

Introduction to Blackboard, Panopto and Zoom

FOR NEW TEACHERS AND TA/SUPPORT STAFF

A solid orange horizontal bar at the bottom of the slide.

What can they do?

Blackboard



zoom

Blackboard

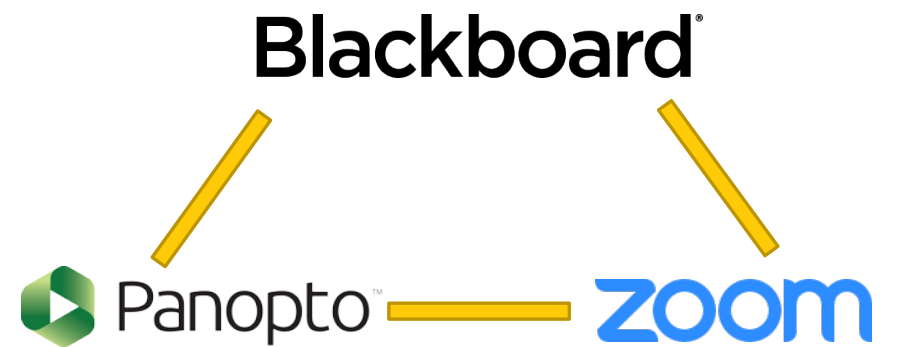
Learning Management System (LMS)

- File sharing
- Collaborations
- Communications
- Assessments



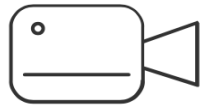
Blackboard

Access point for / Integrated with Panopto and Zoom



Panopto

From the official Panopto website (panopto.com):



Create

Easily capture video from multiple cameras, presentations and screens.



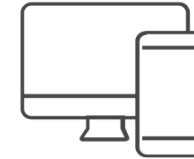
Share

Securely share content so the right people can access it.



Search

Search your video library for the right video and the right moment.



Watch

Broadcast live and on-demand to reach everyone.

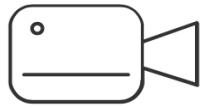


Measure

Observe viewer behavior to ensure audience engagement.

Panopto

From the official Panopto website (panopto.com):



Create

Easily capture video from multiple cameras, presentations and screens.



Share

Securely share content so the right people can access it.

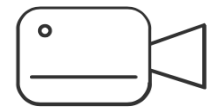


Measure

Observe viewer behavior to ensure audience engagement.

Panopto

- Upload videos
- Record your lectures with Panopto recorder
- Set up assignment folders for students to upload their videos
- Create simple video quizzes



Create

Panopto

By default:

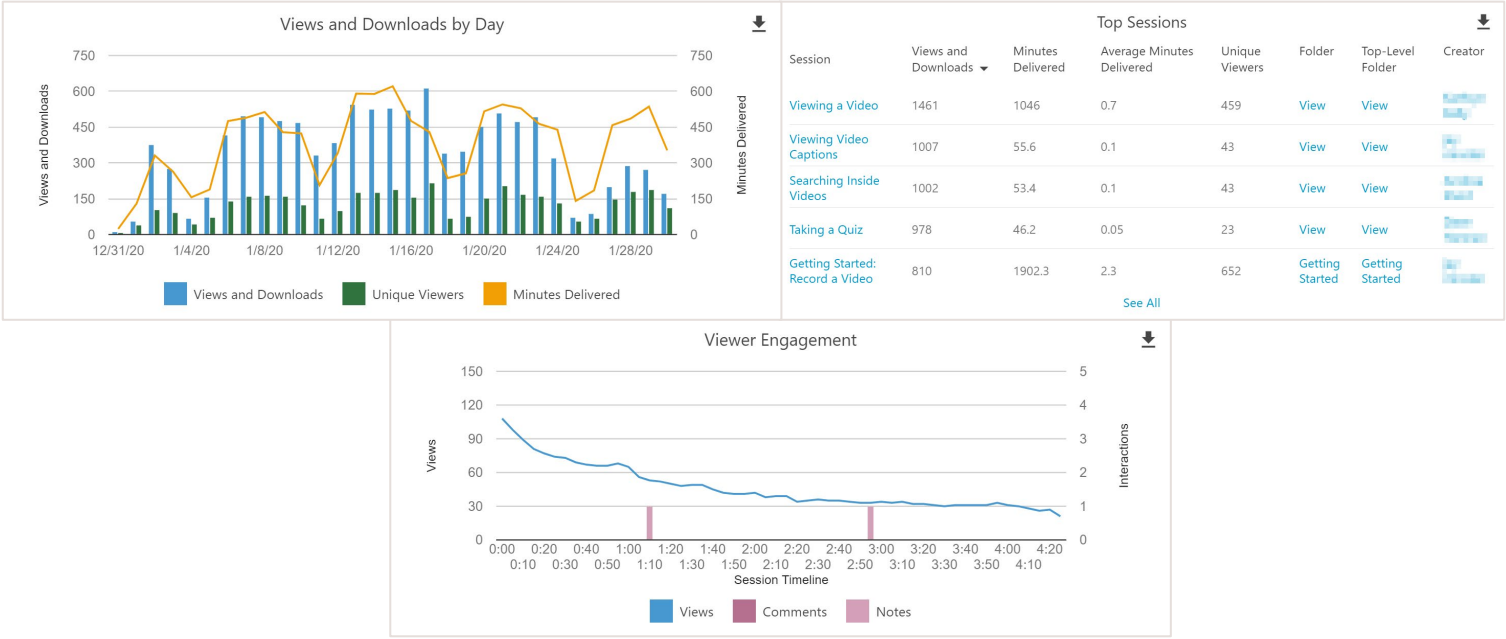
- Only users in the respective Blackboard course can access the videos
- Viewers (students) cannot download the videos



Share

Panopto

Statistics are available



Measure

Zoom

Videoconferencing tool that supports synchronized teaching and learning

- Live lectures
- Live discussions
- Recordings for video assignments
- Online exam invigilation



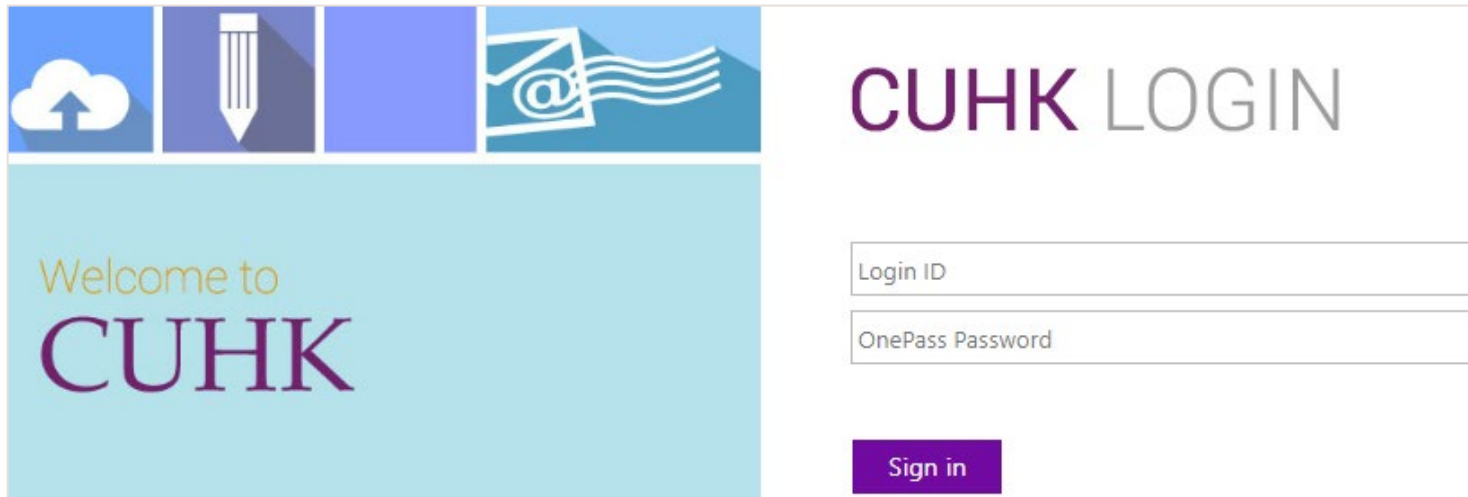
Preparation

Access

Login ID:

- Staff: **alias@cuhk.edu.hk**
- Student: **Student-ID@link.cuhk.edu.hk**

OnePass Password



CUHK LOGIN

Welcome to
CUHK

Login ID

OnePass Password

Sign in

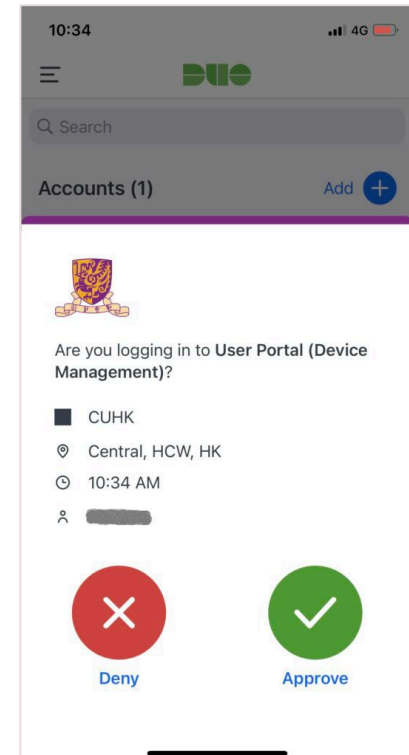
Haven't got your account?

- *Check with your unit first.*
- *Your unit can request a temporary account for you.*
- *Contact ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>)*

Access

Additional reminder!

