Zoom startup

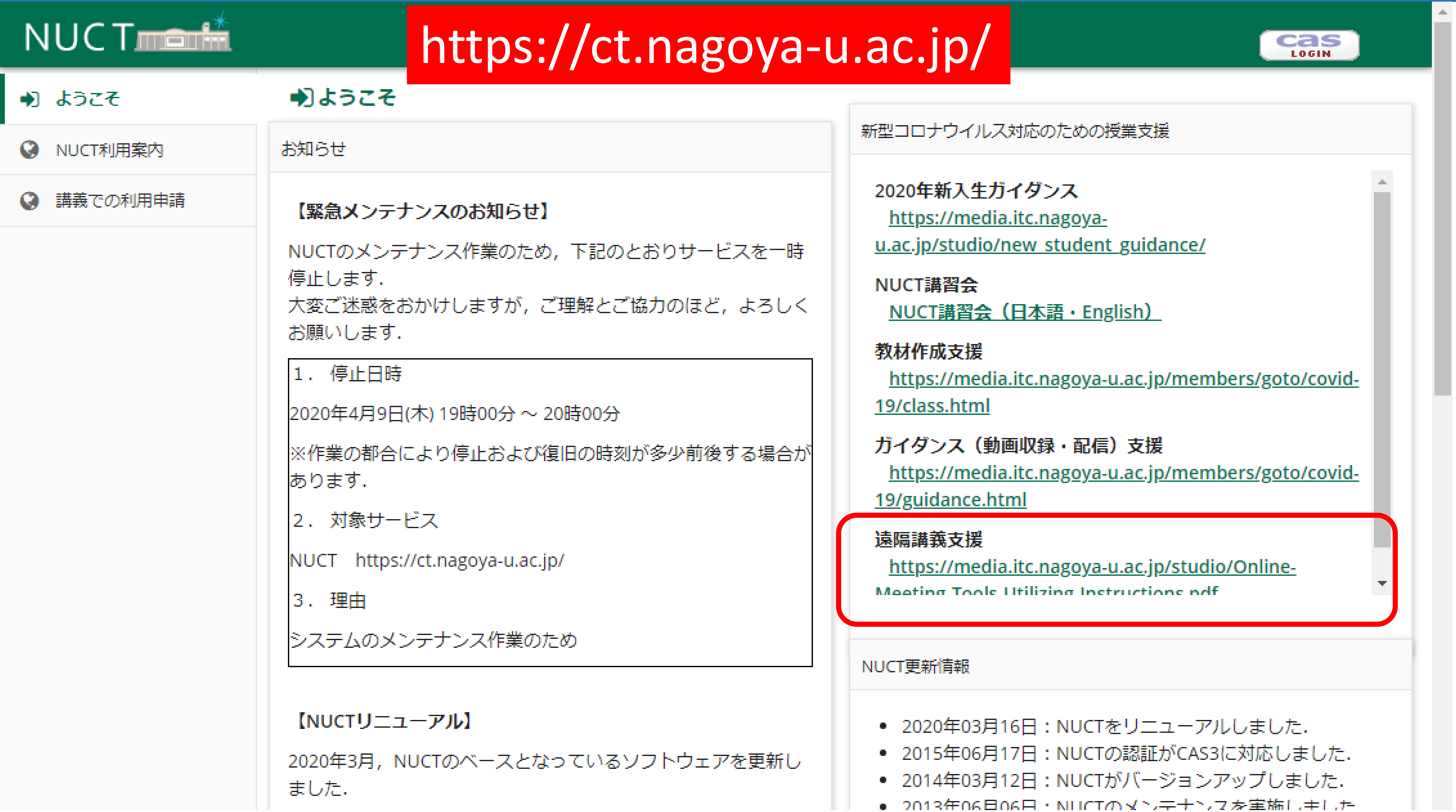
ILAS HLC(Hybrid Learning Center)

Version 2020/Apr./10 Latest version available @
https://office.ilas.nagoya-u.ac.jp/online-lecture-at-nu/

Based on Basic account

ICTS division materials

https://ct.nagoya-u.ac.jp/



ようこそ

お知らせ

【緊急メンテナンスのお知らせ】

NUCTのメンテナンス作業のため，下記のとおりサービスを一時停止します．
大変ご迷惑をおかけしますが，ご理解とご協力のほど，よろしくお願いします．

1．停止日時

2020年4月9日(木) 19時00分 ～ 20時00分

※作業の都合により停止および復旧の時刻が多少前後する場合があります．

2．対象サービス

NUCT　https://ct.nagoya-u.ac.jp/

3．理由

システムのメンテナンス作業のため

【NUCTリニューアル】

2020年3月，NUCTのベースとなっているソフトウェアを更新しました．

新型コロナウイルス対応のための授業支援

2020年新入生ガイダンス
https://media.itc.nagoya-u.ac.jp/studio/new_student_guidance/

NUCT講習会
NUCT講習会（日本語・English）

教材作成支援
https://media.itc.nagoya-u.ac.jp/members/goto/covid-19/class.html

ガイダンス（動画収録・配信）支援
https://media.itc.nagoya-u.ac.jp/members/goto/covid-19/guidance.html

遠隔講義支援
https://media.itc.nagoya-u.ac.jp/studio/Online-Meeting_Tools_Utilizing_Instructions.pdf

NUCT更新情報

- 2020年03月16日：NUCTをリニューアルしました．
- 2015年06月17日：NUCTの認証がCAS3に対応しました．
- 2014年03月12日：NUCTがバージョンアップしました．
- 2013年06月06日：NUCTのメンテナンスを実施しました．

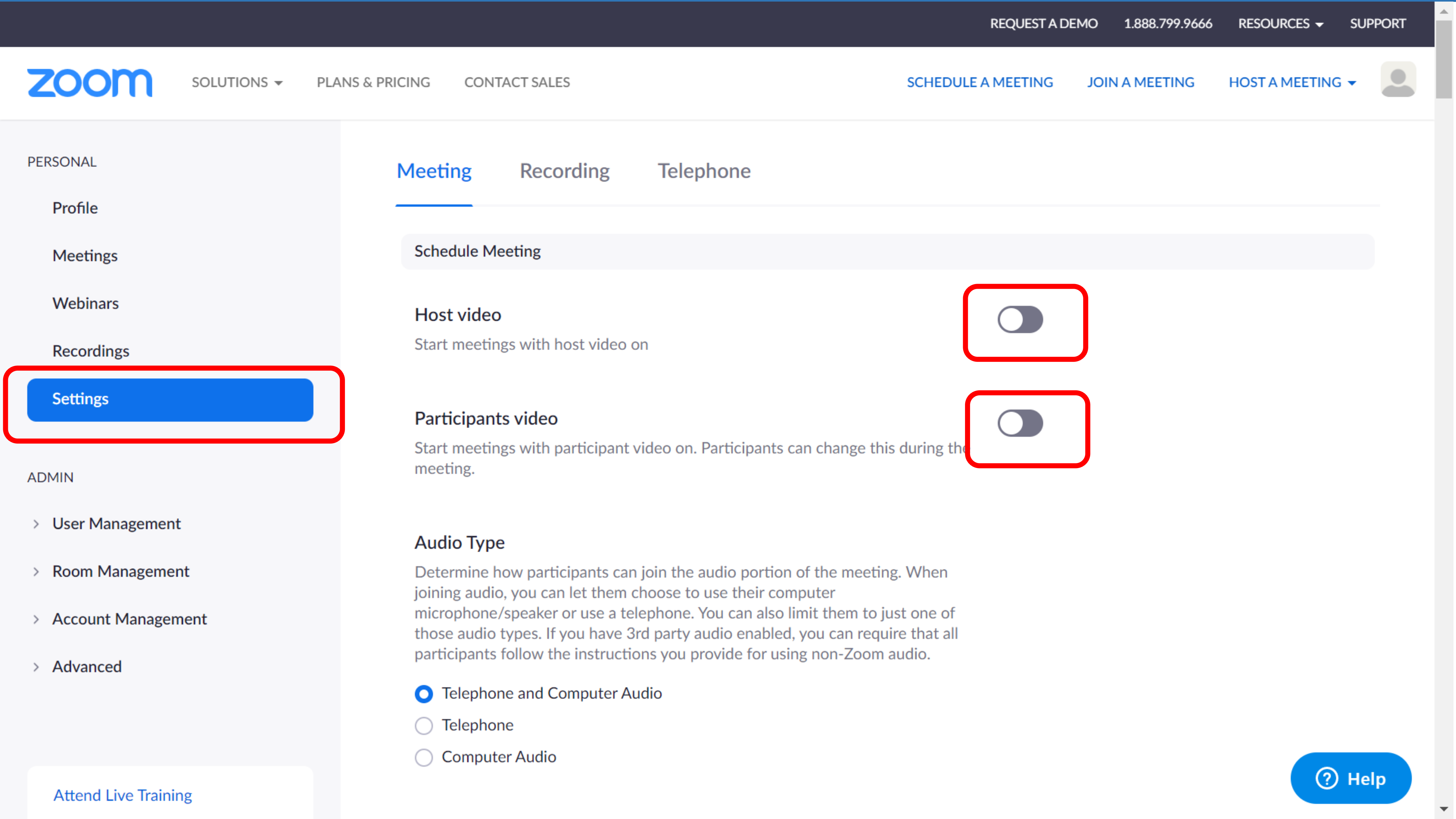
Requirements for ICT services

- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not login, call IT-helpdesk.
- Yearly Information Security check
  - https://cert.nagoya-u.ac.jp/portal
- Wi-Fi (NUWNET) registration
  - http://www.icts.nagoya-u.ac.jp/en/services/nuwnet/
- Nagoya University Mail System registration
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/

Table of contents

- Recommended settings
- Schedule a meeting
- Start a scheduled meeting
  - Student
  - Teacher
- How to share your slideshow
- Additional functionality for group or pair work

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
PERSONAL
Profile
Meetings
Webinars
Recordings
Settings
ADMIN
User Management
Room Management
Account Management
Advanced
Attend Live Training
Meeting
Recording
Telephone
Help

Schedule Meeting

Host video

Start meetings with host video on

Participants video

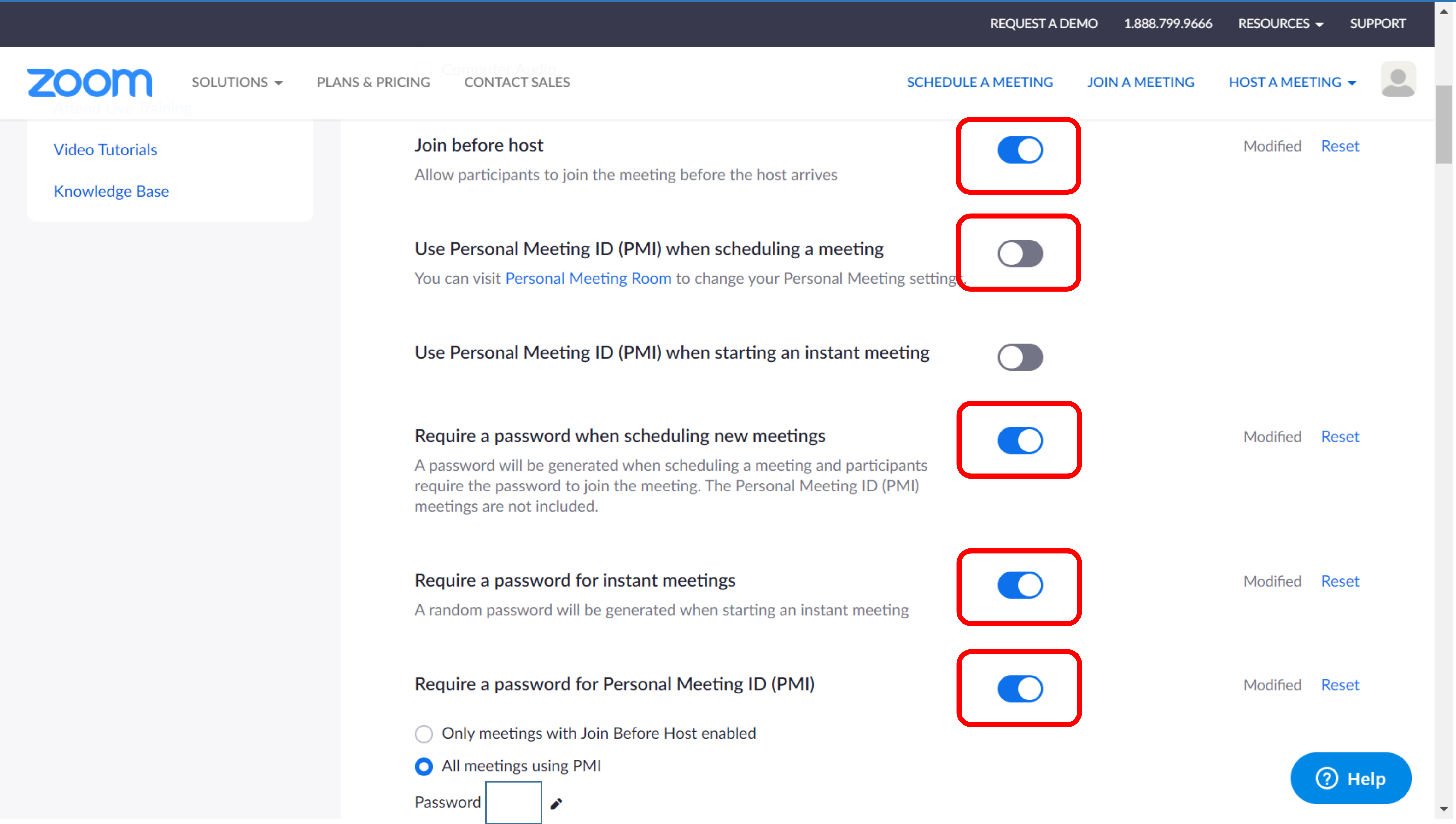
Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

● Telephone and Computer Audio
○ Telephone
○ Computer Audio

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Video Tutorials
Knowledge Base
Help

Join before host ☑ Modified Reset

Allow participants to join the meeting before the host arrives

Use Personal Meeting ID (PMI) when scheduling a meeting ☐

You can visit Personal Meeting Room to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting ☐

Require a password when scheduling new meetings ☑ Modified Reset

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings ☑ Modified Reset

A random password will be generated when starting an instant meeting

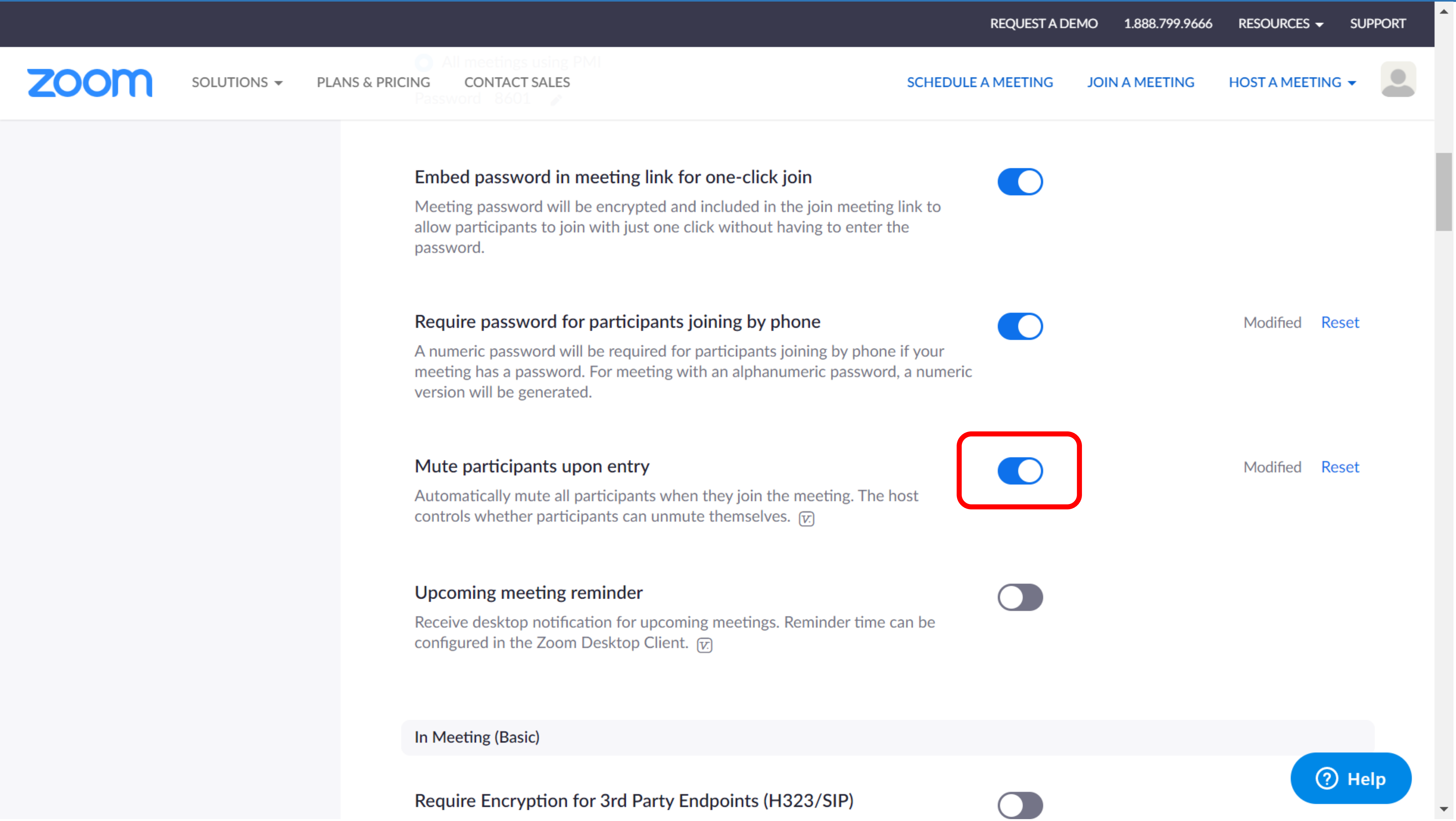
Require a password for Personal Meeting ID (PMI) ☑ Modified Reset

○ Only meetings with Join Before Host enabled

● All meetings using PMI

Password

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Help

Embed password in meeting link for one-click join ☑

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone ☑ Modified Reset

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Mute participants upon entry ☑ Modified Reset

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

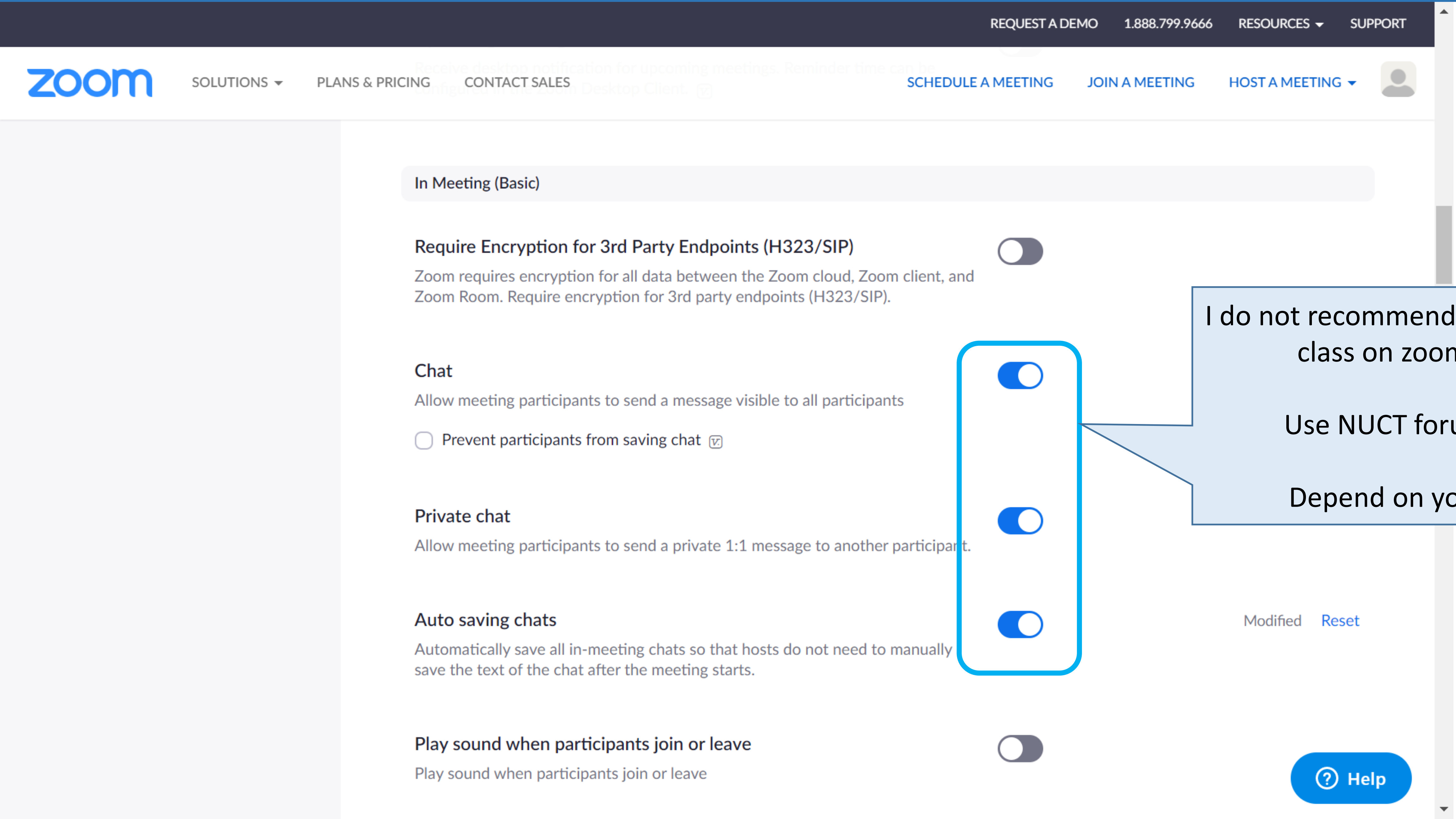
Upcoming meeting reminder ☐

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP) ☐

Recommended settings



REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING

In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP) ○

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

Chat ●

Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat

Private chat ●

Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats ● Modified Reset

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Play sound when participants join or leave ○

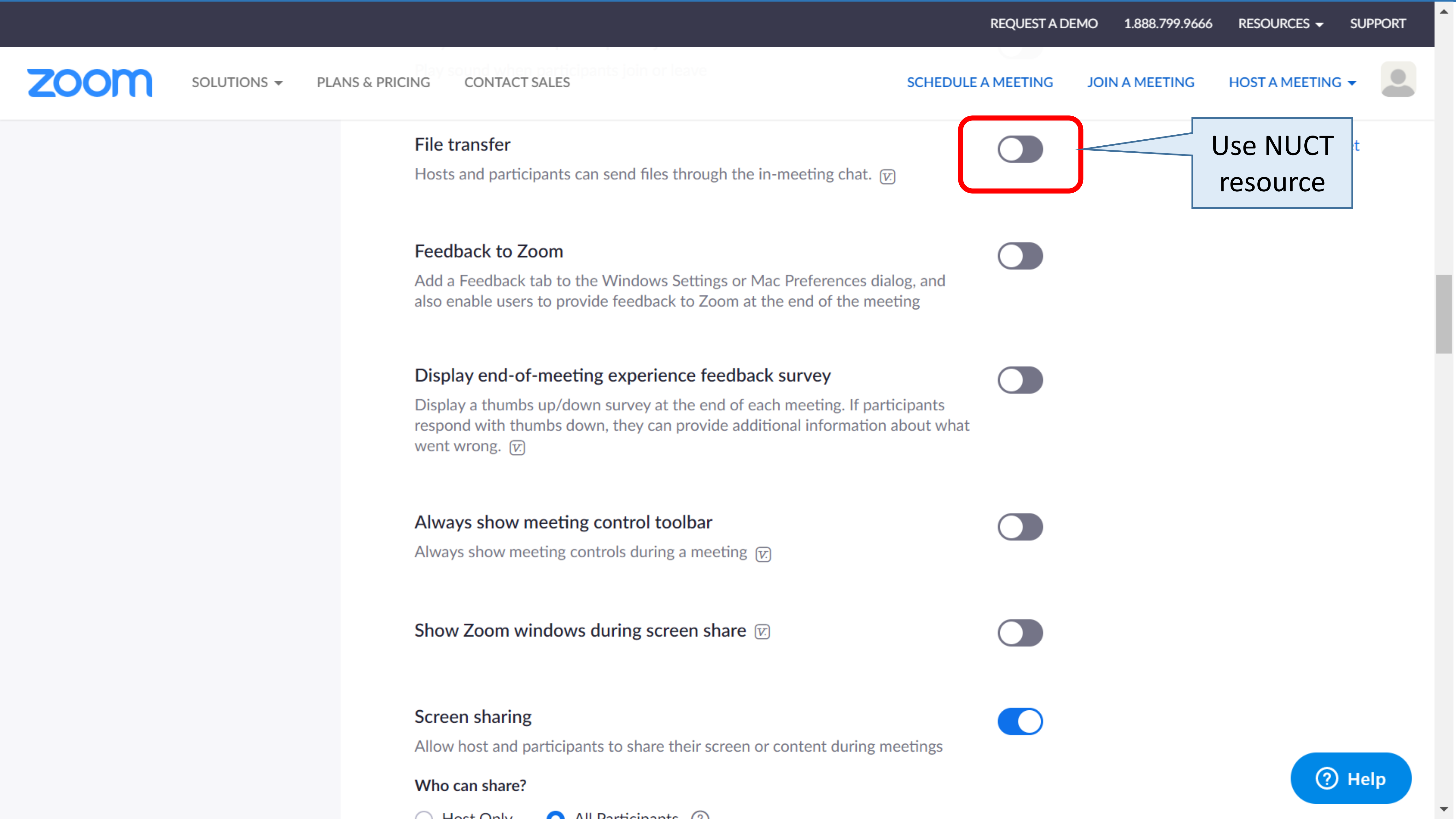
Play sound when participants join or leave

I do not recommend chat in a class on zoom.

Use NUCT forum

Depend on you.

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Help

File transfer ☐

Hosts and participants can send files through the in-meeting chat.

Use NUCT resource

Feedback to Zoom ☐

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey ☐

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong.

