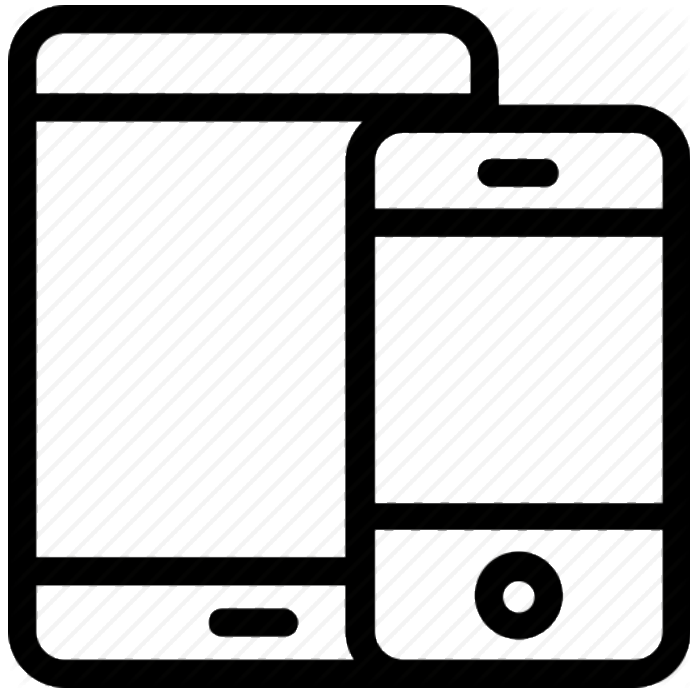
Notebook computer

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



Tablet / Smart phone

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



Equipment of Video Conference

- 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

2. INSTALLATION OF SOFTWARE

Zoom Cloud Meeting

- Desktop or notebook computer
Download "Zoom Client for Meetings"

https://zoom.us/download#client_4meeting



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

Download Center

Download for IT Admin ▾

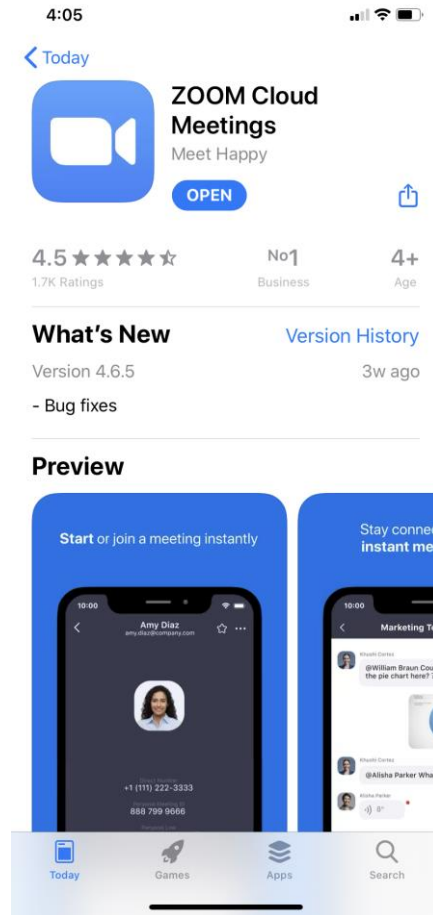
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

