

# ZOOM Instructor Guide

Last Modified on 07/09/2021 6:10 pm HKT

## Overview

- The University has selected Zoom as the primary platform to support synchronous teaching and learning activities. Zoom is trusted by universities and well received by users around the world (including mainland China). Despite its rich features, most users find it very easy to use.

## Capacity

- All CUHK Staff and Student users can login CUHK ZOOM Portal (<https://cuhk.zoom.us>) to schedule and host ZOOM meetings of up to 300 participants.
- Special arrangement has to be made by ITSC to allocate a large meeting license, which allows up to 1000 participants. Apart from “Meeting”, ZOOM can conduct “Webinar” which allows up to 10,000 participants. “Meeting” and “Webinar” have different functionality. For more about special license, please refer to [this page](https://help.edtech.cuhk.edu.hk/docs/the-current-zoom-license-allows-a-meeting-with-up-to-300-participants-only-what-if-more-than-300-participants-are-expected) (<https://help.edtech.cuhk.edu.hk/docs/the-current-zoom-license-allows-a-meeting-with-up-to-300-participants-only-what-if-more-than-300-participants-are-expected>).

## System Requirements

System Requirements (e.g. bandwidth) and Equipment Suggestions:

- **PC, Mac, and Linux** (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
- **iOS, iPadOS, and Android** (<https://support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-and-Android>)

## Security

- **Best Practices for Securing Your Zoom Meetings** (<https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>)
- **Zoom Trust Center** (<https://zoom.us/docs/en-us/privacy-and-security.html>)

## Special Notes for China Access

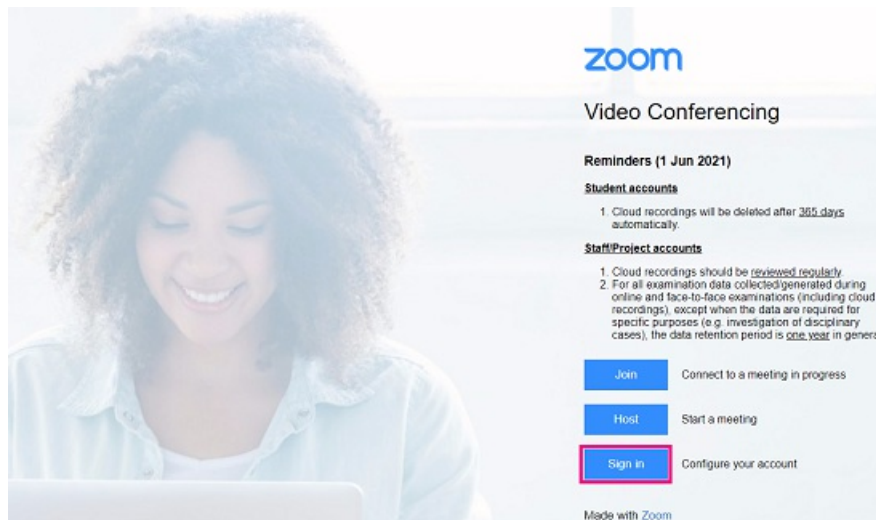
- If users in Mainland China cannot access <https://cuhk.zoom.us> (<https://cuhk.zoom.us/>), please try the **Pilot CUHK VPN Add-On service** (<https://help.edtech.cuhk.edu.hk/docs/pilot-cuhk-vpn-add-on-service>).
- In case users are located in China and have problem in accessing [https://cuhk.zoom.us/...](https://cuhk.zoom.us/) (<https://zoom.us/>) when **viewing ZOOM recordings**, please try using [https://cuhk.zoom.com.cn/...](https://cuhk.zoom.com.cn/) (e.g. <https://cuhk.zoom.com.cn/signin>, <https://cuhk.zoom.com.cn/download>)
- [zoom.cn](https://zoom.com.cn) has NO relationship with the Zoom service subscribed by CUHK

## Quickstart Instructions

- **Account activation**
  1. Launch a web browser, go to <https://cuhk.zoom.us> (<https://cuhk.zoom.us/>) (<https://cuhk.zoom.com.cn/signin> for users in mainland China).

Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

Copyright © 2020 The Chinese University of Hong Kong. All rights reserved.



