Using ZOOM with KEEP

KEEPAttendance

Method A:
The optimal way is to share the URL below the roll call QR code in the ZOOM meeting chat. It would also be the least intrusive and most user-friendly method.

e.g. https://poll.keep.edu.hk/a/257/1864

KEEPAttendance demo
Start Time: 2018-06-06 14:17

Current Attendance: **0** / 3
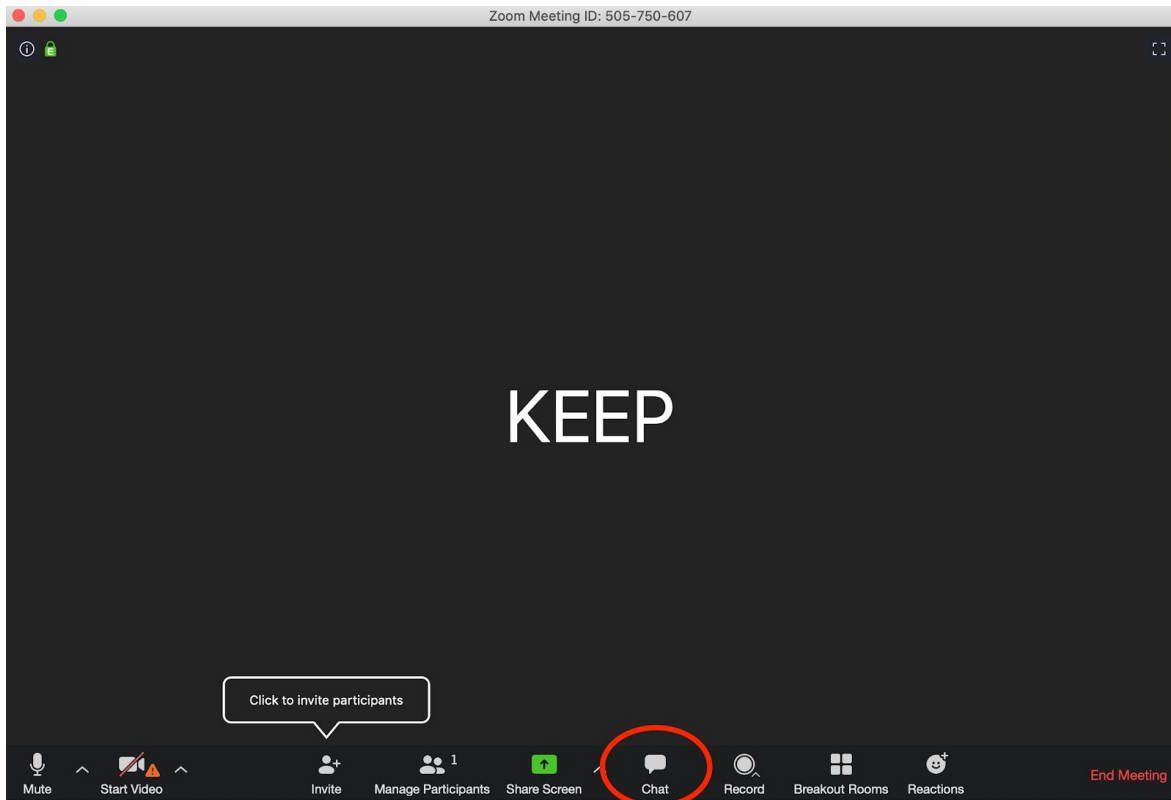
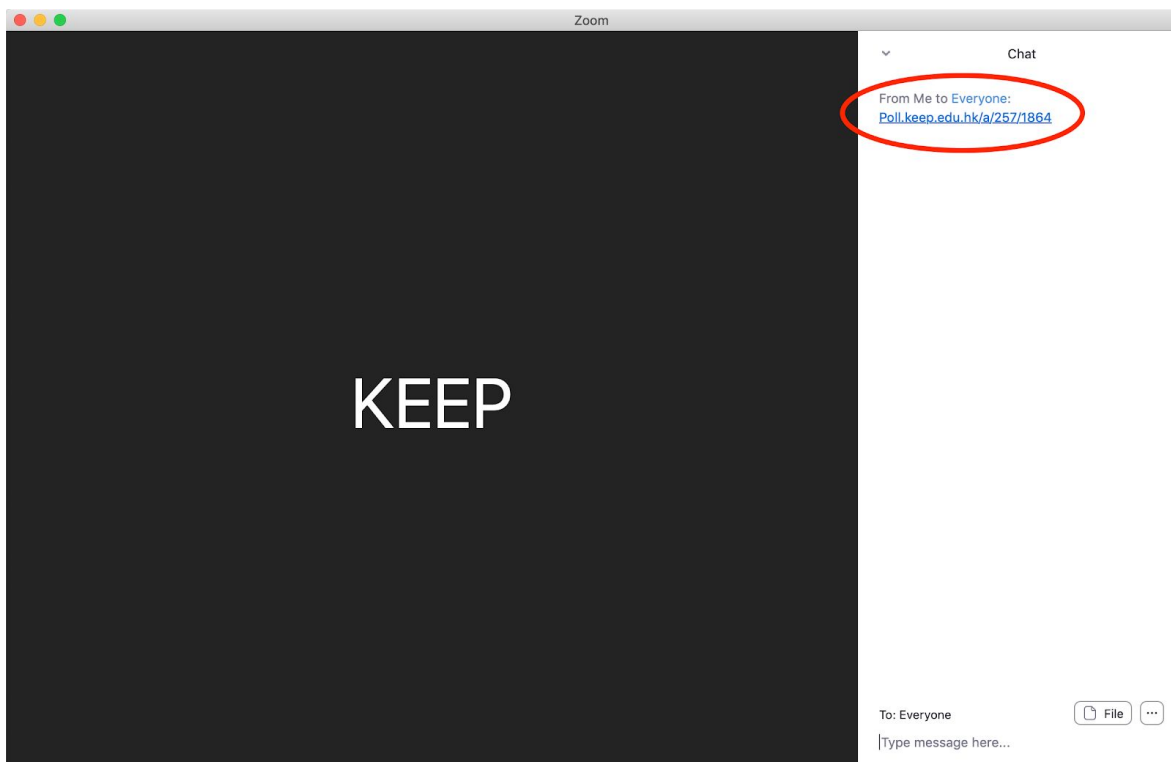URL: https://poll.keep.edu.hk/a/257/1864