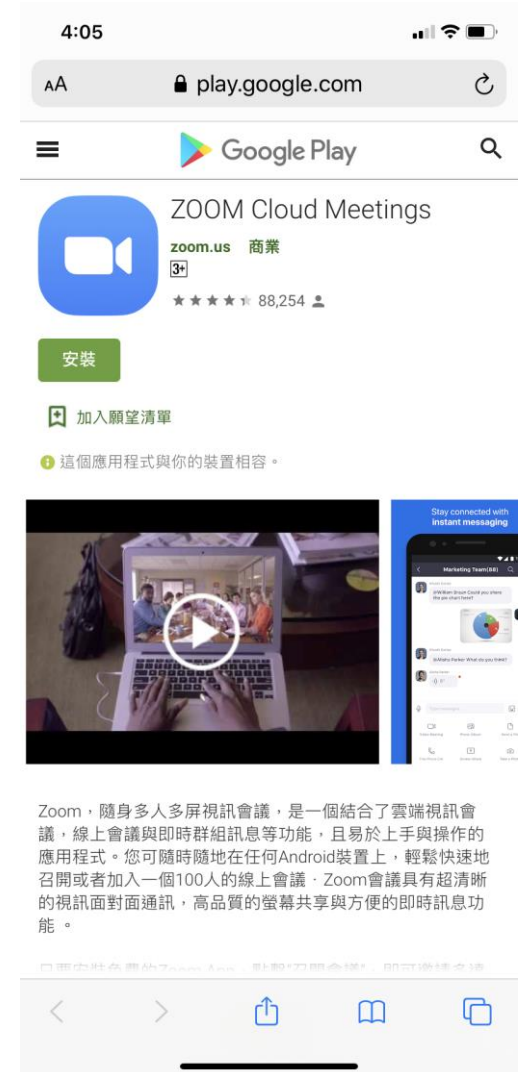
Download

Version 4.6.4 (17383.0119)

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

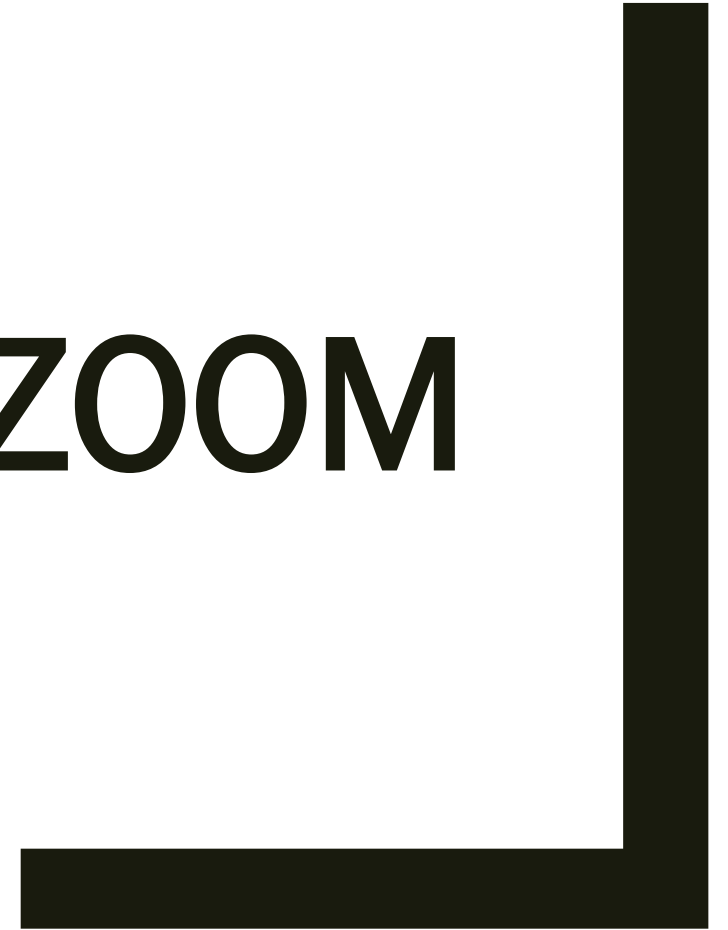


iPhone / iPad



Android

3. USE OF ZOOM



How to join meeting? (Desktop / Notebook)

- Click the link in Zoom Timetable provided in the “**News Update**” of the School Website (<https://www.chuenyuen.edu.hk/>)

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Zoom Real-time Lesson Timetable