- **DUO Two Factor Authentication (2FA)**
 - Set it up and try it out before class
 - Bring your mobile device with you for the internet connection



Access

Using Blackboard and Panopto in mainland China

- Performance varies among different cities and/or service providers
- Apply for [CUHK VPN Add-on Service](#) if needed

Keep your browser and Zoom updated

Browsers

- Chrome: [How To Update Your Chrome Browser](#)
- Firefox: [Update Firefox to the latest release](#)
- Microsoft Edge: [Microsoft Edge update settings](#)
- Safari: [Update to the latest version of Safari](#)

Zoom

- Download: [Downloading the Zoom desktop client and mobile app](#)
- Update: [Updating Zoom to the latest version](#)

Blackboard

Access Blackboard

Web

- Sign in <https://blackboard.cuhk.edu.hk>, or
- Via **MyCUHK** (<https://portal.cuhk.edu.hk>) > eLearning > Blackboard

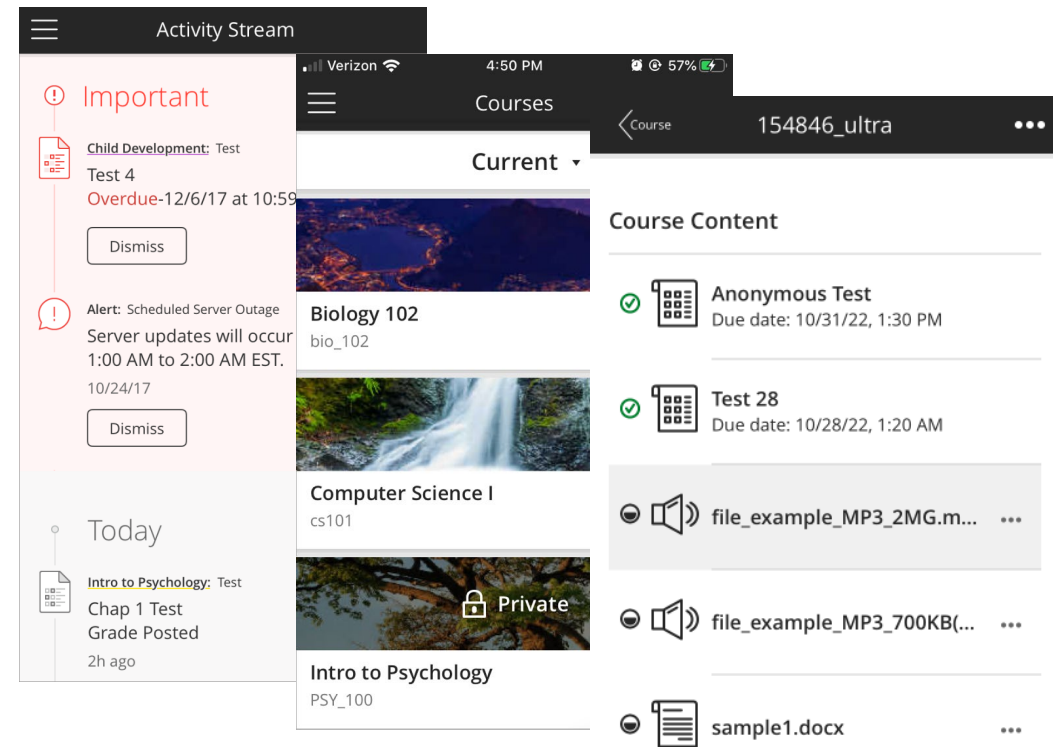


Access Blackboard

Blackboard app



- Good for simple features, e.g.,
 - Posting announcements
 - Viewing contents
- Not all features are available



Access Blackboard Courses

A course teacher cannot find course(s) on 'Courses' page after logging in Blackboard



A screenshot of the Blackboard 'Courses' page. The page is titled 'Courses' and shows a navigation bar with 'Old 2021-22: 1st Term', 'Current Courses', and 'Upcoming Courses'. Below the navigation bar is a search bar with the text 'Search your courses' and a filter dropdown set to 'All Courses'. A pink box highlights a message in the center of the page: 'You aren't enrolled in any courses for this time period'. The left sidebar contains various navigation options: Institution Page, Activity Stream, Courses, Organizations, Calendar, Messages, Grades, Tools, Admin, and Sign Out.

Access Blackboard Courses



- Check CU Student Information System (CUSIS) / Programme Office
- Assigned as teaching staff in the course or not on CUSIS



Instructors and Students
synchronized
from CUSIS to Blackboard daily at night



NO TA/Support Staff

Blackboard®

Access Blackboard Courses

Instructor can add TA/Support in his/her Blackboard Courses

- [CUHK User Management Tool](#)

The screenshot displays the Blackboard interface for course management. On the left, a sidebar lists navigation options under 'Course Management', including 'Control Panel', 'Content Collection', and 'Course Tools'. The 'CUHK User Management - LTI' option is highlighted with a pink circle and arrow labeled '1'. The main content area is titled 'CUHK User Management - List Users' and shows the enrollment details for 'CU-2021 Blackboard Sandbox Course (ITSC-SC0150)'. An 'Enroll User' button is highlighted with a pink circle and arrow labeled '2'. Below this, there is a 'Remove Users from Course' button highlighted with a pink circle and arrow labeled '3'. A search bar and a 'Show 25 entries' dropdown are also visible. A table lists users with columns for 'USER NAME', 'FIRST NAME', 'LAST NAME', 'EMAIL', 'ROLE', 'AVAILABLE', and 'DATA SOURCE'. The first row is highlighted with a pink circle and arrow labeled '4'. The table shows two entries: one for an instructor and one for a student named Peter Wong.

	USER NAME	FIRST NAME	LAST NAME	EMAIL	ROLE	AVAILABLE	DATA SOURCE
<input type="checkbox"/>					Instructor	Yes	SYSTEM
<input type="checkbox"/>	student13	Peter	Wong	student13@noreply.itsc.cuhk.edu.hk	Student	Yes	SYSTEM

Showing 1 to 2 of 2 entries

Previous 1 Next

Access Blackboard Courses



CUSIS
Chinese University
Student Information System

NO TA/Support Staff



Blackboard®

Access Blackboard Courses



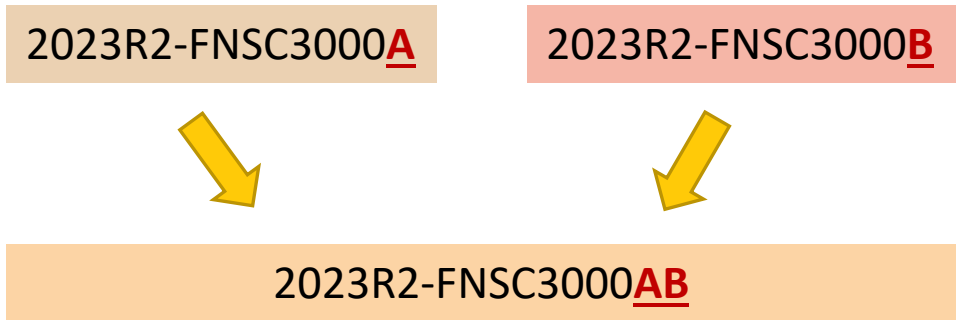
TA/Support Staff: manual enrolment is needed

- Request Instructor or TA/Support Staff in the course to enrol you using [CUHK User Management Tool](#), OR
- Send your request to elearning@cuhk.edu.hk (Remember to copy your email to the course instructor or department staff)
 - [Batch enrolment template](#) for multiple courses

Combined course

E.g., 2023R2-FNSC3000A & 2023R2-FNSC3000B are taught by the same teacher.

Will use same set of materials, and she doesn't want to upload them twice.



The individual courses will be hidden

- unless request to keep them

Students will be put into two groups according to their classes

- yet some data/information may not be separate into groups (e.g., Individual assignment files will NOT be downloaded in groups)

What Blackboard can do?

Learning Management System (LMS)

- File sharing
- Collaborations
- Communications
- Assessments



Resources

User guides for Beginners

- General features: [Blackboard Quick Start Checklist for Staff Users](#)
- Online assessment: [Blackboard Test Quick Start Guide](#)
 - [Blackboard Online Test Best Practices for teachers and supporting staff](#)



Resources

Online courses

- [Quick Start for Blackboard, Panopto, and Zoom](#)
- [Blackboard online courses](#)

For more, please visit CUHK EdTech Help Center: <https://help.edtech.cuhk.edu.hk>



Resources

Comprehensive user guides

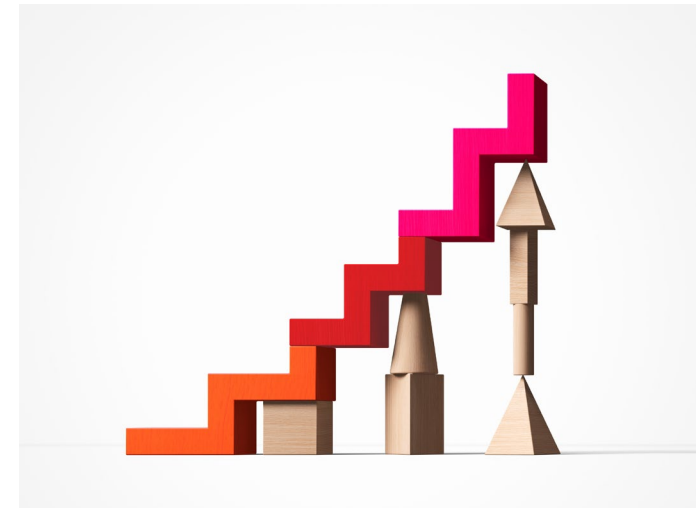
- [Blackboard Instructor Guide \(Original Course View\)](#)
- [Blackboard Help](#)

Help

- CUHK EdTech Help Center (<https://help.edtech.cuhk.edu.hk>)

Contact us (e.g., request a blank testing course):

- ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>)
- elearning@cuhk.edu.hk



Blackboard new interface: Ultra Course View (Pilot)

The screenshot displays the Blackboard Ultra Course View interface for a course titled "Differential Equations". The interface is divided into several sections:

- Header:** Shows the course ID "123456789" and the course title "Differential Equations". Navigation tabs include "Content", "Calendar", "Discussions", "Gradebook", "Messages", and "Analytics".
- Course Faculty:** Lists the instructor "Cathy Ng" with a profile picture and the role "INSTRUCTOR".
- Details & Actions:** A vertical sidebar containing various course management options:
 - Roster: [View everyone in your course](#)
 - Course Groups: [View sets & groups](#)
 - Progress Tracking: [Turn off](#)
 - Course Image: [Edit display settings](#)
 - Course is open: [Students can access this course](#)
 - Class Collaborate: [Join session](#)
 - Attendance: [Mark attendance](#)
 - Announcements: [19 Posted | 20 Total](#)
 - Books & Tools: [View course & institution tools](#)
 - Question Banks: [Manage banks](#)
 - Microsoft Teams: [Enable Microsoft Teams](#)
- Course Content:** A list of course items with search and filter options:
 - argument analysis lecture.mp4 (Hidden from students)
 - Test c (Due date: 2/25/23, 1:00 AM; 3 groups; Hidden from students)
 - Test course link (Visible to students)
 - Journal 02/03/23 (Visible to students; Journal exploration)
 - Essay Assignment Learning Accessibility (Due date: 4/3/22, 12:00 AM; No groups; Visible to students)
 - Web Link 2/6/23 (Visible to students; test link test link)

Contact us ([ITSC Service Desk](#) / elarning@cuhk.edu.hk) if you would like to learn more.