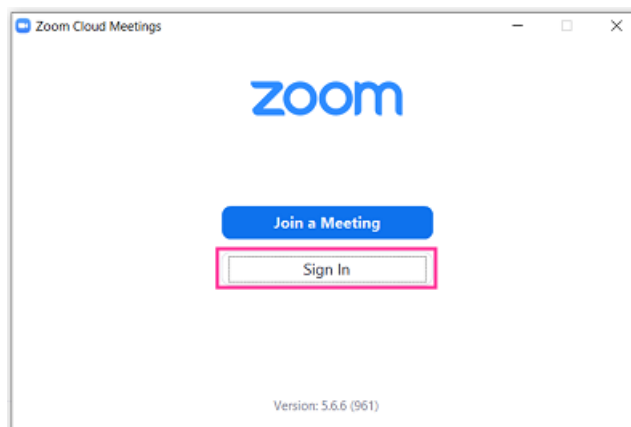
2. Click “Sign in” and login via CUHK Login with CUHK email alias and OnePass password.

- Schedule a meeting

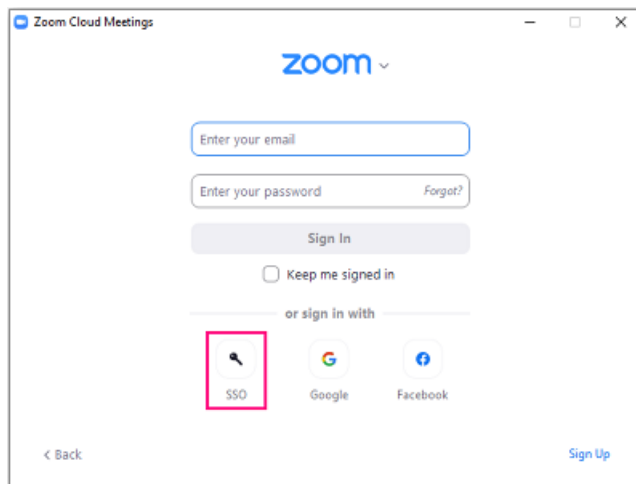
- Method 1: Via Zoom LTI on Blackboard. For more, please refer to CUHK EdTech Help Center: [Blackboard's ZOOM Integration](https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-integration) (https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-integration)
- Method 2: Via CUHK Zoom Portal (<https://cuhk.zoom.us> (https://cuhk.zoom.us/)). For more, please refer to Zoom Help Center: [Scheduling meetings](https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings) (https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings) (Web)
- For more about the meeting options, please go through CUHK EdTech Help Center: [Scheduling meetings](https://help.edtech.cuhk.edu.hk/docs/scheduling-meetings) (https://help.edtech.cuhk.edu.hk/docs/scheduling-meetings)
- Please note the Meeting ID expiration rules: Zoom Help Center: [Meeting and Webinar IDs](https://support.zoom.us/hc/en-us/articles/201362373-Meeting-and-Webinar-IDs) (https://support.zoom.us/hc/en-us/articles/201362373-Meeting-and-Webinar-IDs)

- Sign in Zoom client to start a meeting

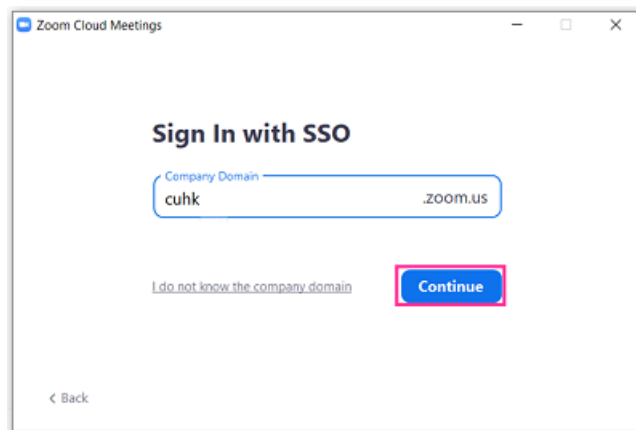
1. Download and Install Zoom client from Zoom: [Download Center](https://zoom.us/download) (https://zoom.us/download). You are advised to use **Zoom desktop client**.
2. Before you start the meeting, please check if the client is updated. For more: Zoom Help Center: [Downloading the latest Zoom update](https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version) (https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version)
3. To sign in Zoom client:
  1. Click “Sign In”.