Always show meeting control toolbar ☐

Always show meeting controls during a meeting

Show Zoom windows during screen share ☐

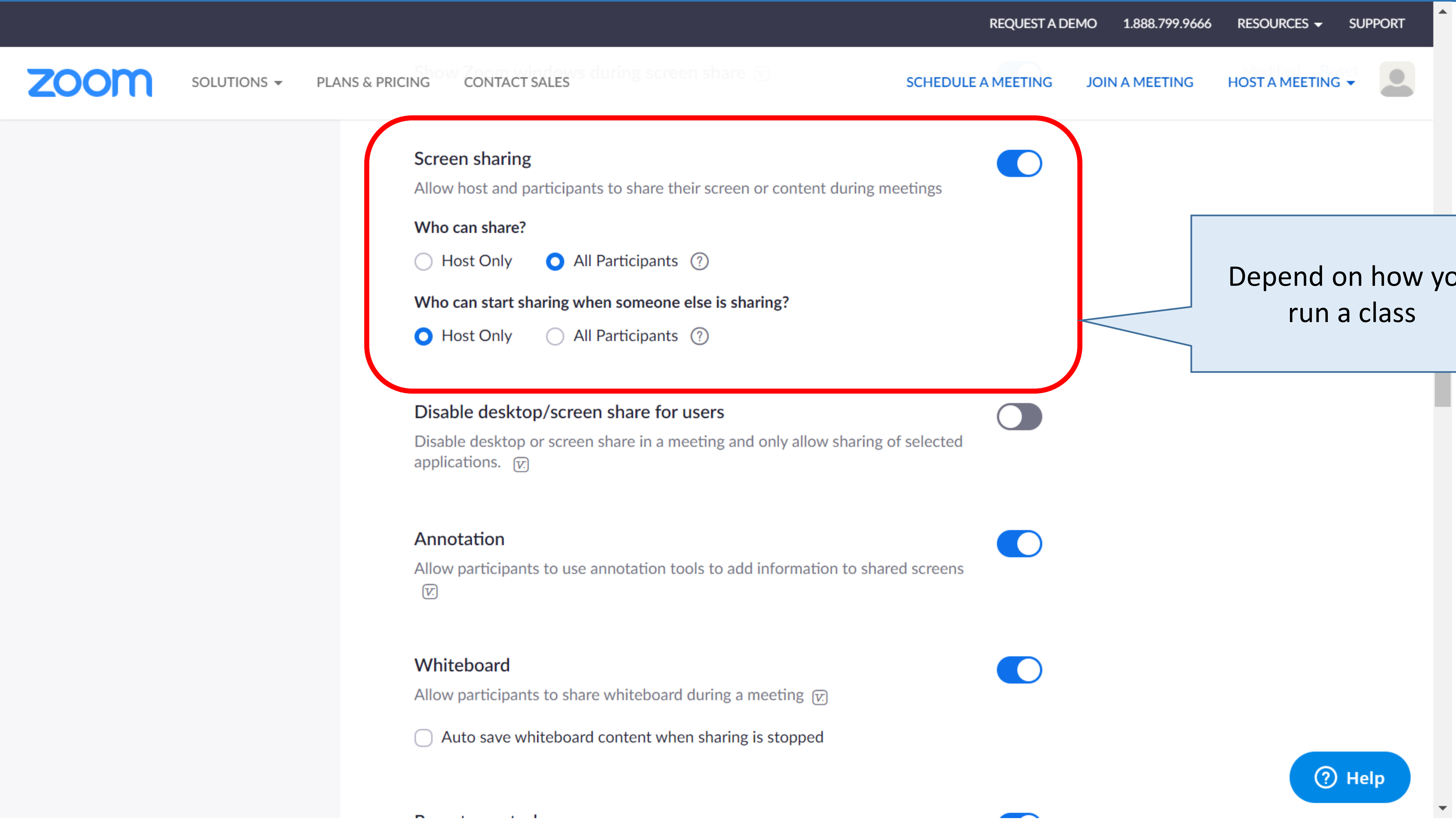
Screen sharing ☑

Allow host and participants to share their screen or content during meetings

Who can share?

○ Host Only ● All Participants

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Help

Screen sharing ●

Allow host and participants to share their screen or content during meetings

Who can share?

○ Host Only ● All Participants

Who can start sharing when someone else is sharing?

● Host Only ○ All Participants

Disable desktop/screen share for users ○

Disable desktop or screen share in a meeting and only allow sharing of selected applications.

Annotation ●

Allow participants to use annotation tools to add information to shared screens

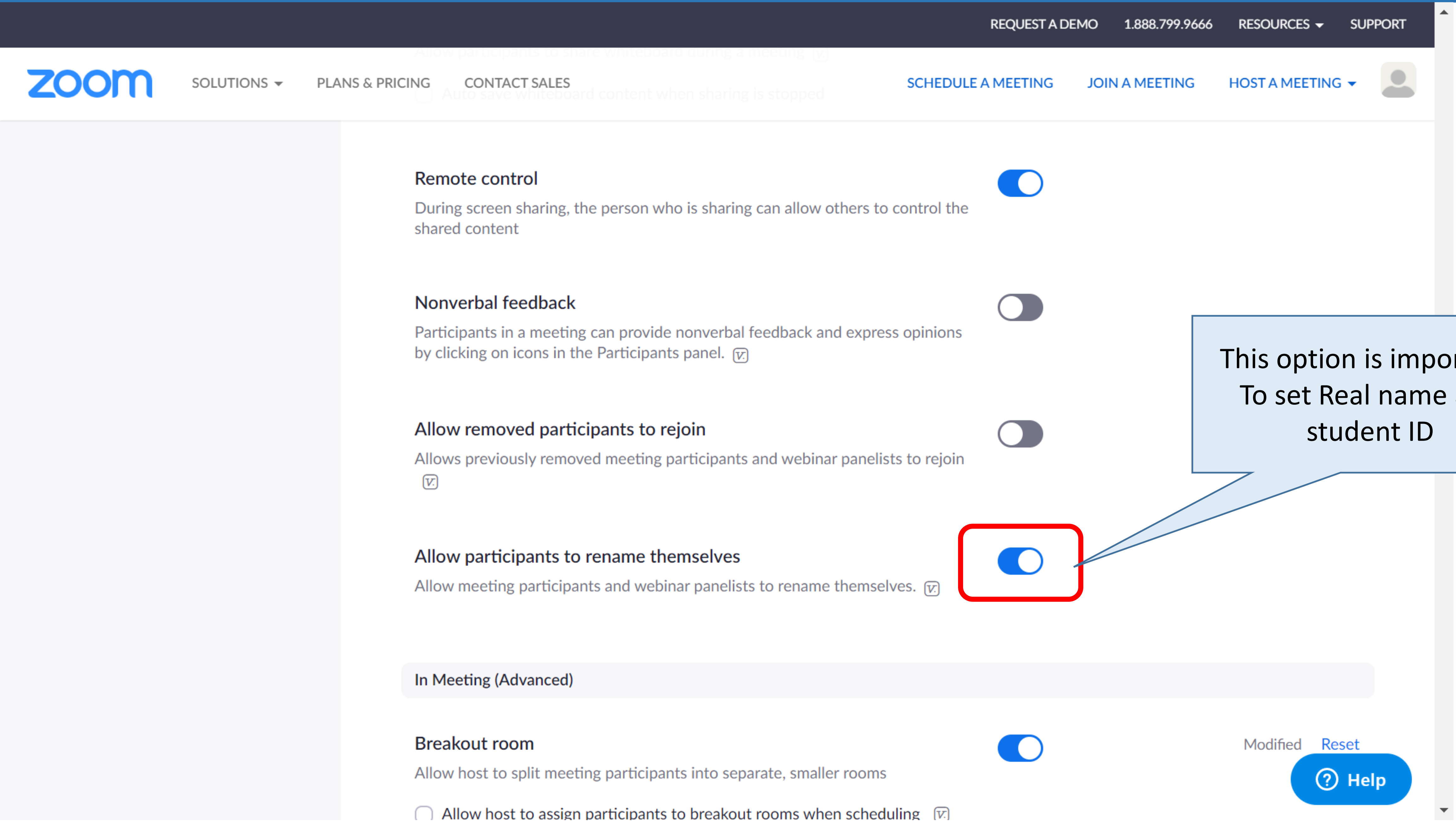
Whiteboard ●

Allow participants to share whiteboard during a meeting

☐ Auto save whiteboard content when sharing is stopped

Depend on how you run a class

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Help

Allow participants to share whiteboard during a meeting

☐ Auto save whiteboard content when sharing is stopped

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves.

In Meeting (Advanced)

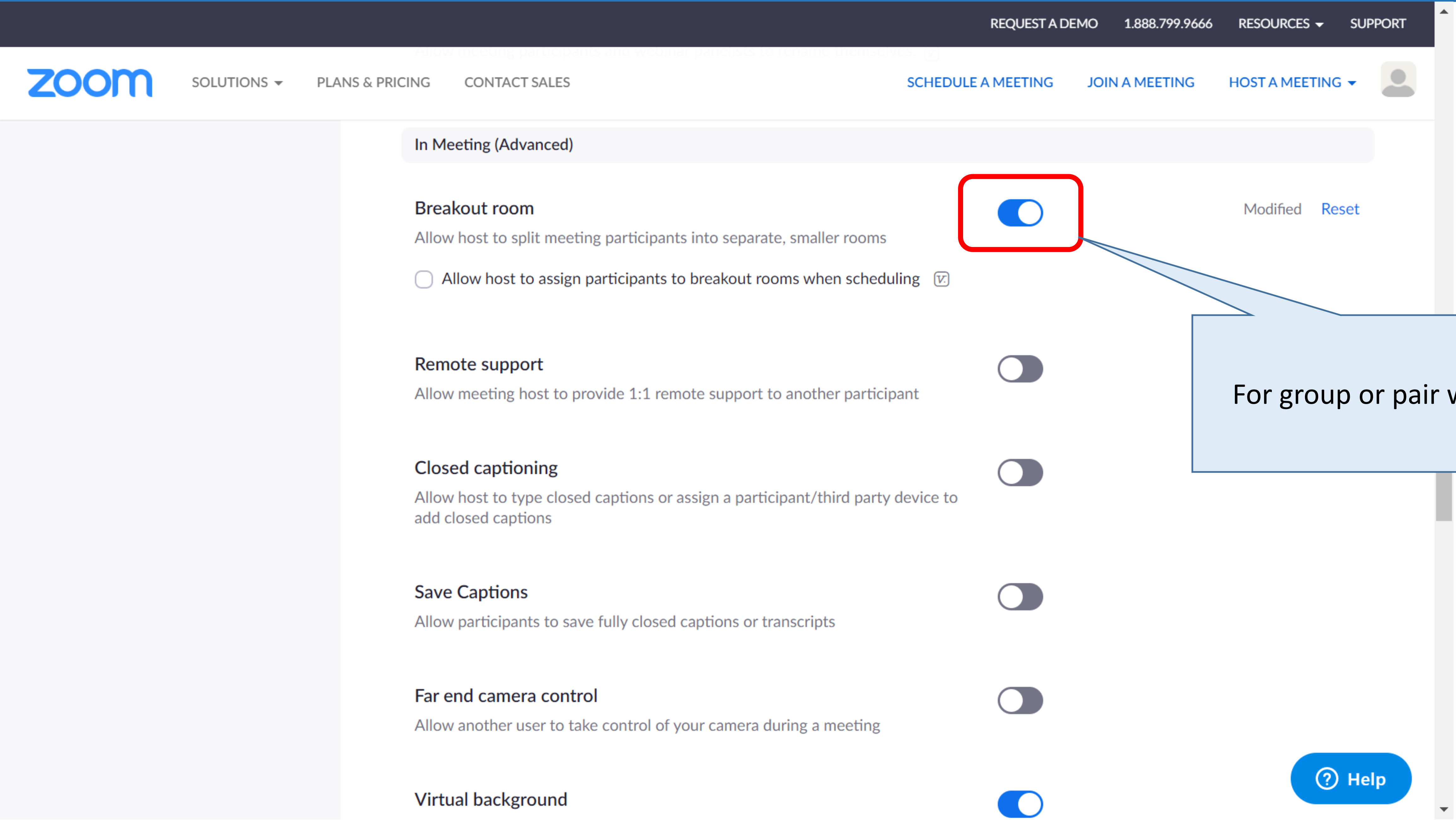
Breakout room Modified Reset

Allow host to split meeting participants into separate, smaller rooms

☐ Allow host to assign participants to breakout rooms when scheduling

This option is important.
To set Real name and
student ID

Recommended settings



REQUEST A DEMO
1.888.799.9666
RESOURCES ▾
SUPPORT
zoom
SOLUTIONS ▾
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING ▾

In Meeting (Advanced)

Breakout room ● Modified Reset

Allow host to split meeting participants into separate, smaller rooms

☐ Allow host to assign participants to breakout rooms when scheduling

Remote support ○

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning ○

Allow host to type closed captions or assign a participant/third party device to add closed captions

Save Captions ○

Allow participants to save fully closed captions or transcripts

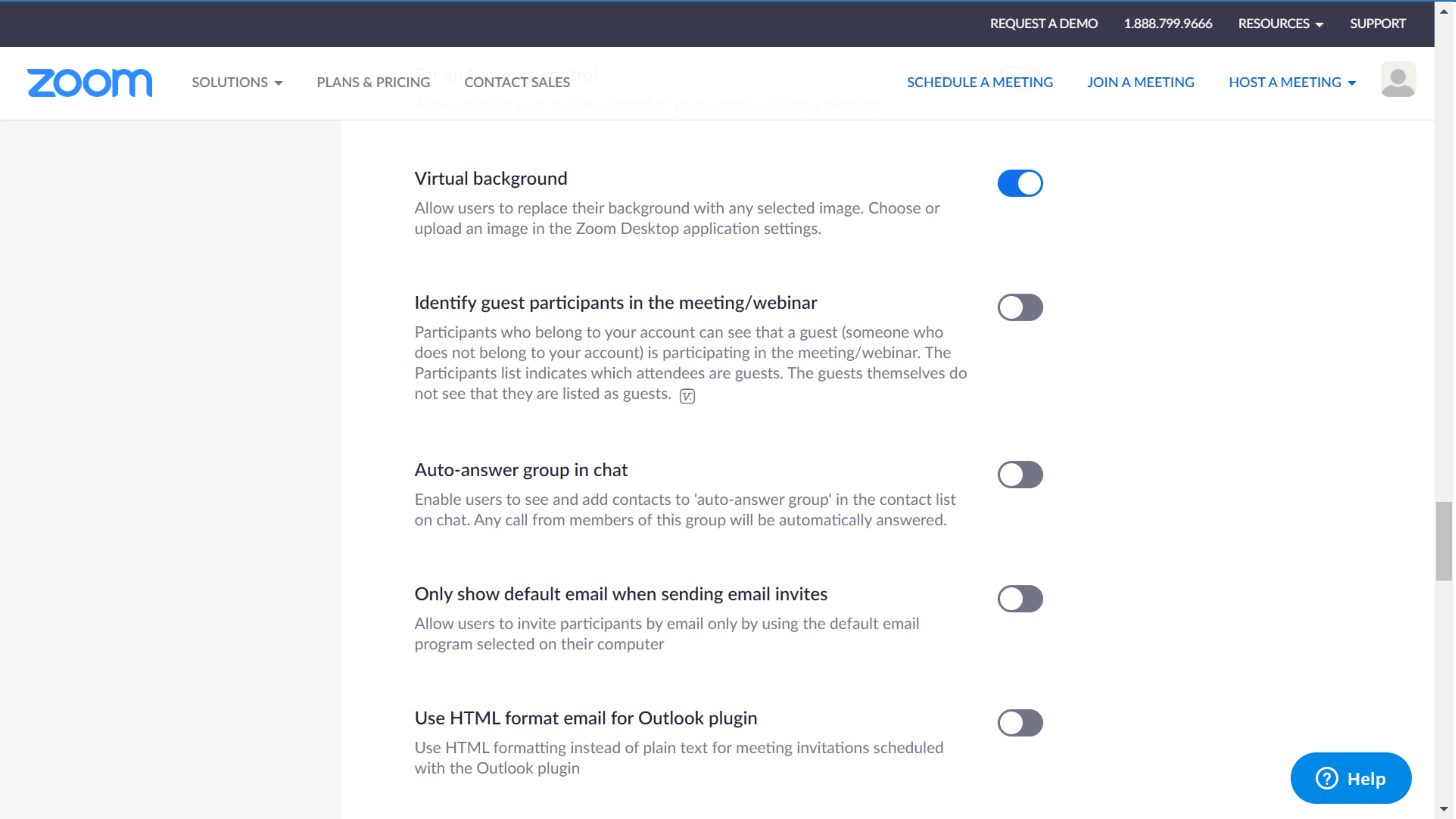
Far end camera control ○

Allow another user to take control of your camera during a meeting

Virtual background ●

For group or pair work

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Help

Far end camera control

Allow another user to take control of your camera during a meeting

Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests.

Auto-answer group in chat

Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.

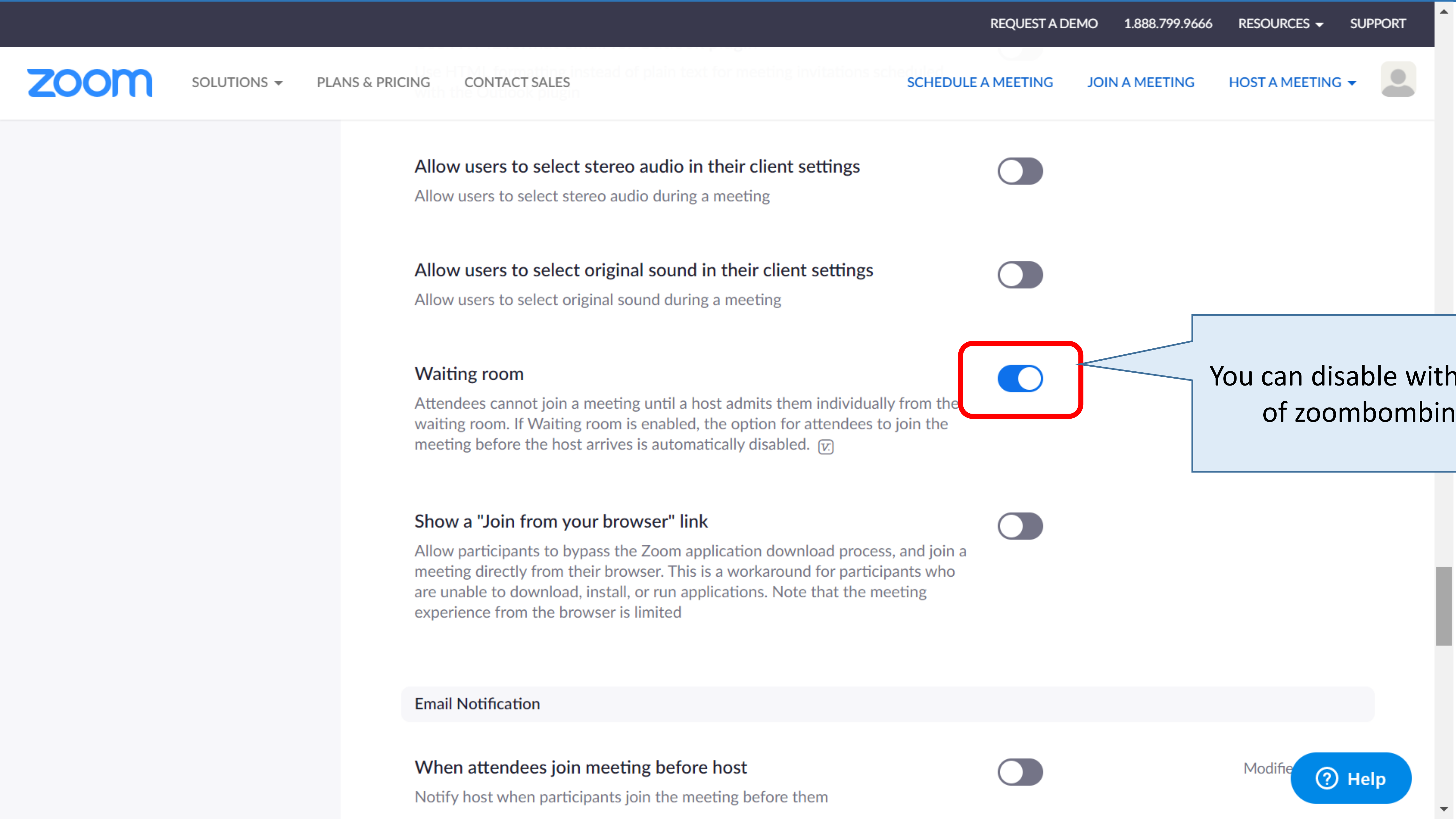
Only show default email when sending email invites

Allow users to invite participants by email only by using the default email program selected on their computer

Use HTML format email for Outlook plugin

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Modifie
Help

Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting

Allow users to select original sound in their client settings

Allow users to select original sound during a meeting

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

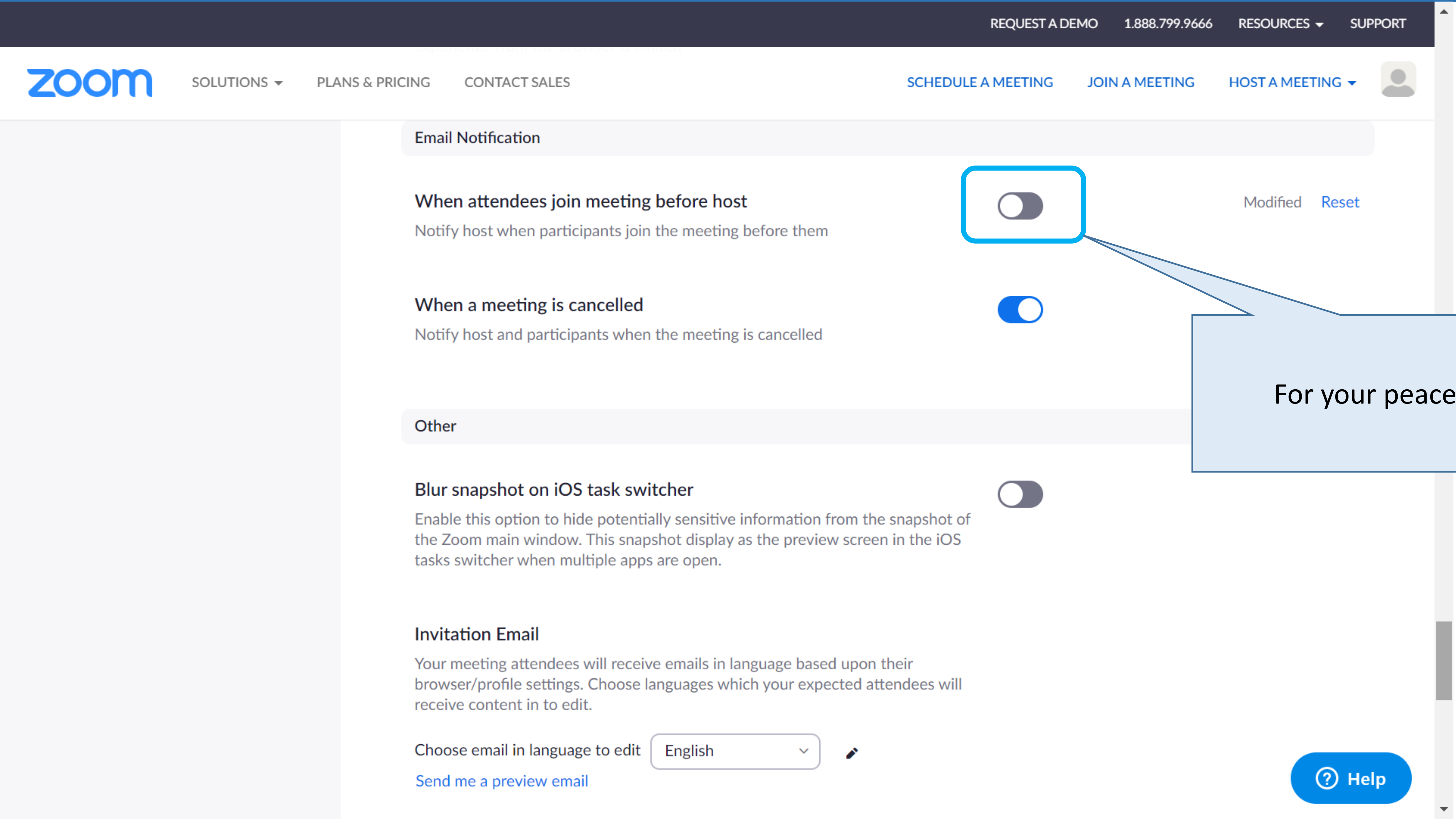
Email Notification

When attendees join meeting before host

Notify host when participants join the meeting before them

You can disable with a risk of zoombombing.

Recommended settings


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING

Email Notification

When attendees join meeting before host

Notify host when participants join the meeting before them

Modified Reset

When a meeting is cancelled

Notify host and participants when the meeting is cancelled

Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

Invitation Email

Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit.

Choose email in language to edit: English

Send me a preview email

For your peace!

Schedule a meeting

PMI(Personal Meeting ID) is not recommended

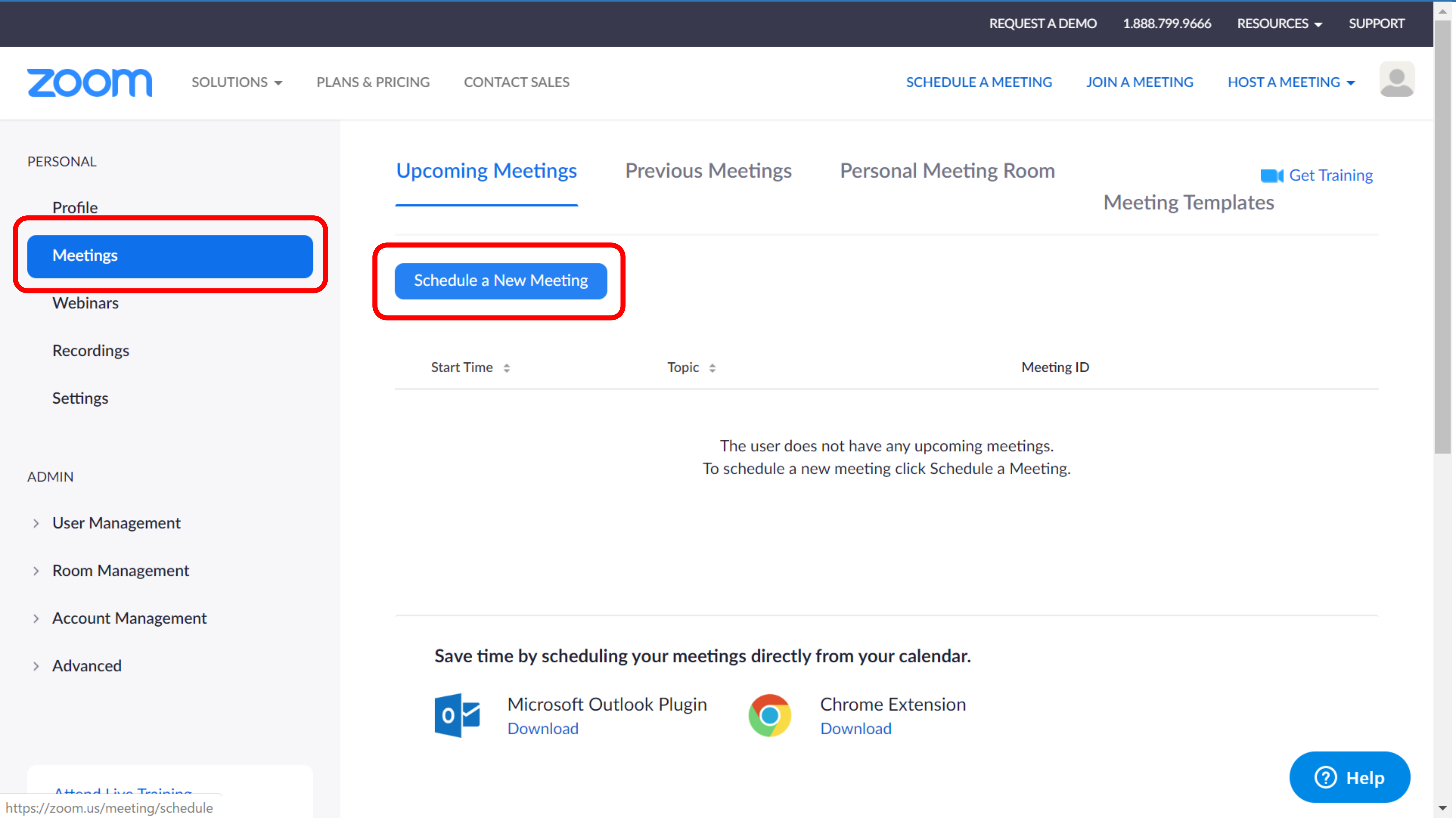
Schedule a meeting

- We strongly recommend NOT to use PMI (Personal Meeting ID) for your lecture.
  - If you have several classes, student of other classes can join your room any time.
  - Higher risk of URL leak

- Meeting URL,ID and pass announcement ONLY on NUCT

- We recommend you to schedule meetings for each class.

Schedule a meeting



REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
PERSONAL
Profile
Meetings
Webinars
Recordings
Settings
ADMIN
User Management
Room Management
Account Management
Advanced
Attend Live Training
Upcoming Meetings
Previous Meetings
Personal Meeting Room
Get Training
Meeting Templates
Schedule a New Meeting
Start Time
Topic
Meeting ID
Help

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.