Pause Roll Call   Stop Roll Call

*Preferably load the roll call or at least your course in KEEPAttendance in advance before performing the steps below.
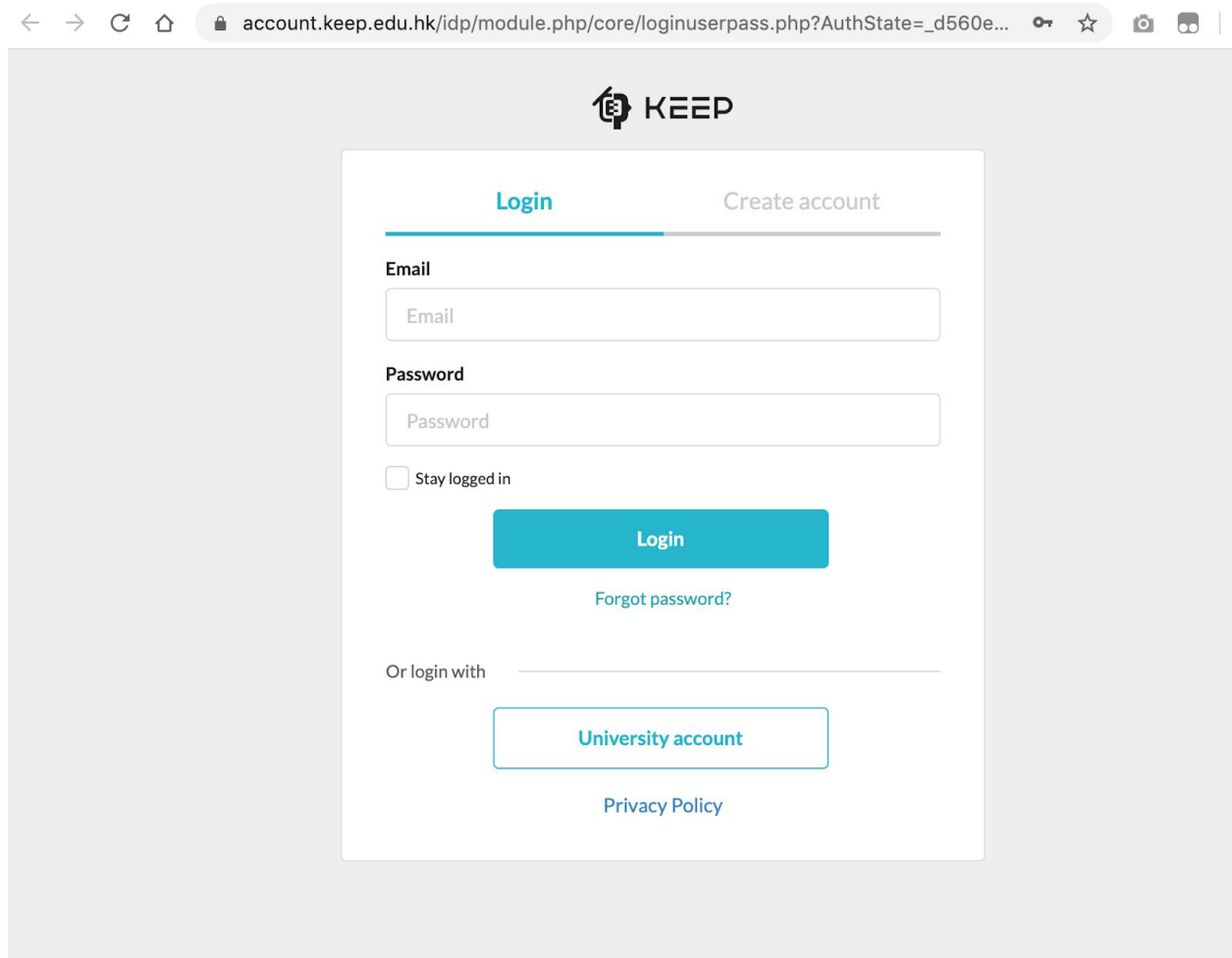
Step 1: Open chat in the ZOOM meeting.

Step 2: Type in the URL and share with everyone in the meeting.

Step 3: After clicking on the URL, learners will be prompted by the browser to log in to KEEP if they haven't already done so.
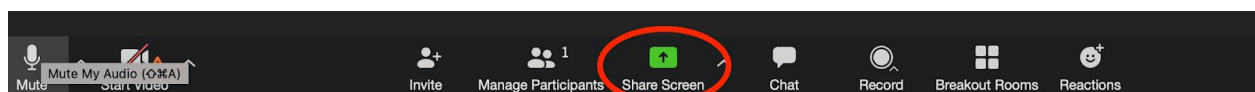

Step 4: Pause/Stop roll call when needed. Do note that participants can take a screenshot of the QR code or the URL through other channels (e.g. Whatsapp) for potential cheating.

Step 5: Obtain Usage Report (if necessary).

Method B:
If you are sure all learners have 2 devices (desktop/laptop AND mobile phone), you can use ZOOM's Share Screen function to show the QR code as in a lecture hall.

Step 1: Click on the 'share screen' button on the toolbar at the bottom.

Step 2: ZOOM will ask you to pick an application to share screen, and you can choose the browser that you have the KEEPAttendance roll call open in.

Step 3: Preferably also share the roll call URL in Zoom chat (please refer to method A), just in case students are only using their phone to access Zoom. They cannot use the phone camera to scan their own screen.