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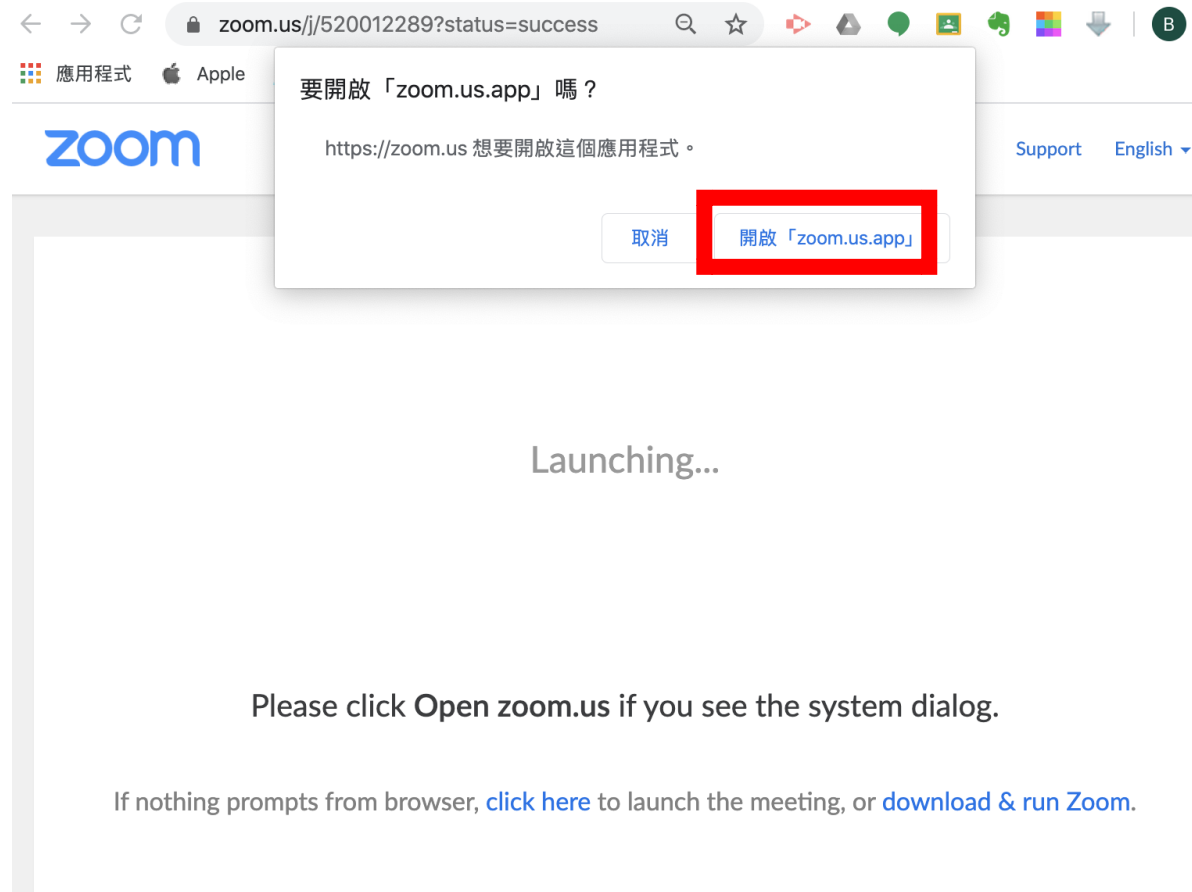
How to join Zoom meeting?
Click the above link to join Zoom meeting and attend the lesson.

Please your English full name and Chinese Name:
Format of Student's Name: **English Full Name (Chinese Name)**
Example of Student's Name: **CHAN TAI MAN, PETER (陳大文)**

Remarks: Please allow camera and microphone to be accessed by Zoom.