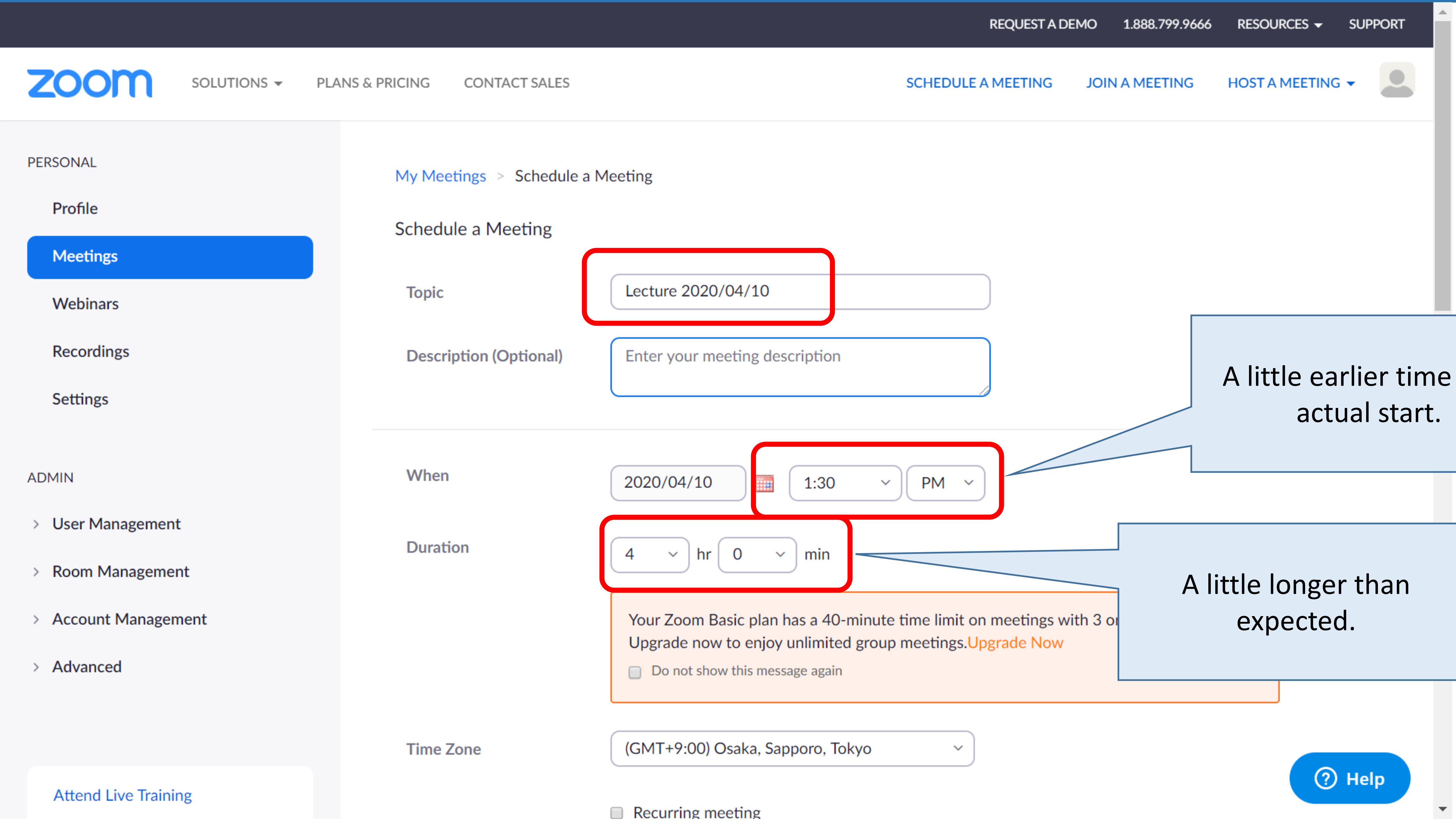
Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin
Download

Chrome Extension
Download

https://zoom.us/meeting/schedule

Schedule a meeting


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
PERSONAL
Profile
Meetings
Webinars
Recordings
Settings
ADMIN
User Management
Room Management
Account Management
Advanced
Attend Live Training
My Meetings > Schedule a Meeting
Help

Schedule a Meeting

Topic: Lecture 2020/04/10

Description (Optional): Enter your meeting description

When: 2020/04/10 1:30 PM

Duration: 4 hr 0 min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or
Upgrade now to enjoy unlimited group meetings.Upgrade Now

☐ Do not show this message again

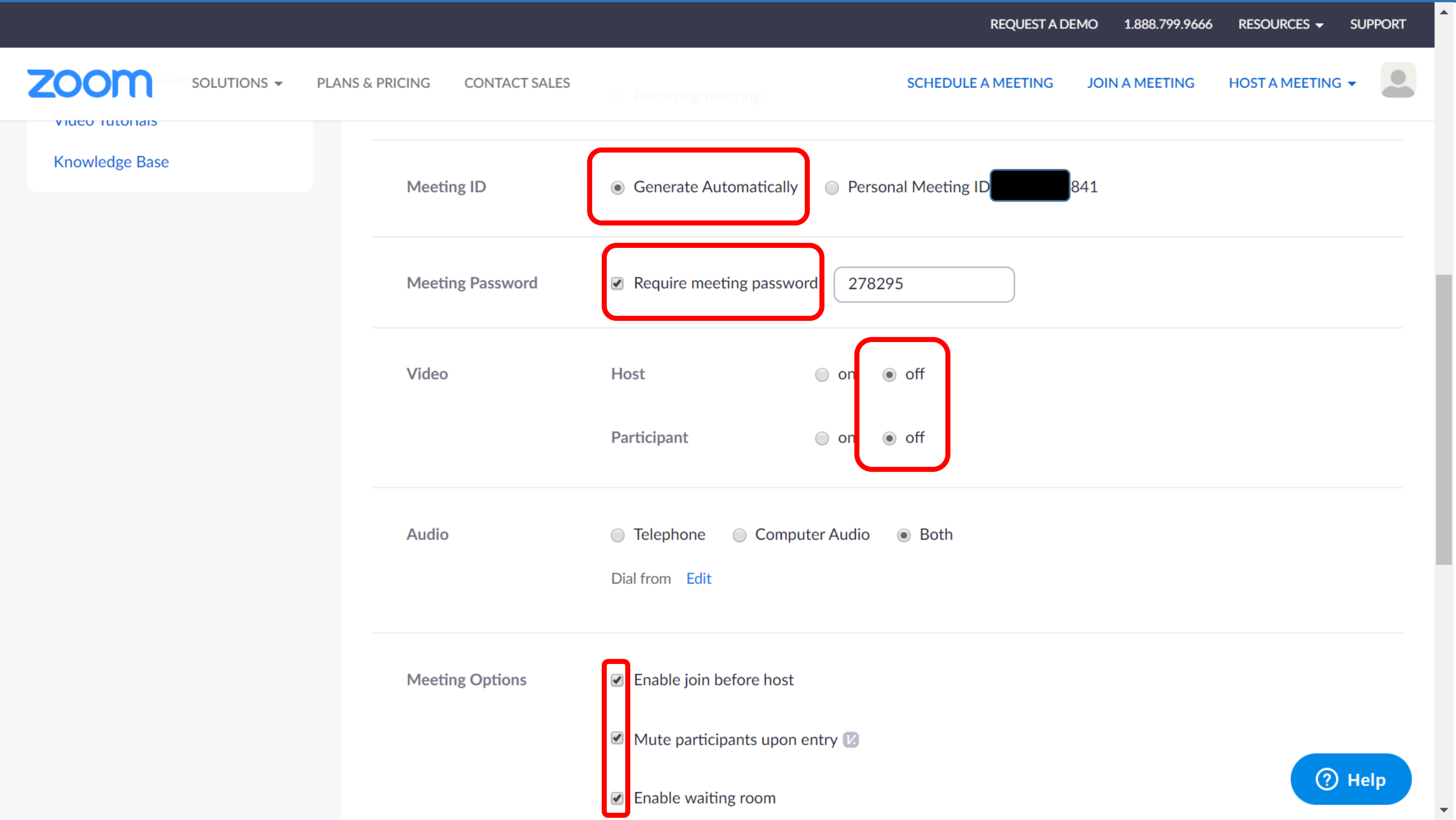
Time Zone: (GMT+9:00) Osaka, Sapporo, Tokyo

☐ Recurring meeting

A little earlier time than actual start.

A little longer than expected.

Schedule a meeting



REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
Recurring meeting
Knowledge Base
Help

Meeting ID: ● Generate Automatically ○ Personal Meeting ID [redacted]841

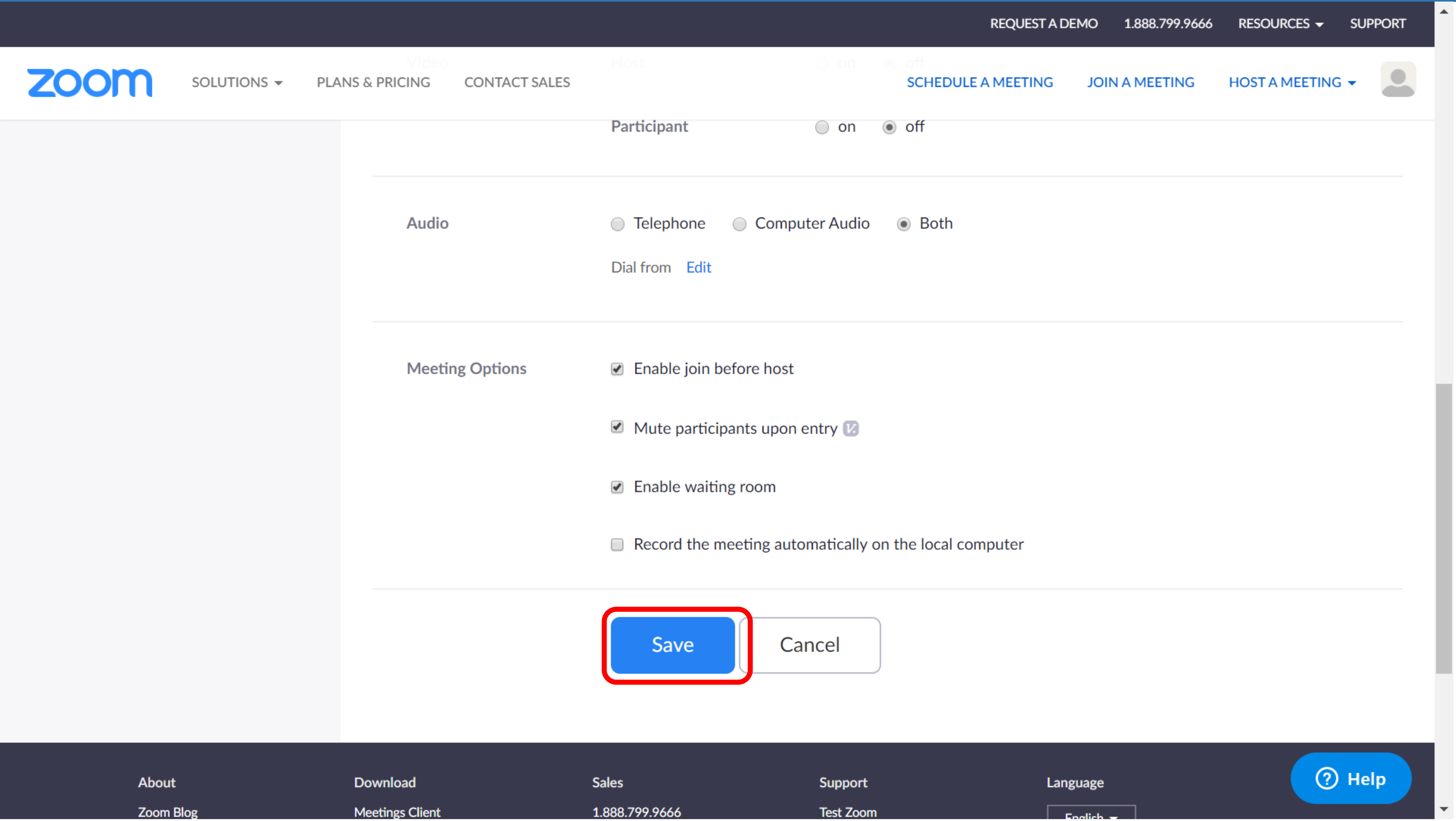
Meeting Password: ☑ Require meeting password 278295

Video
Host ○ on ● off
Participant ○ on ● off

Audio: ○ Telephone ○ Computer Audio ● Both
Dial from Edit

Meeting Options
☑ Enable join before host
☑ Mute participants upon entry
☑ Enable waiting room

Schedule a meeting


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING

Participant ○ on ● off

Audio ○ Telephone ○ Computer Audio ● Both

Dial from Edit

Meeting Options

☑ Enable join before host

☑ Mute participants upon entry

☑ Enable waiting room

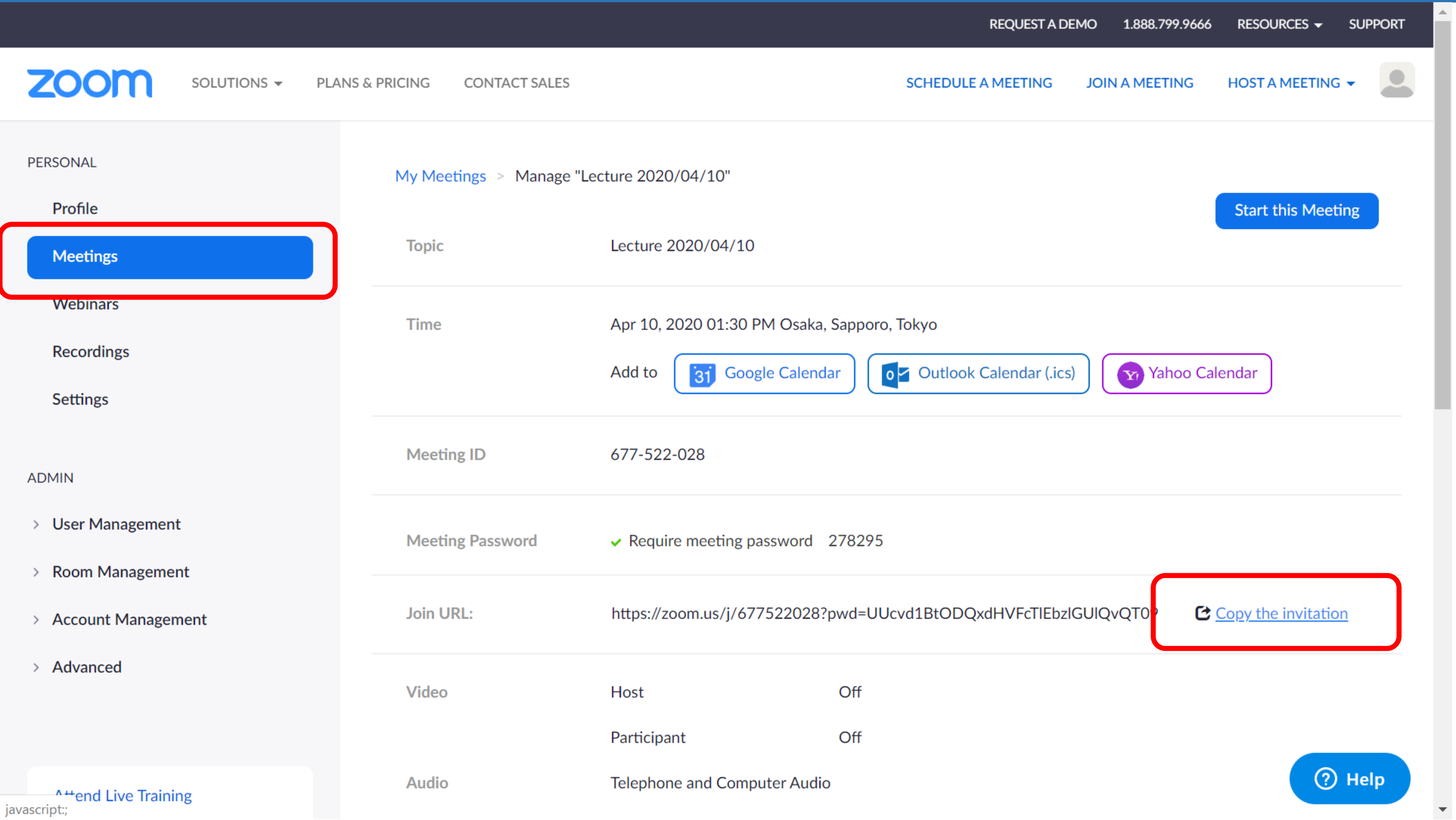
☐ Record the meeting automatically on the local computer

Save
Cancel
About
Zoom Blog
Download
Meetings Client
Sales
1.888.799.9666
Support
Test Zoom
Language
English
Help

How to announce a meeting

Use NUCT

How to announce a meeting


REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLANS & PRICING
CONTACT SALES
SCHEDULE A MEETING
JOIN A MEETING
HOST A MEETING
PERSONAL
Profile
Meetings
Webinars
Recordings
Settings
ADMIN
User Management
Room Management
Account Management
Advanced
Attend Live Training
javascript:;
Start this Meeting
Google Calendar
Outlook Calendar (.ics)
Yahoo Calendar
Copy the invitation
Help

My Meetings > Manage "Lecture 2020/04/10"

Topic: Lecture 2020/04/10

Time: Apr 10, 2020 01:30 PM Osaka, Sapporo, Tokyo

Add to

Meeting ID: 677-522-028

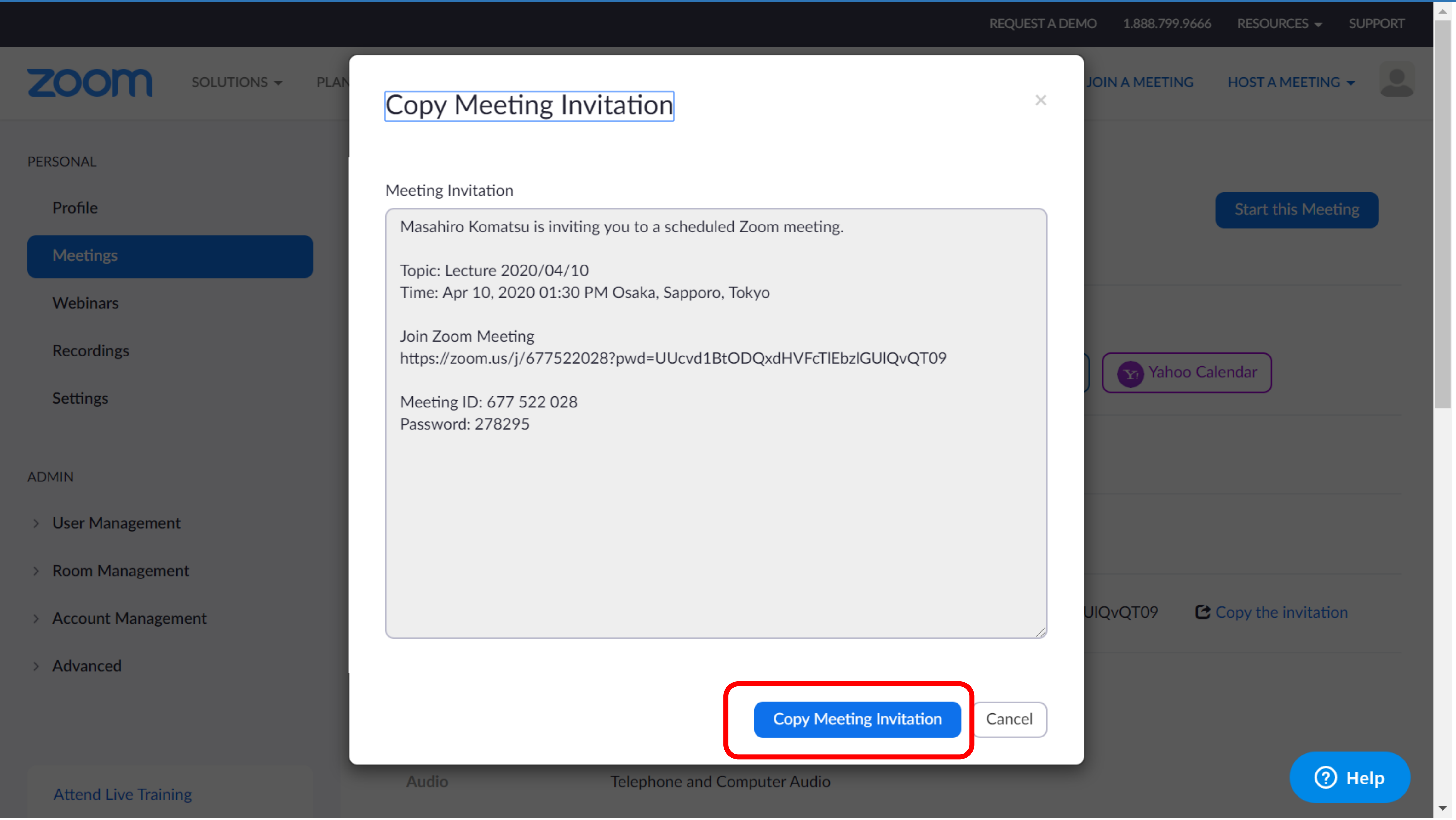
Meeting Password: ✓ Require meeting password 278295

Join URL: https://zoom.us/j/677522028?pwd=UUcvd1BtODQxdHVFcTlEbzlGUlQvQT09

Video		
	Host	Off
	Participant	Off

Audio: Telephone and Computer Audio

How to announce a meeting



REQUEST A DEMO
1.888.799.9666
RESOURCES
SUPPORT
zoom
SOLUTIONS
PLAN
JOIN A MEETING
HOST A MEETING
PERSONAL
Profile
Meetings
Webinars
Recordings
Settings
ADMIN
User Management
Room Management
Account Management
Advanced
Attend Live Training
Start this Meeting
Yahoo Calendar
UIQvQT09
Copy the invitation
Audio
Telephone and Computer Audio
Help
Copy Meeting Invitation
×
Meeting Invitation
Copy Meeting Invitation
Cancel

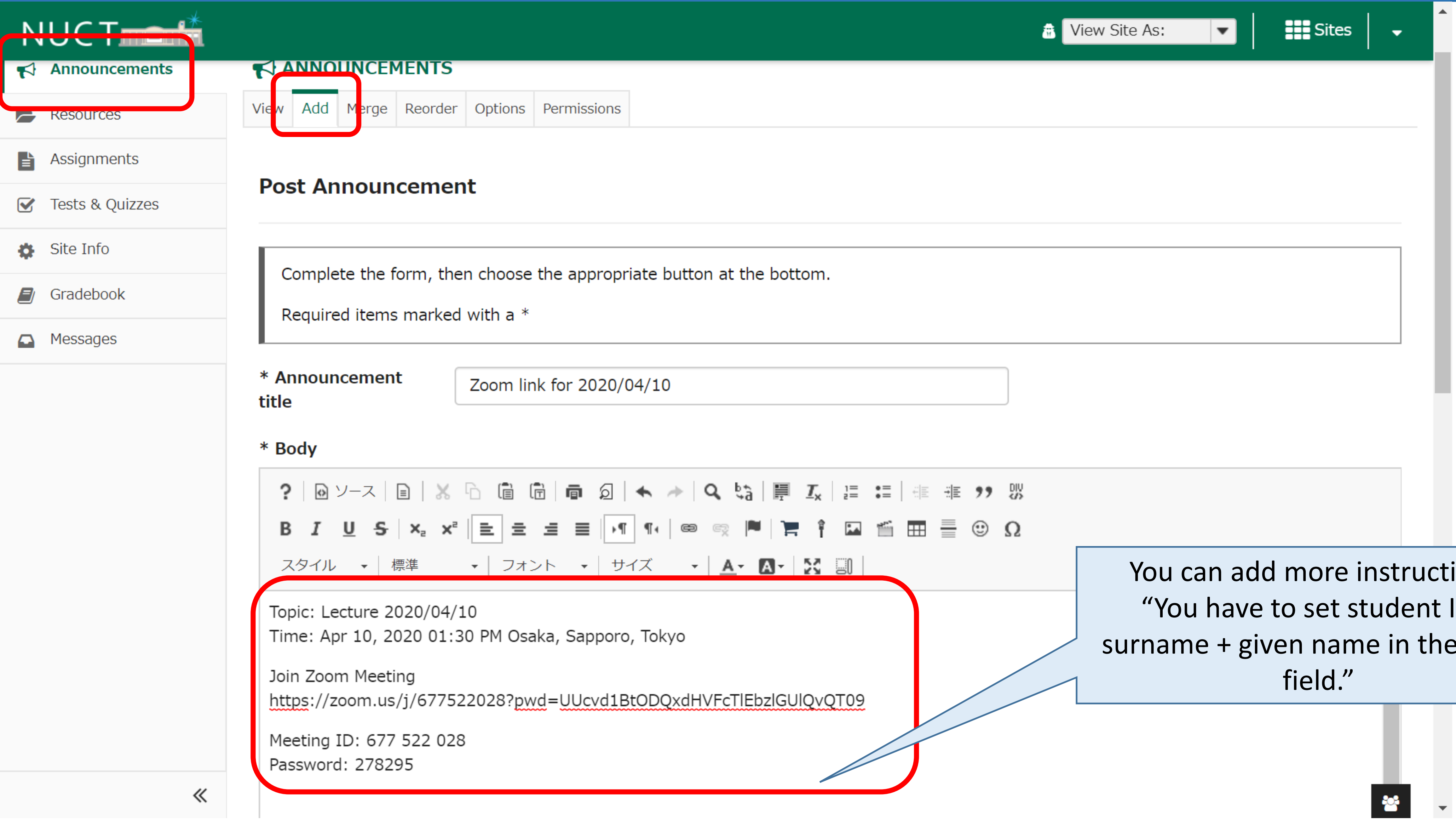
Masahiro Komatsu is inviting you to a scheduled Zoom meeting.