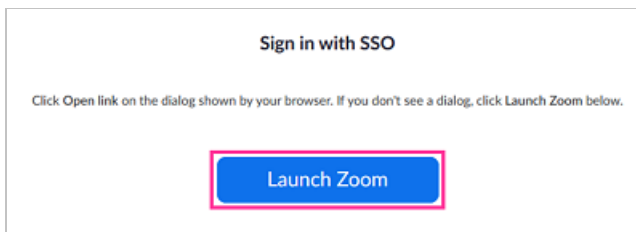
2. Select “Sign in with SSO”.



3. Enter 'cuhk' as the company domain, and click "Continue". Login via CUHK Login with CUHK email alias and OnePass password.



4. Click "Launch Zoom" or open Zoom.



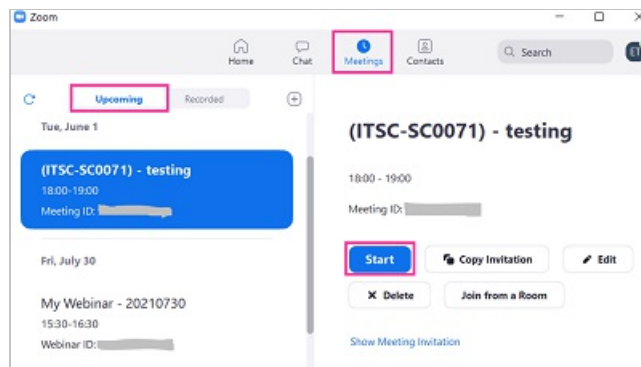
You could also refer to the videos below:

- [Zoom - CUHK Login - Desktop Client \(Win\)](https://youtu.be/JNzcGZe1gpk) (https://youtu.be/JNzcGZe1gpk)
- [Zoom - CUHK Login \(iPhone\)](https://youtu.be/8SOIdC9qoLM) (https://youtu.be/8SOIdC9qoLM)
- [Zoom - CUHK Login & ad hoc Meeting - Android](https://youtu.be/jrSc6_gqWQM) (https://youtu.be/jrSc6\_gqWQM)

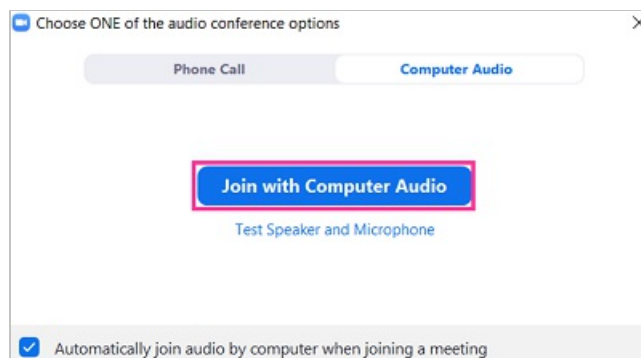
Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

- Start a meeting

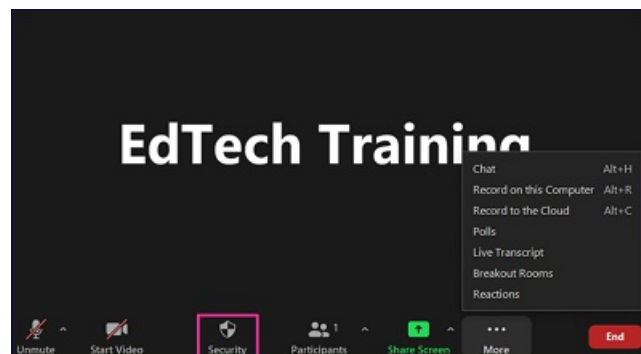
1. After signing in, select the meeting under “Meetings” > “Upcoming” and click “Start”.



2. Test your speaker and microphone or Join with Computer Audio.



3. Please check “Security” for the in-meeting security options as well: Zoom Help Center: [In-meeting security options](https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options) (<https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options>).