Panopto

Panopto integration with Blackboard

CU-2022 Blackboard Sandbox Course (ITSC-SC0105)

- Notifications
- Announcements
- Course Outline
- Course Contents
- Discussion Board
- Groups
- Email
- Tools
- My Grades
- Library
- Reading List
- ZOOM
- MS Teams
- Blackboard Collaborate Ultra
- Panopto Video**

Panopto Content

2022-ITSC-SC0105: CU-2022 Blackboard Sandbox Course (ITSC-SC0105)

Overview
Share
Settings
Order
Manage

People and groups
2 added

Add people and groups

Viewer

	2022-ITSC-SC0105: CU-2022 Blackboard Sandbox Cours...	Creator
	2022-ITSC-SC0105: CU-2022 Blackboard Sandbox Cours...	Viewer

Who can access this folder
Only specific people and groups [Change](#)

Link Embed Facebook Twitter

<https://cuhk.ap.panopto.com/Panopto/Pages/Sessions/List> [Copy Link](#)

Creator:
Instructor and
TA/Support Staff of
the Blackboard course

Viewer:
Students enrolled in
the Blackboard course

Panopto integration with Blackboard

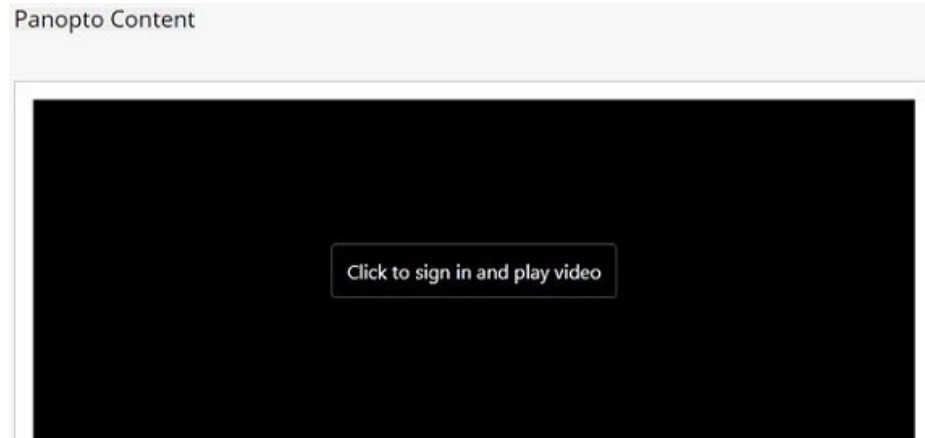
By default:

- Only users in the respective Blackboard course can access the videos
- Viewers (students) cannot download the videos

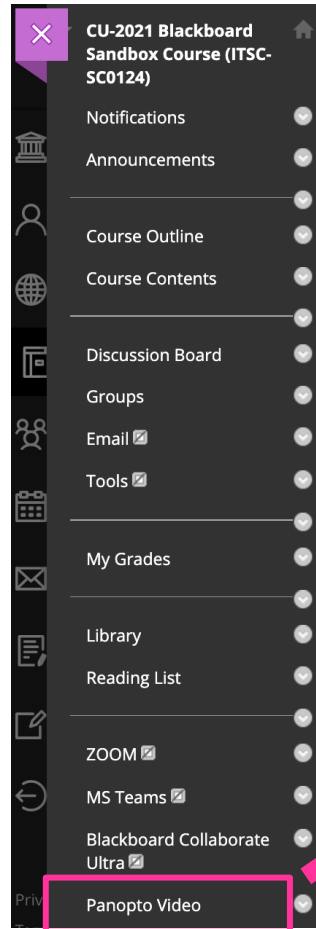
Panopto integration with Blackboard

Having trouble when access Panopto via Blackboard?

- Blackboard App is NOT supported. Use a browser > click 'Panopto Video' via the Blackboard course menu
- Make sure [Third Party Cookies have been enabled](#)
- CUHK EdTech Help Center: [Troubleshooting problems accessing Panopto via Blackboard](#)

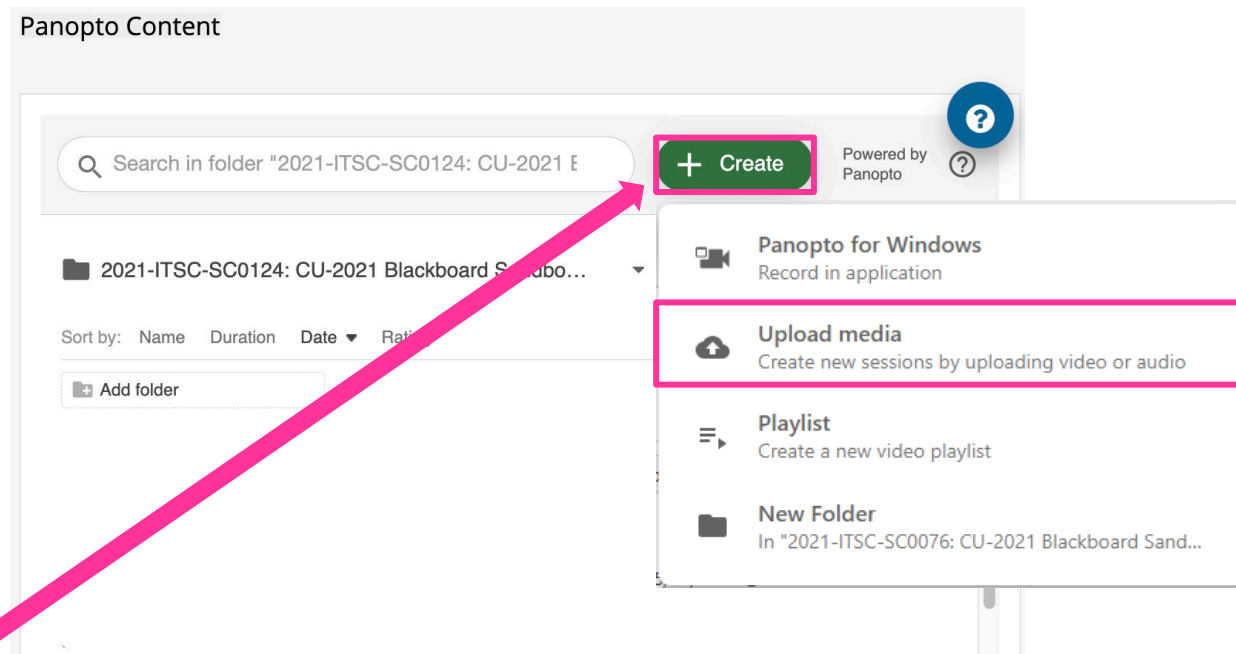


Upload video



CU-2021 Blackboard Sandbox Course (ITSC-SC0124)

- Notifications
- Announcements
- Course Outline
- Course Contents
- Discussion Board
- Groups
- Email
- Tools
- My Grades
- Library
- Reading List
- ZOOM
- MS Teams
- Blackboard Collaborate Ultra
- Panopto Video**



Panopto Content

Search in folder "2021-ITSC-SC0124: CU-2021 E

+ Create Powered by Panopto

- 2021-ITSC-SC0124: CU-2021 Blackboard S...**
- Panopto for Windows
Record in application
- Upload media**
Create new sessions by uploading video or audio
- Playlist
Create a new video playlist
- New Folder
In "2021-ITSC-SC0076: CU-2021 Blackboard Sand..."

The video will be ready the next day

Lecture recording

All classrooms **supported by AVSU** have installed **Panopto recorder software** for lecture recording

Reminder!

- **Classroom network (VPN) requires DUO Two Factor Authentication (2FA)**
 - Set it up before class
 - Bring your mobile device with you for the class

You could download and install the software on your computer as well

Lecture recording

The image shows a Blackboard course navigation menu on the left and the Panopto Content interface on the right. A pink arrow points from the 'Panopto Video' option in the menu to the '+ Create' button in the Panopto interface.

Blackboard Course Navigation Menu:

- CU-2021 Blackboard Sandbox Course (ITSC-SC0124)
- Notifications
- Announcements
- Course Outline
- Course Contents
- Discussion Board
- Groups
- Email
- Tools
- My Grades
- Library
- Reading List
- ZOOM
- MS Teams
- Blackboard Collaborate Ultra
- Panopto Video**

Panopto Content Interface:

- Search in folder "2021-ITSC-SC0124: CU-2021 E"
- + Create** (highlighted with a pink box)
- Powered by Panopto
- 2021-ITSC-SC0124: CU-2021 Blackboard Sandbo... (dropdown menu)
- Sort by: Name Duration Date Rating
- Add folder
- Panopto for Windows** (highlighted with a pink box)
Record in application
- Upload media
Create new sessions by uploading video or audio
- Playlist
Create a new video playlist
- New Folder
In "2021-ITSC-SC0076: CU-2021 Blackboard Sand..."

Lecture recording

Panopto

Create New Recording Manage Recordings Settings Sign out

Session Settings

Folder 2021-ITSC-SC . CU-2021 Blackboard Sandbox Course (ITSC-S)