Topic: Lecture 2020/04/10
Time: Apr 10, 2020 01:30 PM Osaka, Sapporo, Tokyo

Join Zoom Meeting
https://zoom.us/j/677522028?pwd=UUcvd1BtODQxdHVFcTlEbzlGUlQvQT09

Meeting ID: 677 522 028
Password: 278295

How to announce a meeting


NUCT
View Site As:
Sites
Announcements
Resources
Assignments
Tests & Quizzes
Site Info
Gradebook
Messages
ANNOUNCEMENTS
View
Add
Merge
Reorder
Options
Permissions
? ソース
B I U S
スタイル
標準
フォント
サイズ

Post Announcement

Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

*** Announcement title** Zoom link for 2020/04/10

*** Body**

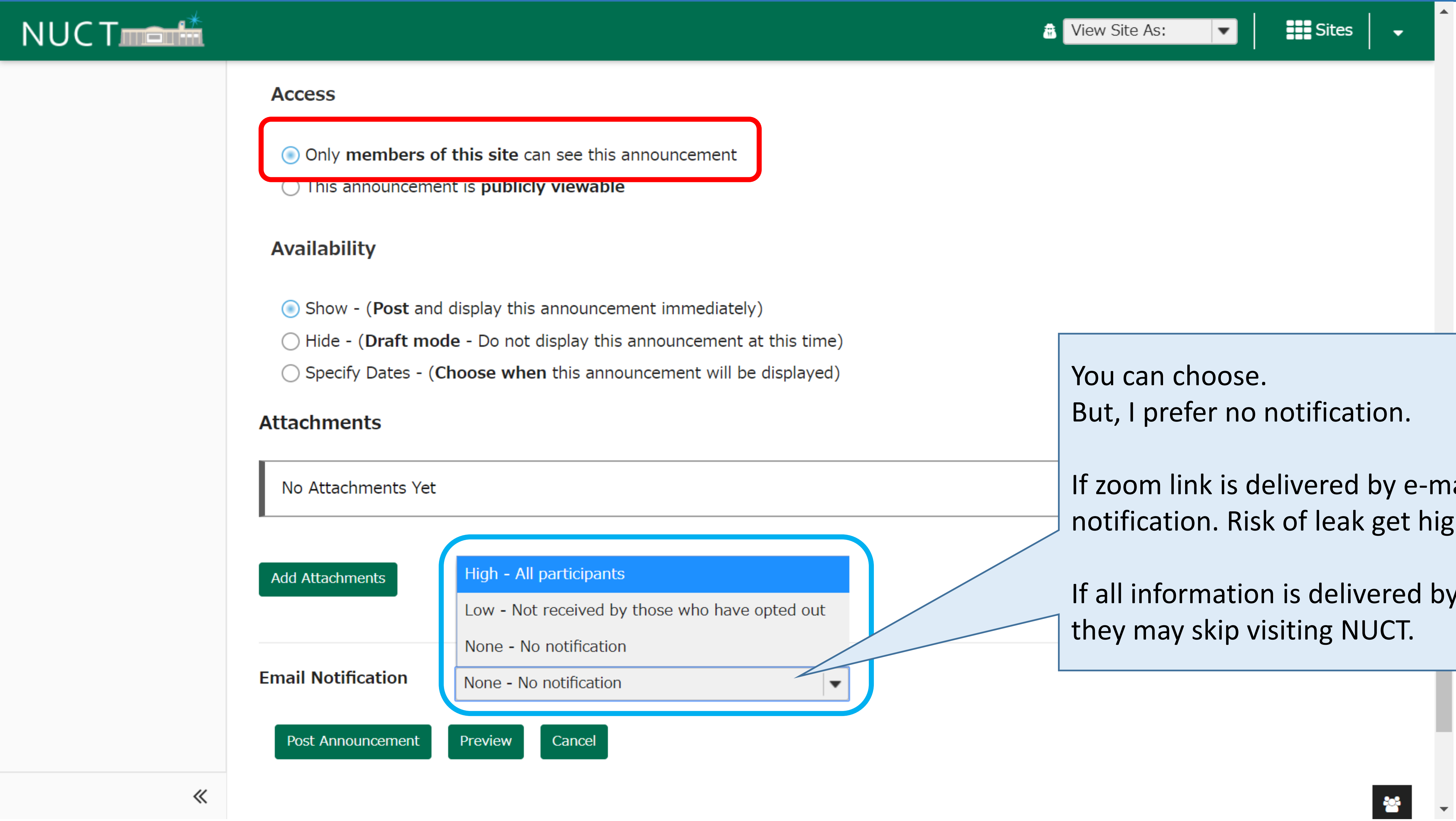
Topic: Lecture 2020/04/10
Time: Apr 10, 2020 01:30 PM Osaka, Sapporo, Tokyo

Join Zoom Meeting
https://zoom.us/j/677522028?pwd=UUcvd1BtODQxdHVFcTlEbzlGUlQvQT09

Meeting ID: 677 522 028
Password: 278295

You can add more instructions. “You have to set student ID + surname + given name in the name field.”

How to announce a meeting


NUCT
View Site As:
Sites

Access

● Only **members of this site** can see this announcement

○ This announcement is **publicly viewable**

Availability

● Show - (**Post** and display this announcement immediately)

○ Hide - (**Draft mode** - Do not display this announcement at this time)

○ Specify Dates - (**Choose when** this announcement will be displayed)

Attachments

No Attachments Yet

Add Attachments

High - All participants

Low - Not received by those who have opted out

None - No notification

Email Notification: None - No notification

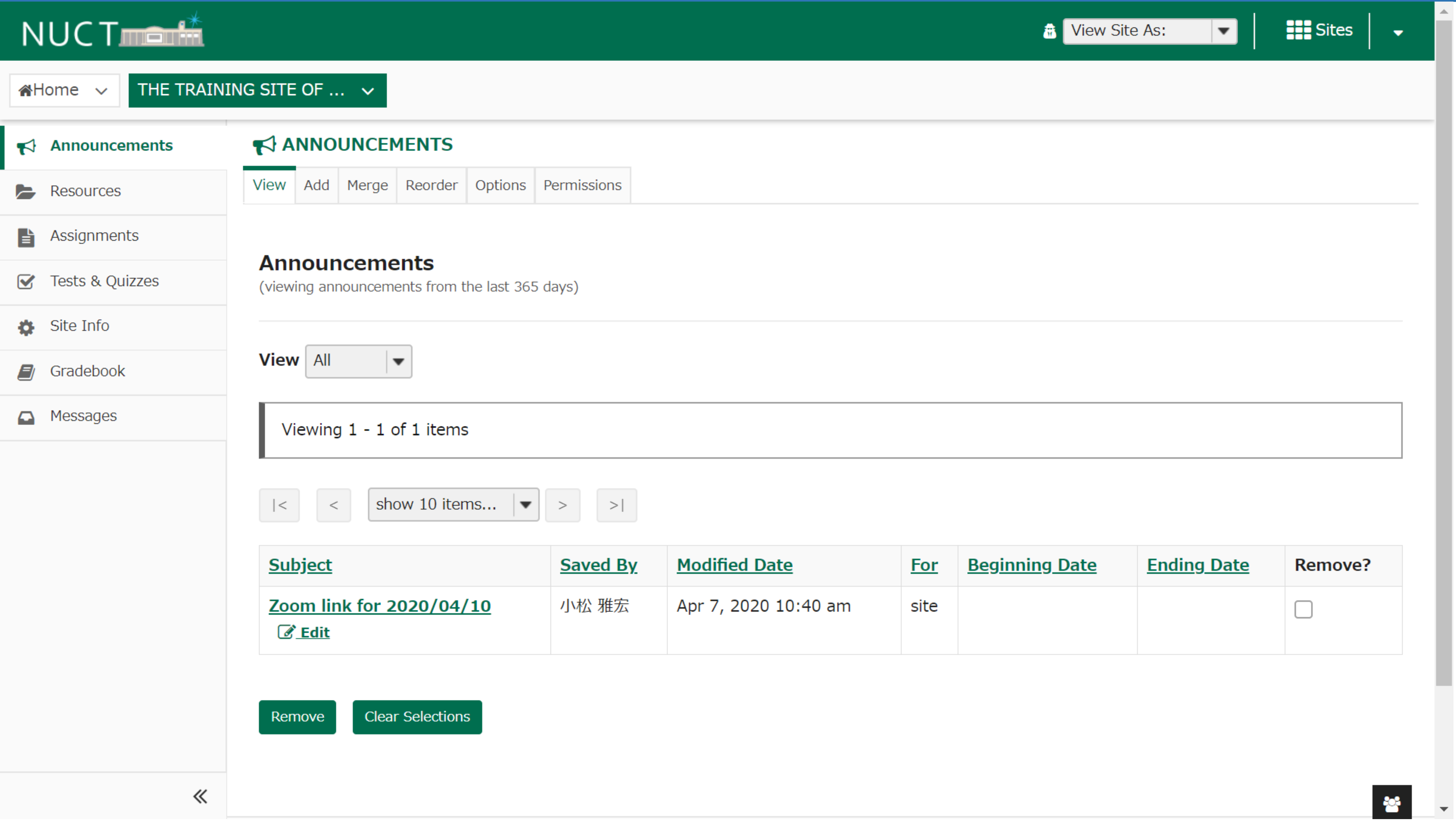
Post Announcement
Preview
Cancel

You can choose.
But, I prefer no notification.

If zoom link is delivered by e-mail notification. Risk of leak get higher.

If all information is delivered by e-mail, they may skip visiting NUCT.

How to announce a meeting


NUCT
View Site As:
Sites
Home
THE TRAINING SITE OF ...
Announcements
Resources
Assignments
Tests & Quizzes
Site Info
Gradebook
Messages
ANNOUNCEMENTS
View
Add
Merge
Reorder
Options
Permissions

Announcements

(viewing announcements from the last 365 days)

View All

Viewing 1 - 1 of 1 items

|< < show 10 items... > >|

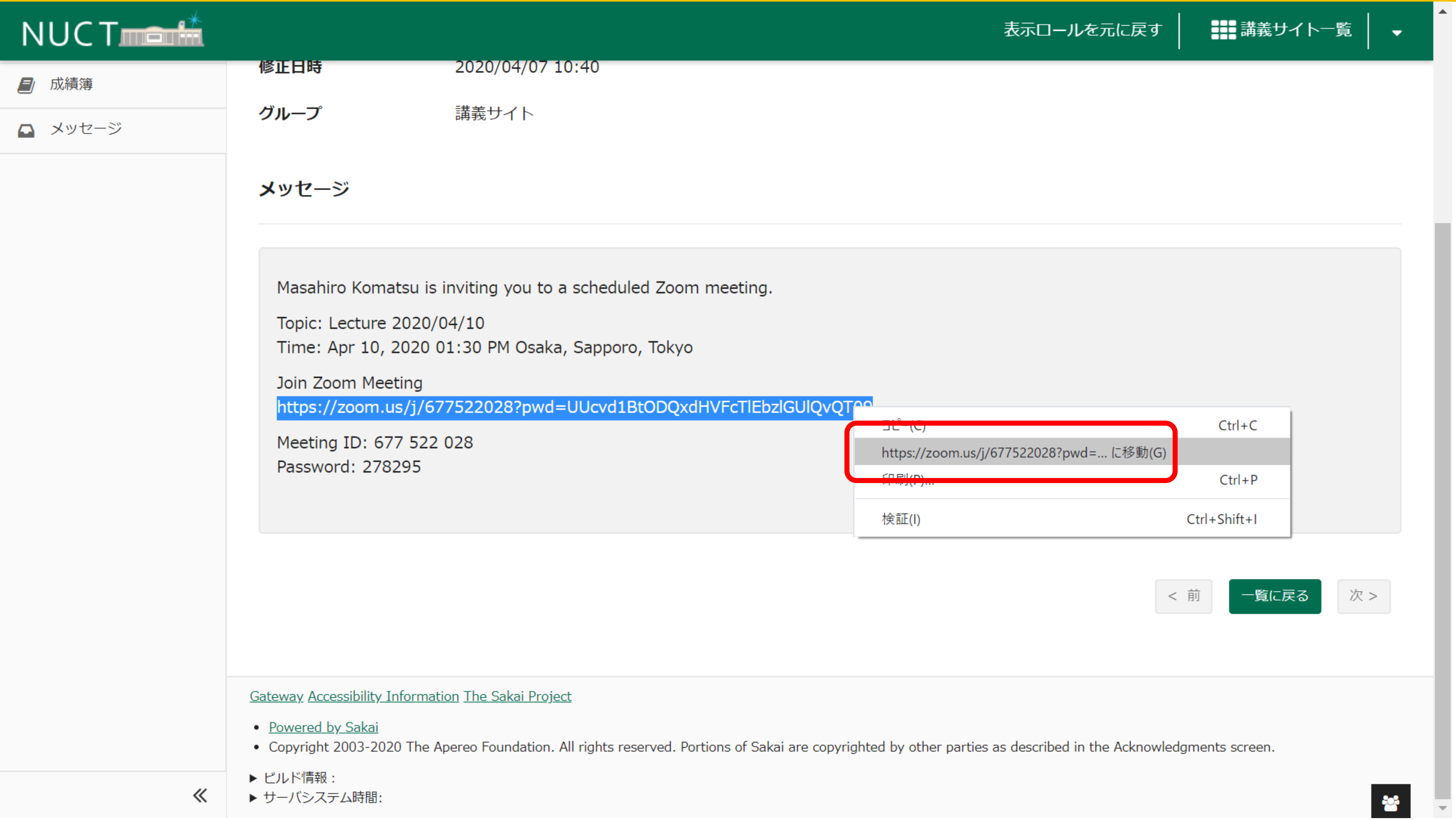
Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Zoom link for 2020/04/10 Edit	小松 雅宏	Apr 7, 2020 10:40 am	site			☐

Remove
Clear Selections

Start a scheduled meeting

For both student and teacher

Start a meeting (Student)


NUCT
表示ロールを元に戻す
講義サイト一覧
成績簿
メッセージ

修正日時 2020/04/07 10:40

グループ 講義サイト

メッセージ

Masahiro Komatsu is inviting you to a scheduled Zoom meeting.

Topic: Lecture 2020/04/10
Time: Apr 10, 2020 01:30 PM Osaka, Sapporo, Tokyo

Join Zoom Meeting
https://zoom.us/j/677522028?pwd=UUcvd1BtODQxdHVFcTlEbzlGUlQvQT

Meeting ID: 677 522 028
Password: 278295

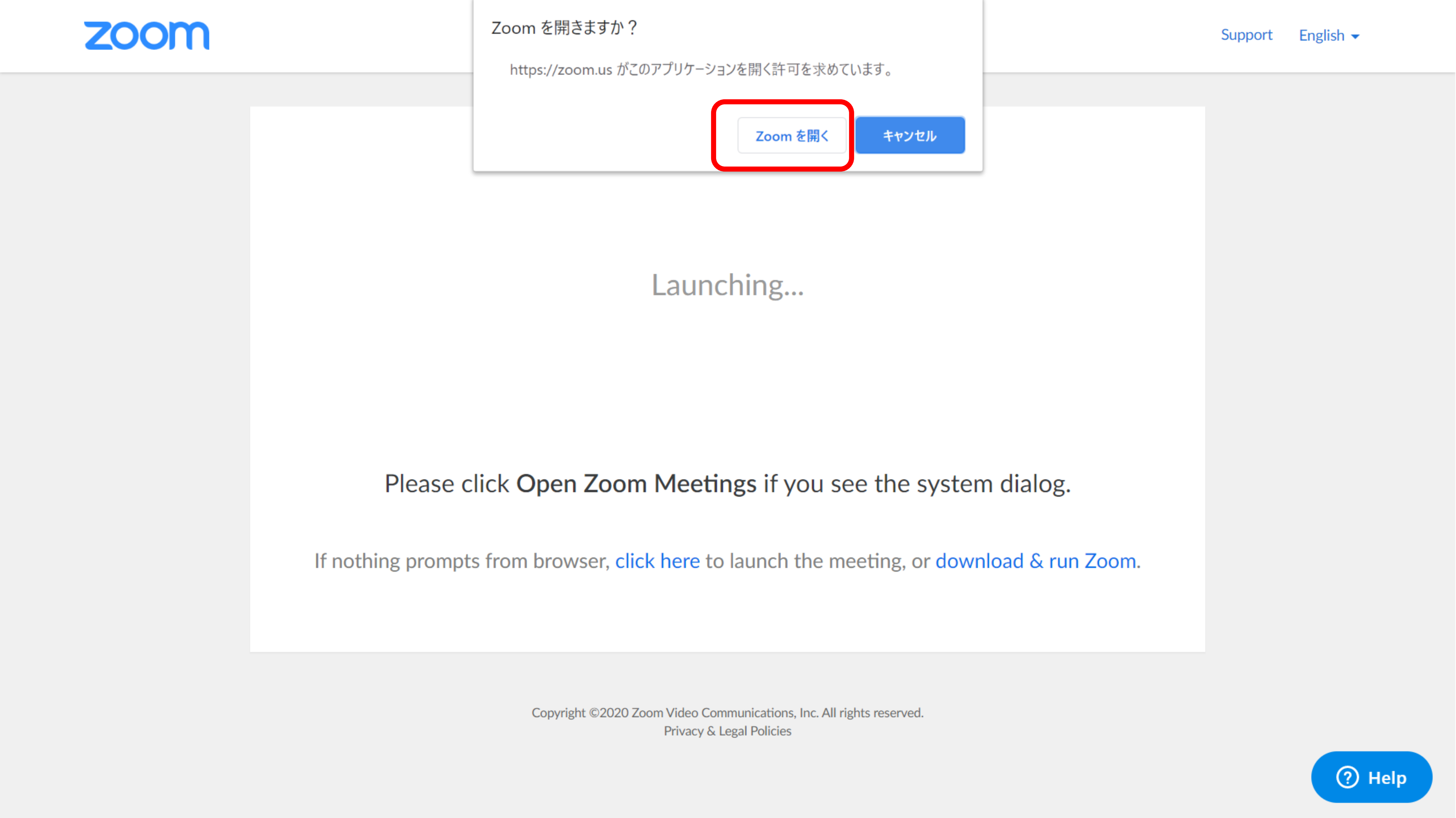
コピー(C) Ctrl+C
https://zoom.us/j/677522028?pwd=... に移動(G)
印刷(P)... Ctrl+P
検証(I) Ctrl+Shift+I
< 前
一覧に戻る
次 >

Gateway Accessibility Information The Sakai Project

- Powered by Sakai
- Copyright 2003-2020 The Apereo Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

▸ ビルド情報：
▸ サーバシステム時間:

Start a meeting (Student)


zoom
Support
English
Zoom を開く
キャンセル
Help

Zoom を開きますか？

https://zoom.us がこのアプリケーションを開く許可を求めています。

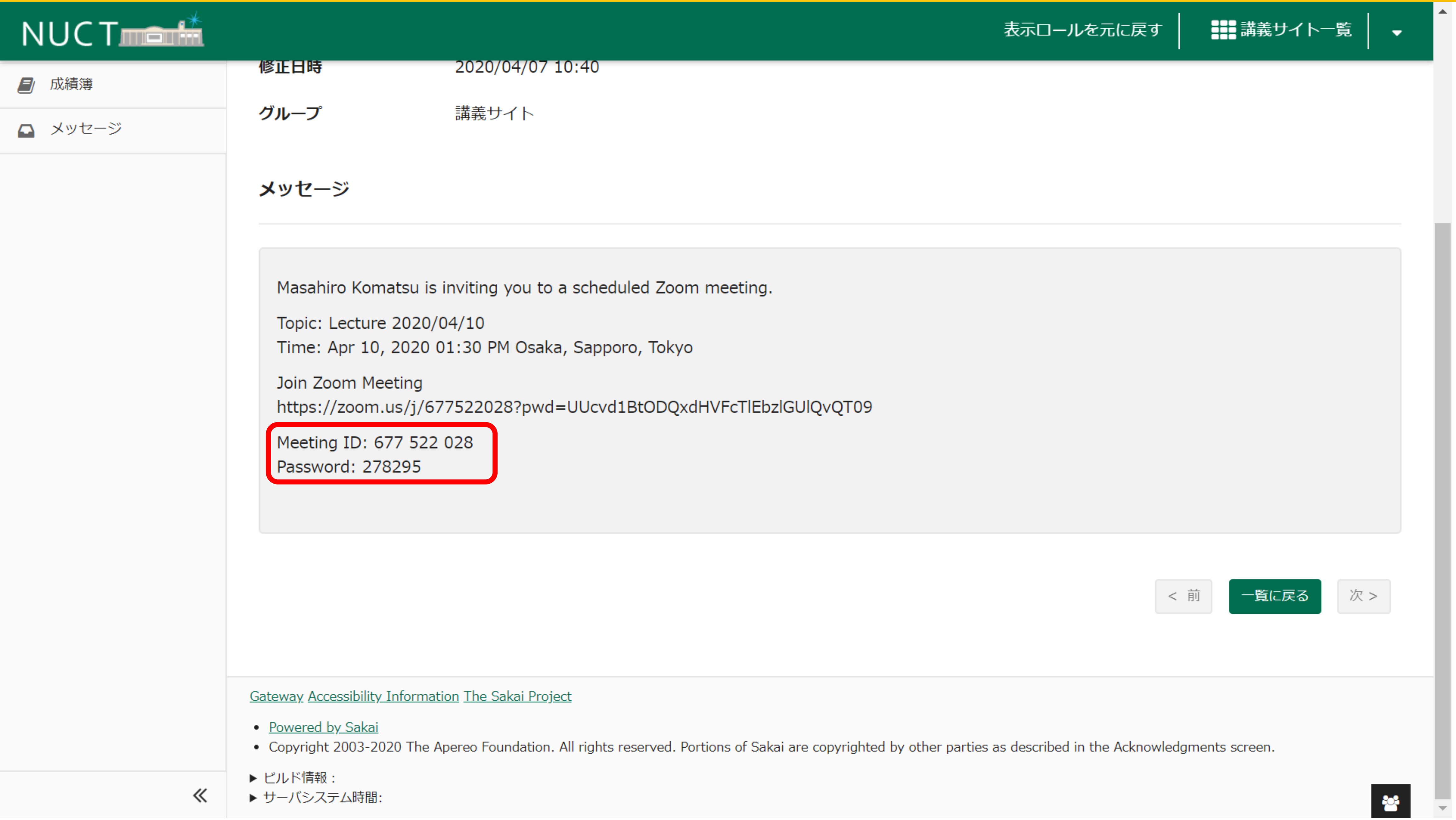
Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

Start a meeting (Student)



修正日時 2020/04/07 10:40

グループ 講義サイト

メッセージ

Masahiro Komatsu is inviting you to a scheduled Zoom meeting.

Topic: Lecture 2020/04/10
Time: Apr 10, 2020 01:30 PM Osaka, Sapporo, Tokyo

Join Zoom Meeting
https://zoom.us/j/677522028?pwd=UUcvd1BtODQxdHVFcTlEbzlGUlQvQT09

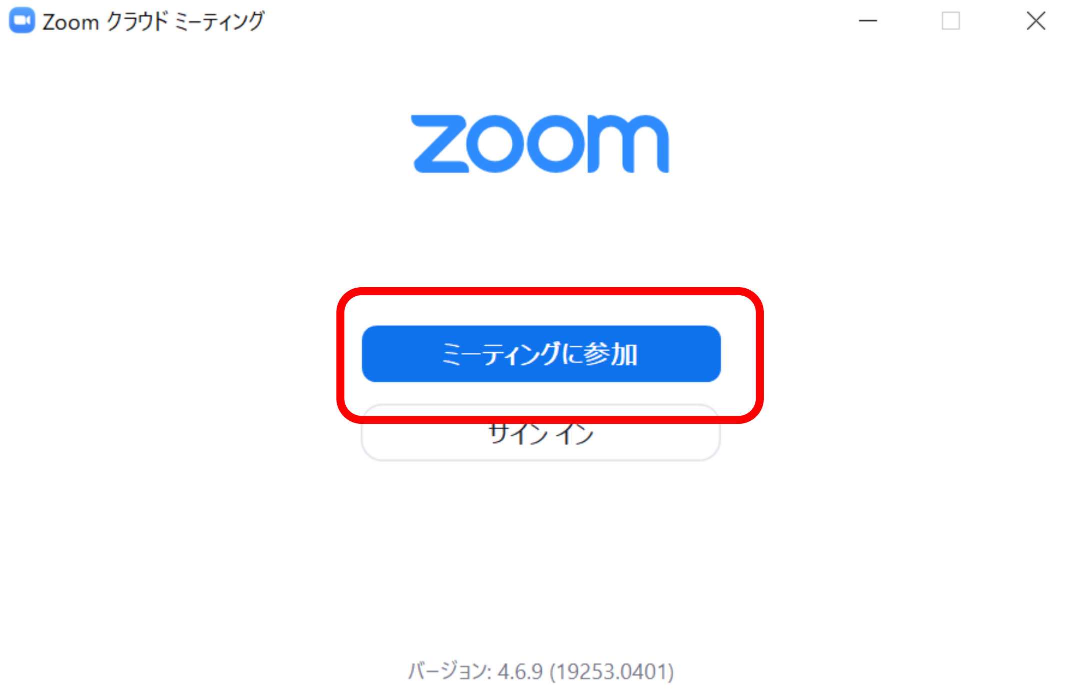
Meeting ID: 677 522 028
Password: 278295

Gateway Accessibility Information The Sakai Project

- Powered by Sakai
- Copyright 2003-2020 The Apereo Foundation. All rights reserved. Portions of Sakai are copyrighted by other parties as described in the Acknowledgments screen.

▶ ビルド情報：
▶ サーバシステム時間:

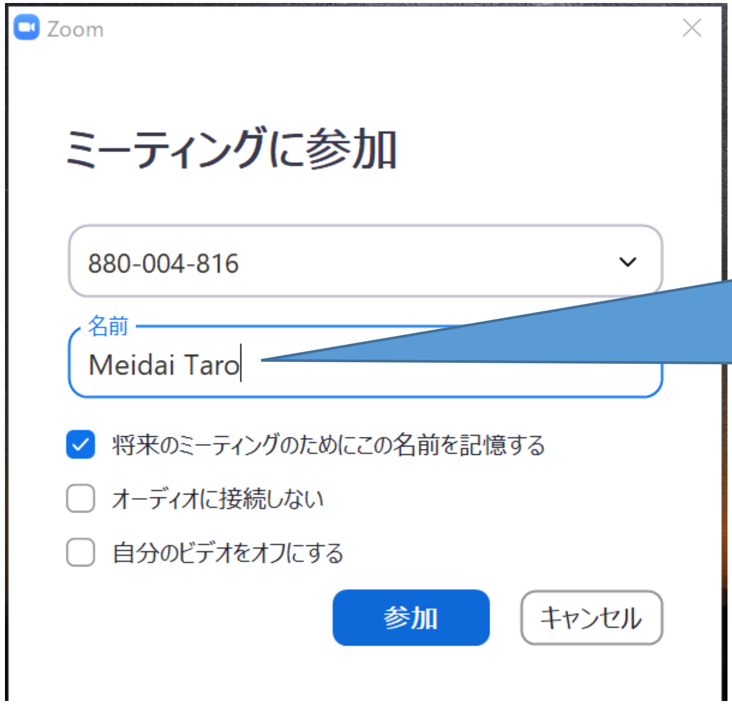
Start a meeting (Student)


Zoom クラウド ミーティング
zoom
ミーティングに参加
サイン イン
バージョン: 4.6.9 (19253.0401)

Start Zoom client

Start a meeting (Student)

Enter meeting ID and name (How they appear in the list)



ミーティングに参加

880-004-816

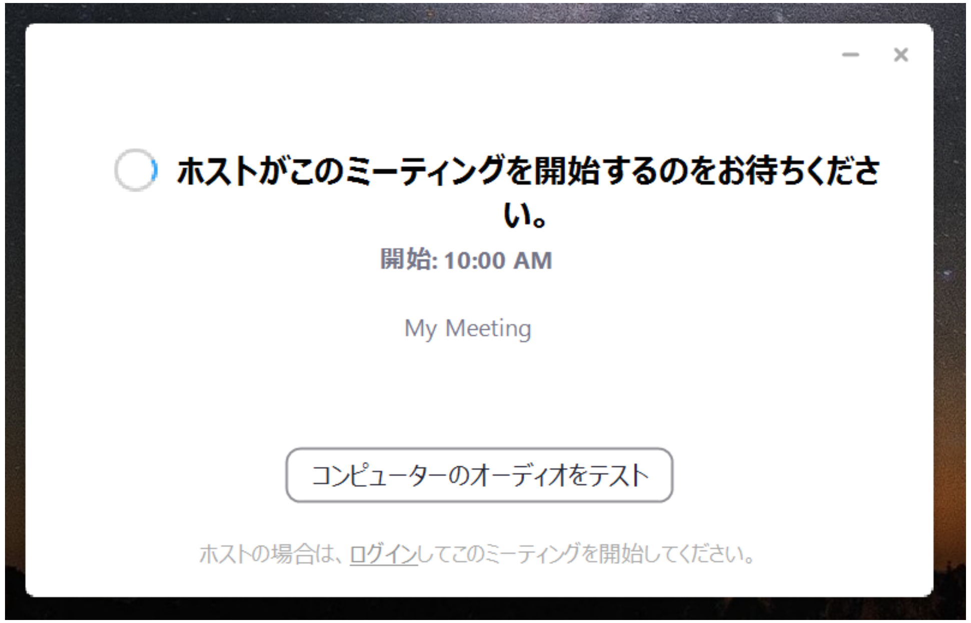
名前
Meidai Taro

☑ 将来のミーティングのためにこの名前を記憶する
☐ オーディオに接続しない
☐ 自分のビデオをオフにする

You can instruct your student to enter their true name and/or with student ID to distinguish

Start a meeting (Student)

If waiting room is activated.



