

Best Practice Suggestions

- Communication with students about ZOOM is important. ZOOM online learning represents what is done nowadays everywhere in the modern globalized business world. Meetings across the globe are done online rather than face to face. ZOOM learning is therefore learning for life.
- It may be difficult for first-time ZOOM teachers to concentrate on the substance of their teaching and on the technical aspects of ZOOM at the same time. In order to ensure that teachers do not forget to press the correct buttons (recording, join via audio etc.) departments may assign one admin/IT colleague to join each first session of each teacher for 10 minutes.
- Teachers who have tested ZOOM teaching reported more interaction than in face-to-face classes. However, it is difficult to manage all the incoming comments, questions and handsups via the chat function. Teachers therefore must consider de-activating the chat function. Alternatively, teachers can explain to students that the chat function may be disruptive in case of too many incoming comments, questions etc. and that teachers can therefore respond only selectively.
- Departments may consider to mute all students as default position.
- Departments may consider de-activating the video function for students as default position.
- Departments may consider de-activating the password function to allow easier access.
- iPad works for ZOOMing, but is less stable. Therefore, it is strongly advised to use laptops or desktops.
- During interactive ZOOM sessions students may say something they would rather not have on record. Departments may therefore consider not to record tutorials.
- Recorded ZOOM sessions which are uploaded via Panopto are not downloadable and are therefore protected against unauthorized use. Because students want the ppts/shared materials, these must be made available in a different form, e.g. via email or on the Blackboard site (without protection against unauthorized use).
- It may be difficult for teachers to schedule all teaching sessions. Admin colleagues can help. Teachers have to assign the schedule privilege to admin colleagues. Admin colleagues can also inform students. See the sample below.

From: ... [Programme]
Cc: ... [Course teacher(s)]
Subject: ... [Course code and name] - Real-time online interactive teaching sessions starting from 20 February 2020

Dear Students of ...,

Please note that the course teacher(s) will deliver real-time online interactive teaching sessions by the software ZOOM starting from 20 February 2020, unless otherwise announced later. Details of the ZOOM meetings are given below:

Lecture	Tutorial
<p><u>By ...</u> Feb 20, 2020 09:15 AM Mar 5, 2020 09:15 AM Mar 12, 2020 09:15 AM Mar 19, 2020 09:15 AM</p> <p>Join Zoom Meeting https://cuhk.zoom.us/j/...</p> <p>Meeting ID:</p>	<p><u>By ...</u> Feb 20, 2020 01:00 PM Feb 20, 2020 06:00 PM</p> <p>Join Zoom Meeting https://cuhk.zoom.us/j/...</p> <p>Meeting ID:</p>
<p><u>By ...</u> Apr 2, 2020 09:15 AM Apr 9, 2020 09:15 AM Apr 16, 2020 09:15 AM</p> <p>Join Zoom Meeting https://cuhk.zoom.us/j/...</p> <p>Meeting ID:</p>	<p><u>By ...</u> Mar 16, 2020 01:00 PM Mar 23, 2020 01:00 PM</p> <p>Join Zoom Meeting https://cuhk.zoom.us/j/...</p> <p>Meeting ID:</p>
<p><u>By ...</u> Apr 2, 2020 09:15 AM Apr 9, 2020 09:15 AM Apr 16, 2020 09:15 AM</p> <p>Join Zoom Meeting https://cuhk.zoom.us/j/...</p> <p>Meeting ID:</p>	<p><u>By ...</u> Apr 9, 2020 01:00 PM Apr 16, 2020 01:00 PM</p> <p>Join Zoom Meeting https://cuhk.zoom.us/j/...</p> <p>Meeting ID:</p>

The online interactive teaching sessions of Lectures will also be recorded and uploaded to the Blackboard course site after each class meeting.

For first time ZOOM users, please set up ZOOM and try the above link at least 30 minutes before the class time. Details regarding the steps to login ZOOM are available at <https://cuhk-edtech.padlet.org/web/ma76lbt9hu8> .

Please click the above ZOOM meeting link or enter the above Meeting ID to join the class meetings after you have set up ZOOM at your computer/device. Make sure you join with computer audio or equivalent audio function. For students accessing ZOOM from the Mainland, 1) please visit <https://zoom.com.cn> , 2) select “Join a Meeting” and 3) enter the above Meeting ID.

The above links and the meeting IDs will be the same for the rest of the class meetings, unless otherwise announced.

Due to privacy considerations, the default setting of the ZOOM class has been set to turn OFF the video function for students. In the case that you change that default setting and turn on the video function on your ZOOM, you may well be recorded in the class video, which will be made available at the BlackBoard after class.

Therefore, you are reminded that unless you wish to be recorded please DO NOT change the default setting during the class.

If you have any questions or need any assistance, please let us know.

Best regards,

Your ... Programme Team