Name Thursday, 4 August 2022 at 12:11:12 pm Join Session

Webcast

Record

Primary Sources

Video None

Audio Headset Microphone

Quality Standard

Capture Computer Audio

Secondary Sources

Capture PowerPoint

Capture Main Screen

Capture Second Screen

Add Another Video Source

PowerPoint x Main Screen x

Screen capture in progress

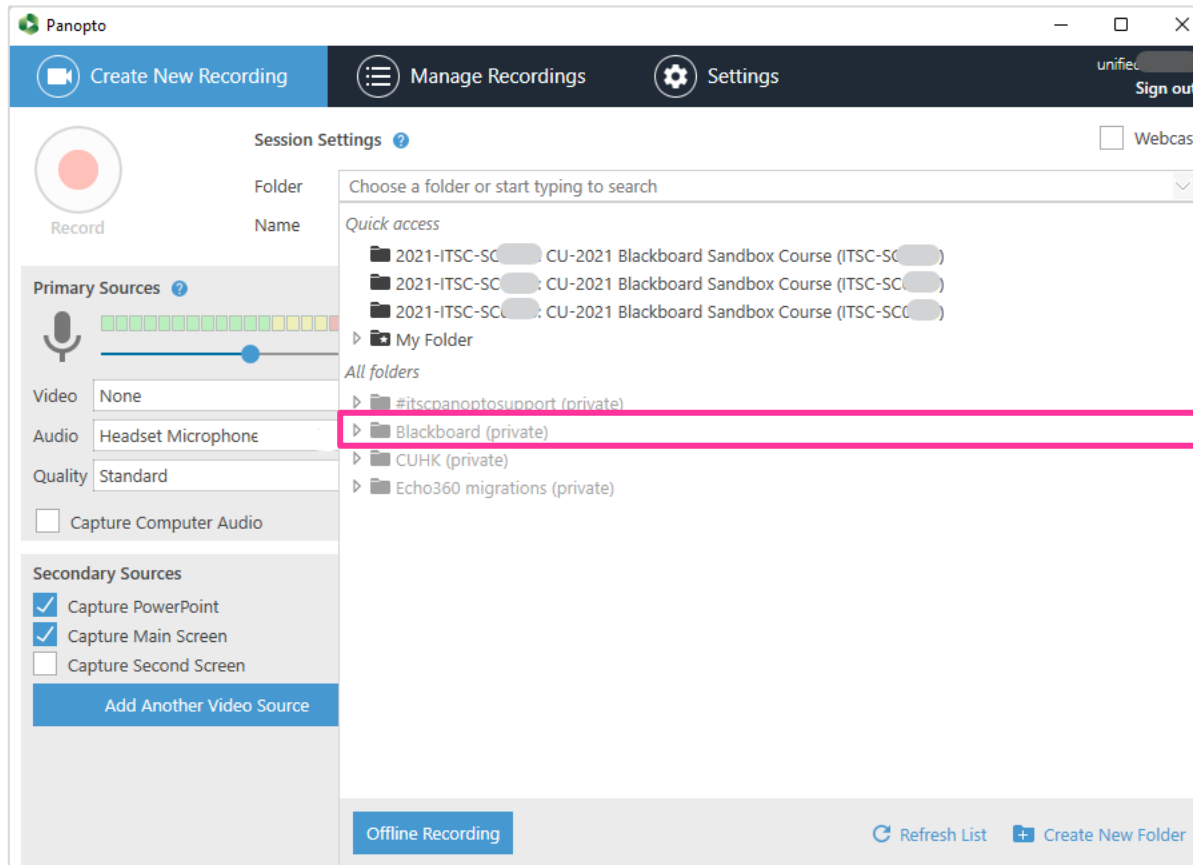
Enable screen capture preview

Resolution 1920 x 1080 fps 8 kbps 600



Make sure the destination folder is correct.

Lecture recording



The screenshot shows the Panopto interface with the following elements:

- Navigation Bar:** Contains 'Create New Recording', 'Manage Recordings', 'Settings', and a user profile 'unified' with a 'Sign out' button.
- Session Settings:** Includes a 'Record' button, a 'Folder' dropdown menu, and a 'Name' field.
- Primary Sources:** Features a microphone icon, a volume slider, and dropdown menus for 'Video' (set to 'None'), 'Audio' (set to 'Headset Microphone'), and 'Quality' (set to 'Standard'). There is also an unchecked checkbox for 'Capture Computer Audio'.
- Secondary Sources:** Includes checked checkboxes for 'Capture PowerPoint', 'Capture Main Screen', and an unchecked checkbox for 'Capture Second Screen'. A blue button 'Add Another Video Source' is located below.
- Folder Selection:** A search bar 'Choose a folder or start typing to search' is followed by a list of folders:
 - Quick access:** Three identical folder entries: '2021-ITSC-SC [redacted] CU-2021 Blackboard Sandbox Course (ITSC-SC [redacted])'.
 - My Folder:** A folder named 'My Folder'.
 - All folders:** A list of folders including '#itscpanoptosupport (private)', 'Blackboard (private)', 'CUHK (private)', and 'Echo360 migrations (private)'. The 'Blackboard (private)' folder is highlighted with a pink rectangle.
- Bottom Bar:** Contains an 'Offline Recording' button, a 'Refresh List' button, and a 'Create New Folder' button.

Expand the 'Blackboard' folder to find the destination folder

Lecture recording


The screenshot shows the Panopto recording interface. At the top, there are navigation buttons for 'Create New Recording', 'Manage Recordings', and 'Settings'. The user is logged in as 'unific' and can 'Sign out'. Below this is a 'Session Settings' section with a 'Record' button (a red circle) and a 'Webcast' checkbox. The 'Folder' is set to '2021-ITSC-SC . CU-2021 Blackboard Sandbox Course (ITSC-S)' and the 'Name' is 'Thursday, 4 August 2022 at 12:11:12 pm'. There is a 'Join Session' button. The 'Primary Sources' section is highlighted with a pink box and contains a microphone icon with a volume slider, a 'Video' dropdown menu set to 'None', an 'Audio' dropdown menu set to 'Headset Microphone', a 'Quality' dropdown menu set to 'Standard', and a 'Capture Computer Audio' checkbox. Below this is the 'Secondary Sources' section with checkboxes for 'Capture PowerPoint' (checked), 'Capture Main Screen' (checked), and 'Capture Second Screen' (unchecked), along with an 'Add Another Video Source' button. The main recording area shows a 'PowerPoint' and 'Main Screen' tab, a monitor icon, and the text 'Screen capture in progress'. At the bottom, there is a resolution dropdown set to '1920 x 1080', a 'fps' slider set to '8', and a 'kbps' slider set to '600'. A pink box highlights the 'Enable screen capture preview' checkbox at the bottom left.

- **Video:** Select '**None**' if video is not needed (Or else requires long time for the upload).
- **Audio:** Make sure it is **NOT 'None'** (Or else the recording will be unusable). Check the volume bar before the recording.
- Select '**Capture Computer Audio**' if needed.
- You could **enable screen capture preview**.

Lecture recording

After you have stopped the recording...

Recording Complete




Session name

Thursday, 4 August 2022 at 12:20:28 pm

Located in folder

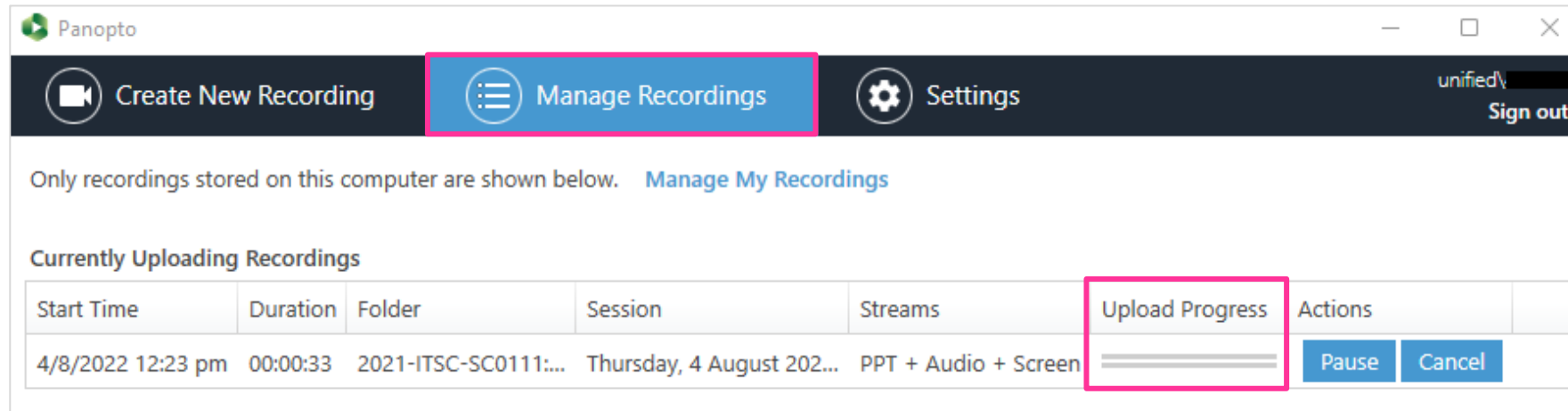
2021-ITSC-SC0111: CU-2021 Blackboard Sandbox Course (ITSC-SC0111)

Enter a description (optional)


 Delete and record again

Done

Lecture recording

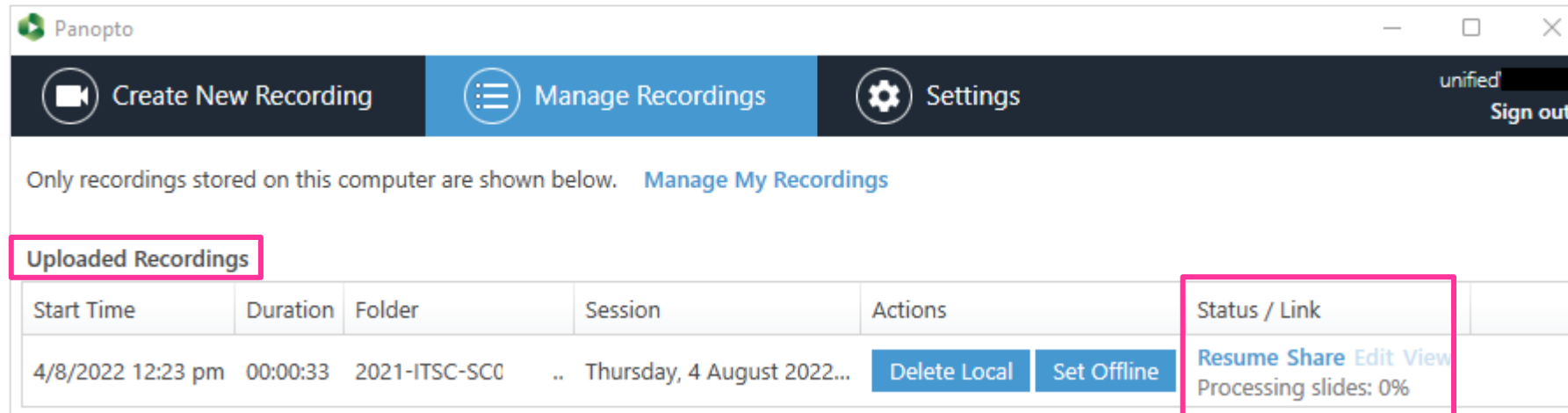


The screenshot shows the Panopto web interface. At the top, there is a navigation bar with three main options: 'Create New Recording', 'Manage Recordings' (highlighted with a pink box), and 'Settings'. On the right side of the navigation bar, the user is identified as 'unified\...' and there is a 'Sign out' button. Below the navigation bar, a message states 'Only recordings stored on this computer are shown below.' with a link to 'Manage My Recordings'. The main content area is titled 'Currently Uploading Recordings' and contains a table with the following columns: Start Time, Duration, Folder, Session, Streams, Upload Progress, and Actions. The 'Upload Progress' column for the first row is highlighted with a pink box and shows a progress bar. The 'Actions' column for the same row contains 'Pause' and 'Cancel' buttons.