ホストがこのミーティングを開始するのをお待ちください。

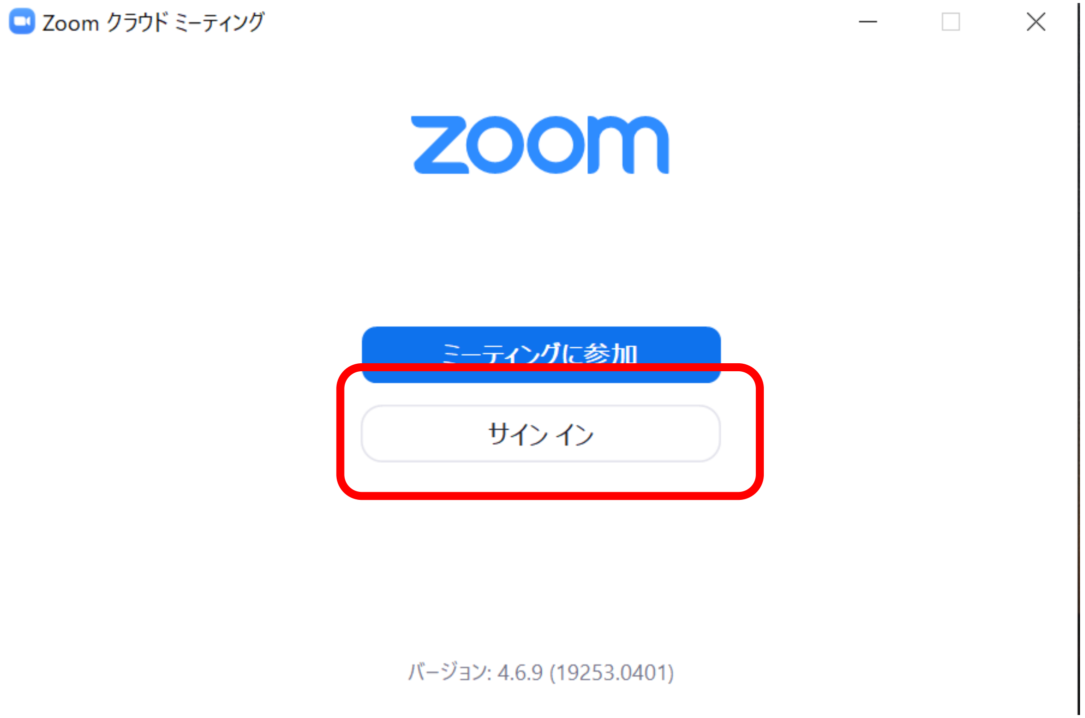
開始: 10:00 AM

My Meeting

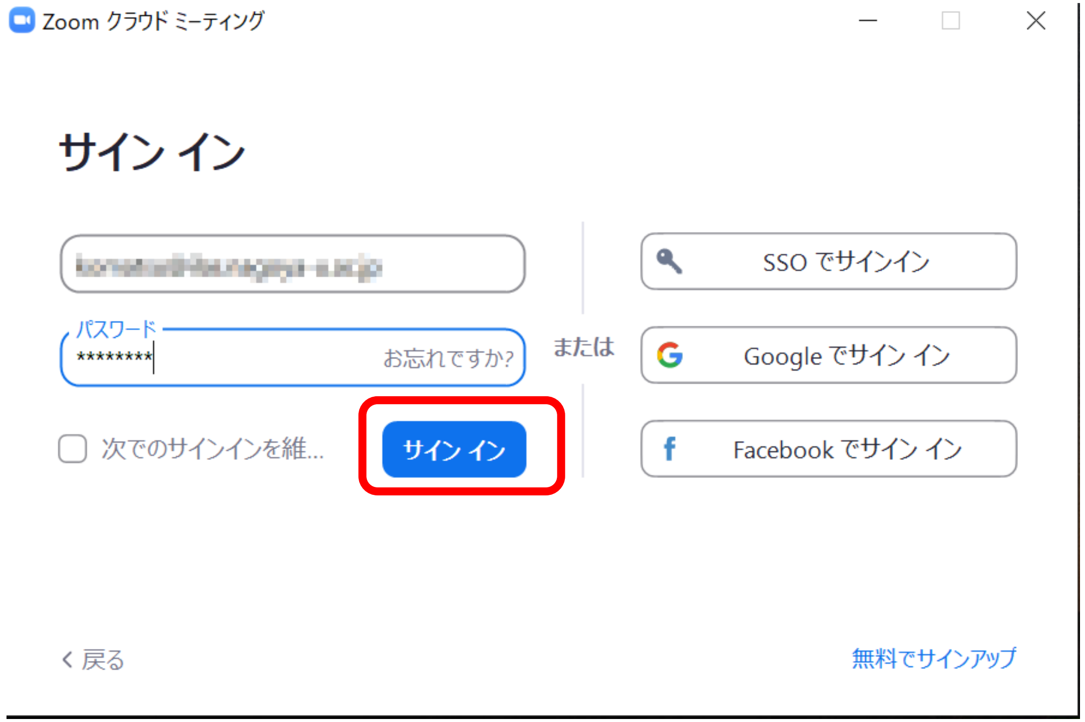
ホストの場合は、ログインしてこのミーティングを開始してください。

Imagine your usual class, students are waiting in a classroom until you come.

Start a meeting (Teacher)


Zoom クラウド ミーティング
zoom
ミーティングに参加
サイン イン
バージョン: 4.6.9 (19253.0401)

Start a meeting



Zoom クラウド ミーティング

サイン イン

[redacted]

パスワード

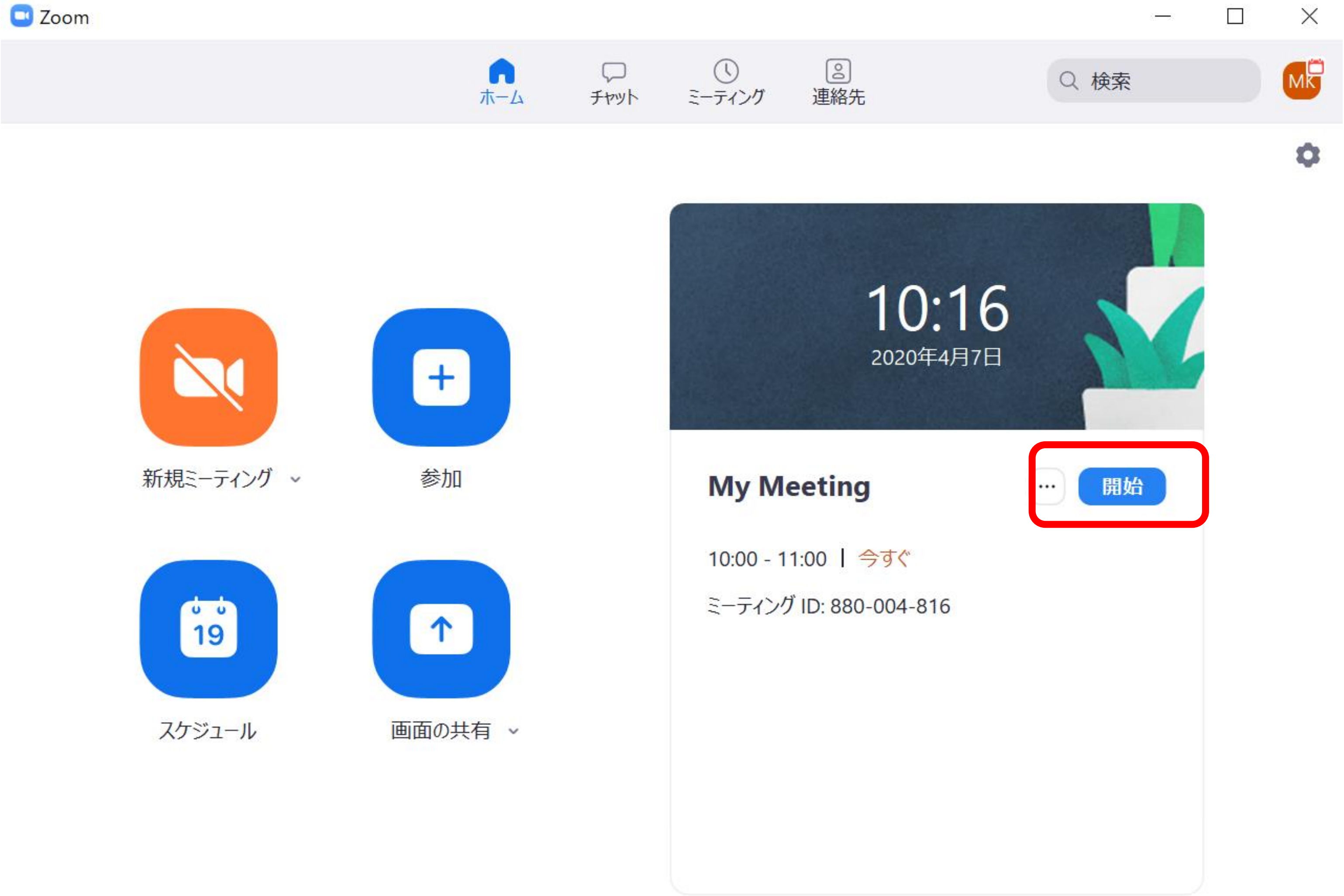
****

お忘れですか?

または

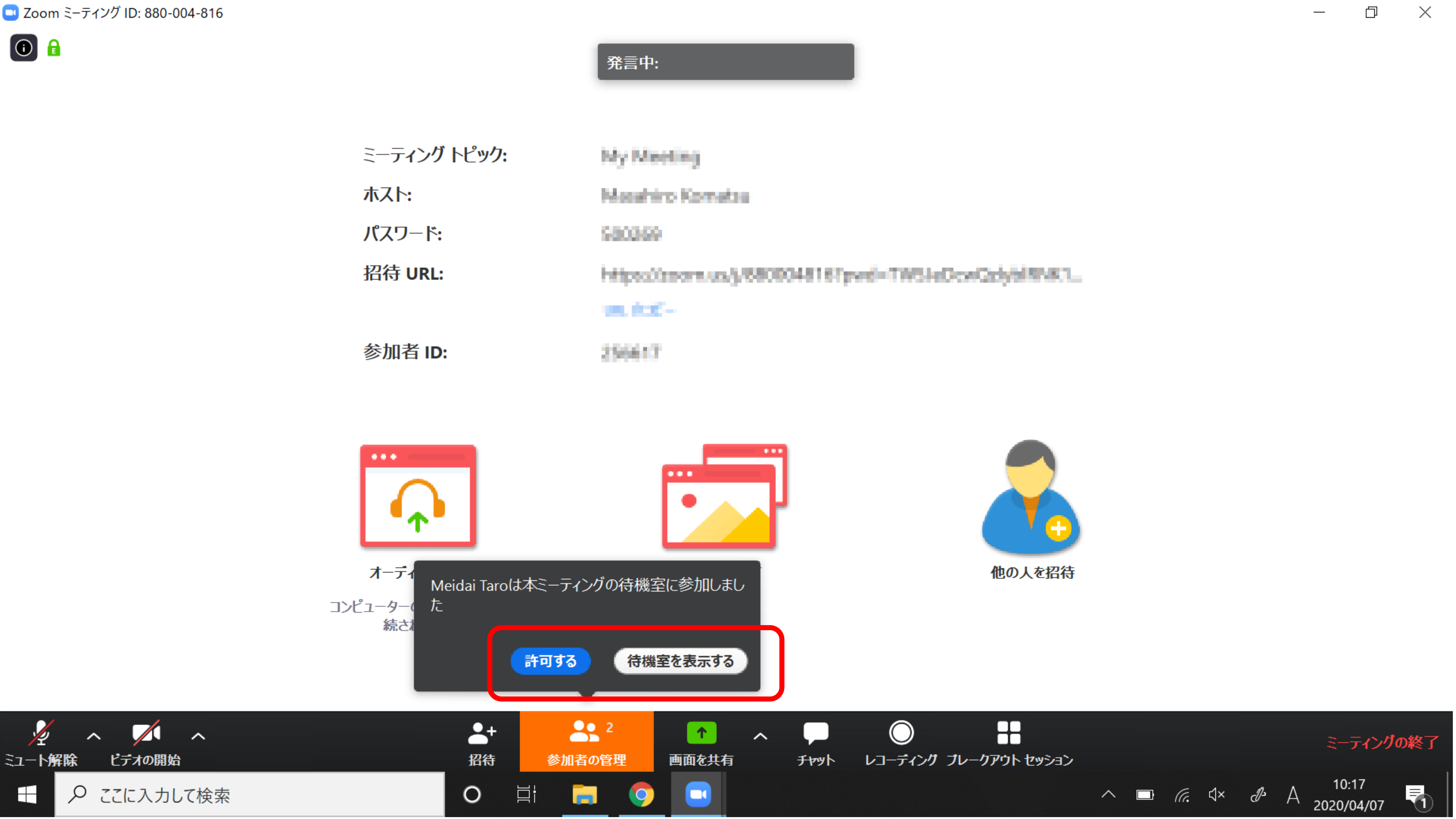
SSO でサインイン
Google でサイン イン
Facebook でサイン イン
☐ 次でのサインインを維...
サイン イン
‹ 戻る
無料でサインアップ

Start a meeting



Zoom
ホーム
チャット
ミーティング
連絡先
検索
MK
新規ミーティング
参加
スケジュール
19
画面の共有
10:16
2020年4月7日
My Meeting
…
開始
10:00 - 11:00 | 今すぐ
ミーティング ID: 880-004-816

Start a meeting



Zoom ミーティング ID: 880-004-816

発言中:

ミーティング トピック: [redacted]

ホスト: [redacted]

パスワード: [redacted]

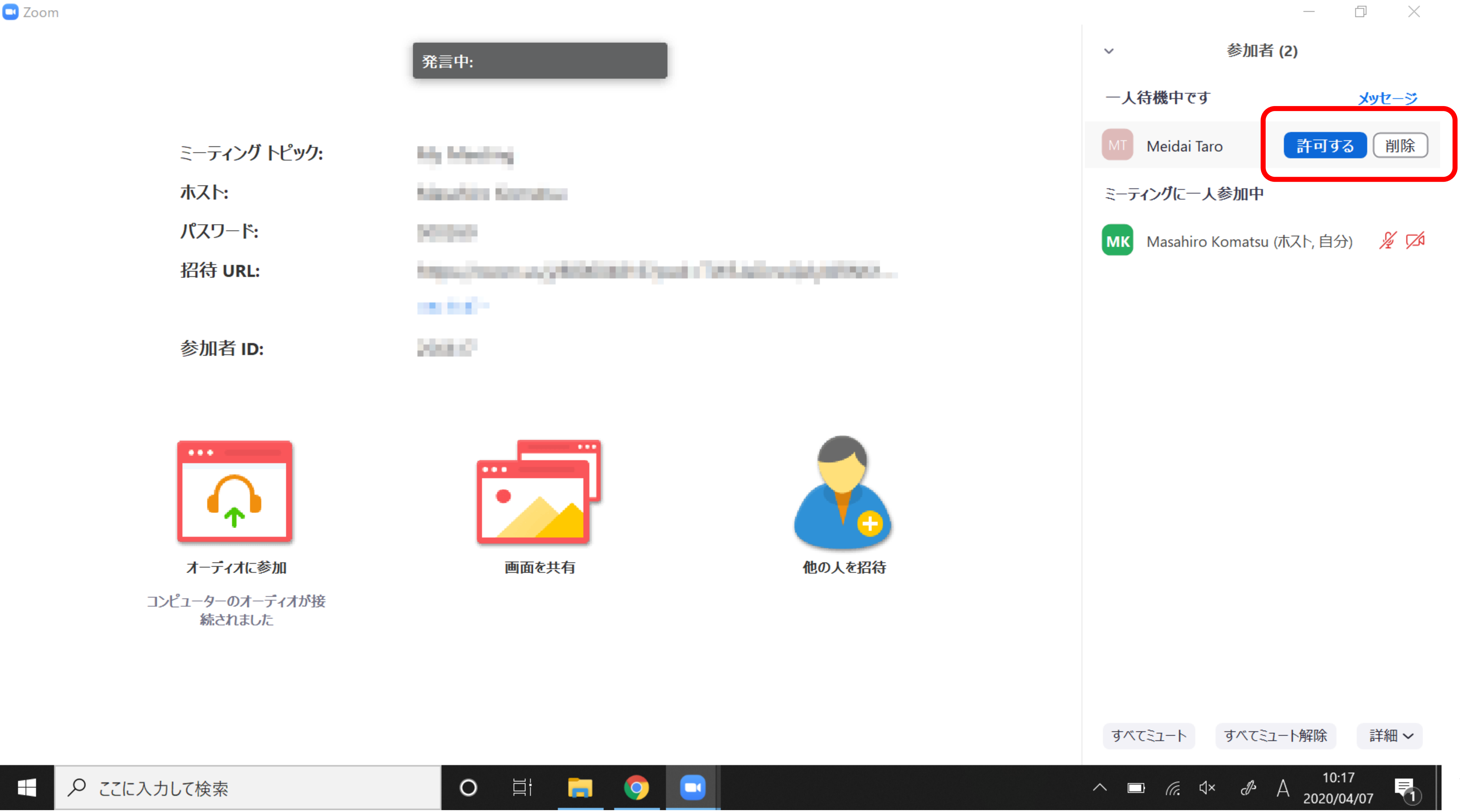
招待 URL: [redacted]

参加者 ID: [redacted]

Meidai Taroは本ミーティングの待機室に参加しました

オーディ
コンピューター
続さ
他の人を招待
許可する
待機室を表示する
ミュート解除
ビデオの開始
招待
参加者の管理 2
画面を共有
チャット
レコーディング
ブレークアウト セッション
ミーティングの終了
ここに入力して検索
10:17
2020/04/07

Start a meeting



発言中:

ミーティング トピック: [redacted]

ホスト: [redacted]

パスワード: [redacted]

招待 URL: [redacted]

参加者 ID: [redacted]

参加者 (2)

一人待機中です

Meidai Taro

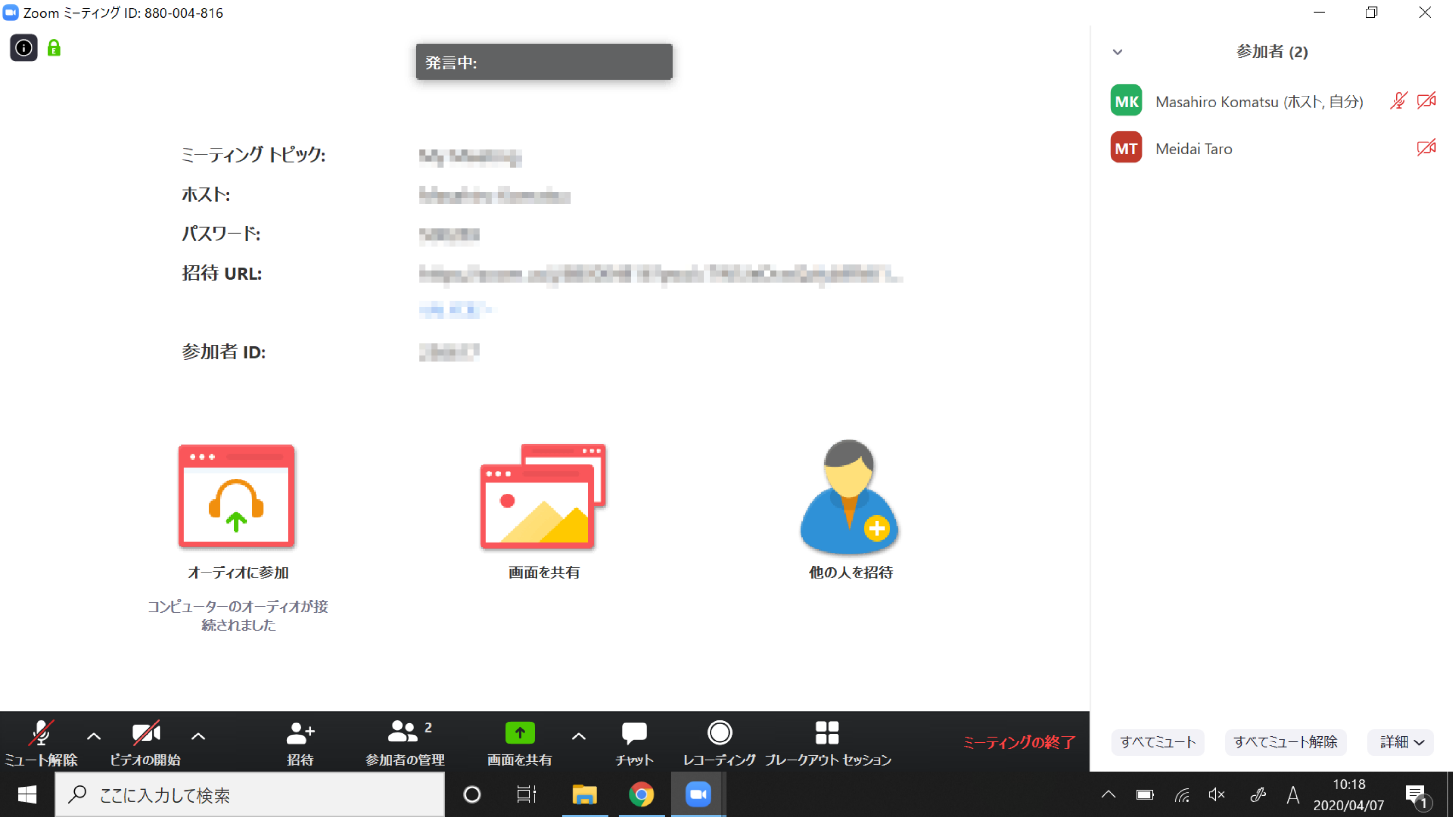
ミーティングに一人参加中

Masahiro Komatsu (ホスト, 自分)

コンピューターのオーディオが接続されました

Zoom
メッセージ
MT
許可する
削除
MK
オーディオに参加
画面を共有
他の人を招待
すべてミュート
すべてミュート解除
詳細
ここに入力して検索
10:17
2020/04/07

Start a meeting



Zoom ミーティング ID: 880-004-816

発言中:

ミーティング トピック: [redacted]

ホスト: [redacted]

パスワード: [redacted]

招待 URL: [redacted]

参加者 ID: [redacted]

コンピューターのオーディオが接続されました

参加者 (2)

Masahiro Komatsu (ホスト, 自分)

Meidai Taro

オーディオに参加
画面を共有
他の人を招待
MK
MT
すべてミュート
すべてミュート解除
詳細
ミュート解除
ビデオの開始
招待
2
参加者の管理
画面を共有
チャット
レコーディング
ブレークアウト セッション
ミーティングの終了
ここに入力して検索
10:18
2020/04/07

How to share your slideshow

In case of single monitor environment

Dual or multi monitor, simply share your desktop.

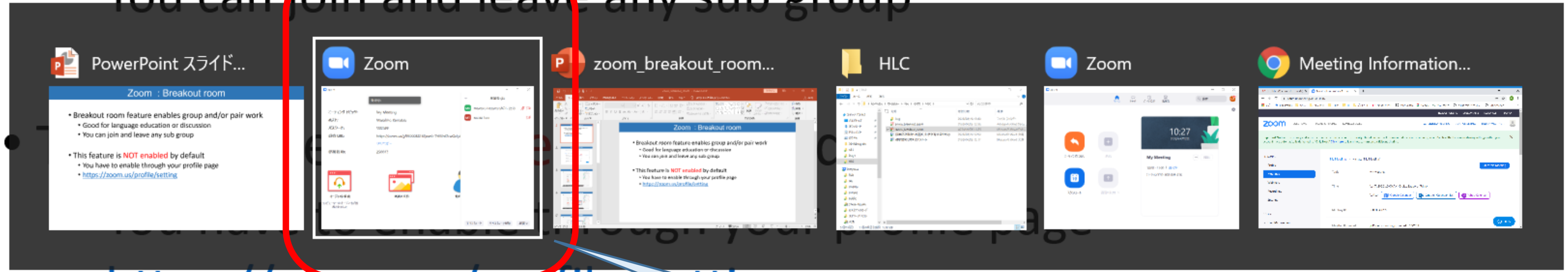
How to share your slideshow

- Teaching material is more important than your face.
  - Which you show on screen in a classroom is important.
  - Maybe it is PowerPoint slideshow.
- Sharing desktop is the easiest way
  - Just share your whole desktop
  - Good for dual monitor environment.
- You may hesitate to share your desktop
  - Normally my desktop is messy! I do not want to show my desktop.
  - Share application by application, PPT, PDF, WORD ....
- Start your slideshow, then press "ALT+TAB" (Windows)

How to share your slideshow

Zoom : Breakout room

- Breakout room feature enables group and/or pair work
  - Good for language education or discussion
  - You can join and leave any sub group
  - https://zoom.us/profile/setting


PowerPoint スライド...
Zoom
zoom_breakout_room...
HLC
Zoom
Meeting Information...
10:27

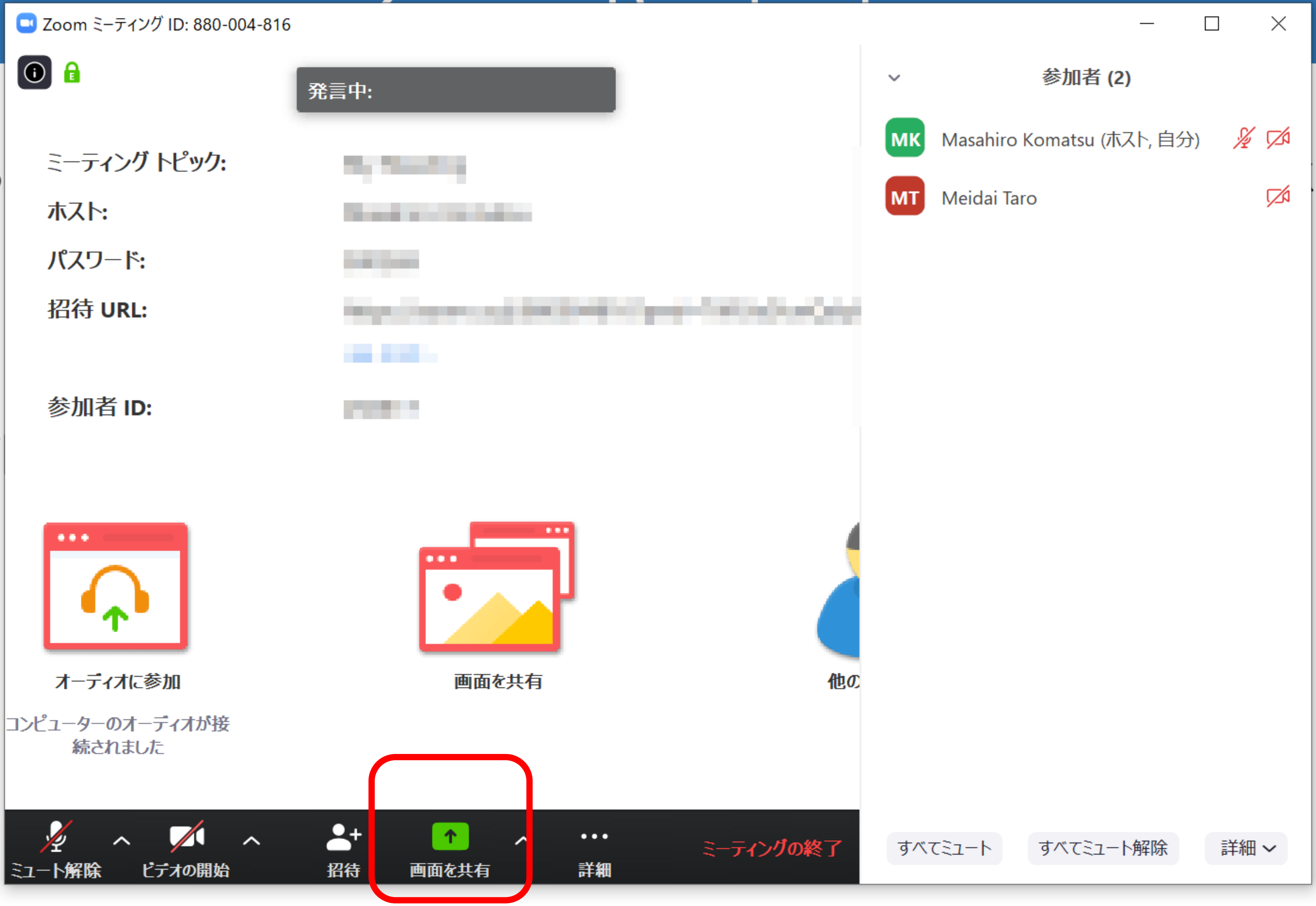
Zoom : Breakout room
- Breakout room feature enables group and/or pair work
  - Good for language education or discussion
  - You can join and leave any sub group
- This feature is NOT enabled by default
  - You have to enable through your profile page
  - https://zoom.us/profile/setting

