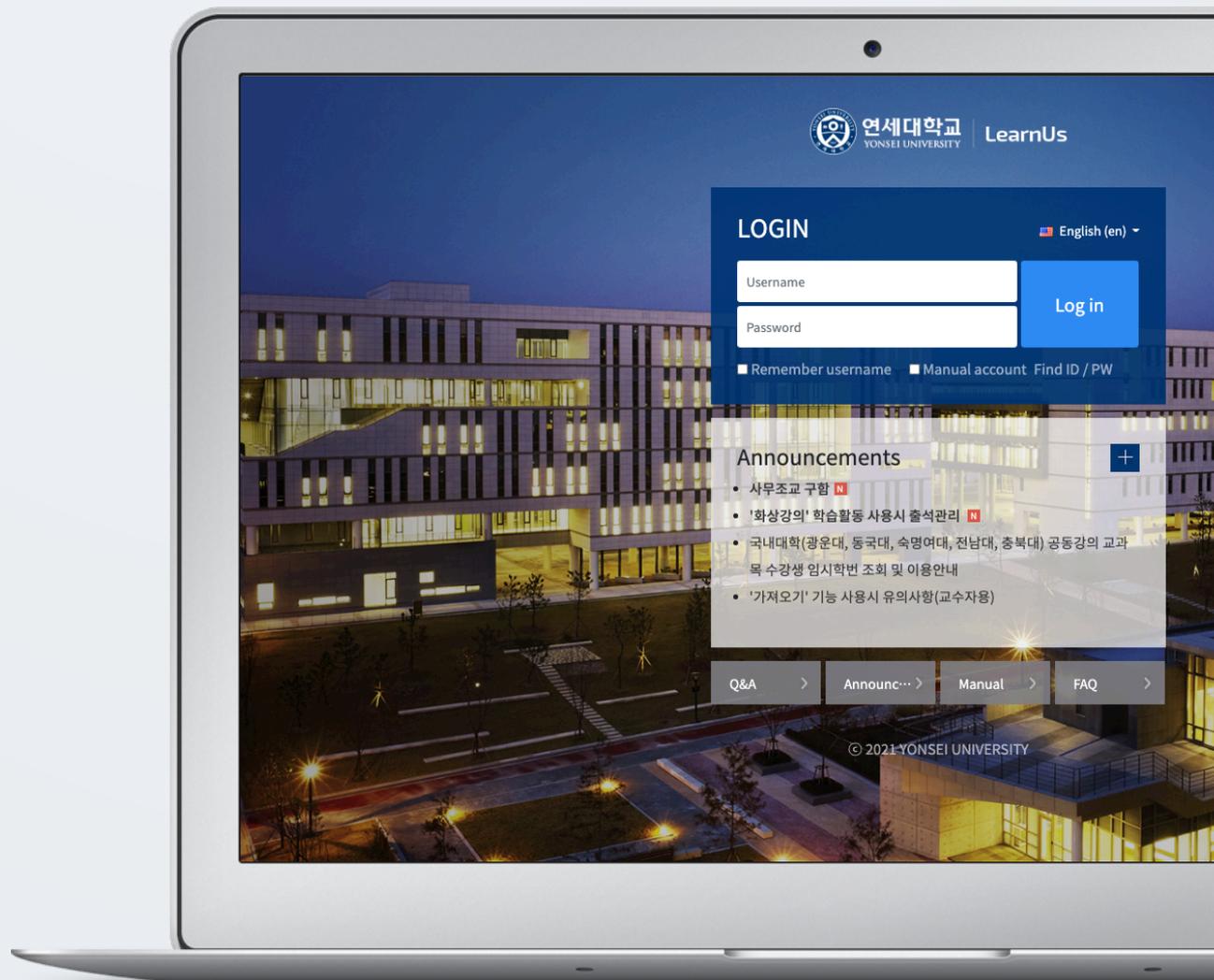


TEACHER'S MANUAL

8. ZOOM MEETING



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Zoom Meeting

For professors and students who have difficulty in face-to-face activities, LMS provide various functions such as notes, e-mails, bulletin boards, etc. for interaction anytime, anywhere. And we support real-time video lectures (Zoom meeting) and discussion classes in the form of seminars.