Start Time	Duration	Folder	Session	Streams	Upload Progress	Actions
4/8/2022 12:23 pm	00:00:33	2021-ITSC-SC0111:...	Thursday, 4 August 202...	PPT + Audio + Screen		<button>Pause</button> <button>Cancel</button>

*****Important!**
Upload in progress,
DO NOT close the recorder!

Lecture recording



The screenshot shows the Panopto web interface. At the top, there is a navigation bar with three main sections: 'Create New Recording' (with a camera icon), 'Manage Recordings' (with a list icon), and 'Settings' (with a gear icon). On the right side of the navigation bar, the user's name 'unified' and a 'Sign out' button are visible. Below the navigation bar, a message states: 'Only recordings stored on this computer are shown below. [Manage My Recordings](#)'. The main content area is titled 'Uploaded Recordings' (highlighted with a pink box). Below this title is a table with the following columns: 'Start Time', 'Duration', 'Folder', 'Session', 'Actions', and 'Status / Link' (highlighted with a pink box). The table contains one row of data: '4/8/2022 12:23 pm', '00:00:33', '2021-ITSC-SC0', '..', 'Thursday, 4 August 2022...', 'Delete Local' and 'Set Offline' buttons, and 'Resume Share Edit View' links with 'Processing slides: 0%' below them.

Start Time	Duration	Folder	Session	Actions	Status / Link
4/8/2022 12:23 pm	00:00:33	2021-ITSC-SC0	.. Thursday, 4 August 2022...	Delete Local Set Offline	Resume Share Edit View Processing slides: 0%

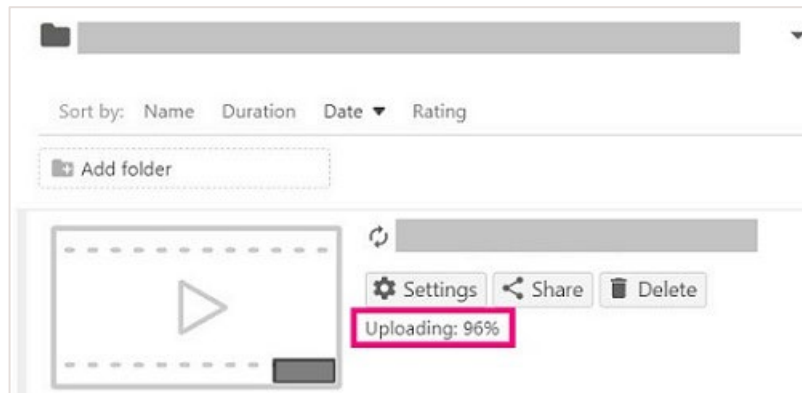
Upload completed.
You can close the recorder.

Lecture recording

Please expect the recording to be ready the next day

You could check Panopto to see if it is processing.

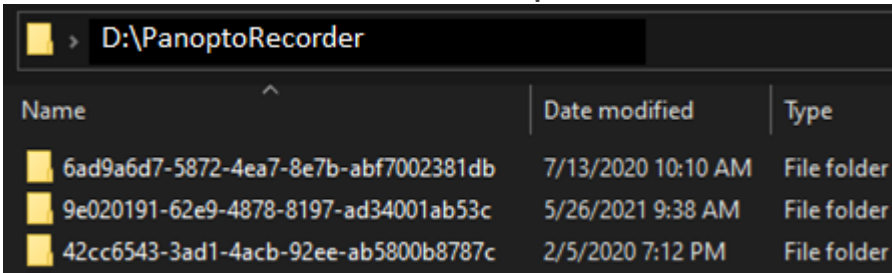
- If it shows 'uploading' > **need to continue uploading with the classroom computer on the same day!**



Lecture recording

Back up the local recording files

- Local recording files store on the classroom computer for ONE day
- Most of the classroom computers: the location is **D:\PanoptoRecorder**



Name	Date modified	Type
6ad9a6d7-5872-4ea7-8e7b-abf7002381db	7/13/2020 10:10 AM	File folder
9e020191-62e9-4878-8197-ad34001ab53c	5/26/2021 9:38 AM	File folder
42cc6543-3ad1-4acb-92ee-ab5800b8787c	2/5/2020 7:12 PM	File folder

- Check 'Date modified' to see which folder(s) are related to your recordings. Copy the folder(s) to your own drive or OneDrive. Then contact us (ITSC Service Desk: <https://servicedesk.itsc.cuhk.edu.hk/> / elarning@cuhk.edu.hk) for the follow-up

Other features

We suggest users collect video assignments on Panopto instead of Blackboard

- (For staff) [Create Video Assignment Folder on Panopto](#)
- (For student) [Submit Video Assignment \(Panopto\)](#)

[How to Add a Quiz to a Video](#)

[Share a Panopto folder with specific students in class](#)

[Learn About Folder and Session Level Statistics](#)

And more on Panopto Support (<https://support.panopto.com/>)...

Resources

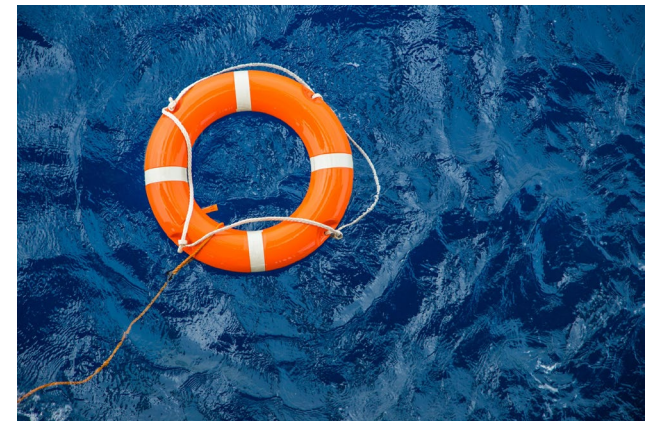
Panopto Support (<https://support.panopto.com/>)

Online Course: [Quick Start for Blackboard, Panopto, and Zoom](#)

CUHK EdTech Help Center (<https://help.edtech.cuhk.edu.hk/>)

Contact us:

- ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>)
- elearning@cuhk.edu.hk



Zoom

Zoom licenses

Capacity

- All CUHK Staff and Student: Meeting300

Meetings and webinars comparison

Meeting	Webinar
<ul style="list-style-type: none">• More interactive sessions• Participants list is visible to all participants	<ul style="list-style-type: none">• A virtual lecture hall or auditorium, ideal for large audiences or events that are open to the public• Webinar attendees do not interact with one another

Zoom licenses

Special license (assigned [on request](#))

- Meeting1000
- Webinar500/1000/3000/5000

This video focuses on **Meeting only**.

For Webinar: [Zoom Support: Zoom Webinars Support](#)

Time limits for Zoom meetings

[Understanding time limits for Zoom Meetings](#)

Meeting ends **after 30 hours**

- 1 host, no participants
- 1 host, 1 or more participants
- 0 host, 1 or more participants

Meeting ends **after 40 minutes**

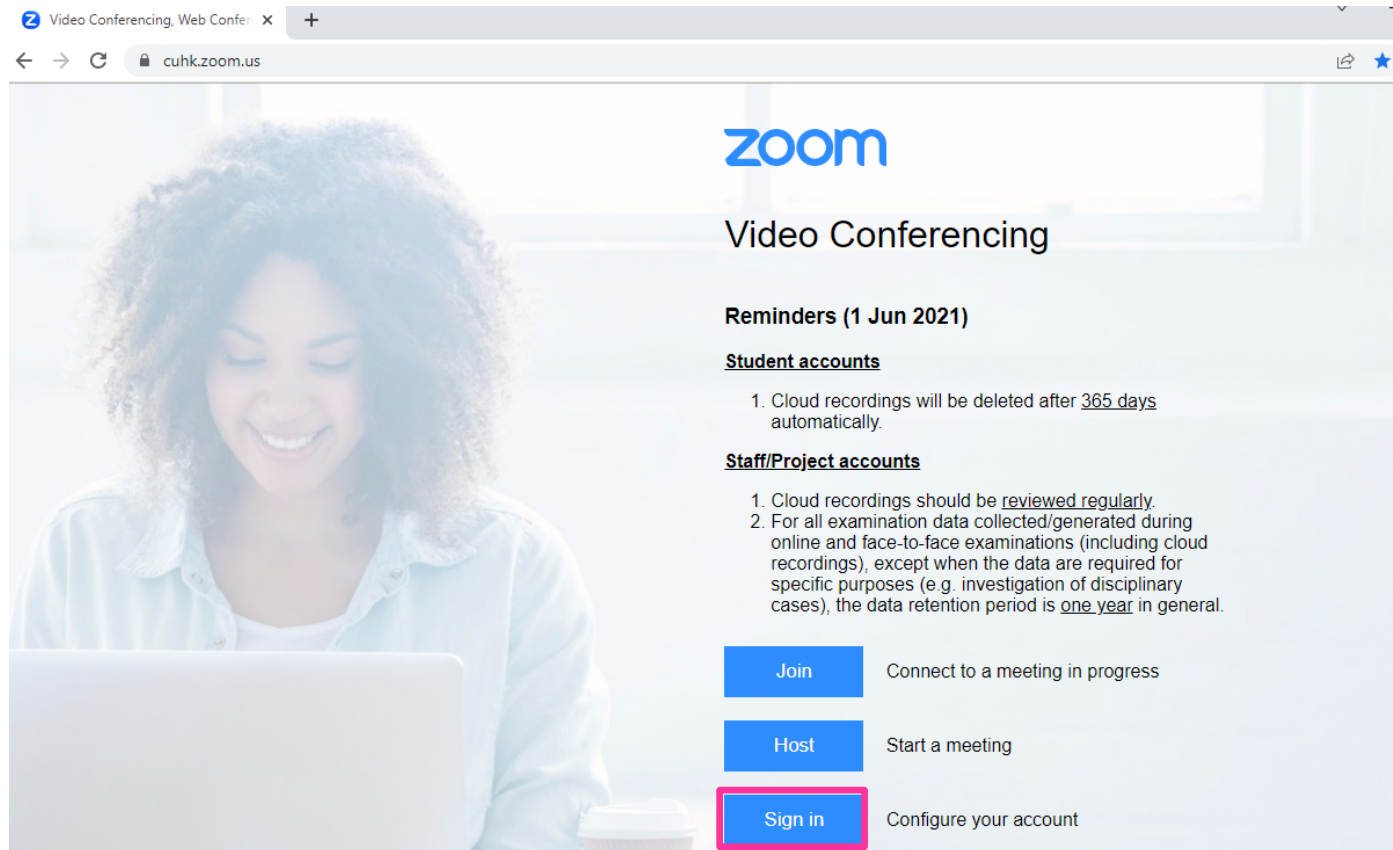
- 1 host and 1 or more participants joined. Only one person remains in the meeting. The meeting will end 40 minutes later if no one else joins.