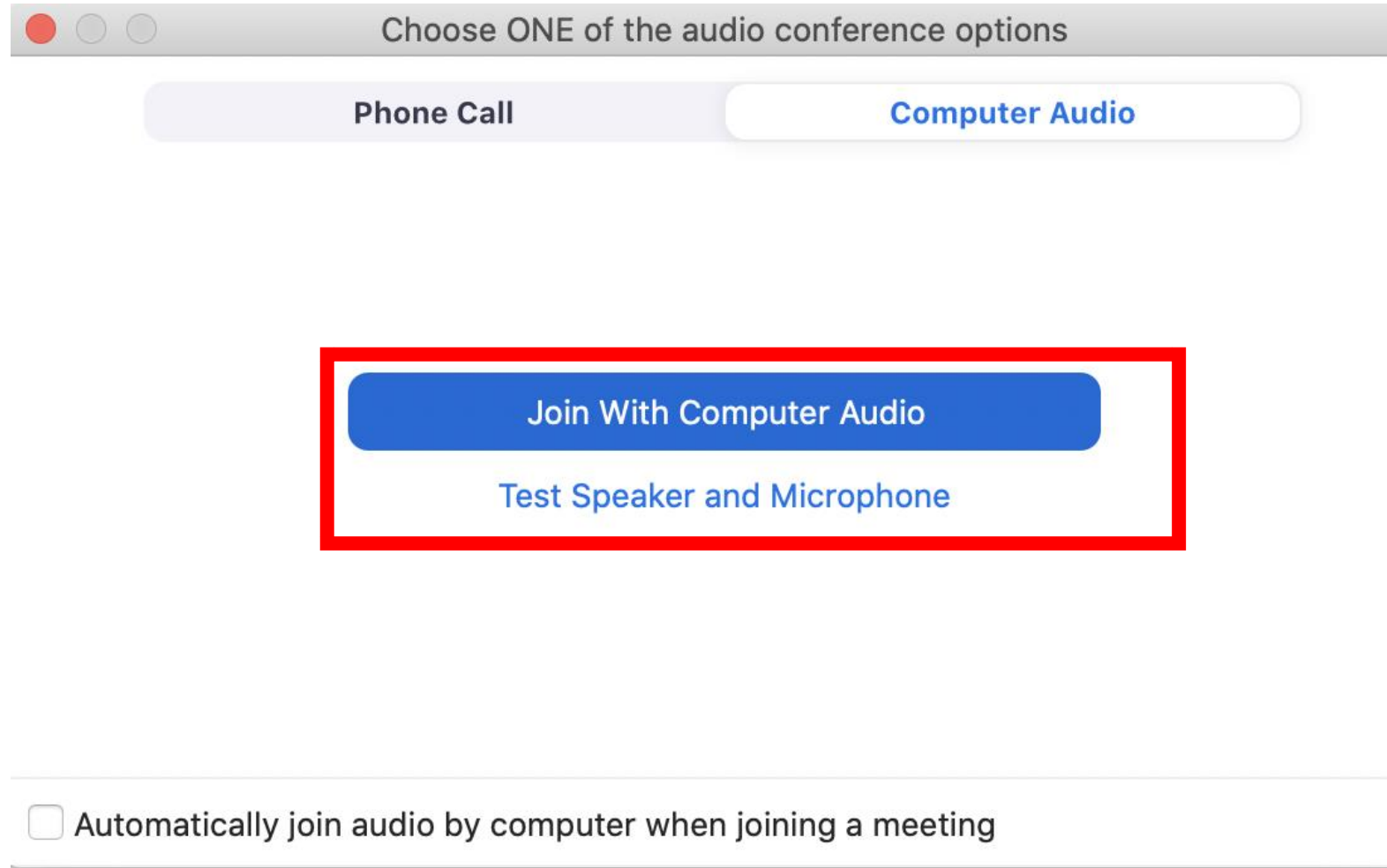
How to join meeting? (Desktop / Notebook)

- Open Zoom website first, then redirect to Zoom.



按「使用電腦音頻加入」

Click Use “Join with Computer Audio”



The screenshot shows a window titled "Choose ONE of the audio conference options". It contains two buttons: "Phone Call" and "Computer Audio". The "Computer Audio" button is highlighted with a blue border. Below these buttons, there is a red rectangular box containing a blue button labeled "Join With Computer Audio" and a link labeled "Test Speaker and Microphone". At the bottom of the window, there is a checkbox labeled "Automatically join audio by computer when joining a meeting".

Choose ONE of the audio conference options

Phone Call Computer Audio

Join With Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

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

若同學按『加入會議』，需要輸入正確會議 ID

If you clicks Join, input correct meeting ID.

輸入請輸入英文及中文全名作為您的登入名稱

Please your English and Chinese full name.