Using Zoom meeting, we increase interaction between professors and students. In particular, students can have good opportunities to increase their interaction by conducting dynamic interactions, such as discussions and exchange of opinions with fellow students who take the same course.

'Zoom' application guide

Contact LMS administrator to use 'Zoom Meeting'.

Click the [Start meeting] button, and then you can start 'Zoom meeting' with a new pop-up window. You can deliver the Join Link URL to students who cannot participate in video lectures or those who want to take it from outside. So, they can easily participate in video lectures on their PC / Mobile / Tablet PC.

Week1 Zoom Meeting

[Start Meeting](#)

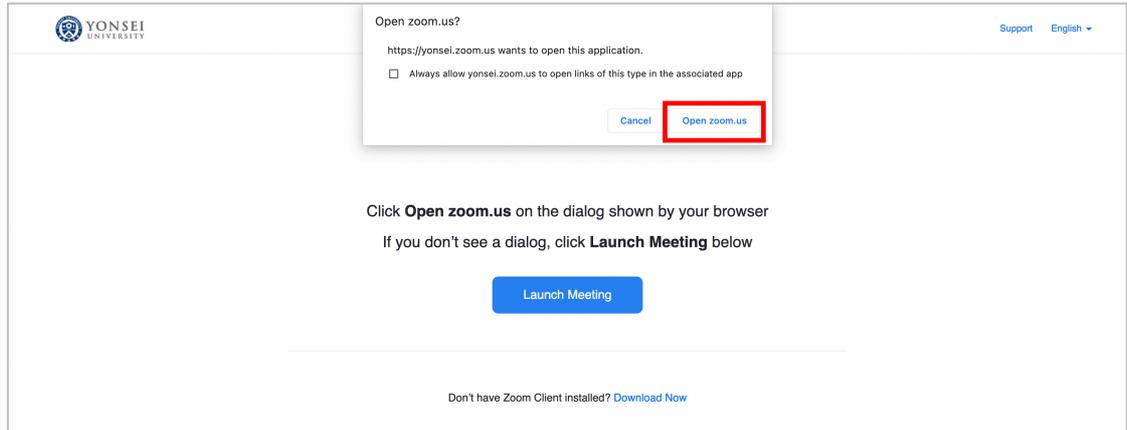
Start Time	2021-02-26 09:00
Duration	1 hour
Passcode Protected	Yes
Passcode	568809
Join link	https://yonsei.zoom.us/j/85646095155?pwd=b0Z5Z1FqZ3RmZG05RVFBUy9oVlZRQT09
Join meeting before host	Yes
Waiting room enabled	Yes
Start video when host joins	Yes
Start video when participant joins	No
Audio options	VoIP and Telephony
Mute upon entry	Yes
Only authenticated users(Zoom account required)	No
Status	In progress

[All meetings](#) [Host-Info API](#) [Zoom-Info API](#) [Progress-History API](#)

Install Zoom S/W

After clicking the [Start meeting] button, a new pop-up window pops up to guide the installation of Zoom S/W.

After downloading and installing the file, you can participate in zoom meeting by refreshing.



※ If the file download is not smooth, please proceed through the URL below.

<https://zoom.us/download>

※ If you need to check and test in advance, please proceed through the URL below.

