## Contents

Introdu	uction	1
Α.	Disable students screen sharing	1
В.	Disable students private chat OR only allow students to chat with host	2
C.	Mute all students AND disallow students to unmute themselves	4
D.	Disable students annotation on your shared screen	. 5

## Introduction

ZOOM is flexible. With different meeting options, it can be used to support online meetings/classes/workshops for different purposes. This user guide describes the suggested **meeting options for large online classes**.

	109-741-371			
6		Talking:		
N	leeting Topic:	PHIL1011B		
н	ost:	Prin Lau		
P	assword:	393586		
Ir	vitation URL:	https://cuhk.z	:oom.us/j/1	09741371?pwd=c0JieDBmcm1Sem
		Copy URL		
P	articipant ID:	38		
ĺ	$\mathbf{\hat{h}}$	•		
[	Join Audio	Ŀ	Share	Invite Others
Сотры	Join Audio Atter Audio Connected	Ŀ	Share	Invite Others ✓ One participant can share at a time Multiple participants can share simultaneously

- A. Disable students screen sharing
  - 1. Click the arrow beside "Share". Select "Advanced Sharing Options..."

2. Select "Only Host" for "Who can share?".

	Talking:		
Meeting Topic:	PHIL1011B		
Host:	Prin Lau		
Password:	393586		
Invitation URL:	Advanced Sharing Options	×	
	How many participants can share at the same time?		
	One participant can share at a time		
Participant ID:	<ul> <li>Multiple participants can share simultaneously (dual n</li> </ul>	nonitors recommended)	
	Who can share?		
	Only Host All Participants		
	Who can start sharing when someone else is sharing?		
•	Only Host All Participants		
Join Audio	Share	Invite Others	
Computer Audio Connecte	d		

B. Disable students private chat OR only allow students to chat with host

## 1. Click "Chat".

Zoom Meeting ID: 109-741-371			-		×
	Talking:		<ul> <li>Participants (2)</li> </ul>		
			Prin Lau (Host, me)		1/2
Meeting Topic:	PHIL1011B		L lastname	1	
Host:	Prin Lau				
Password:	393586				
Invitation URL:	https://cuhk.zoom.us/j/109741371?	pwd=c0JieDBmcm1Sem			
	Copy URL				
Participant ID:	38		Mute All Unmute All	More	~
		2	✓ Zoom Group Chat		
Join Audio Computer Audio Connected	Share	Invite Others			
	_		To: Everyone V	<u>ک</u> File	•••
Linnuite Start Video Invite Manage	k <sup>2</sup> iii · · · ·	Record Breakout Pooms	type message nere		

2. Click ... button on the right and select the option

Zoom				– 🗆 X
	Talking:		<ul> <li>Partici</li> </ul>	ipants (2)
			Prin Lau (Host, r	ne) 🧏
Meeting Topic:	PHIL1011B		lastname	2 1
Host:	Prin Lau			
Password:	393586			
Invitation URL:	https://cuhk.zoom.us/j/109741371?pwd=	c0JieDBmcm1Sem		
	Copy URL			
Participant ID:	38		Mute All Unr	nute All More 🗸
Join Audio Computer Audio Connected	Share	Invite Others	∼ Zoom (	Group Chat
			To: Everyone 🗸	🖒 File 🛄
			Type message Save cl	hat
			Allow a No Ho Eve V	attendees to chat with: one st only ryone publicly ryone publicly and privately

- Select "No one" to disable chat for students
- Select "Host only" to allow students chat with host only

- C. Mute all students AND disallow students to unmute themselves
  - 1. Click "Manage Participants", then "Mute All".

Zoom Meeting ID: 109-741-371			-		×
	Talking:	×	Participants (2)		
		PL	Prin Lau (Host, me)		1
Meeting Topic:	PHIL1011B	0	lastname	Je .	
Host:	Prin Lau				
Password:	393586				
Invitation URL:	https://cuhk.zoom.us/j/109741371?pwd=c0JieDBmcm	1Sem			
	Copy URL				
Participant ID:	38				
Join Audio Computer Audio Connected	Share Invite	Others			
Computer Audio Connected					
nute Start Video Invite Manad	a Darticipante Dalle Share Chat Decord Prayle	End Meeting	Mute All Unmute All	More >	

2. Click "More" at bottom right, you have the options to disable student unmute function. If you want, you may also uncheck "Allow Participants to Rename Themselves".

More 🛩
✓ Mute Participants on Entry
✓ Allow Participants to Unmute Themselves
Play Enter/Exit Chime
✓ Allow Participants to Rename Themselves
Lock Meeting
Lower All Hands
✓ Put Participants in Waiting Room on Entry

3. To unmute a participant, rollover his/her name, and click "Unmute".

Zoom					
	Talking:		~	Participants (2)	
			PL Prin Lau	(Host, me)	1/2
Meeting Topic:	PHIL1011B		lastname	Unmute	More >
Host:	Prin Lau				
Password:	393586				
Invitation URL:	https://cuhk.zoom.us/j/109741371?pwd=c0Jief	DBmcm1Sem			
	Copy URL				
Participant ID:	38				
		<u>~</u>			
Join Audio	Share	Invite Others			
comparer viduo connecteu					
			Mute All	Unmute All	More V

## D. Disable students annotation on your shared screen

1. When sharing screen, rollover the Meeting ID (the green box) to show the meeting control menu. Then click "More" and select "Disable participants annotation".

Whiteboard - Zoom	Unmute Star	Video Manage Participant	ts Polls New Share	Pause Share Whiteboar	rd Remote Control	More	- 0 X
		<b>4</b> II	D: 109-741-371 🦹 🔒 📘	Stop Share		Chat	Alt+H
						Breakout Rooms	
						Invite	Alt+I
						Record on this Computer	Alt+R
						Record to the Cloud	Alt+C
						Disable participants annotation	
						Show Names of Annotators	
						Hide Floating Meeting Controls	Ctrl+Alt+Shift+H
						Share computer sound	
						Optimize Share for Full-screen V	ideo Clip
						End Meeting	Alt+Q

For further questions, please contact the support team at <u>elearning@cuhk.edu.hk</u>.

More: <u>https://www.elearning.cuhk.edu.hk</u>

Last updated on Feb 14, 2020