

參與直播課堂注意事項 Notes for participating live online lesson

- **登入 (姓名)** – 當登入 Zoom 時須輸入你的班別、學號及英文姓名，如：5C 27 Wong Siu Ming
Log in (Name) – When you log in to Zoom you will be asked to add your name. Please use your class, class number and your English name. E.g.5C 27 Wong Siu Ming
- **登入 (時間)** – 請於上課時間前不早於 5 分鐘登入等候上課，而上課時間 2 分鐘前於等候室準備最為理想
Log in (Time) – Please do not try to log in earlier than 5 minutes before your scheduled time as you will not be able to join. Ideally you should join the waiting room just minutes beforehand.
- **地點** – 請確保在寧靜的地方上課
Location – Please make sure your child is in a quiet area.
- **背景** – 為保障學生的私隱，請確保攝入鏡頭內的背後景觀整潔或使用虛擬背景
Background – Please ensure the background behind the student is clear from any items that may be private, or you can use the virtual background.
- **服飾** – 學生穿着體育服或整潔便服
Dress appropriately – Students wear school uniform or tidy and clean casual wear.
- **禮貌** – 不准飲食
Manner – No eating or drinking in the lesson
- **聽眾** – 學校明白在家裏有其他家庭成員，但在上課期間請家長只讓學生一人在電腦鏡頭前上課。在任何情況下，切勿透露‘會議 ID’和‘會議網址’予第三者
Audience – The school understands there may be other family members present but this lesson is for the invited students only and only they should be on camera. Under no circumstance, should the meeting ID and meeting link be disclosed to third parties.
- **測試** – 請在上課 15 分鐘前，進入網站‘zoom.us/test’測試相關器材的視訊及音訊是否連接正常
Testing – To make sure the lesson goes smoothly, go to ‘zoom.us/test’ at least 15 minutes before your lessons to test your video and audio connection.
- **技術** – 由於‘Zoom’這個網上平台是新嘗試，大家都可能遇上技術上問題，請耐心等待，我們會嘗試盡快修復
Technology – As the Zoom platform is new to us, there may be some technical difficulties, please be patient and we will try our best to solve any issues as quickly as possible.
- **錄影** – (1) 未得老師同意，不應攝錄；否則，不但違反學校指引，更可能侵犯他人私隱。一經證實，校方會嚴肅處理；
(2) 如有需要，教師會攝錄課堂，放上學習平台，供學生重複溫習
Recording – (1) It should not be recorded without the teacher's consent; otherwise, it will not only violate school guidelines, but may also violate the privacy of others. Once confirmed, the school will deal with it seriously;
(2) If necessary, teachers will record the lesson and put it on the learning platform for students to review.
- 不可截取和分享 ZOOM MEETING 的截圖，因截圖中能看到會議 ID，有機會使密碼外泄。
It is not allowed to capture and share the screenshots of Zoom meeting, as the meeting ID can be seen in the screenshots, there is an opportunity to disclose the password.
- 直播課堂可自由選擇是否參與 Please note joining the live online lesson is optional.

Login Instructions 登入指引

方法一:(Method 1)

<p>1. 學校會透過 eClass 平台把網上直播課堂資料發放，例子如下：</p> <p>The school will release details of the Zoom lessons on eClass, examples are as follows:</p>	
<p>吳浩銘老師 邀請您參加排程的 Zoom 會議。</p> <p>主題：小四愛班中文課堂</p> <p>時間：2020 年 4 月 3 日上午 11:00 (香港時間)</p> <p>https://zoom.us/j/309628688?pwd=eVIKNzhVNXIVUWtPeFR6cGIRWUx5dz09</p> <p>會議 ID：309 628 688</p> <p>密碼：200403</p>	<p>Mr. Ng Hao Ming invites you to join a scheduled Zoom lesson.</p> <p>Topic：小四愛班中文課堂 (P4C Chinese lesson)</p> <p>Time：3rd April, 2020 11:00 a.m. (HKT)</p> <p>https://zoom.us/j/309628688?pwd=eVIKNzhVNXIVUWtPeFR6cGIRWUx5dz09</p> <p>Meeting ID：309 628 688</p> <p>Meeting Password：200403</p>
<p>2. 請用 CHROME 上網，然後輸入會議網址或複製會議網址到網址列，按 ENTER，即可加入網上直播課堂。</p> <p>(上述網址只是舉例，每次課堂網址均是不同的)</p> <p>Please go online and copy the link to your browser, press enter, and you can join the Zoom lesson.</p> <p>(The above meeting link is only for demonstration purpose, the link for every lesson will be different.)</p>	

方法二:(Method 2)

<p>1 搜尋 'zoom.us' 網站</p> <p>Go to : zoom.us</p>	
<p>2 可在網頁底部右下角轉換語言</p> <p>You can change the language in the bottom right corner of the page</p>	
<p>3 在右上角點擊 '加入會議'</p> <p>Select 'Join a Meeting' at the top right corner of the screen</p>	
<p>4 輸入 '會議 ID'、按「加入」再輸入 '班別'、'學生號碼' 及 '學生英文姓名' 如：5C 27 Wong Siu Ming</p> <p>Enter the meeting ID, press 'Join' then enter your class, student number and English name e.g 5C 27 Wong Siu Ming</p>	
<p>5 點擊 '加入並開啟視訊'</p> <p>Select 'Join with Video'</p>	
<p>6 請稍後片刻，待其他同學也準備好時，老師會開始上課</p> <p>You will then enter an 'online waiting room', your teacher will add you into the lesson when everyone is ready</p>	<p>Please wait, the meeting host will let you in soon</p>
<p>7 點擊 '加入電腦音訊'</p> <p>Select 'Join with Computer Audio'</p>	
<p>8 當開始會議後，請檢查左下角的圖示 '視訊' 及 '音訊' 是否已開啟</p> <p>Remember to check that your video and audio are turned on at the bottom left corner of the screen</p>	
<p>9 Now you must pin the video of your teacher.</p> <p>To do this: go to your teacher's screen, click on the blue square, then click 'Pin Video'</p> <p>請於老師螢幕點擊藍色方格，然後再點擊 '選定視訊' 設定老師視訊版面為 '鎖定'。</p>	