Zoom

加入會議

新會議 ▾

加入

安排

共享螢幕 ▾

690 391 5821

CHAN TAI MAN, PETER (陳大文)

☐ 在以後的會議中使用目前名稱

☐ 不自動連接音訊

☐ 保持視訊關閉

加入會議

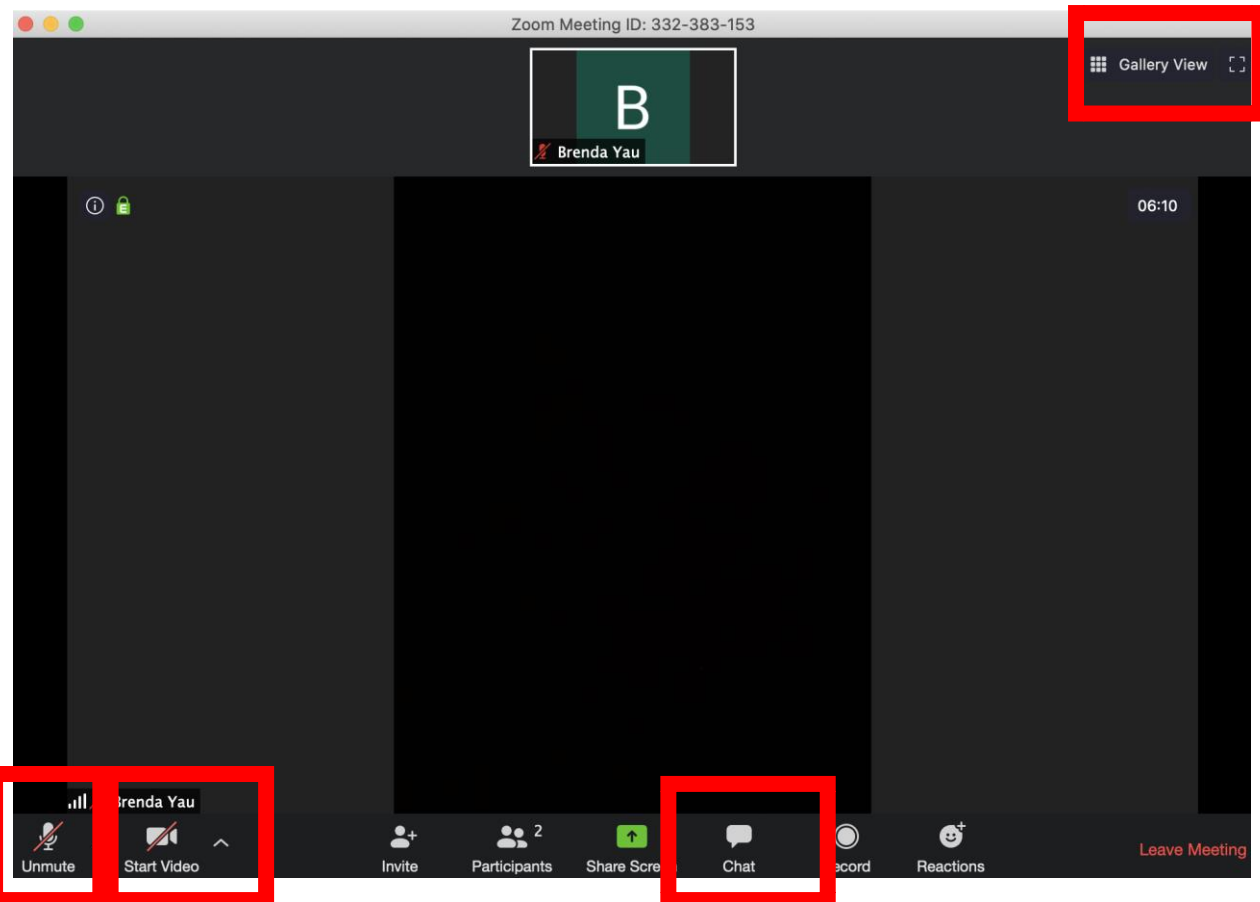
取消



How to join meeting? (MOBILE DEVICE)

- Click the link in Zoom Timetable.
- The link will launch Zoom.
- 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