Workflow for Zoom meetings – ‘5S & 2R’

1. (New user only) Sign in Zoom to activate your account
2. Schedule a meeting and Share the meeting information
3. Start a meeting
4. Security
5. Recordings
6. Reports

Sign in Zoom to activate your account

'cuhk.zoom.us'



The screenshot shows a web browser window with the URL 'cuhk.zoom.us'. The page features the Zoom logo and the text 'Video Conferencing'. Below this, there are 'Reminders (1 Jun 2021)' for 'Student accounts' and 'Staff/Project accounts'. At the bottom, there are three buttons: 'Join', 'Host', and 'Sign in'. The 'Sign in' button is highlighted with a red border.

Video Conferencing

Reminders (1 Jun 2021)

Student accounts

1. Cloud recordings will be deleted after 365 days automatically.

Staff/Project accounts

1. Cloud recordings should be reviewed regularly.
2. For all examination data collected/generated during online and face-to-face examinations (including cloud recordings), except when the data are required for specific purposes (e.g. investigation of disciplinary cases), the data retention period is one year in general.

[Join](#) Connect to a meeting in progress

[Host](#) Start a meeting

[Sign in](#) Configure your account

Schedule a meeting and Share the meeting information

Method 1: On 'cuhk.zoom.us'

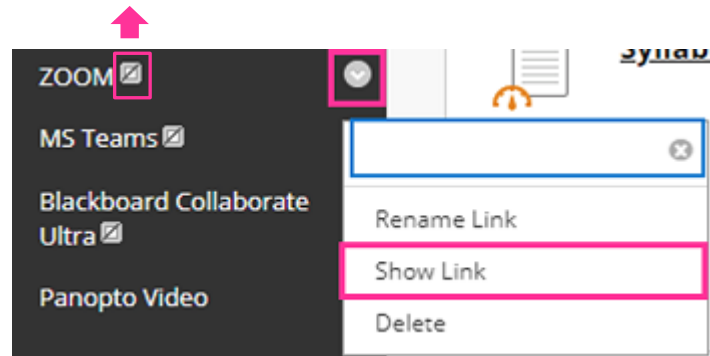
- [Where to find the meeting invitation text](#)

The screenshot shows the Zoom user profile page. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'RESOURCES', and a 'SCHEDULE' button highlighted with a pink box. Below the navigation bar, there is a left sidebar with menu items: Profile (highlighted), Meetings, Webinars, Personal Contacts, Recordings, Settings, and Account Profile. The main content area features a warning message: 'When you join meetings and webinars hosted on Zoom, your profile information, including your name and profile picture, may be visible to other participants. Your name and email address will also be visible to the account owner and host when you join meetings or webinars on their account while you're signed in. The account owner and others in the meeting can share this information with apps and others.' Below the message is a profile picture placeholder, a name placeholder, an 'Employee ID' field with a placeholder, and an 'Edit' button.

Schedule a meeting and Share the meeting information

Method 2: Via the Blackboard Course ([Blackboard's ZOOM Integration](#))

This symbol means
the menu item
is hidden from students



Remember to show the 'ZOOM' link in the course menu

- The meetings and recordings scheduled via the Blackboard Course is NOT restricted to the users in the Blackboard Course

Start a meeting

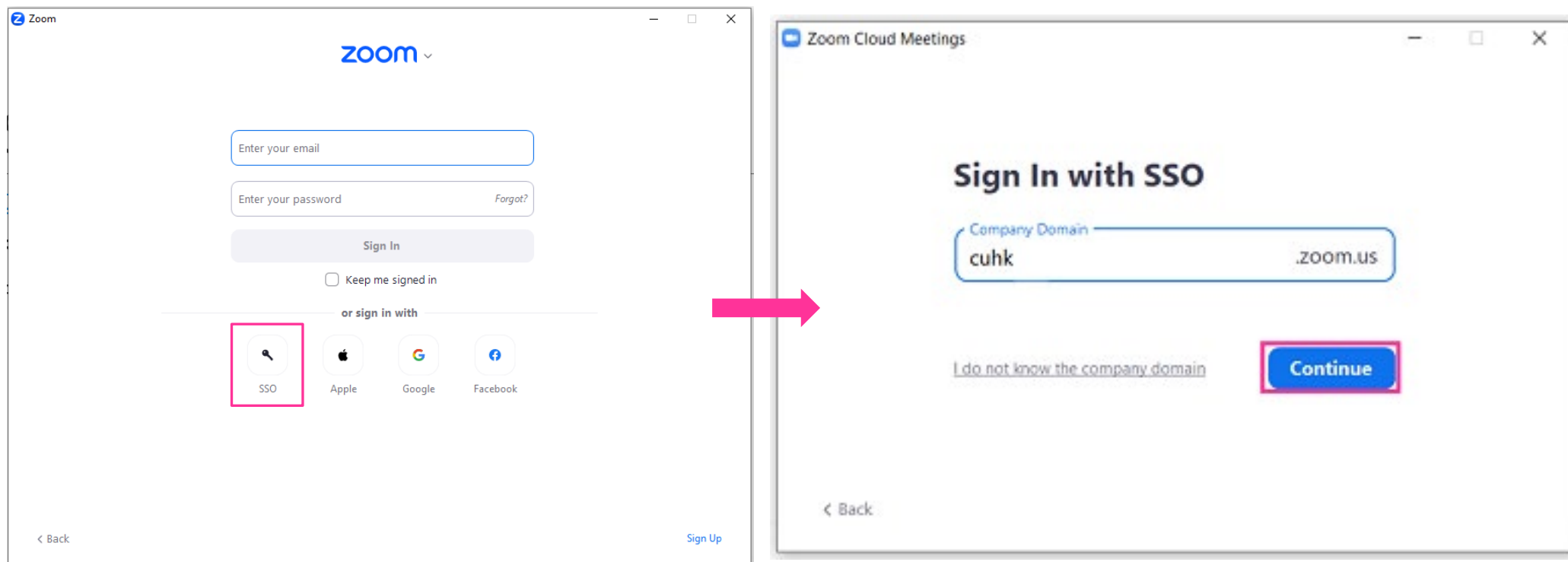
Preparation:

1. [Download \(https://zoom.us/download\)](https://zoom.us/download) and install Zoom desktop client / app.
2. Follow the steps on [ZOOM Instructor Guide](#) to sign in. **Remember to choose 'SSO' when signing in.**
3. [Update it to the latest version](#) before your meeting.

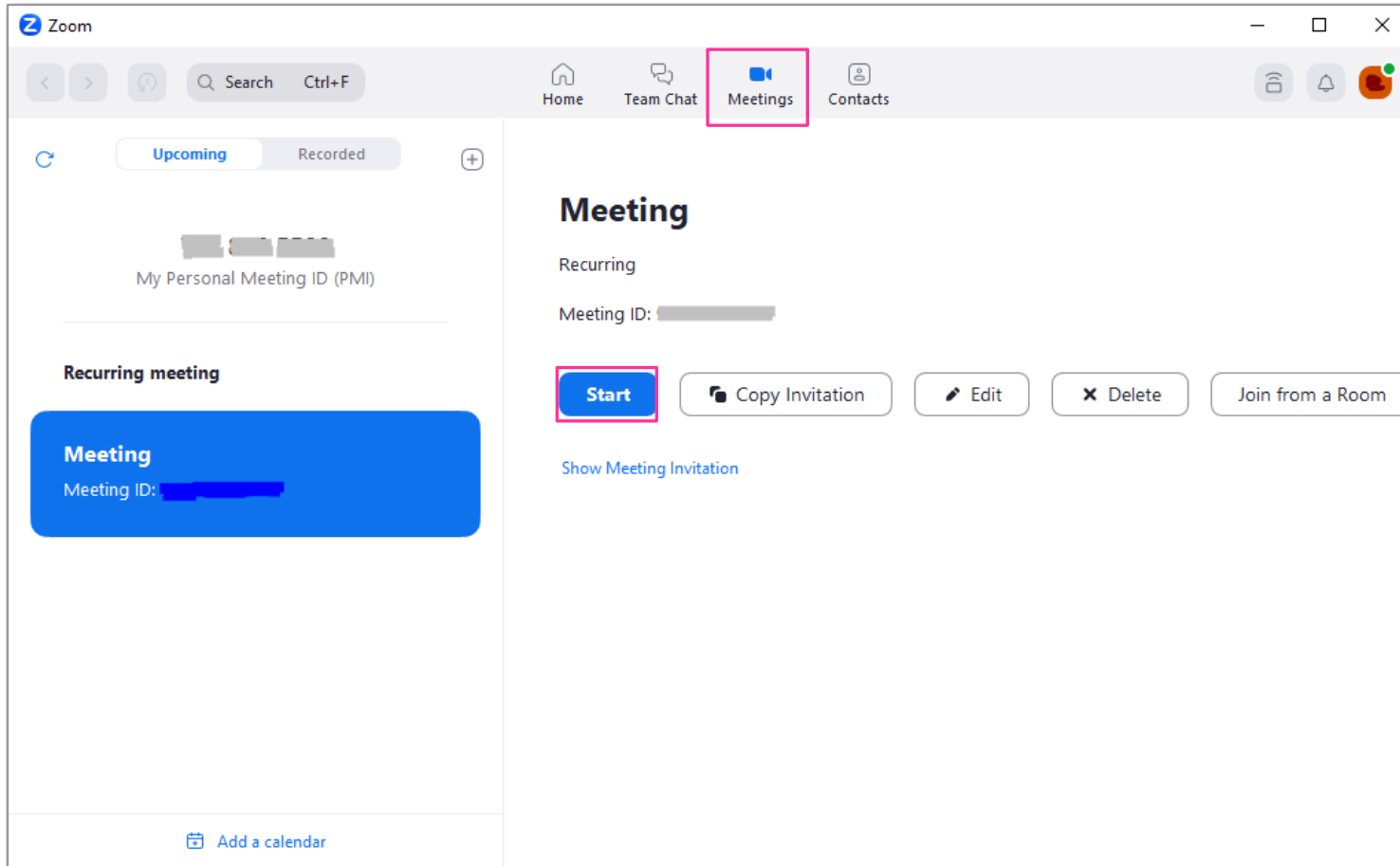
Start a meeting

[Download](#) and install Zoom desktop client / app. [Update it to the latest version.](#)

Follow the step on [ZOOM Instructor Guide](#). Remember to choose 'SSO' when signing in.