Step 4: Pause/Stop roll call when needed. Do note that participants can take a screenshot of the QR code or the URL through other channels (e.g. Whatsapp) for potential cheating.
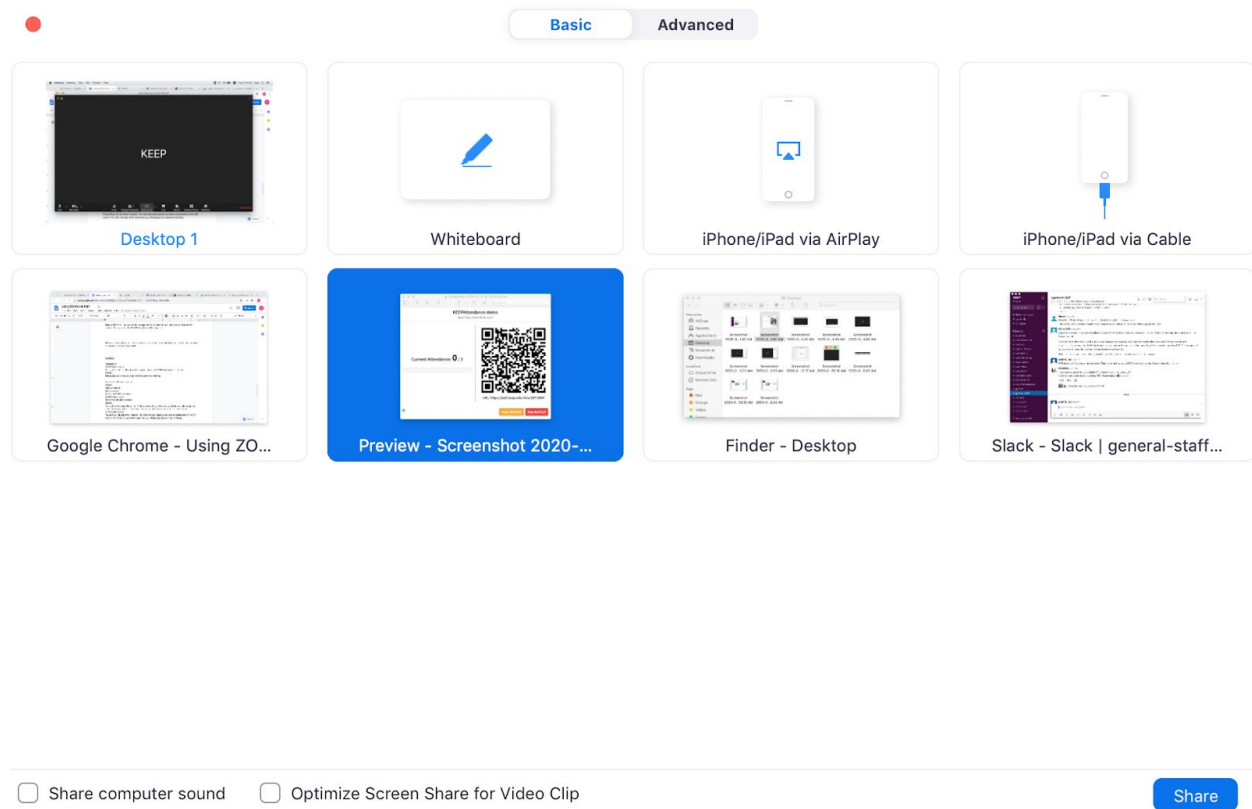
Step 5: Obtain Usage Report (if necessary).

We are studying the possibility of a tighter integration that would help you take attendance even more easily. Please stay tuned!

KEEPCourse

<u>Share a Zoom meeting (Basic)</u>
You need to share the following information:
The Join URL (or https://cuhk.zoom.us and the meeting ID), and Password (optional)
KEEP Moodle: you can share the information in a Label, a Page or a URL
KEEP Open edX: you can share the information in Text, Raw HTML, or Announcement

(Other integration under investigation)

Taking attendance without using KEEPAttendance

<u>By solely using ZOOM</u>
Strongly suggested:
Require registration for participants when setting up your meeting. After the meeting, go to
Reports > Usage Reports > Usage https://cuhk.zoom.us/account/my/report and click the
participants column to see the attendance list.

Honour system:
If your meeting is secure (e.g. password protected), you can consider asking learners to report
their names and/or student IDs in the Chat function in ZOOM (Suggested: chat to Host instead
of Everyone).

<u>With eLearning Platforms</u>
If you use KEEP Open edX, KEEP Moodle or even Blackboard, you can schedule problems for
students to attempt within a certain window (e.g. 3pm to 4pm).

Last updated on 11 Feb 2020