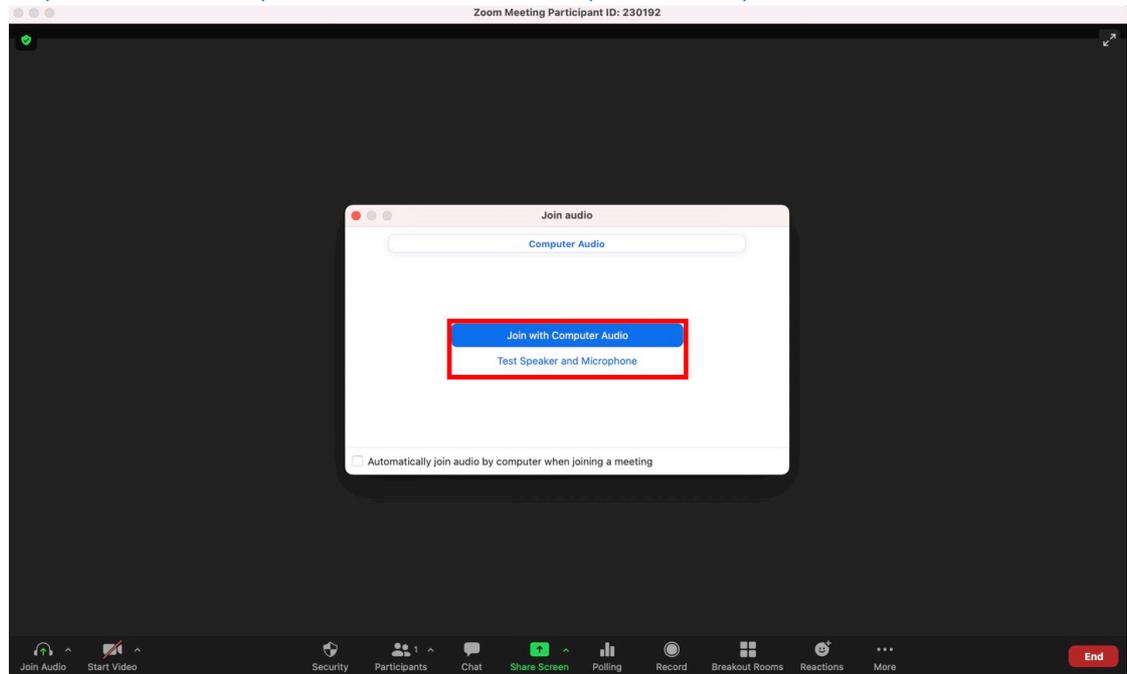
<https://zoom.us/test>

Participate in Zoom Meeting

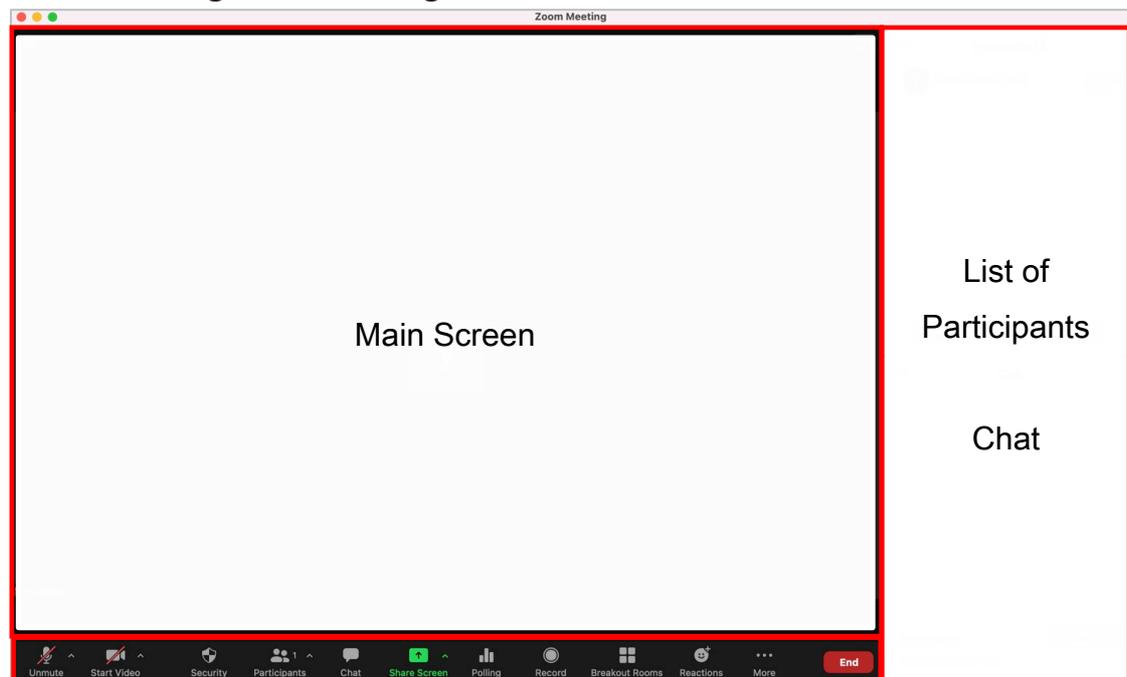
Check your PC before participating in zoom meeting.