Start a meeting



[Starting or joining a meeting as the host](#)

Security

Meeting options:

- **Passcode + Waiting room**
- [Set 'Require authentication to join \(CUHK only\)'](#) (especially if you will use pre-assigned breakout room and/or check meeting usage report)

Security

Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

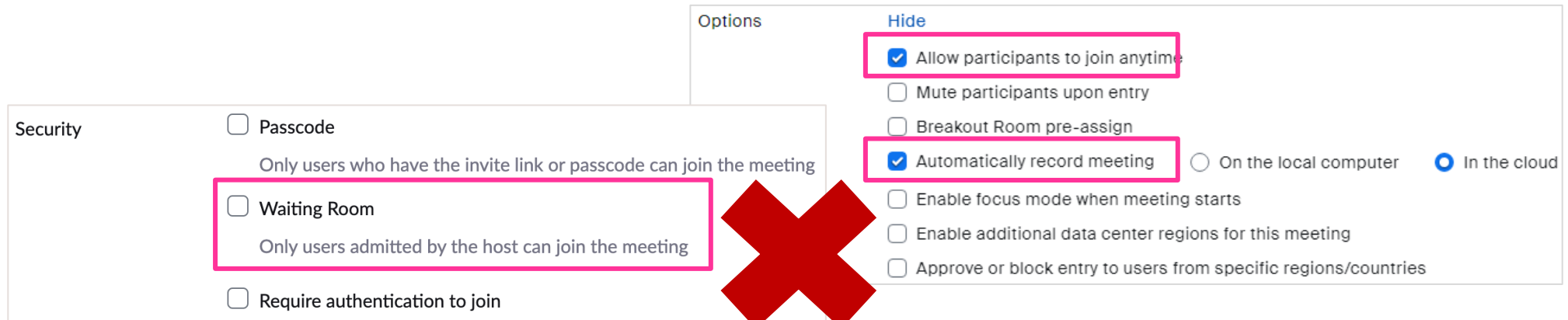
Require authentication to join

*.cuhk.edu.hk [Edit](#)

Security

Meeting options **which we DON'T recommended:**

- Allow participants to join anytime AND
- Automatically record meeting AND
- WITHOUT waiting room



The image shows a screenshot of a meeting configuration interface. It is divided into two main sections: 'Security' and 'Options'. A large red 'X' is overlaid on the 'Waiting Room' option in the Security section, indicating it is not recommended.

Security

- Passcode
Only users who have the invite link or passcode can join the meeting
- Waiting Room**
Only users admitted by the host can join the meeting
- Require authentication to join

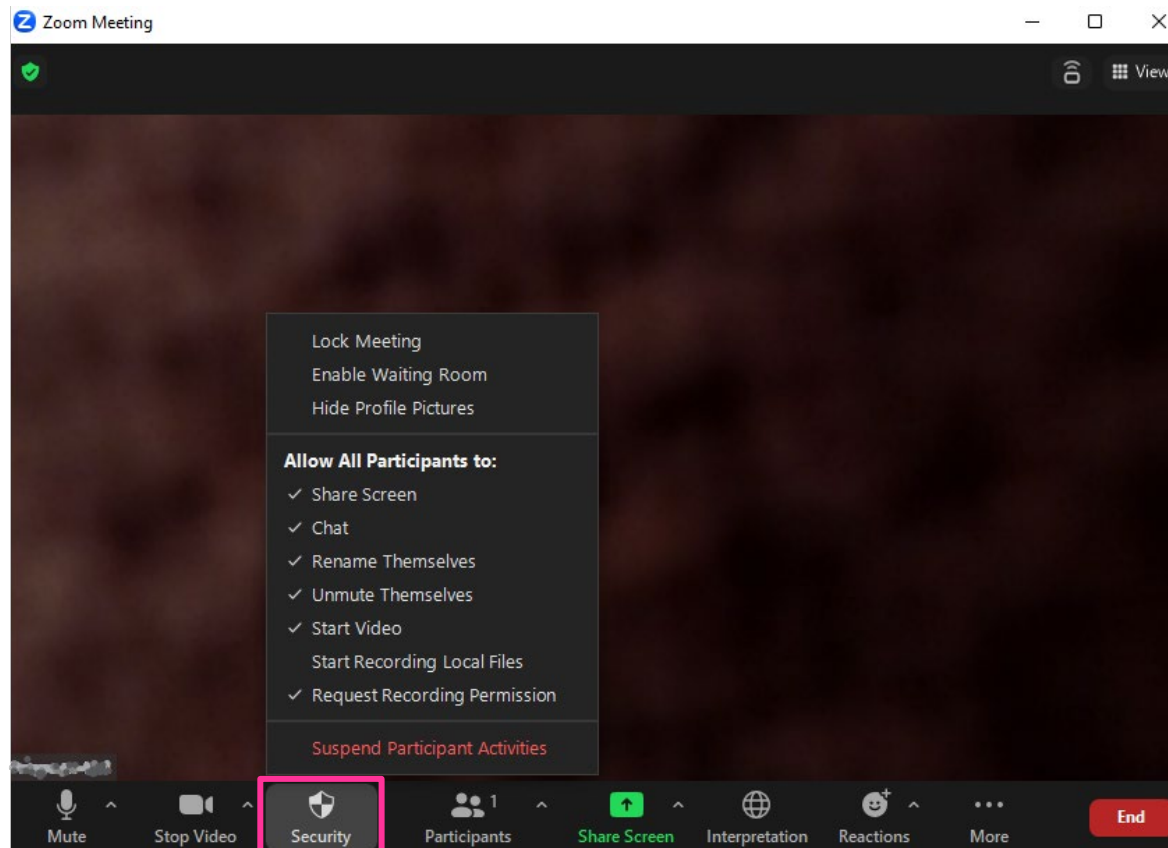
Options

Hide

- Allow participants to join anytime**
- Mute participants upon entry
- Breakout Room pre-assign
- Automatically record meeting** On the local computer In the cloud
- Enable focus mode when meeting starts
- Enable additional data center regions for this meeting
- Approve or block entry to users from specific regions/countries

Security

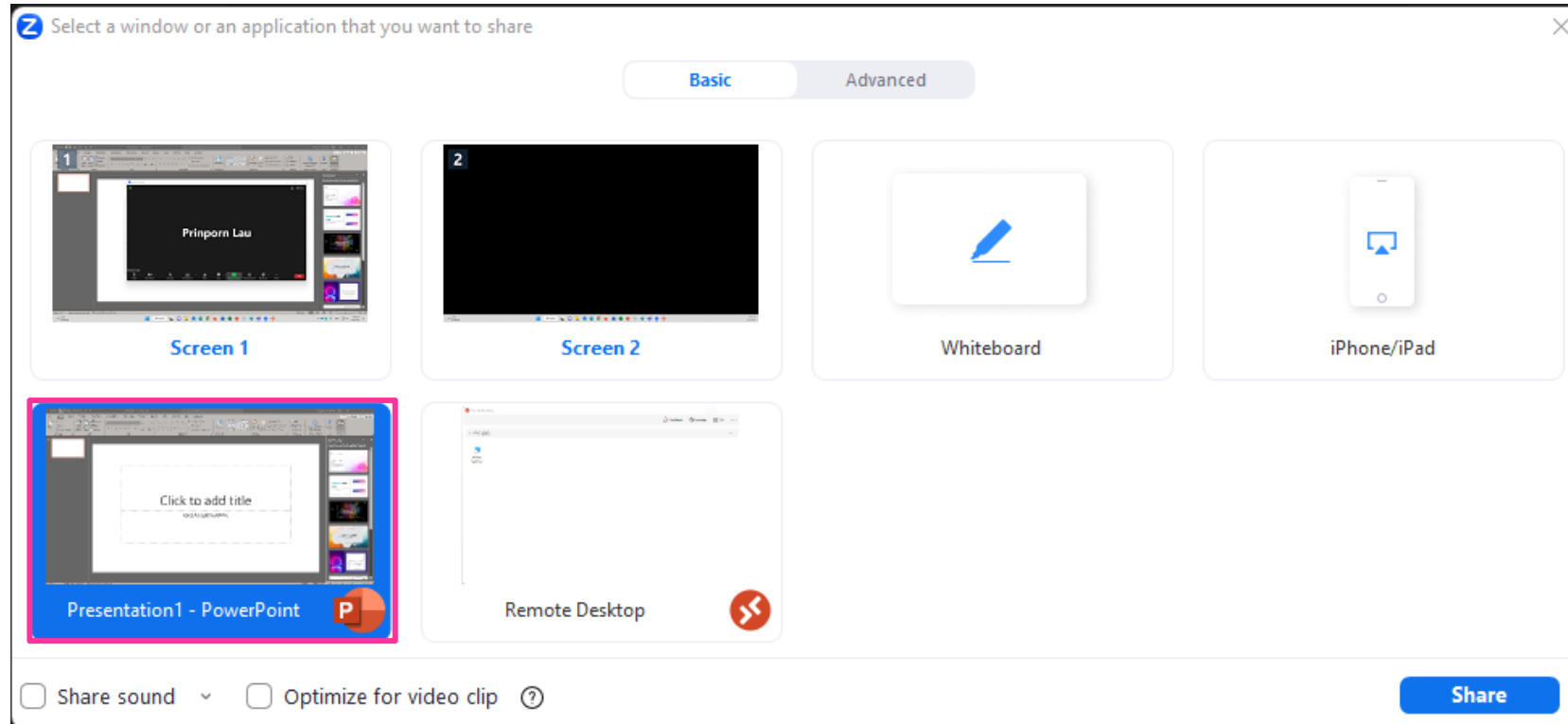
In-meeting security



Security

Sharing your screen or desktop on Zoom

- Select application instead of screen to avoid disclosing sensitive information



Security

Put in [Waiting Room](#)

The screenshot displays a Zoom meeting window with a video feed of a beach scene and a 'Participants (2)' sidebar. The 'Participants' sidebar shows two participants: the host and a guest. A context menu is open for the guest, with 'Put in Waiting Room' highlighted. The bottom toolbar also has the 'Participants' icon highlighted.

Zoom Meeting (Title Bar)

Guest (Video Feed)

Participants (2) (Sidebar)

- Host (me)
- Guest (Guest)

Context Menu for Guest (Guest):

- Chat
- Ask to Start Video
- Pin
- Make Host
- Make Co-host
- Rename
- Put in Waiting Room** (Highlighted)
- Remove
- Report...

