

Online class lecture TA Zoom Manual

Academic Office
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- About this manual -

- This manual shows advanced knowledge of Zoom that is needed for lecture TA. You can see Zoom manuals for basic use in the manuals at [the webpage about online classes](#).
- Video on YouTube provided by Zoom Inc. will be introduced in this manual. Some of the functions in that videos may be limited to use in APU.
- As Zoom functions are changed frequently, there might be differences from this manual and the actual function.

- Basic attitude as TA (about Zoom) -

- Some of the instructors are not familiar with Zoom. Please respond if they ask you about zoom function as much as possible.
- Please actively support the instructor when he/she is not aware of the chat or raised hand by students, when he/she forgets restart recording after pausing.
- Before the course starting, you should confirm to your instructor what he/she expect you to do in the class and whether he/she gives you a co-host roll and so on.

- Zoom screen for the Host -

Many of the TAs will support instructor as co-host in the online class. Co-host can use the functions almost same as Host(instructor).

Through watching these following videos, please grasp the image of the operation and understand the functions for the host.

1) <https://youtu.be/Dcd6nNmtGo0>

2) <https://youtu.be/uGgwpOQRK80>

-Audio settings-

As students in the class often ask about audio trouble, please watch the video and understand well.

[Please have students check these items when they have audio trouble]

- Did they click [Join with computer audio]?
- Did they choose a certain device from clicking upper arrow button on the left bottom of the screen?
- Do their audio devices work in the test of microphone and speaker on Zoom app?

<https://youtu.be/ugda61PyFIo>

-Breakout sessions in the large class-

You might be supposed to handle breakout sessions during the class. Please see the manual below for that case.

Pre-assigned rooms can be created only by the meeting owner (instructor).

*By 2021 spring semester, the maximum number of the pre-assigned participants are 200. But after 2021 fall semester, the limit has been unlocked under the APU license so that all course participants can be included in pre-assigned breakout rooms. (The maximum number of participants in one meeting is 300.)

Manual : <https://bit.ly/3C6Tpvk>

- Advanced information about Security-

Please remind these items for the respond to students' inappropriate behavior. But do not decide to do it only by TA. Before the class, please discuss with your instructor about TA's permission in the class.

[Case examples that might happen]

- Mute a student who may make noise.
- Enable or disable some functions of students when some disruption happen.
- Send a student disrupting the class to the waiting room.

1) <https://youtu.be/6JbDfXIEIT0>

2) <https://youtu.be/dgs9mjnycaE>