To learn about the features of Zoom Meetings, please refer to CUHK Help Center: [ZOOM: Features](https://help.edtech.cuhk.edu.hk/docs/features) (<https://help.edtech.cuhk.edu.hk/docs/features>)

## ZOOM Help Center

- [Schedule a meeting](https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-) (<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->)
  - [Scheduling Privilege](https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-Privilege) (<https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-Privilege>)
  - [Alternative Host](https://support.zoom.us/hc/en-us/articles/208220166-Alternative-Host) (<https://support.zoom.us/hc/en-us/articles/208220166-Alternative-Host>)
- [Join a meeting](https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-) (<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->) ([Join a test meeting](https://zoom.us/test) (<https://zoom.us/test>))
  - [Attendee Controls in a Meeting](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting) (<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>)
  - [Virtual Background](https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background) (<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>)
  - [Share my screen](https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-) (<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->)
  - [Whiteboard](https://support.zoom.us/hc/en-us/articles/205677665) (<https://support.zoom.us/hc/en-us/articles/205677665>)
  - [Annotation](https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard) (<https://support.zoom.us/hc/en-us/articles/115005706806-Using-annotation-tools-on-a-shared-screen-or-whiteboard>)

Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

- **Host and co-host controls in a meeting** (<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->)
  - **Polling** (<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>)
  - **Breakout Rooms** (<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>)
  - **Meeting recording** (<https://support.zoom.us/hc/en-us/sections/200208179-Recording>)
- **More:** <https://support.zoom.us/hc/en-us>

## ZOOM Training

- **Panopto for Teachers (1 hour, ZOOM walk-through)** (**Recording - 2021 Aug** (<https://help.edtech.cuhk.edu.hk/docs/zoom-for-teachers-2021-aug>))

## ZOOM Features Highlights (2021/22)

- **Focus mode** (<https://support.zoom.us/hc/en-us/articles/360061113751-Focus-mode->)
- **Immersive view** (<https://support.zoom.us/hc/en-us/articles/360060220511-Immersive-View>)
- **Breakout Room: Allow participants to choose room** (<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>)

## ZOOM Features Highlights (2020/21)

- **ZOOM Accessibility** (<https://zoom.us/accessibility>) - **Automatic Transcripts** ([https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings-\\_ga=2.177759968.494881096.1614756525-359380451.1613573452](https://support.zoom.us/hc/en-us/articles/115004794983-Automatically-Transcribe-Cloud-Recordings-_ga=2.177759968.494881096.1614756525-359380451.1613573452))
- **ZOOM Integration in Blackboard Course** (<https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-integration>)
- **ZOOM's Scheduling Tracking Fields** (<https://help.edtech.cuhk.edu.hk/docs/zooms-scheduling-tracking-fields>)
- **uReply** (<https://www.web.ureply.mobi/>) - **Attendance Beta** ([https://122cf8ce-250e-4a32-897c-ecb832d59e78.filesusr.com/ugd/af4ab3\\_3b9932b23e764a2db054afdebf59d70b.pdf](https://122cf8ce-250e-4a32-897c-ecb832d59e78.filesusr.com/ugd/af4ab3_3b9932b23e764a2db054afdebf59d70b.pdf))
- **"Automatic upload of ZOOM cloud recording to Panopto Cloud** (<https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-panopto-cloud-integration>)" feature (requires Blackboard, and ZOOM)

## Additional Resources

- For more Zoom Instructor Resources, please click [here](https://help.edtech.cuhk.edu.hk/docs/zoom-instructor-resources) (<https://help.edtech.cuhk.edu.hk/docs/zoom-instructor-resources>).
- Related resources on **eLearning@CUHK** (<https://www.elearning.cuhk.edu.hk/>):
  - **Teaching with Tech** (<https://www.cuhk.edu.hk/eLearning/download/TeachingWithTechOverview2021.pdf>) **Overview**
  - **Tips on Hybrid Classrooms** (<https://www.cuhk.edu.hk/eLearning/download/AGuideToHybridClassrooms.pdf>)
  - **General Tips for Online Teaching and Learning** ([http://www.cuhk.edu.hk/clear/prodev/General\\_Tips\\_for\\_Online\\_Teaching\\_and\\_Learning.pdf](http://www.cuhk.edu.hk/clear/prodev/General_Tips_for_Online_Teaching_and_Learning.pdf))