Bottom Toolbar:

- Mute
- Stop Video
- Security
- Participants** (Highlighted)
- Polls
- Chat
- Share Screen
- Interpretation
- Reactions
- More
- End

Bottom Bar:

- Invite
- Mute All
- More

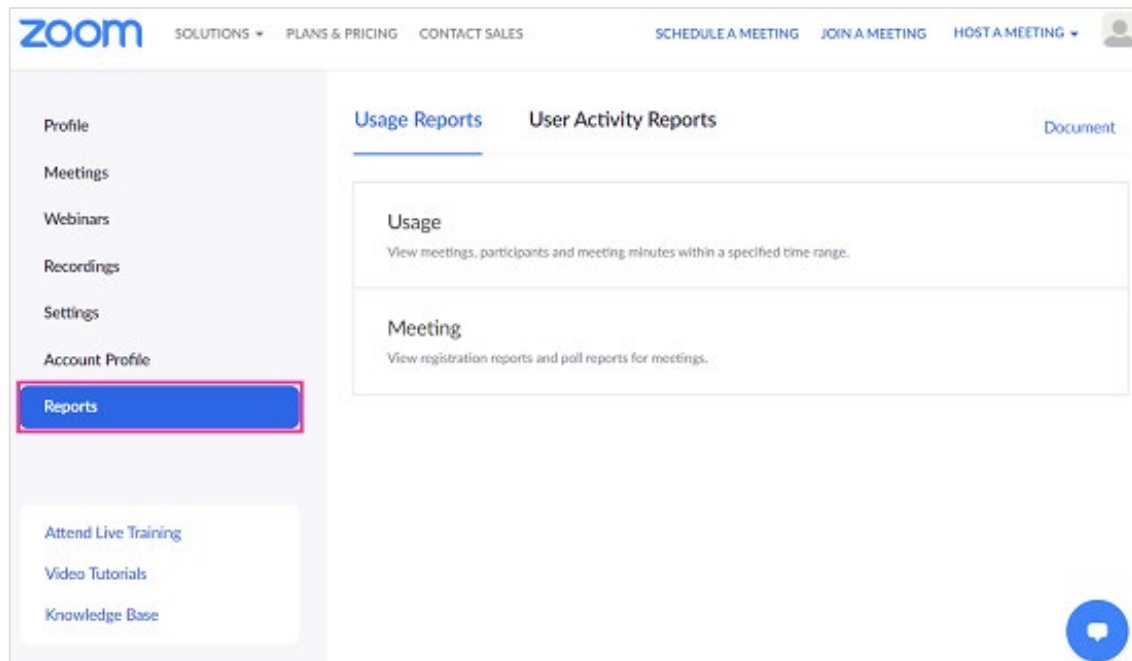
Security

[Best Practices for Securing Your Zoom Meetings](#) by Zoom

Reports

Reports

- CUHK Zoom portal (<https://cuhk.zoom.us>)
- CUHK EdTech Help Center: [Zoom Reports](#)
- Zoom Support: [Generating meeting reports](#)



- Usage reports: kept around a year
- Some reports will be removed when the Meeting IDs expire / are deleted

Recordings

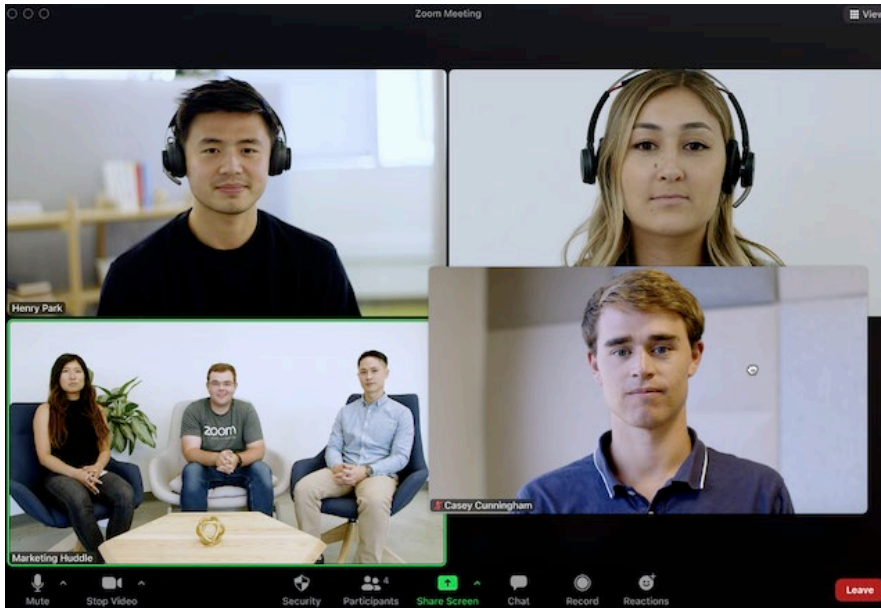
Cloud recordings

- **Student accounts:** Cloud recordings will be deleted after 365 days automatically
- Staff/Project accounts: Cloud recordings should be reviewed regularly
- **Soft quota: 20GB**

[Zoom Cloud Recordings](#)

Recordings

Gallery View



Active Speaker View



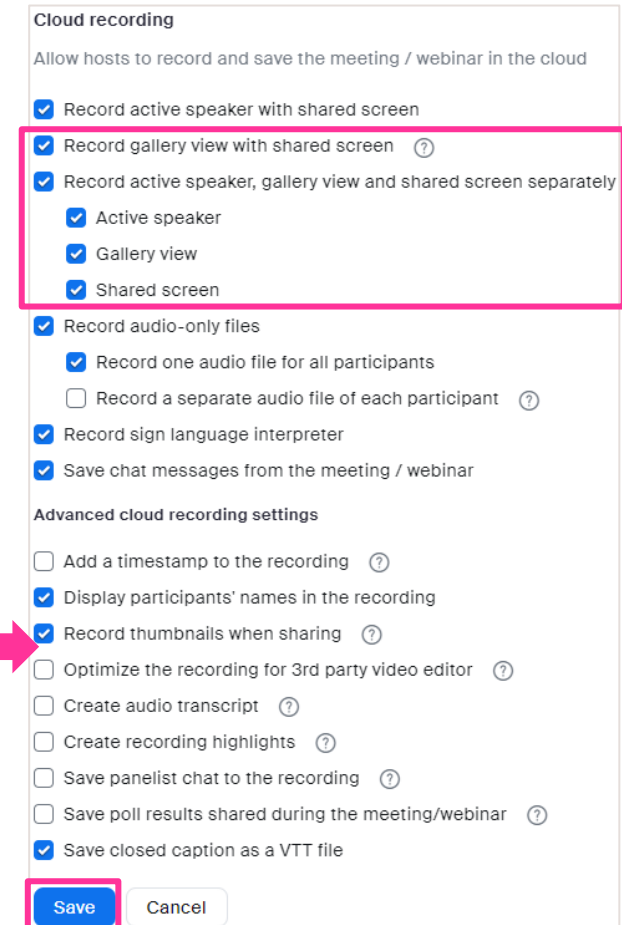
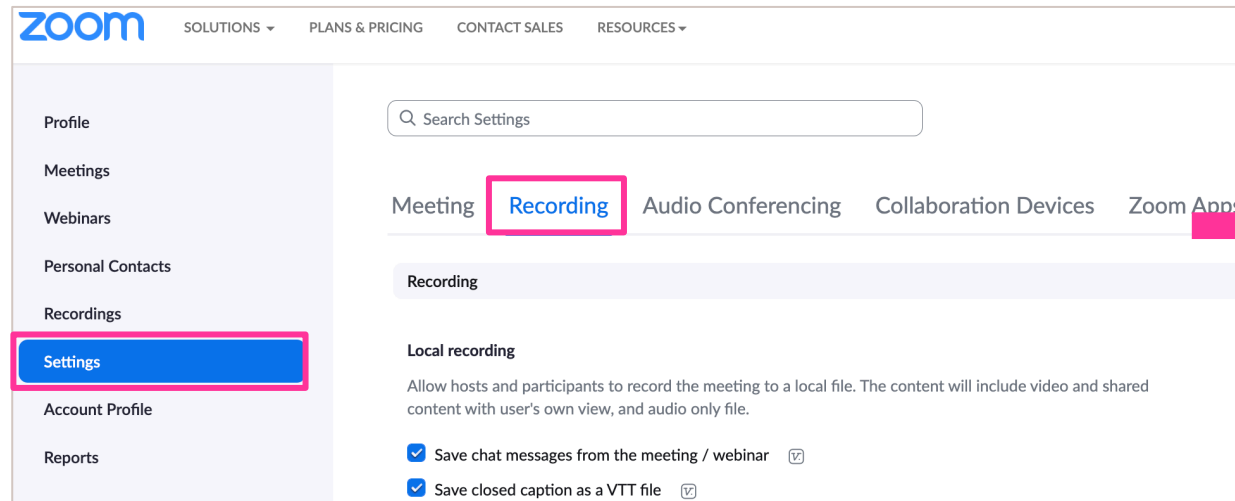
Default: cloud recording only captures active speaker view. Need to update recording settings to record gallery view.

To learn more about the above two views: [Adjusting your video layout during a virtual meeting](#)

Zoom- Reports and recordings

Recordings: gallery view (e.g., for online exam invigilation)

- Need to update the setting(s)
- Maximum: 25 participants
- Need to inform students / have their consent
- [Changing basic and advanced cloud recording settings](#)



Blackboard-Zoom-Panopto Integration

The Zoom meeting has to be **scheduled via Blackboard Course**

Zoom Cloud recordings uploaded to the corresponding Panopto course folder (by default, only the class can access the folder) automatically

You are advised to **deselect the Record Gallery view with shared screen and Gallery View options** to limit the number of student faces that appear in recordings.

CUHK EdTech Help Center:

- [Blackboard's ZOOM Panopto Integration](#)
- [Video layout of Zoom Cloud Recording on Panopto](#)

Resources

Blackboard Help: <https://help.blackboard.com/>

Panopto Support: <https://support.panopto.com/>

Zoom Support: <https://support.zoom.us/>

CUHK EdTech Help Center: <https://help.edtech.cuhk.edu.hk/>

CUHK EdTech Help Center: Online Courses: <https://help.edtech.cuhk.edu.hk/docs/online-courses>

Contact us:

- ITSC Service Desk: <https://servicedesk.itsc.cuhk.edu.hk>
- elearning@cuhk.edu.hk

Thank you