Select Zoom meeting window

How to share your slideshow

- B

- T



Zoom ミーティング ID: 880-004-816

ミーティング トピック: [redacted]

ホスト: [redacted]

パスワード: [redacted]

招待 URL: [redacted]

参加者 ID: [redacted]

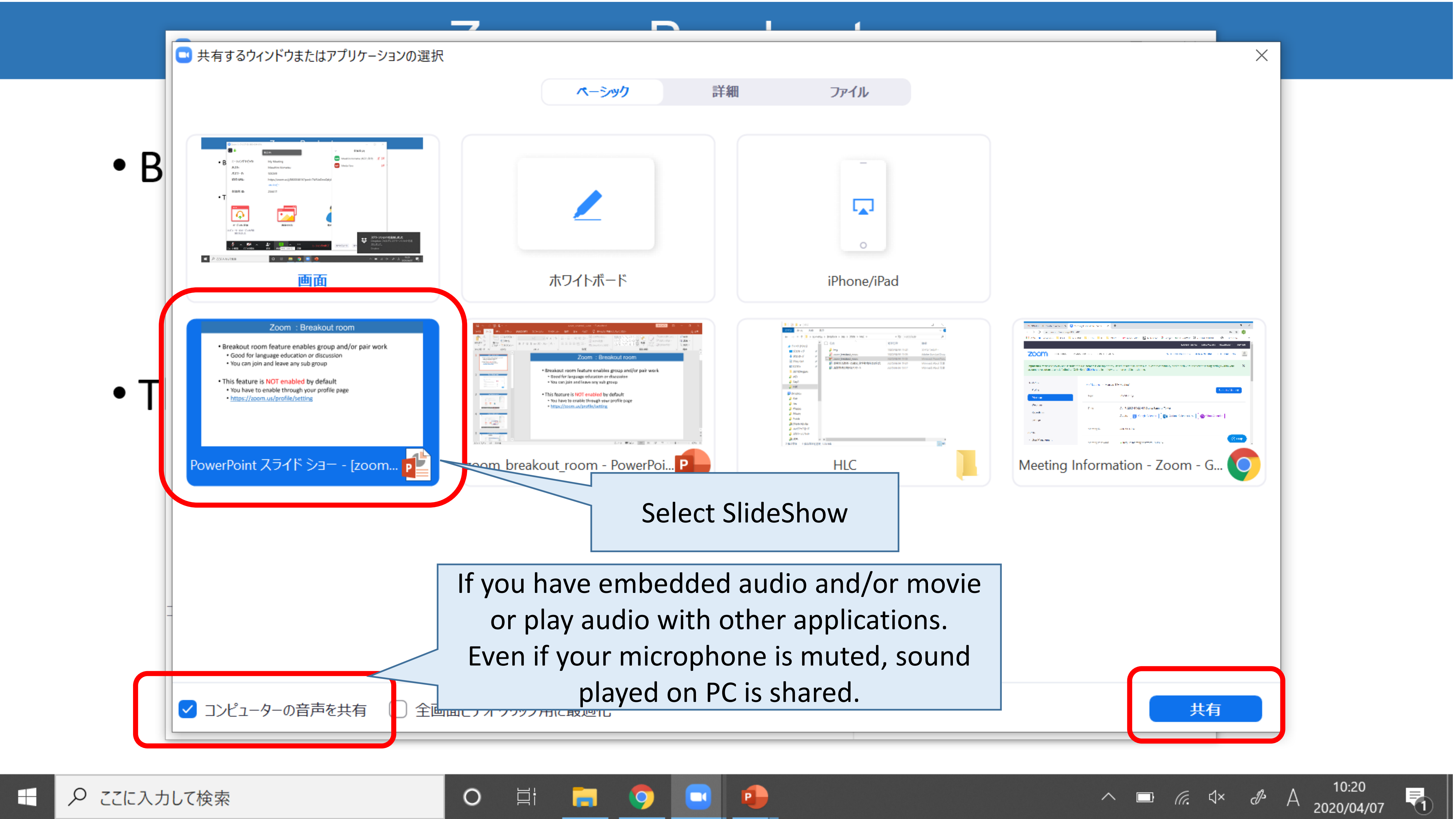
参加者 (2)

- Masahiro Komatsu (ホスト, 自分)
- Meidai Taro

発言中:
オーディオに参加
コンピューターのオーディオが接続されました
画面を共有
他の
MK
MT
ミュート解除
ビデオの開始
招待
画面を共有
詳細
ミーティングの終了
すべてミュート
すべてミュート解除
詳細

ここに入力して検索
A
10:28
2020/04/07
1

How to share your slideshow


共有するウィンドウまたはアプリケーションの選択
ベーシック
詳細
ファイル
画面
ホワイトボード
iPhone/iPad
PowerPoint スライド ショー - [zoom...
zoom_breakout_room - PowerPoi...
HLC
Meeting Information - Zoom - G...
☐ 全画面ビデオクリップ用に最適化
共有
ここに入力して検索
10:20
2020/04/07

Zoom : Breakout room

- Breakout room feature enables group and/or pair work
  - Good for language education or discussion
  - You can join and leave any sub group
- This feature is NOT enabled by default
  - You have to enable through your profile page
  - https://zoom.us/profile/setting

☑ コンピューターの音声を共有

Select SlideShow

If you have embedded audio and/or movie or play audio with other applications. Even if your microphone is muted, sound played on PC is shared.

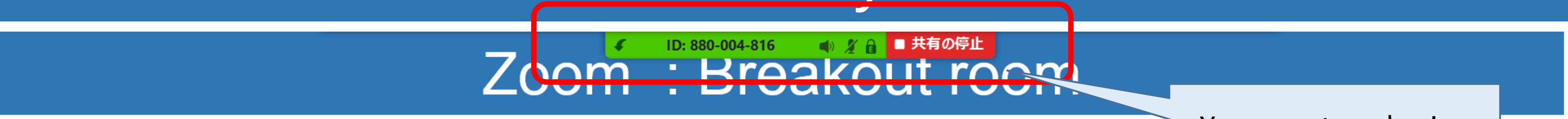
How to share your slideshow

Audio test

When, a week ago today, I asked the House to fix this afternoon as the occasion for a statement, I feared it would be my hard lot to announce the greatest military disaster in our long history. I thought - and some good judges agreed with me - that perhaps 20,000 or 30,000 men might be re-embarked. But it certainly seemed that the whole of the French First Army and the whole of the British Expeditionary Force north of the Amiens-Abbeville gap would be broken up in the open field or else would have to capitulate for lack of food and ammunition. These were the hard and heavy tidings for which I called upon the House and the nation to prepare themselves a week ago. The whole root and core and brain of the British Army, on which and around which we were to build, and are to build, the great British Armies in the later years of the war, seemed about to perish upon the field or to be led into an ignominious and starving captivity.

We shall never surrender to covid-19.

How to share your slideshow



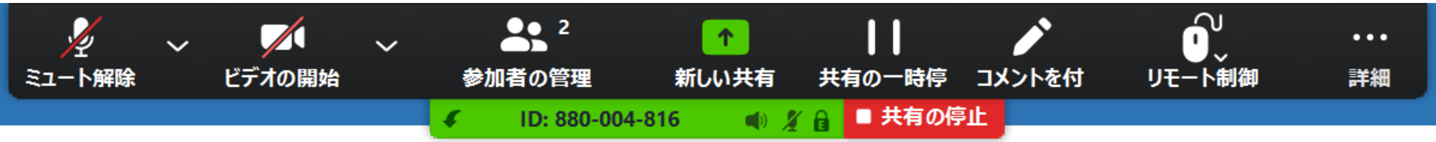
Zoom : Breakout room

You can stop sharing

- Breakout room feature enables group and/or pair work
  - Good for language education or discussion
  - You can join and leave any sub group

- This feature is NOT enabled by default
  - You have to enable through your profile page
  - https://zoom.us/profile/setting

How to share your slideshow


ミュート解除
ビデオの開始
参加者の管理
2
新しい共有
共有の一時停
コメントを付
リモート制御
詳細
ID: 880-004-816
共有の停止

By mouse over, you can find more functions.

- Breakout room feature enables group and/or p
  - Good for language education or discussion
  - You can join and leave any sub group

- This feature is NOT enabled by default
  - You have to enable through your profile page
  - https://zoom.us/profile/setting

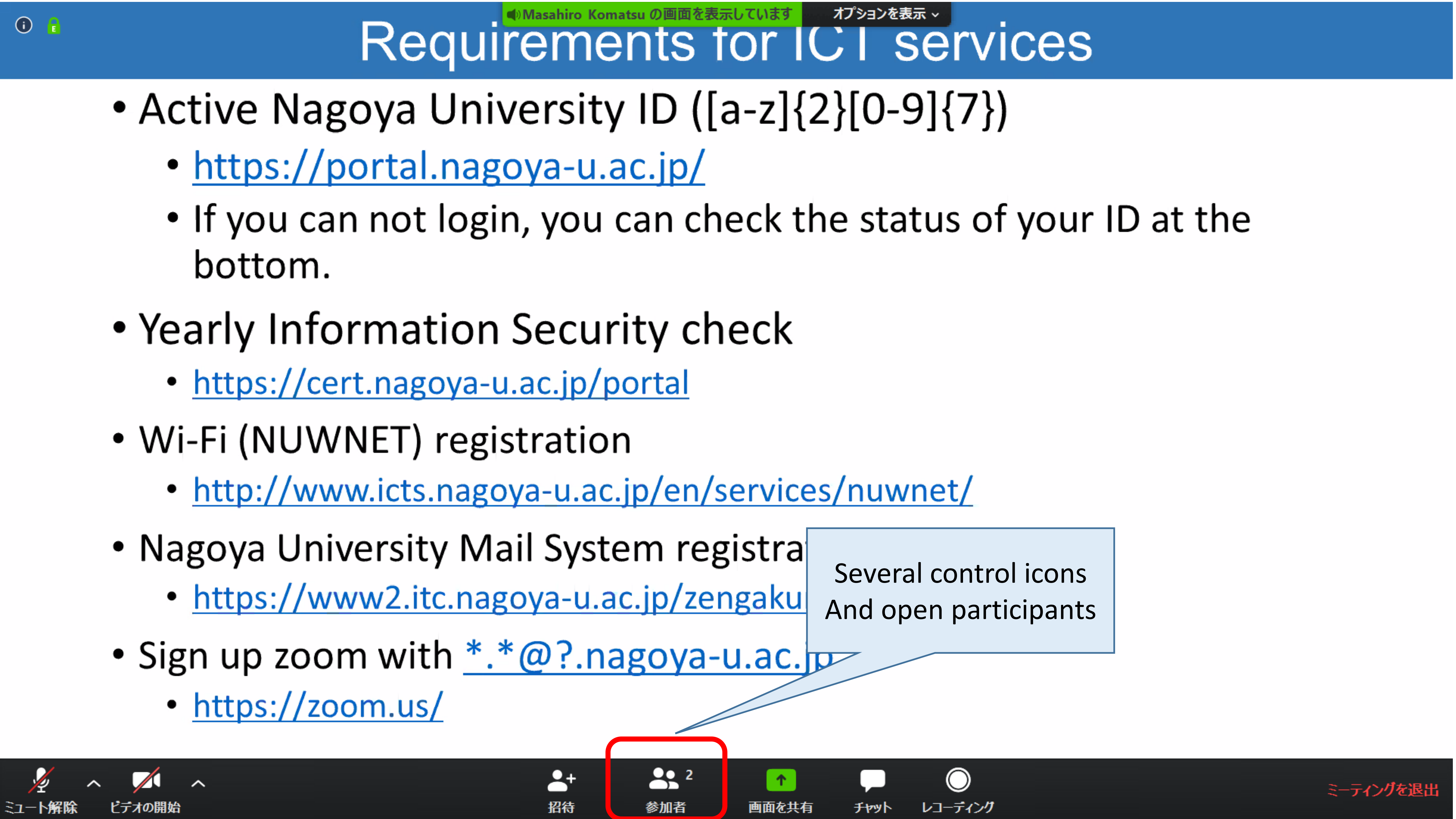
How it looks like from student

Requirements for ICT services

- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not login, you can check the status of your ID at the bottom.
- Yearly Information Security check
  - https://cert.nagoya-u.ac.jp/portal
- Wi-Fi (NUWNET) registration
  - http://www.icts.nagoya-u.ac.jp/en/services/nuwnet/
- Nagoya University Mail System registration
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/

Mouse move or over at bottom or top

How it looks like from student


Masahiro Komatsu の画面を表示しています
オプションを表示
ミュート解除
ビデオの開始
招待
参加者 2
画面を共有
チャット
レコーディング
ミーティングを退出

Requirements for ICT services

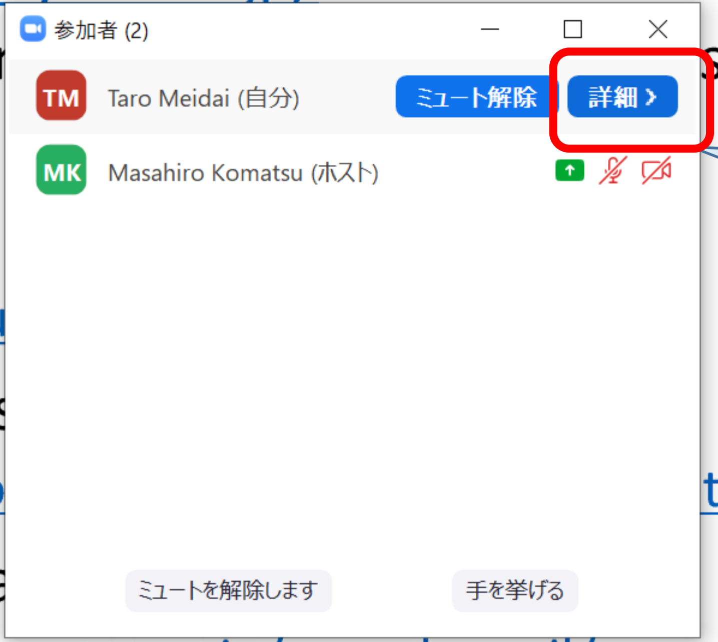
- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not login, you can check the status of your ID at the bottom.
- Yearly Information Security check
  - https://cert.nagoya-u.ac.jp/portal
- Wi-Fi (NUWNET) registration
  - http://www.icts.nagoya-u.ac.jp/en/services/nuwnet/
- Nagoya University Mail System registra
  - https://www2.itc.nagoya-u.ac.jp/zengaku
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/

Several control icons
And open participants

How it looks like from student

Requirements for ICT services

- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not logi s of yo bottom.
- Yearly Information
  - https://cert.nagoya-u
- Wi-Fi (NUWNET) regis
  - http://www.icts.nago t/
- Nagoya University Ma
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/

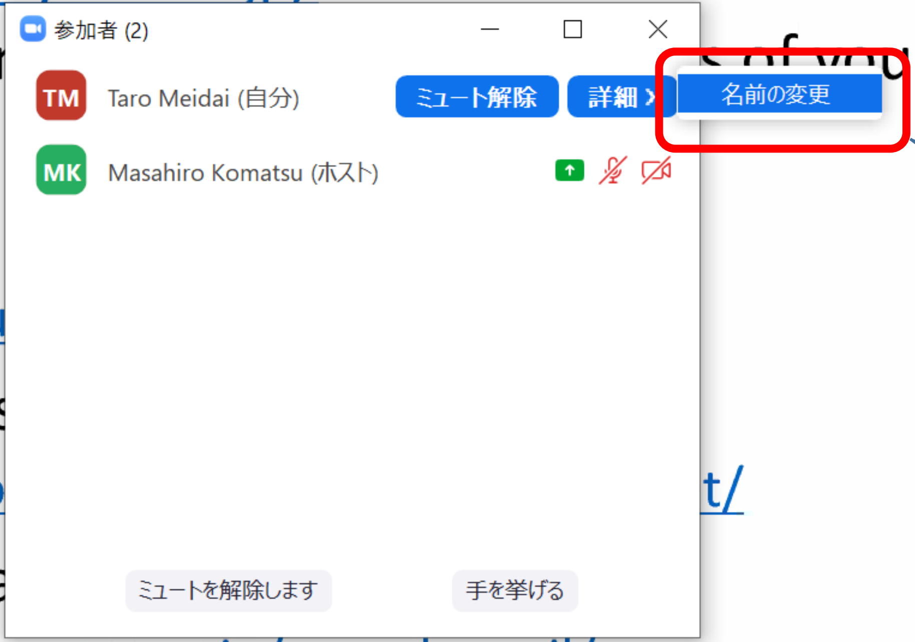

参加者 (2)
TM
Taro Meidai (自分)
ミュート解除
詳細 >
MK
Masahiro Komatsu (ホスト)
ミュートを解除します
手を挙げる

In case of full screen condition, new window appear

How it looks like from student

Requirements for ICT services

- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not logi r ID at the bottom.
- Yearly Information
  - https://cert.nagoya-u
- Wi-Fi (NUWNET) regis
  - http://www.icts.nago t/
- Nagoya University Ma
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/

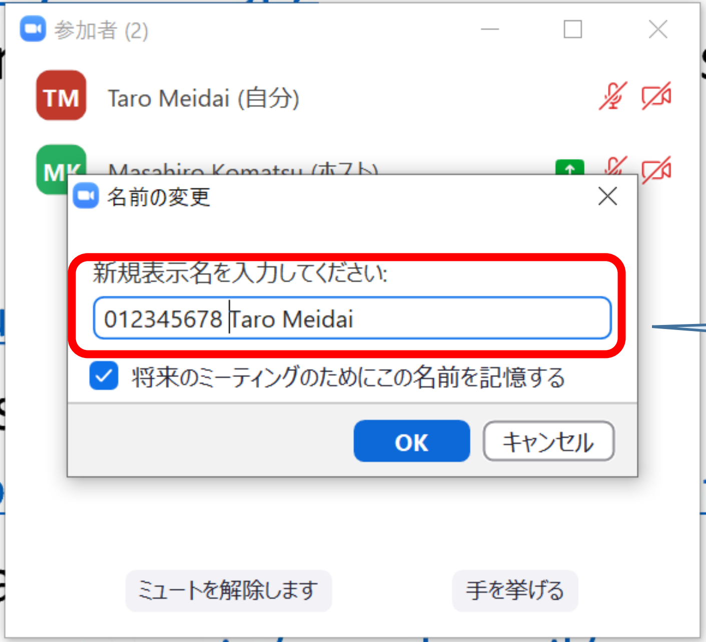

参加者 (2)
TM
Taro Meidai (自分)
ミュート解除
詳細 >
名前の変更
MK
Masahiro Komatsu (ホスト)
ミュートを解除します
手を挙げる

Students can change their name

How it looks like from student

Requirements for ICT services

- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not logi s of your ID at the bottom.
- Yearly Information
  - https://cert.nagoya-u
- Wi-Fi (NUWNET) regis
  - http://www.icts.nago t/
- Nagoya University Ma
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/



Taro Meidai (自分)

Masahiro Komatsu (ホスト)

名前の変更

新規表示名を入力してください:

012345678 Taro Meidai

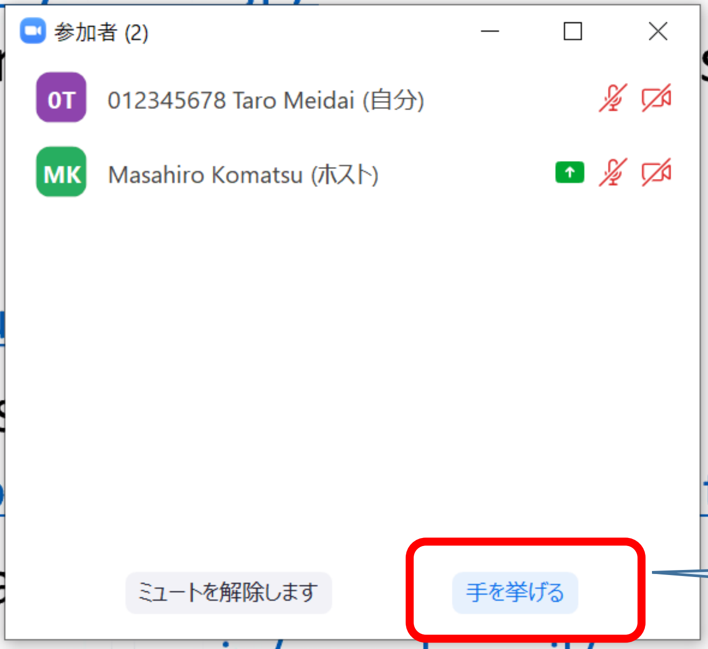
☑ 将来のミーティングのためにこの名前を記憶する

Students can change their name

How it looks like from student

Requirements for ICT services

- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not logi s of your ID at the bottom.
- Yearly Information
  - https://cert.nagoya-u
- Wi-Fi (NUWNET) regis
  - http://www.icts.nago t/
- Nagoya University Ma
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/


参加者 (2)

0T 012345678 Taro Meidai (自分)

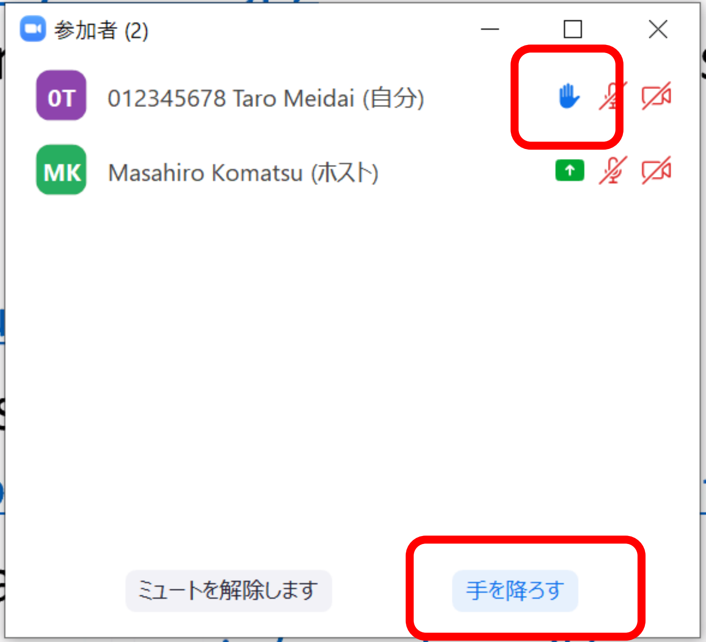
MK Masahiro Komatsu (ホスト)

They can use raise hand function

How it looks like from student

Requirements for ICT services

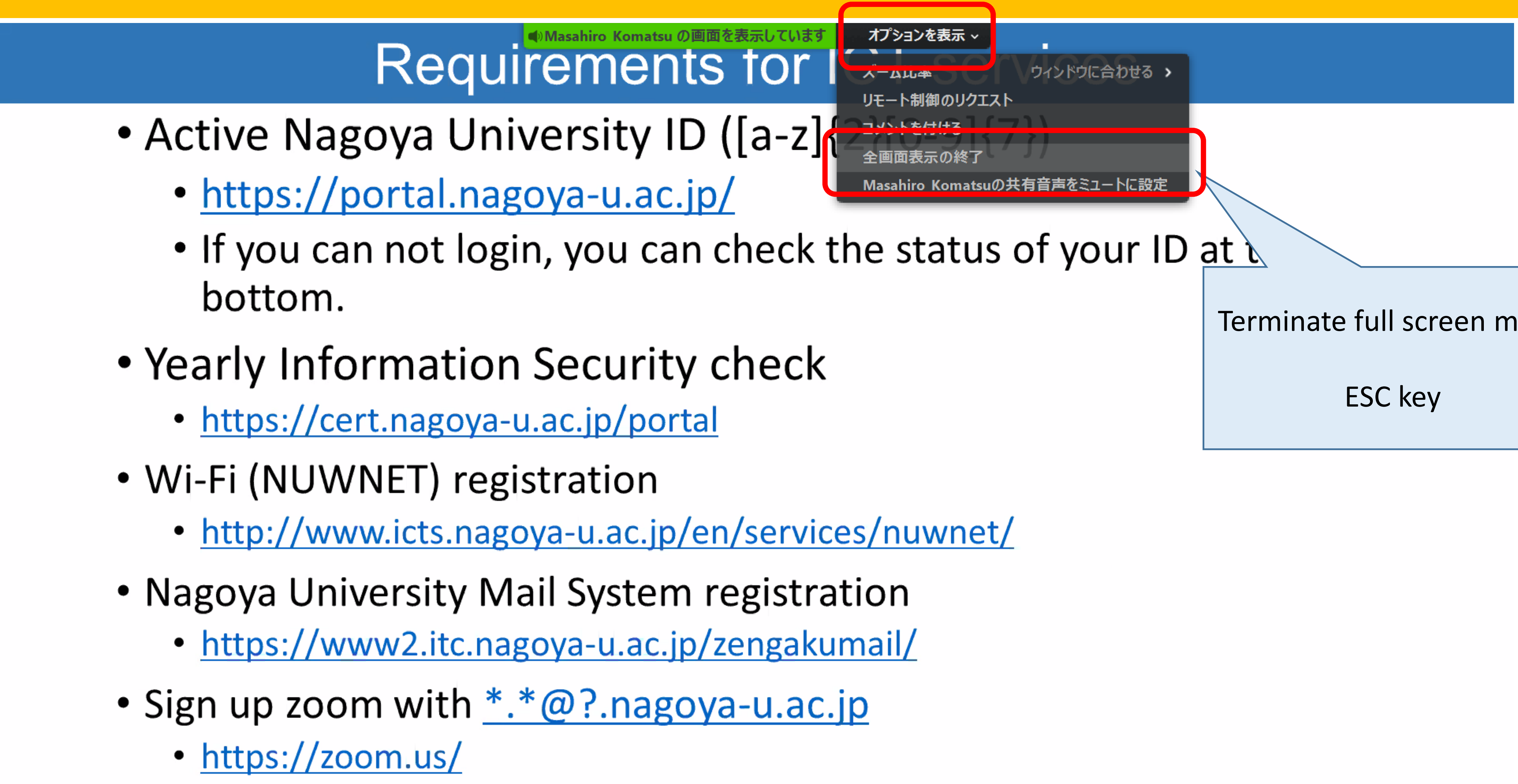
- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not logi s of your ID at the bottom.
- Yearly Information
  - https://cert.nagoya-u
- Wi-Fi (NUWNET) regis
  - http://www.icts.nago t/
- Nagoya University Ma
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/


参加者 (2)

0T 012345678 Taro Meidai (自分)

MK Masahiro Komatsu (ホスト)

How it looks like from student


Masahiro Komatsu の画面を表示しています
オプションを表示
ズーム比率
ウィンドウに合わせる
リモート制御のリクエスト
コメントを付ける
全画面表示の終了
Masahiro Komatsuの共有音声をミュートに設定

