如何使用 ZOOM（學校指南）
A ZOOM Guide (for Schools) 🏫

Eureka

為了使學生在停課期間仍能繼續學習到純正英語，我們建議由Eureka的外籍英語導師親自主持網上教學，好使學生安坐家中也能透過有趣互動的網上課堂學習英語。Eureka誠意推介安裝簡單，方便易用的ZOOM作為網上教學平台。

To ensure learning continues during school suspension, we recommend having Eureka's Native-speaking English Teachers (NETs) use ZOOM to host interesting and interactive English lessons for students at home! ZOOM requires very minimal technical requirements to install and has very user-friendly features.

您可以在網上免費下載ZOOM。**免費帳戶可享有不限時的一對一會議，及最多40分鐘的小組會議**。若欲了解其他計劃和功能，請點擊以下連結。

You may download ZOOM for free. A basic free account allows for **unlimited 1 to 1 meetings** and **up to 40 minutes on** group meetings. For more information on other plans and features, please visit the link below.
https://zoom.us/pricing

使用 ZOOM 的10個步驟
10 Steps to Getting Started 💻

① **請確保您已經準備好以下設備:**
Please ensure that you have the following equipment ready:

- ☐ 電腦/平板電腦　　A computer/tablet 🖥️📱
- ☐ 揚聲器　　　　　Speakers 🔊
- ☐ 麥克風　　　　　A microphone 🎤
- ☐ 攝像頭　　　　　A camera 📷
- ☐ 穩定的網絡連線　Stable internet connection 📶

② 點擊以下連結並建立 ZOOM 帳戶：
Sign up for a ZOOM account with the following link:
https://zoom.us/signup.

③ 點擊以下連結下載並安裝最新的 ZOOM 應用程式，然後登入帳戶。
Download and install the latest ZOOM application with the link below, then sign in to your account.
https://zoom.us/client/latest/ZoomInstaller.exe

④ 點擊「Schedule Meeting」並填寫適當的資料，例如時間、日期等（請參考以下連結）。
Select "Schedule Meeting" and fill in the appropriate information such as date, time, etc. (Please refer to the following link):
https://youtu.be/ZAYv8sVPTxU.

⑤ 請確保輸入正確的時區，並且已啟動音訊和視頻設備。您亦可以在此自訂有關設定（請參閱下方「更多功能」）。
Ensure details, such as the time zone, are correct and audio and video settings are enabled as required. Check 'Advanced

⑥ 點擊「Schedule」。
Press 'Schedule' to complete.

⑦ 點擊「Meetings」，然後選擇「Copy Invitation」將會議連結複製，然後以電郵把該連結發送給學生／家長（參與者只需點擊連結便可參與網上課堂）。
To invite participants, select 'Meetings' on the app and 'Copy Invitation'. Paste invitation onto your new email window, add and send to students/parents. (Note that participants only require the link to join the meeting).

⑧ 為確保設備運作正常，請點擊以下連結進行測試。
To ensure your device is working, click the following link to perform a video and audio test:
https://zoom.us/test

⑨ 您現在已經能夠主持會議。若想了解ZOOM的其他會議功能，請點擊以下連結。
You are now able to host a meeting. Should you wish to learn more about ZOOM's meeting controls, please refer to the following:
https://youtu.be/4w_pRMBEALE

⑩ 課堂結束時，請按屏幕右下方的「End Meeting」，然後按「End Meeting for All」。
To end the meeting, press 'End Meeting' at the bottom right-hand side of the screen and click 'End Meeting for All'.

靜音：把學生的音訊設為靜音，並在適當的時候啓動個別學生的音訊。
Mute Participants: Allows the teacher to mute all or individual participants and unmute them when needed.

等候室：若有學生在視像課堂開始前已經到達，老師可設定讓其進入視像「等候室」直至課堂開始。
Waiting Room: Should participants log in before the start of the online lesson, the teacher may choose to place them into a virtual 'Waiting Room' until the start of the lesson.

更多資訊 Click for more information

分享屏幕：老師可以透過此功能與學生分享自己的屏幕（例如簡報及影片等）。
Screen Sharing: The teacher can share their computer screen with online participants (e.g. PowerPoint presentations, videos etc.).

更多資訊 Click for more information

註釋：老師可在分享屏幕同時加上註釋。
Annotate: The teacher can annotate materials with live notes while sharing their screen.

錄影：老師可將課堂錄製為影片並下載到電腦。
Recording: The teacher can record the class session and download the video onto his/her computer.

更多資訊 Click for more information

即時信息：老師可向所有人發送信息或向個別參與者發送消息。
Instant Messaging: The teacher can message everyone or selected individuals.