

## GMAP SESAMI Program

### Getting Started with Online Lecture for the Instructor and the Teaching Assistants

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## 1 Overview

There can be two types of online lectures as below. Which one will be offered for each course will be informed via SESAMI program management. In both cases, **zoom**, a video communication tool, will be used as the platform.

Type	Description	Notes
(A) Hybrid	Some people join remotely, and others in the physical classroom at Kobe University.	There will be one computer in the classroom (wired host), and one laptop for presentation (Wi-Fi).
(B) Online only	Everyone joins remotely.	Everyone needs to join the lecture by finding the most stable network environment.

There are two key roles in zoom as follows. By default, the SESAMI admin (program management) will be the host to schedule, start and end the lecture. She will assign Co-host at the beginning of the calls.

Privileges	Roles ( <a href="#">detail</a> ) and default assignments	
	Host	Co-host
	SESAMI admin	Professor Teaching assistant
Schedule a meeting	x	
Start/end the meeting	x	
Assign host or co-host	x	
Mute participants	x	x
Start/stop the recording	x	x
Start breakout rooms or move participants between rooms	x	x
Stop participant's screen share	x	x

How to change roles: refer to section 'Using co-host in a meeting' on <https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host>.

## 2 Preparation

### 2.1 Basic features

- System requirements  
<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>
- **How to Join a meeting**  
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
- How to test your **audio**  
<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
- How to test your **video**  
<https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video>
- Chat  
<https://support.zoom.us/hc/en-us/articles/115004789183-Replying-and-managing-chat-messages>
- Nonverbal Feedback During Meetings  
<https://support.zoom.us/hc/en-us/articles/115001286183>
- Other getting started resources: <https://support.zoom.us/hc/en-us/categories/200101697>

## 2.2 Features for instructors or teaching assistants

- How to manage participants: <https://support.zoom.us/hc/en-us/articles/115005759423>
- Audio control, that might be important to avoid audio echo.
  - **Mute All** And Unmute All  
<https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>
  - More about the audio echo, see “3 Trouble shooting.”
- How to **share screens**  
<https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>
  - You can select either your screen (desktop) or an app. Pause share and New share are also available so that you can switch and control things to be shared.
  - Switching Windows During Screen Sharing  
<https://support.zoom.us/hc/en-us/articles/201625966-Switching-Windows-During-Screen-Sharing>
  - Details on PowerPoint Presentation  
<https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation>
  - **Sharing Computer Sound During Screen Sharing**  
<https://support.zoom.us/hc/en-us/articles/201362643-Sharing-Computer-Sound-During-Screen-Sharing>
- **Whiteboard**, to share your writings with participants
  - How to share your whiteboard  
<https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>
  - Using annotation tools for texts or drawings  
<https://support.zoom.us/hc/en-us/articles/115005706806>
- **Video controls**
  - Hide or Show My Video in My Own Display  
<https://support.zoom.us/hc/en-us/articles/115001077226-Hide-or-Show-My-Video-in-My-Own-Display>
  - **Video layouts** such as Speaker view and Gallery view, including times **when sharing your screen**  
<https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout>
- **Breakout Rooms**, a feature to split a class in up to 50 separate sessions
  - Enable breakout rooms (account owner’s action)  
<https://support.zoom.us/hc/en-us/articles/206476093>
  - Managing Breakout Rooms  
<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms>
    - The host or co-host can assign participants to breakout rooms via one of below options.
      - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
      - **Manually:** Choose which participants you would like in each room.
      - **Let participants choose room**
    - The host or co-host can setup time from ‘Options.’
    - The host or co-host can join/move between breakout rooms and broadcast message to all
- Disable Private Chats
  - **Controlling private chat access in a meeting**  
<https://support.zoom.us/hc/en-us/articles/360060835932-Disable-Private-Chats>

## 2.3 Tips and Tricks

- How to **share sounds**, e.g., share a video during the meeting
  - Click 'Share Screen' in the meeting controls (at the bottom of Zoom window), and check 'Share Sound' in the window BEFORE selecting what to share.
- How to **allow participants to share screens** (host/co-host)
  - Click 'Security' in the meeting controls, and select 'Allow Participants to Share Screen.'
- How to **share simultaneously** (host/co-host)  
<https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-multiple-screens-simultaneously>
  - Multiple participants can share simultaneously, from the upward arrow '^' at the 'Share Screen' in the meeting controls.
  - By enabling this option, when more than one screens are shared, participants in the meeting can select which screen to view from 'View Options' at the top of the Zoom panel.
  - This option can save time for people to start - stop screens many times, however, all participants in the meeting need to be aware which screen to select.
- How to **stop participant's screen sharing** (host/co-host)
  - Click '**Participants**' in the meeting controls to display the participants list.  
Hover a participant and click '**More**' to select '**Stop Sharing.**'Or
  - Click the '**View Options**' dropdown menu located at the top of your in-meeting window, and select '**Stop Participant's Sharing.**'

## 3 Trouble shooting

- Audio Echo In A Meeting: [detail](#)

If you hear audio echo or audio feedback during your meeting, there are 3 possible causes:

  1. A participant has both the computer and telephone audio active
  2. Participants with computer or telephones speakers that are too close to each other
  3. Multiple computer with active audio in the same conference room

Case 1: A participant has both the computer and telephone audio active  
If you join from a computer and call in from the telephone, please make sure you either Enter your participant ID when calling in, or enter your #participant ID# when already in the call  
Or, manually leave computer audio on your computer

Case 2: Participants with computer or telephones speakers that are too close to each other  
If another participant is too close to you, and both of you have speakers on, please leave audio conference on one of the computers or hang up of the telephone connections.

Case 3: Multiple computer with active audio in the same conference room
- Other resources: <https://support.zoom.us/hc/en-us/categories/200101697>