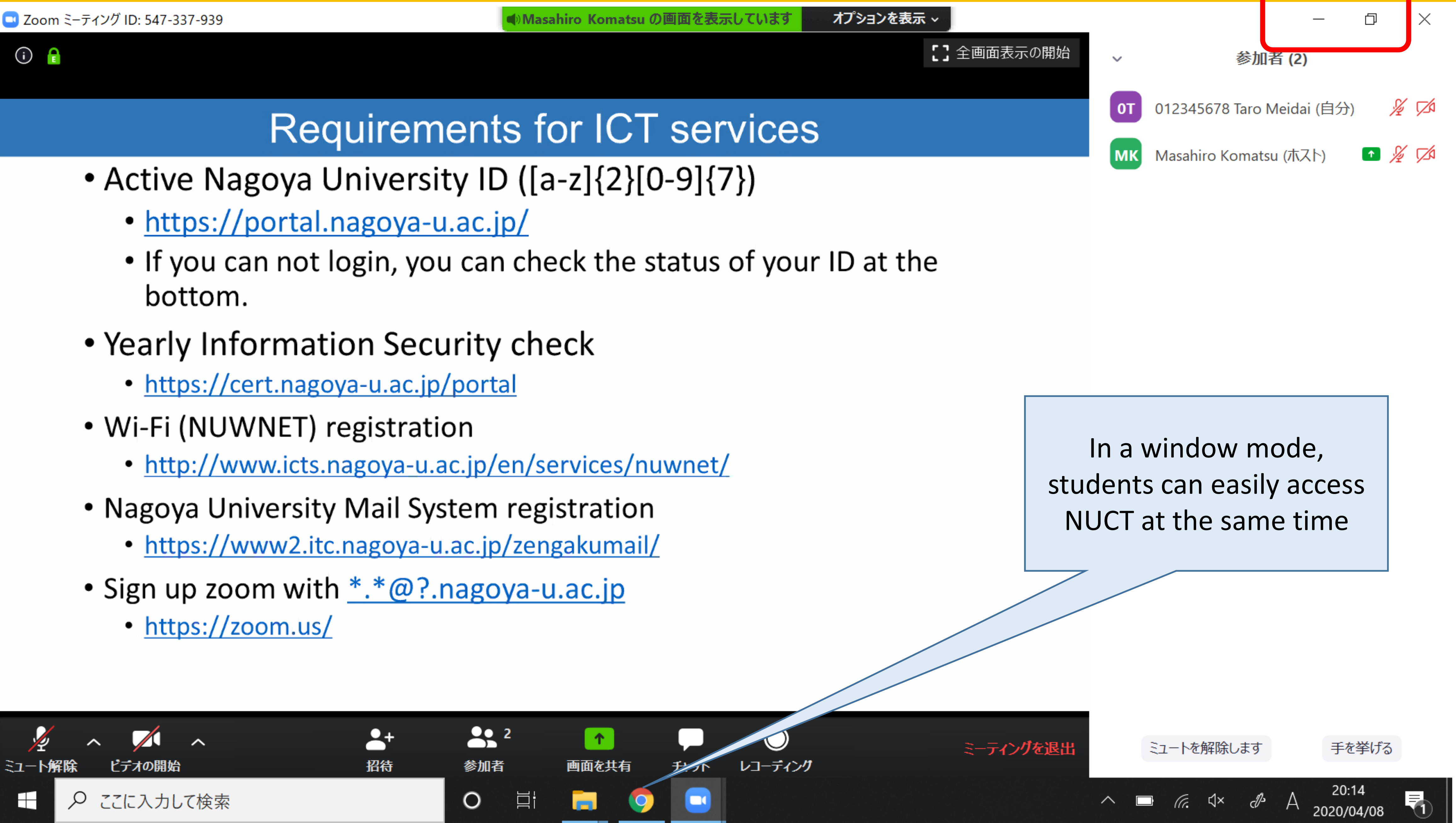
Requirements for I services

- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not login, you can check the status of your ID at t bottom.
- Yearly Information Security check
  - https://cert.nagoya-u.ac.jp/portal
- Wi-Fi (NUWNET) registration
  - http://www.icts.nagoya-u.ac.jp/en/services/nuwnet/
- Nagoya University Mail System registration
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/

Terminate full screen mode

ESC key

How it looks like from student


Zoom ミーティング ID: 547-337-939
Masahiro Komatsu の画面を表示しています
オプションを表示
全画面表示の開始
参加者 (2)
OT 012345678 Taro Meidai (自分)
MK Masahiro Komatsu (ホスト)
ミュート解除
ビデオの開始
招待
参加者 2
画面を共有
チャット
レコーディング
ミーティングを退出
ミュートを解除します
手を挙げる
ここに入力して検索
20:14
2020/04/08

Requirements for ICT services

- Active Nagoya University ID ([a-z]{2}[0-9]{7})
  - https://portal.nagoya-u.ac.jp/
  - If you can not login, you can check the status of your ID at the bottom.
- Yearly Information Security check
  - https://cert.nagoya-u.ac.jp/portal
- Wi-Fi (NUWNET) registration
  - http://www.icts.nagoya-u.ac.jp/en/services/nuwnet/
- Nagoya University Mail System registration
  - https://www2.itc.nagoya-u.ac.jp/zengakumail/
- Sign up zoom with *.*@?.nagoya-u.ac.jp
  - https://zoom.us/

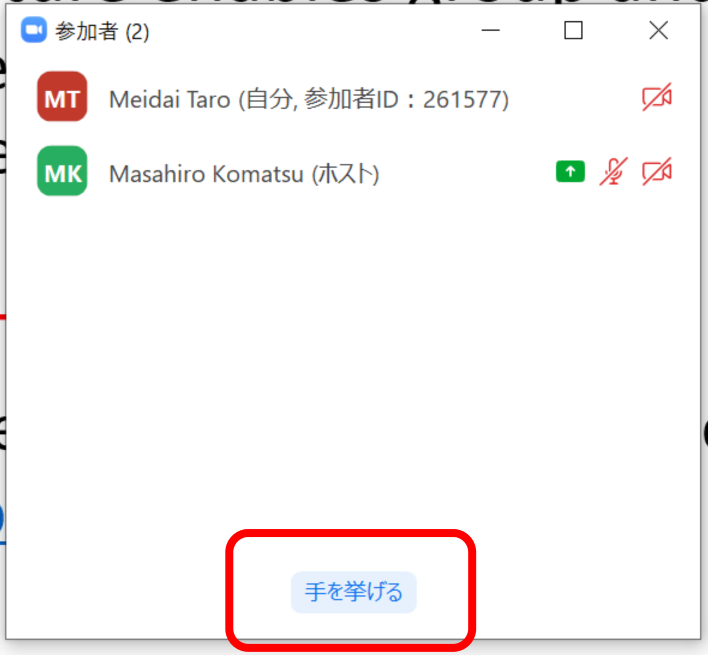
In a window mode, students can easily access NUCT at the same time

How it looks like from student

Zoom : Breakout room

- Breakout room feature enables group and/or pair work
  - Good for language
  - You can join and le

- This feature is NOT
  - You have to enable e
  - https://zoom.us/p

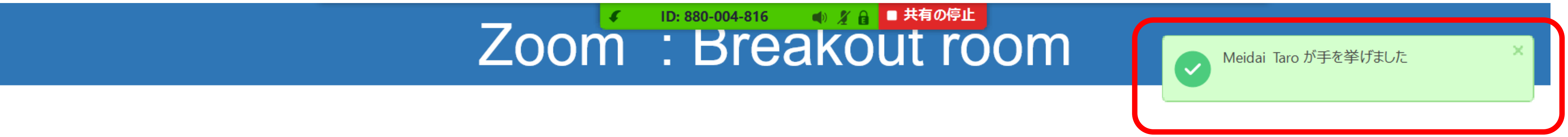


参加者 (2)

Meidai Taro (自分, 参加者ID：261577)

Masahiro Komatsu (ホスト)

How to share your slideshow



Zoom : Breakout room

Meidai Taro が手を挙げました

- Breakout room feature enables group and/or pair work
  - Good for language education or discussion
  - You can join and leave any sub group
- This feature is NOT enabled by default
  - You have to enable through your profile page
  - https://zoom.us/profile/setting

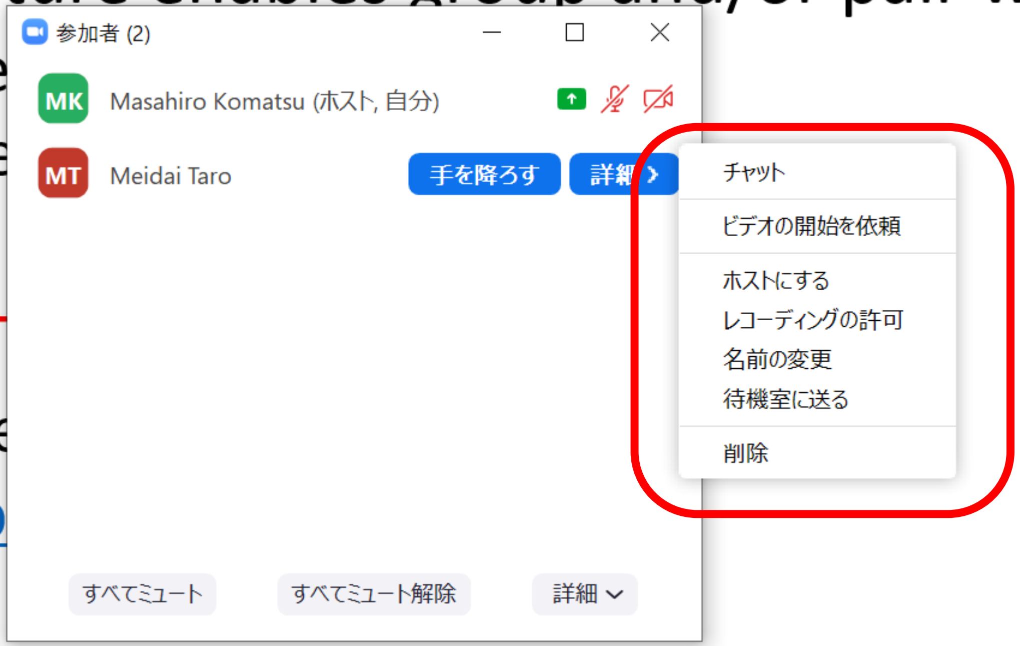
How to share your slideshow

ID: 880-004-816
■ 共有の停止

Zoom : Breakout room

- Breakout room feature enables group and/or pair work
  - Good for language
  - You can join and le

- This feature is NOT
  - You have to enable
  - https://zoom.us/p


参加者 (2)
MK
Masahiro Komatsu (ホスト, 自分)
MT
Meidai Taro
手を降ろす
詳細 ›
チャット
ビデオの開始を依頼
ホストにする
レコーディングの許可
名前の変更
待機室に送る
削除
すべてミュート
すべてミュート解除
詳細 ⌄

Additional functionality for group or pair work

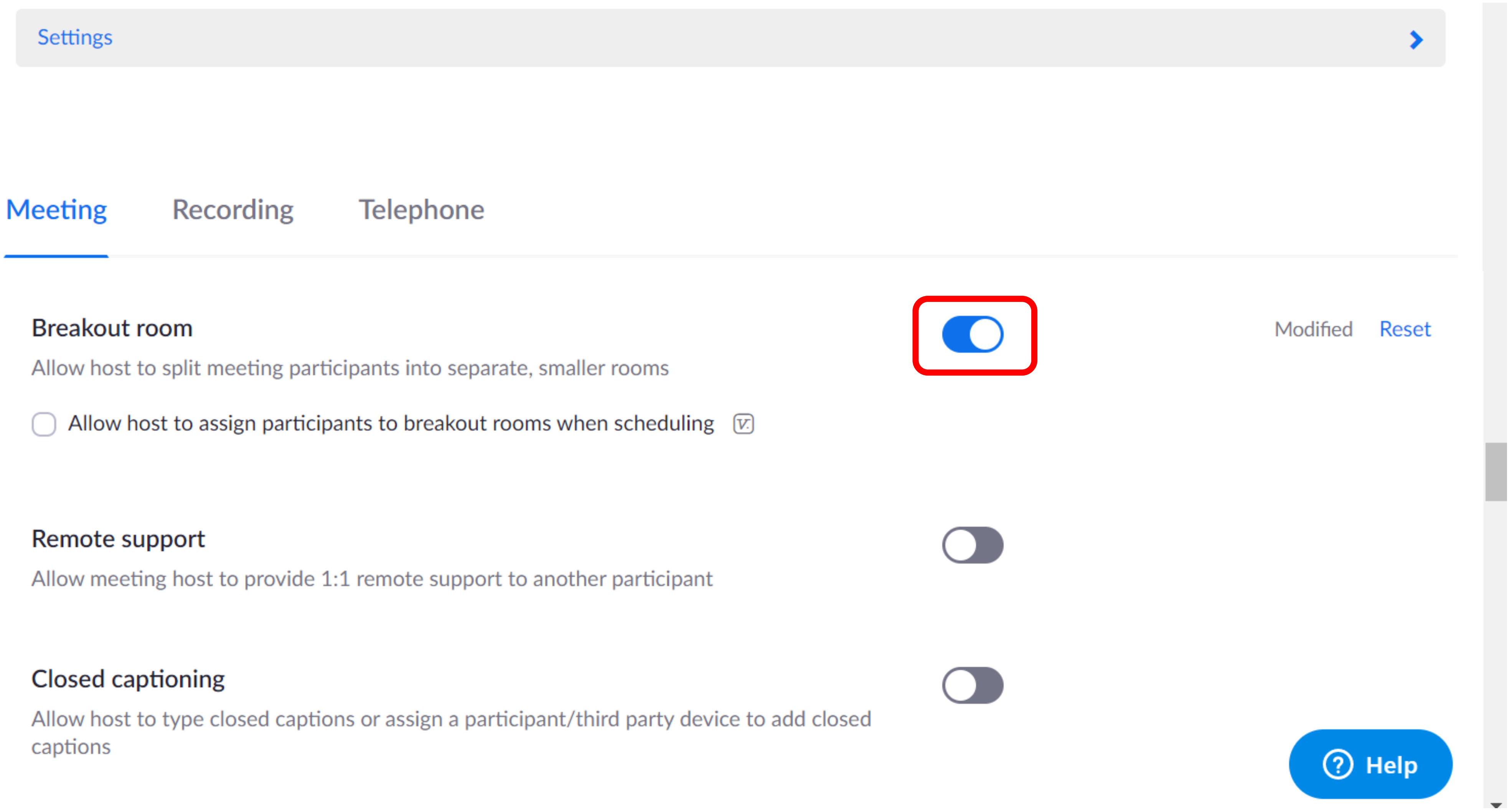
Breakout room

Zoom　: Breakout room

- Breakout room feature enables group and/or pair work
  - Good for language education or discussion
  - You can join and leave any sub group

- This feature is NOT enabled by default
  - You have to enable through your profile page
  - https://zoom.us/profile/setting

Zoom : Breakout room



Settings
Meeting
Recording
Telephone

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☐ Allow host to assign participants to breakout rooms when scheduling

Modified
Reset

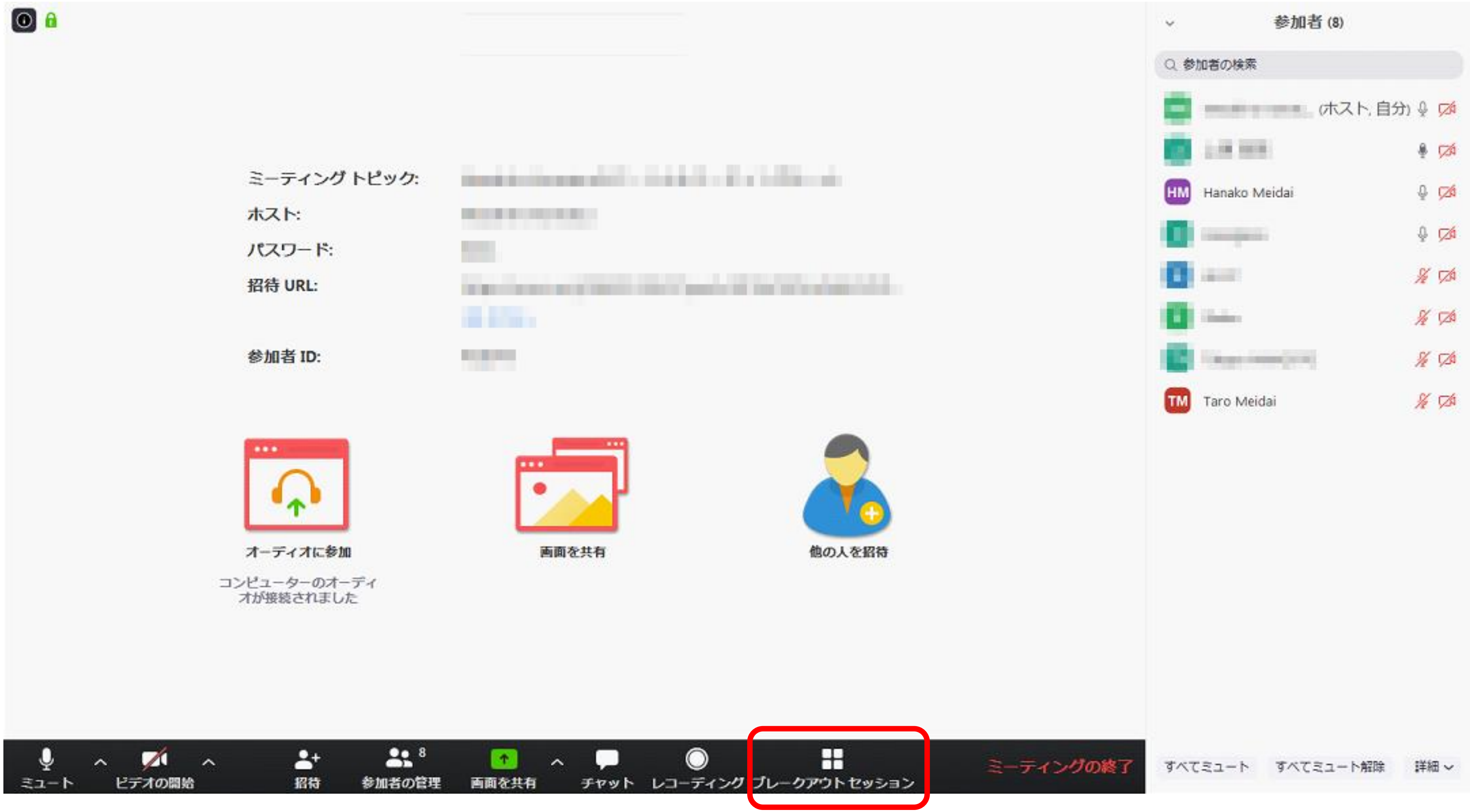
Remote support

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions

Start Breakout session



ミーティング トピック: [redacted]

ホスト: [redacted]

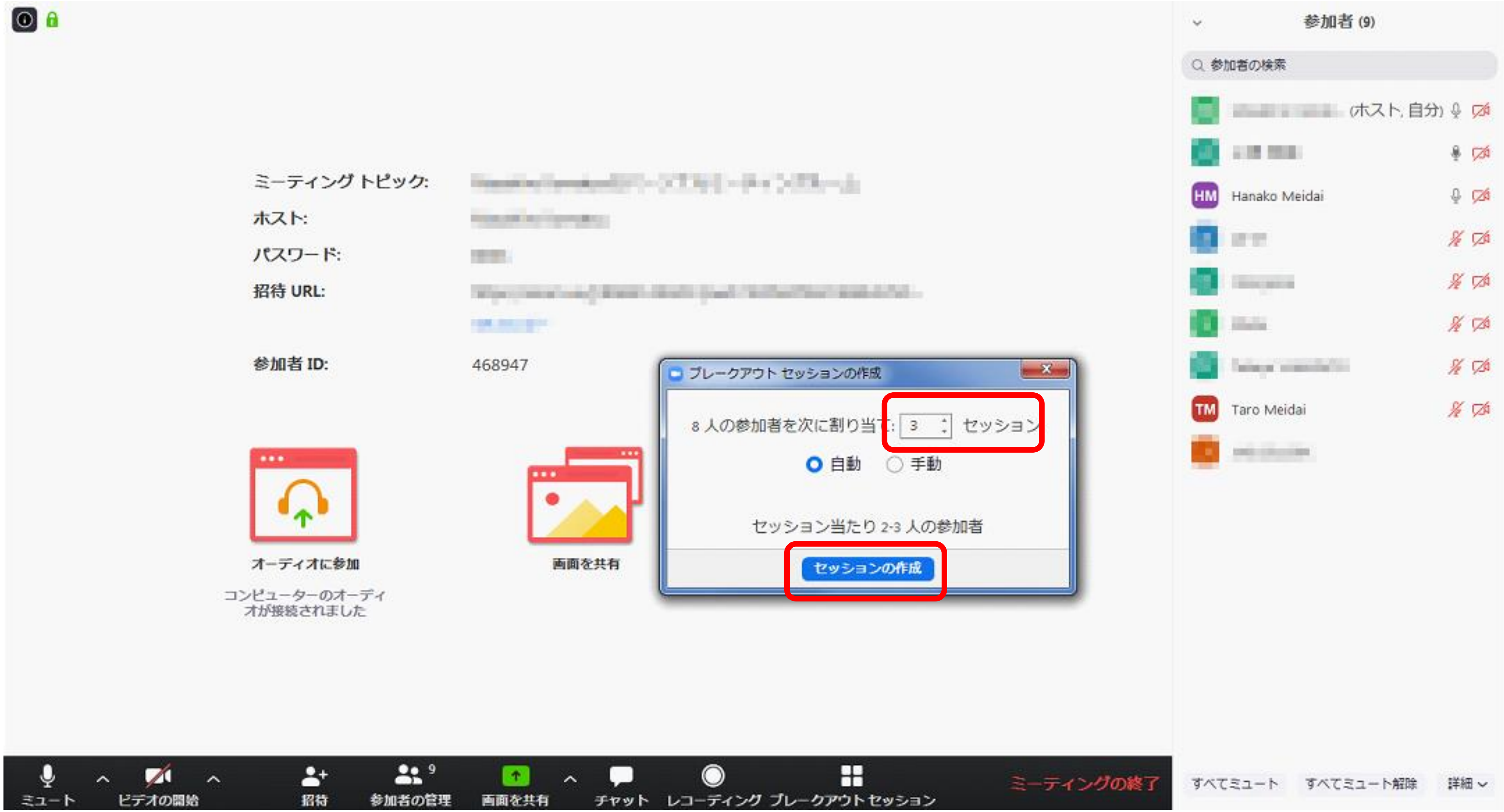
パスワード: [redacted]

招待 URL: [redacted]

参加者 ID: [redacted]

参加者 (8)
参加者の検索
[redacted] (ホスト, 自分)
[redacted]
HM Hanako Meidai
[redacted]
[redacted]
[redacted]
[redacted]
TM Taro Meidai
オーディオに参加
コンピューターのオーディオが接続されました
画面を共有
他の人を招待
ミュート
ビデオの開始
招待
8
参加者の管理
画面を共有
チャット
レコーディング
ブレークアウトセッション
ミーティングの終了
すべてミュート
すべてミュート解除
詳細

Create Breakout session



参加者 (9)

参加者の検索

[redacted] (ホスト, 自分)

[redacted]

HM Hanako Meidai

[redacted]

[redacted]

[redacted]

[redacted]

TM Taro Meidai

[redacted]

ミーティング トピック: [redacted]

ホスト: [redacted]

パスワード: [redacted]

招待 URL: [redacted]

参加者 ID: 468947

ブレークアウト セッションの作成

8 人の参加者を次に割り当て: 3 セッション

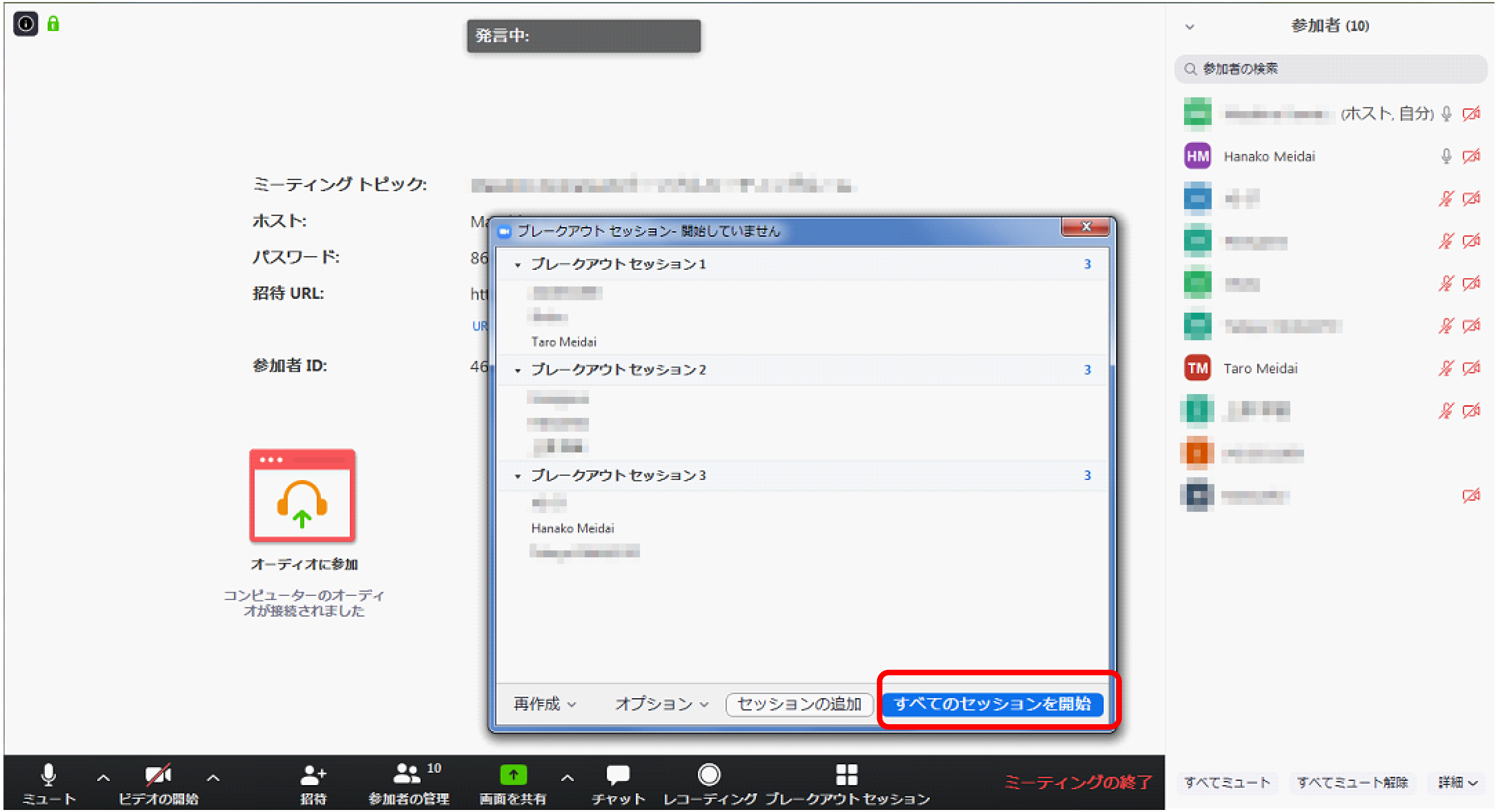
● 自動 ○ 手動

セッション当たり 2-3 人の参加者

セッションの作成

オーディオに参加
コンピューターのオーディオが接続されました
画面を共有
ミュート
ビデオの開始
招待
参加者の管理
画面を共有
チャット
レコーディング
ブレークアウトセッション
ミーティングの終了
すべてミュート
すべてミュート解除
詳細

Create Breakout session



発言中:

ミーティング トピック:

ホスト:

パスワード:

招待 URL:

参加者 ID:

