

## Zoom 软件的安装及使用指南

Zoom 是一款网上课程的软件平台。作为课程的参加者，学生不需要注册 ZOOM 的账户。

网上课程的时间与原教室授课时间一致。第一时间段 50 分钟，休息 10 分钟，第二时间段 50 分钟。

加入网上课程步骤如下；

1.安装 ZOOM 软件，建议使用笔记本或者台式电脑。

如果是第一次登录，你会被要求下载 Zoom 软件。下载安装后，点击由老师发送的课程邀请链接。

链接如下所示：

以下视频展示如何安装 Zoom 软件，Ctrl+点击打开以下链接观看学习。

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

2.测试

Ctrl+点击打开下面的链接测试您的网络连接，音响，麦克风是否工作正常。如有问题，检查耳麦，话筒及摄像头等设备连接是否正常，或者更换。

<https://zoom.us/test>

3.请尽量提前 15 分钟点击老师发出的班级课程邀请链接，进入课堂。加入课堂时建议用学生照片做头像，加填写学生姓名，便于老师点名及课堂互动学生的身份识别。

4.请为孩子选择一个安静的环境并提醒学生坐好，专心听讲，像在教室里面一样。课本，练习册，铅笔等学习用品放在手边。除了老师点名阅读或者回答问题，其它时间请提醒孩子保持安静，如果有必要可以选择静音自己的设备。

谢谢大家配合并祝网课体验愉快！

## **Zoom Meeting for Online Chinese Class**

Zoom Meeting is used for online class. As meeting attendee, student does not need to sign up zoom account.

Online class follows the same schedule as in-classroom one. A 50-minute first session, 10 minutes break, then followed by another 50-minute second session.

1. Install zoom. PC or Mac computer is preferred than mobile device.

If this is your first time join a zoom meeting, you will be prompted to download Zoom.

When you click on the link in meeting invite, which will be sent by the teacher. A meeting link looks like this:

The video on this page shows you the simple step of installing Zoom. Depends on your internet connection, it takes from seconds to several minutes to complete.

**<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>**

2. Testing

Use this link to test your internet connection, speaker and microphone. Follow instruction on the page.

**<https://zoom.us/test>**

3. Please Join the meeting/class 10 minutes earlier . Just click on the link in meeting invitation and the meeting will launch in browser. Please use the student's photo for your image so the teacher will easily recognize the student for both attendance record and in class interactions.

4. Remind student to stay seated and focused, just like in classroom.

- Have textbook, practice booklet, pencil ready next to the computer in case needed.
- Remind student to keep quiet unless prompted by teacher to read or answer a question. Mute the microphone if it is necessary to avoid disturbing the class.

Thank you for your understanding and cooperation as always and have fun!