* [Join with Computer Audio](#): Use the audio environment set by default on your PC (Click)

* [Speaker and Microphone Test](#): Test the microphone and speaker.



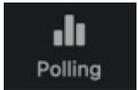
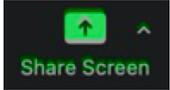
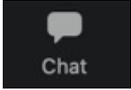
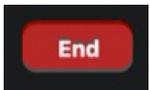
Zoom Meeting Screen Configuration Guide



Zoom Meeting Toolbar

Instruction of Zoom Function

Zoom Toolbar

Tool	Description
Audio 	Set audio detail settings or mute by user on their own.
Video 	Set for screen sharing via camera.
List of Participants 	Click on this button to see the Participant List, and you can specify the right to speak / screen sharing by participant.
Poll (Survey) 	Organize the survey to provide participants with the survey in real time
Share screen 	Share your entire desktop or a specific program area, or use the whiteboard to publish and collaborate with your screen.
Chat 	Participants can chat individually/in whole (file attachment available)
Recording 	Record the contents of zoom meeting and save it as a video file for students to review. (Save to your computer and upload to LMS.) * Save to this computer / Save to the cloud
End 	End meeting for all/ Leave meeting

Check Attendance of Zoom Meeting

Click 'Zoom Meeting' that is uploaded in week section, and then click the [View] button of 'Participants List' section.

* You can check the attendance list after 4 hours after the zoom meeting ends.

Week1 Zoom Meeting

Unable to join at this time	
Start Time	2020-10-05 15:30
Duration	3 hours
Passcode Protected	Yes
Join meeting before host	Yes
Waiting room enabled	Yes
Start video when host joins	Yes
Start video when participant joins	Yes
Audio options	VoIP and Telephony
Mute upon entry	Yes
Only authenticated users(Zoom account required)	No
Status	Nonexistent on Zoom

[All meetings](#)
[Host-Info API](#)
[Zoom-Info API](#)
[Progress-History API](#)

Lecture progress list

No.	Lecture start time	Lecture end time	Running time	Participants	Participants List	API result view
1	2020-10-05 15:42	2020-10-05 17:33	01:51:00	9	View	Participants API

Click the [View] button of 'View participation details' at participants list.

Check 'Join time', 'Leave time', and 'Participation duration'.

Participants

Summary view View all participants

Number of lists: 15

Search: Name, idnu

Total: 4

Kim

No.	Join time	Leave time	Participation duration
1	2020-10-05 15:55	2020-10-05 16:01	00:05:39
2	2020-10-05 16:01	2020-10-05 16:38	00:37:17
3	2020-10-05 16:38	2020-10-05 16:41	00:03:11
4	2020-10-05 16:41	2020-10-05 17:32	00:50:29

[Close](#)

Lecture information [Excel export](#)

No.	User picture				View participation details
1		t003	Kim	01:36:36	View
2		t004	Lee	01:32:23	View
3		t005	Park	01:49:26	View
4		t006	Choi	01:32:21	View