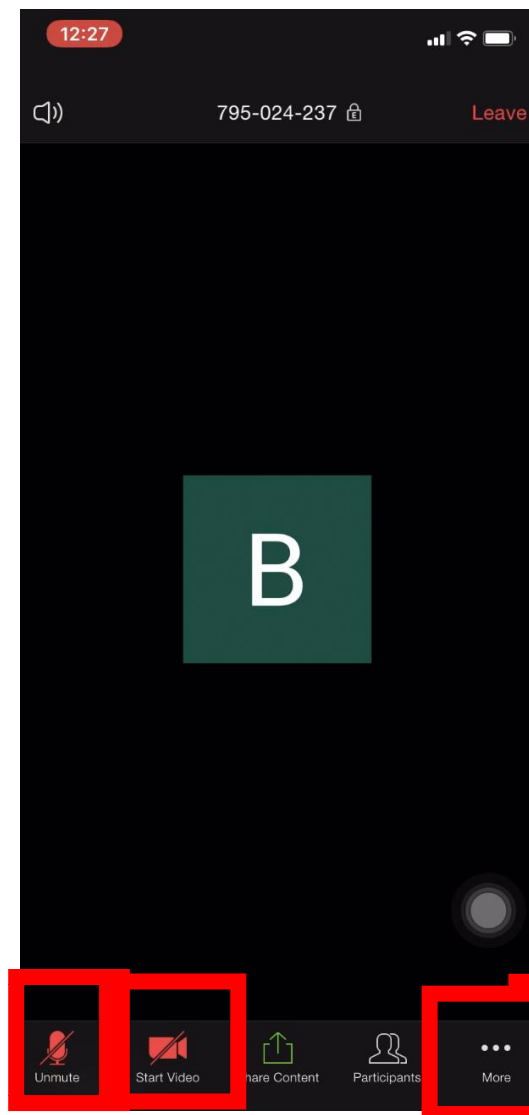
開咪/靜音
Mic on/off

開鏡頭/
關鏡頭
Camera On/
Off

聊天室
Chat Room

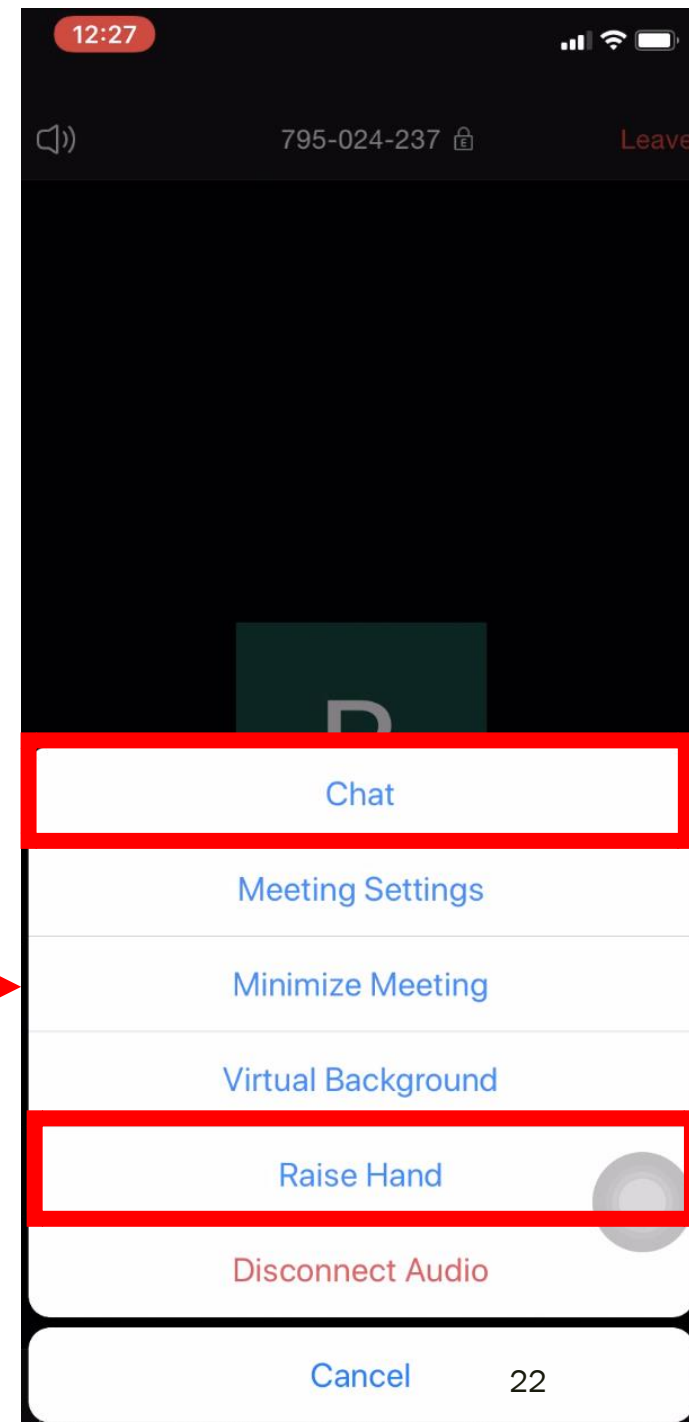
版面
(手機)
LAYOUT
(MOBILE
DEVICE)