オーディオに参加

コンピューターのオーディオが接続されました

ブレークアウト セッション- 開始していません

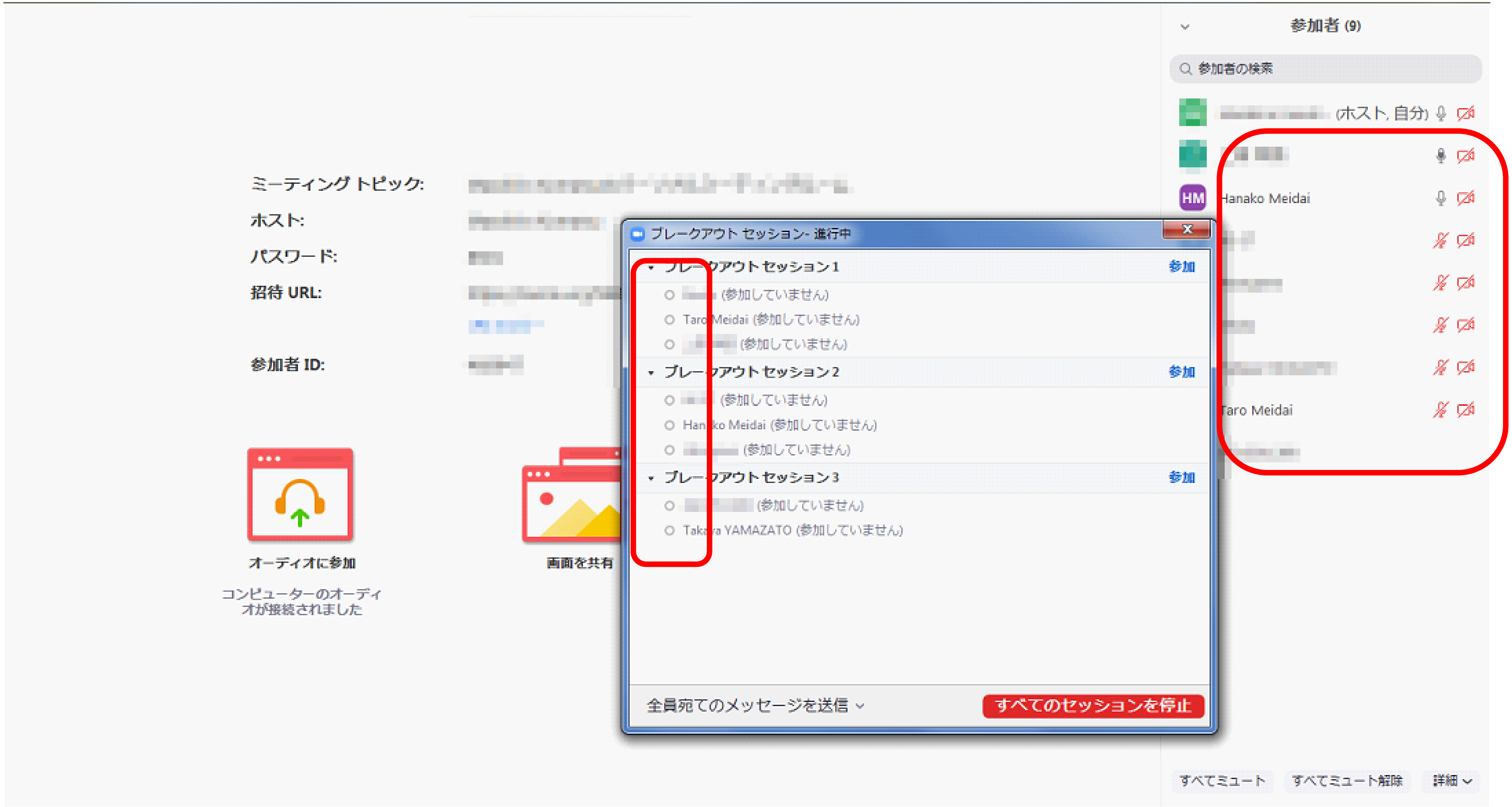
- ブレークアウト セッション1 3
  - Taro Meidai
- ブレークアウト セッション2 3
- ブレークアウト セッション3 3
  - Hanako Meidai

参加者 (10)

- (ホスト, 自分)
- Hanako Meidai
- Taro Meidai

再作成
オプション
セッションの追加
すべてのセッションを開始
参加者の検索
HM
TM
すべてミュート
すべてミュート解除
詳細
ミュート
ビデオの開始
招待
10
参加者の管理
画面を共有
チャット
レコーディング
ブレークアウト セッション
ミーティングの終了

Create Breakout session



ミーティング トピック: [redacted]
ホスト: [redacted]
パスワード: [redacted]
招待 URL: [redacted]
参加者 ID: [redacted]

ブレークアウト セッション- 進行中

ブレー アウト セッション1
○ [redacted] (参加していません)
○ Taro Meidai (参加していません)
○ [redacted] (参加していません)

ブレー アウト セッション2
○ [redacted] (参加していません)
○ Han ko Meidai (参加していません)
○ [redacted] (参加していません)

ブレー アウト セッション3
○ [redacted] (参加していません)
○ Tak ya YAMAZATO (参加していません)

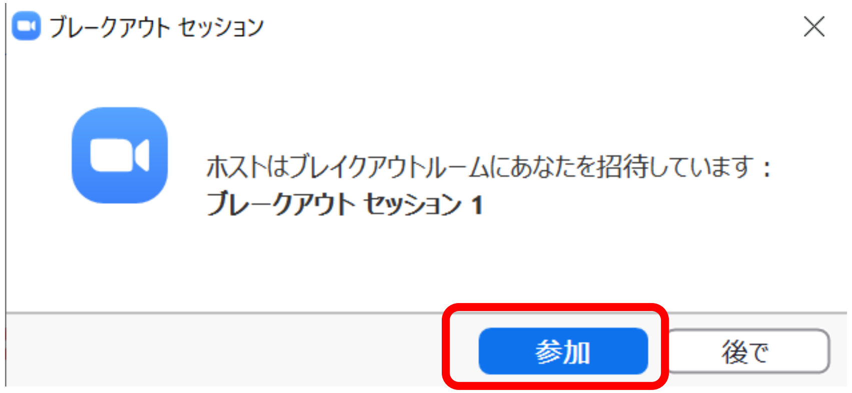
参加者 (9)
[redacted] (ホスト, 自分)
[redacted]
Hanako Meidai
[redacted]
[redacted]
[redacted]
[redacted]
Taro Meidai
[redacted]

オーディオに参加
コンピューターのオーディオが接続されました

参加
参加
参加
全員宛てのメッセージを送信
すべてのセッションを停止
参加者の検索
HM
画面を共有
すべてミュート
すべてミュート解除
詳細

Pop-up on Student screen

When you start Breakout session

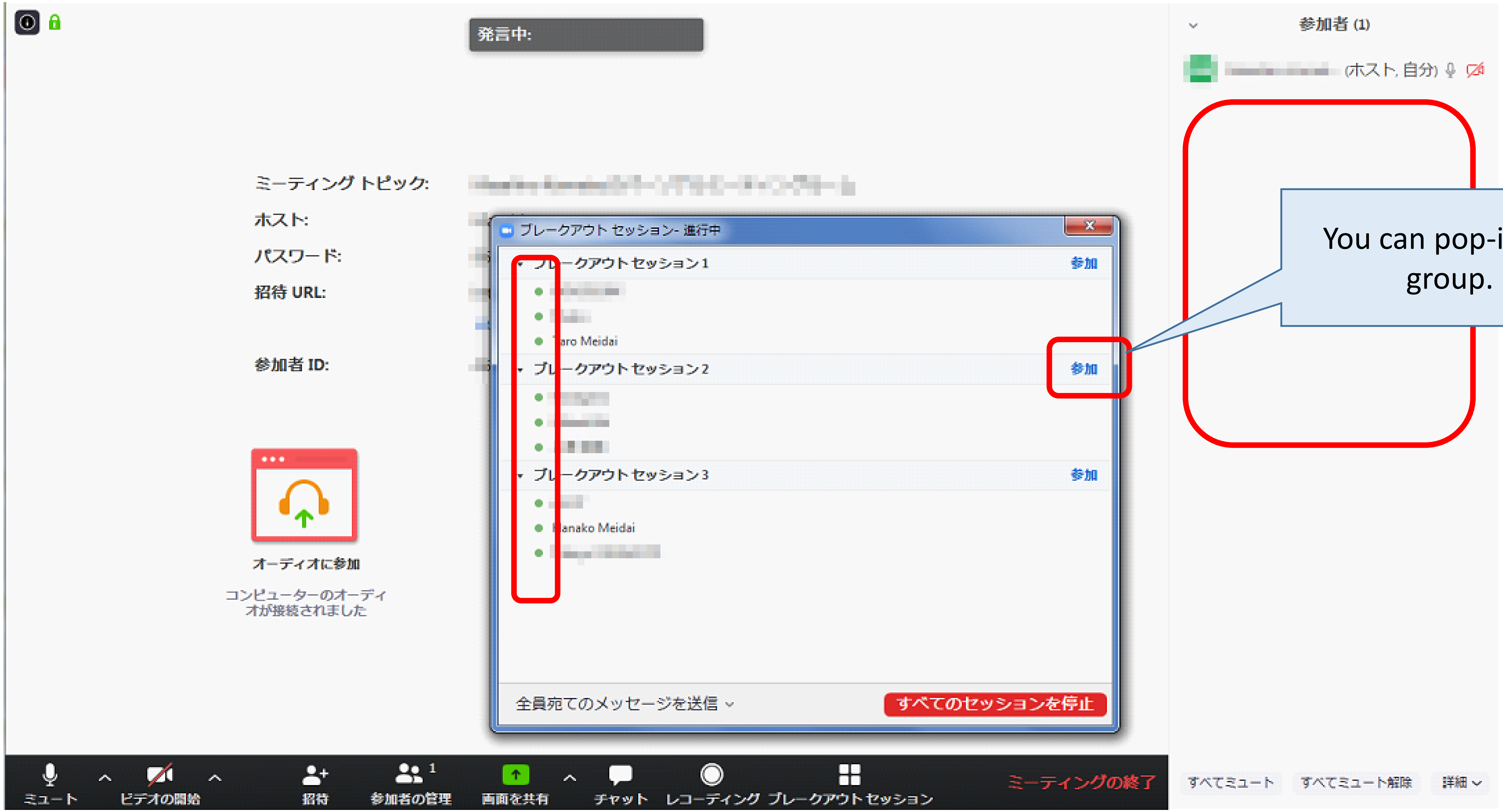


ブレークアウト セッション

ホストはブレイクアウトルームにあなたを招待しています：
ブレークアウト セッション 1

参加
後で

Join into any Breakout session



発言中:

ミーティング トピック: [redacted]

ホスト: [redacted]

パスワード: [redacted]

招待 URL: [redacted]

参加者 ID: [redacted]

オーディオに参加

コンピューターのオーディオが接続されました

ブレークアウト セッション- 進行中

- ブレークアウト セッション1 参加
  - [redacted]
  - [redacted]
  - aro Meidai
- ブレークアウト セッション2 参加
  - [redacted]
  - [redacted]
  - [redacted]
- ブレークアウト セッション3 参加
  - [redacted]
  - anako Meidai
  - [redacted]

全員宛てのメッセージを送信

すべてのセッションを停止

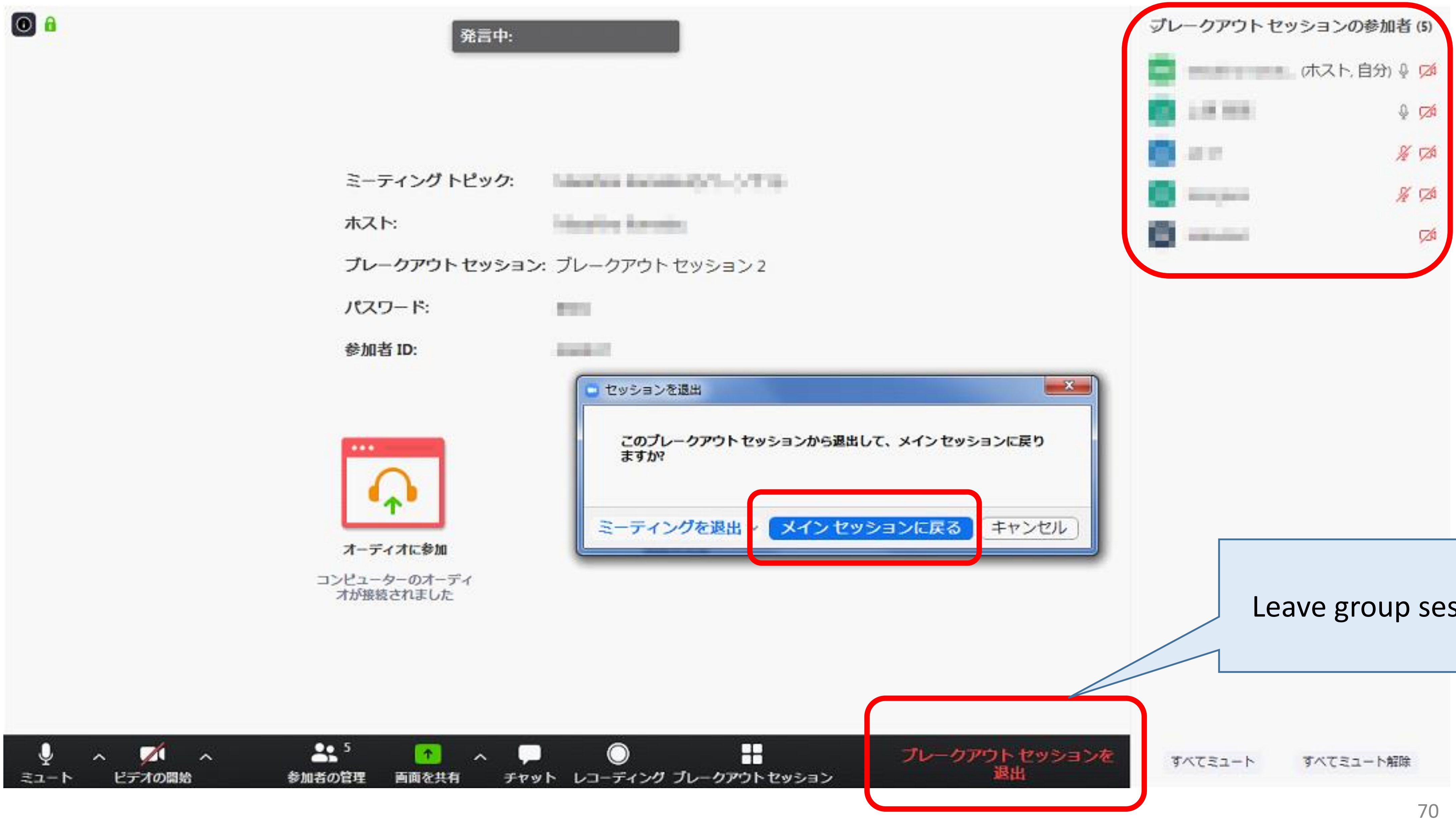
参加者 (1)

[redacted] (ホスト, 自分)

ミュート
ビデオの開始
招待
参加者の管理
画面を共有
チャット
レコーディング
ブレークアウト セッション
ミーティングの終了
すべてミュート
すべてミュート解除
詳細

You can pop-in any group.

Leave Breakout session



ブレークアウト セッションの参加者 (5)

[redacted] (ホスト, 自分)

[redacted]

[redacted]

[redacted]

[redacted]

発言中:

ミーティング トピック: [redacted]

ホスト: [redacted]

ブレークアウト セッション: ブレークアウト セッション 2

パスワード: [redacted]

参加者 ID: [redacted]

セッションを退出

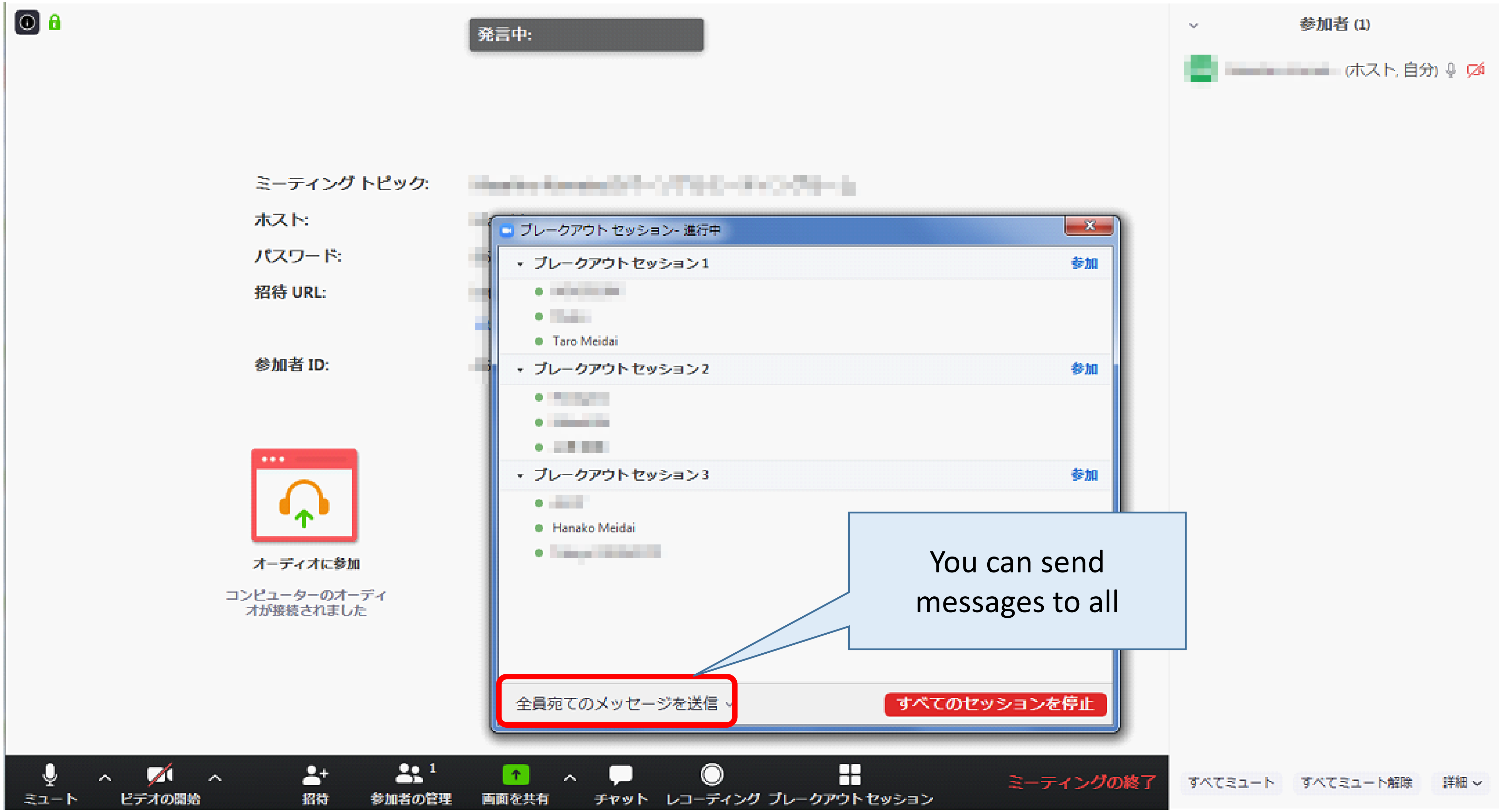
このブレークアウト セッションから退出して、メイン セッションに戻りますか?

コンピューターのオーディオが接続されました

ミーティングを退出
メイン セッションに戻る
キャンセル
オーディオに参加
ミュート
ビデオの開始
参加者の管理 5
画面を共有
チャット
レコーディング
ブレークアウト セッション
ブレークアウト セッションを退出
すべてミュート
すべてミュート解除

Leave group session

Join into any Breakout session



発言中:

参加者 (1)

[redacted] (ホスト, 自分)

ミーティング トピック: [redacted]

ホスト: [redacted]

パスワード: [redacted]

招待 URL: [redacted]

参加者 ID: [redacted]

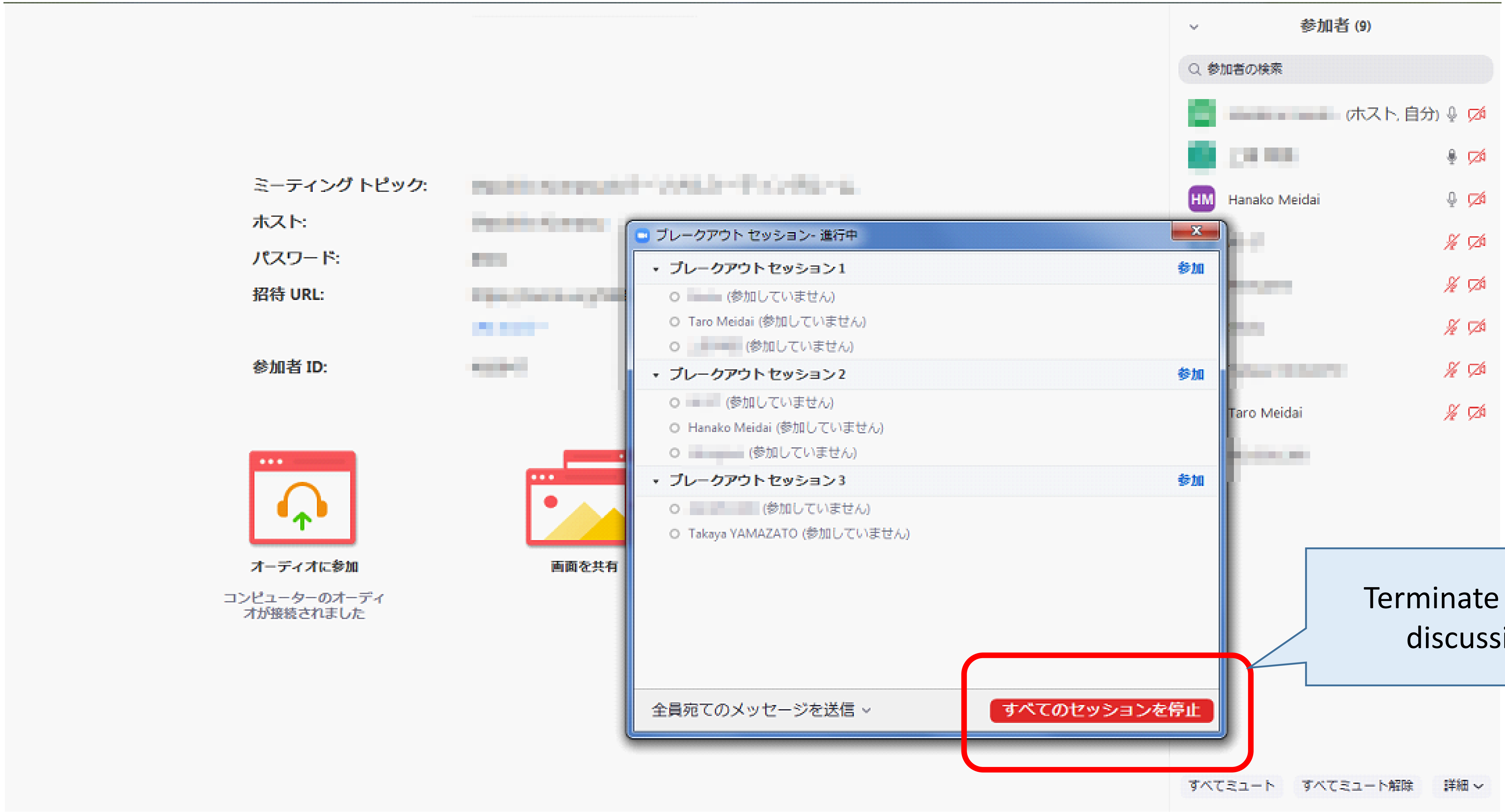
ブレークアウト セッション- 進行中

- ブレークアウトセッション1 参加
  - [redacted]
  - [redacted]
  - Taro Meidai
- ブレークアウトセッション2 参加
  - [redacted]
  - [redacted]
  - [redacted]
- ブレークアウトセッション3 参加
  - [redacted]
  - Hanako Meidai
  - [redacted]

オーディオに参加
コンピューターのオーディオが接続されました
全員宛てのメッセージを送信
すべてのセッションを停止
ミュート
ビデオの開始
招待
参加者の管理
画面を共有
チャット
レコーディング
ブレークアウト セッション
ミーティングの終了
すべてミュート
すべてミュート解除
詳細

You can send messages to all

Create Breakout session



ミーティング トピック: [redacted]

ホスト: [redacted]

パスワード: [redacted]

招待 URL: [redacted]

参加者 ID: [redacted]

オーディオに参加

コンピューターのオーディオが接続されました

画面を共有

ブレークアウト セッション- 進行中

- ブレークアウトセッション1 参加
  - ○ [redacted] (参加していません)
  - ○ Taro Meidai (参加していません)
  - ○ [redacted] (参加していません)
- ブレークアウトセッション2 参加
  - ○ [redacted] (参加していません)
  - ○ Hanako Meidai (参加していません)
  - ○ [redacted] (参加していません)
- ブレークアウトセッション3 参加
  - ○ [redacted] (参加していません)
  - ○ Takaya YAMAZATO (参加していません)

全員宛てのメッセージを送信 ⌄

すべてのセッションを停止

参加者 (9)

参加者の検索

[redacted] (ホスト, 自分)

[redacted]

HM Hanako Meidai

[redacted]

[redacted]

[redacted]

[redacted]

Taro Meidai

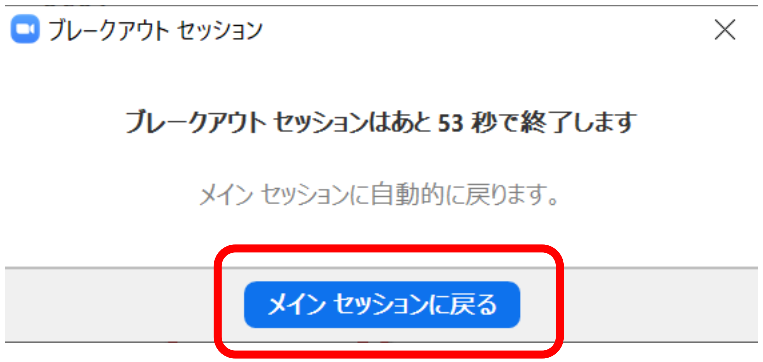
[redacted]

すべてミュート すべてミュート解除 詳細 ⌄

Terminate group discussion

Pop-up on Student screen

When you terminate Breakout session



ブレークアウト セッション

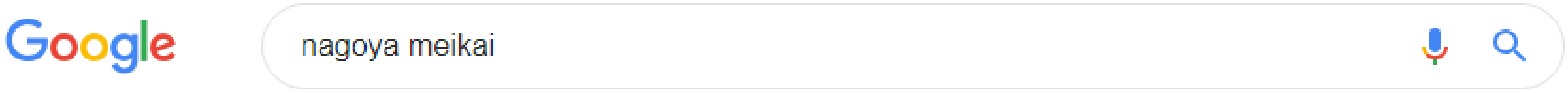
ブレークアウト セッションはあと 53 秒で終了します

メイン セッションに自動的に戻ります。

Tips

- Face is not important. Camera is not mandatory.
- To get better audio condition, headset is recommended.
- Keep students microphone muted except when they have to speak.
  - In case of small number of participants, they can keep microphone open.
- Use “Raise Hand” functionality in case of large number of participants.
  - You have to be a good chairperson.
- I do not recommend chat on Zoom.
  - you can not handle both lecture and chat. (with TA, maybe it works)
  - NUCT forum is better. Even after your zoom session, students can interact each other.

Please give us your feedback



nagoya meikai

- https://meikai.ilas.nagoya-u.ac.jp/
- Questionnaire number : 169648
  - Comments are also welcome
- You can use this polling system with Nagoya Univ. ID
  - Manual is available on https://office.ilas.nagoya-u.ac.jp/meikai/
  - Both English/Japanese and for both Teacher/Student

注

- この資料は英語（コミュニケーション）担当者向けに作成した資料です。
- 全学メールアドレスを使ってZoomの登録をお願いしているのはあくまでも非常勤講師向けです。専任教員は部局の発行するメールアドレスで構いません。
- Zoomの設定に関しても、推奨しているだけであって必須ではありません。ご自身の使いやすいように設定して頂ければ構いません。
- 昨今のZoomにおける諸問題を意識して面倒な手間は増えますがセキュリティー上の問題を減らす為の案内をさせて頂いています。
- PMIの使用も禁止している訳ではありません。
- Zoomも日々アップデートをしており、スクリーンショットの見え方が違う部分も多々あります。