開咪/
靜音
Mic
on/off



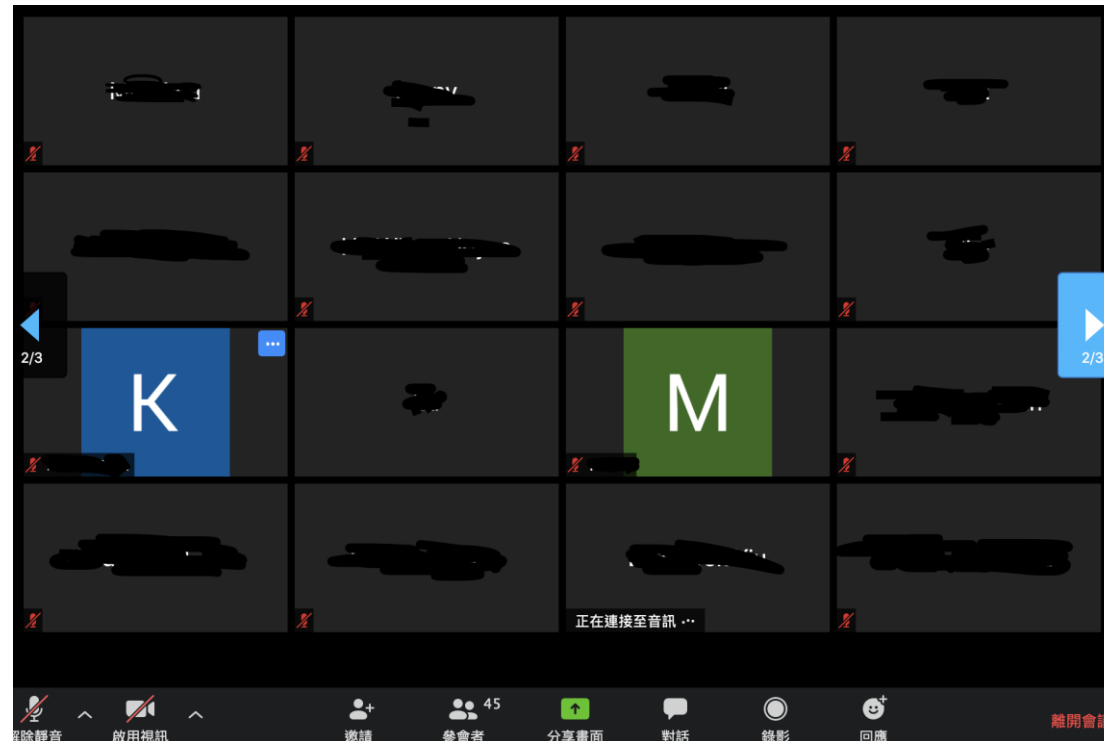
開鏡頭/關鏡頭
Camera On/Off

Click
More



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:

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

Ways of communication

- By microphone
- By raising hand
- By chat

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.
- Recommendation:
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 subject teacher or class teacher for assistance
- Wake up early. Sleep early.
- After using computer for a period of time, take a break regularly.

