

HOW TO USE ZOOM FOR HOME-BASED LEARNING (HBL)



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logging into Zoom



Go to the URL:

<https://zoom.us/signin>



Email Address

Password [Forgot password?](#)

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

Stay signed in


Or sign in with

Zoom is protected by reCAPTCHA and their [Privacy Policy](#) and [Terms of Service](#) apply.


- click on "sign in with Google"

- and sign in using your MOE ICON email account for the licensed version of Zoom

License Type

Licensed 

Meeting

300 participants 

You can host meetings with unlimited minutes for up to 300 participants.

scheduling your live lessons

STEP 1:

Schedule a Meeting



Click on
"Schedule a Meeting"

STEP 2:

Enter the important details of your
scheduled live lesson

for example:

My Meetings > Schedule a Meeting

Topic

1N1 Science FHBL Lesson - T2W8 Day 3 - 19 May 2021

Description (Optional)

1N1 Science Lesson - Paper Chromatography

When

05/19/2021



9:00



AM



Duration

Time Zone

Registration

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Done

Required



QUICK TIPS:

- schedule your live lesson
at least 30 min BEFORE the
actual start time

- double check the DATE
and DURATION of your
scheduled lesson


scheduling your live lessons


STEP 3:

Adjust the important security settings

for example:

Meeting ID Generate Automatically Personal Meeting ID ~~XXXXXXXXXX~~

Security Passcode 
Only users who have the passcode can join the meeting

Waiting Room 
Only users admitted by the host can join the meeting



QUICK TIPS:

- generate a unique meeting ID for your live lesson by clicking on "*generate automatically*"
- use a different passcode each time for maximum security (you may choose to customise your own)
- **DO NOT** use your Personal Meeting ID (PMI) when scheduling a meeting. Anyone who knows your ID can try to join your personal meetings.

STEP 4:

Click "Save"

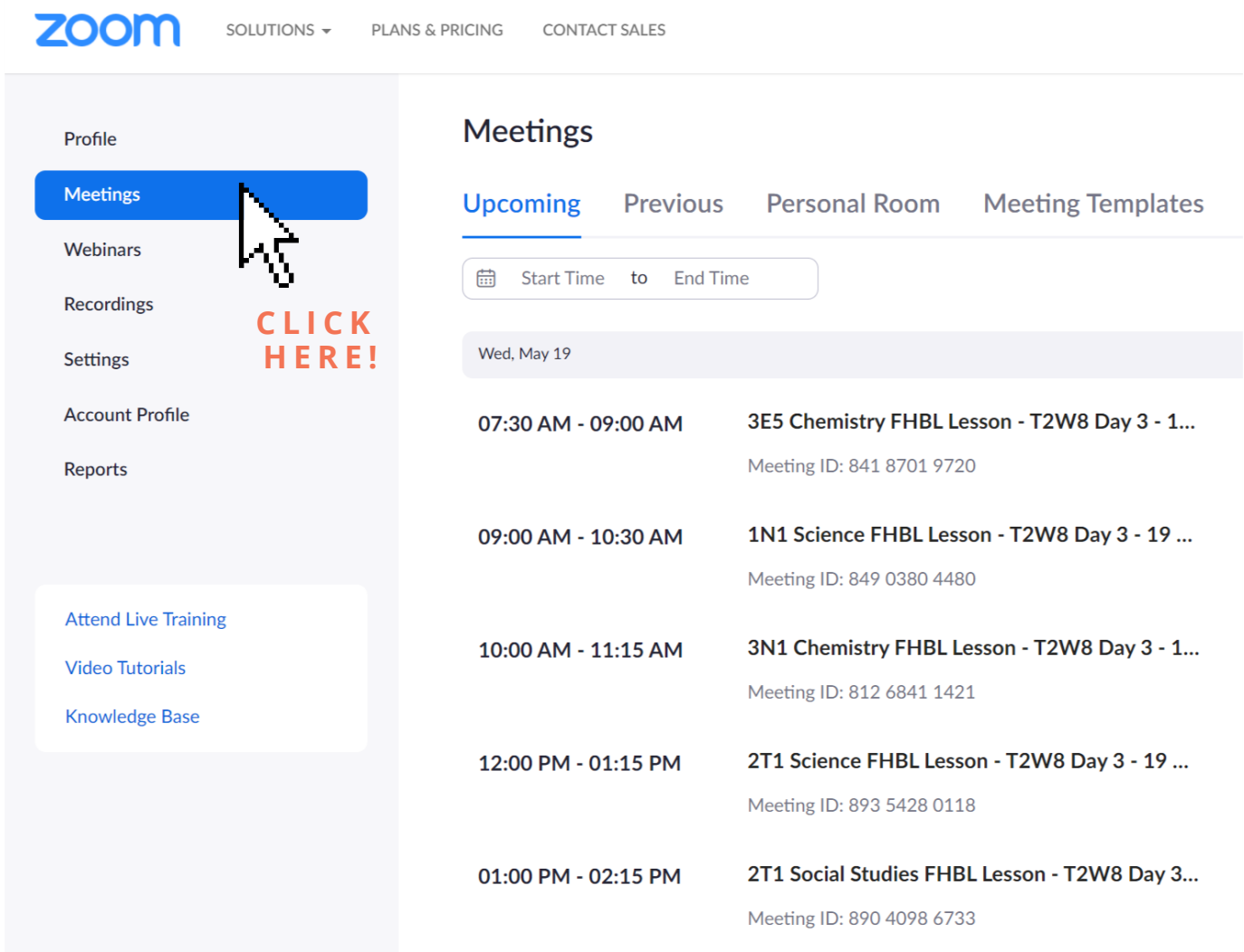


scheduling your live lessons

STEP 4:

Go to "Meetings" to view all your scheduled live lessons at a glance

for example:



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Meetings

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

Wed, May 19

07:30 AM - 09:00 AM	3E5 Chemistry FHBL Lesson - T2W8 Day 3 - 1... Meeting ID: 841 8701 9720
09:00 AM - 10:30 AM	1N1 Science FHBL Lesson - T2W8 Day 3 - 19 ... Meeting ID: 849 0380 4480
10:00 AM - 11:15 AM	3N1 Chemistry FHBL Lesson - T2W8 Day 3 - 1... Meeting ID: 812 6841 1421
12:00 PM - 01:15 PM	2T1 Science FHBL Lesson - T2W8 Day 3 - 19 ... Meeting ID: 893 5428 0118
01:00 PM - 02:15 PM	2T1 Social Studies FHBL Lesson - T2W8 Day 3... Meeting ID: 890 4098 6733

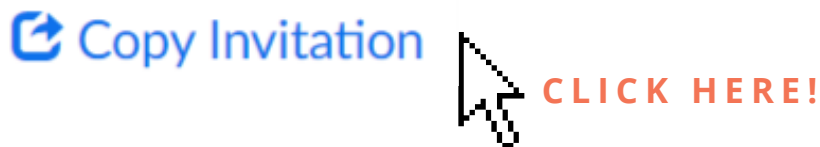


**YOU WILL BE ABLE TO SEE ALL
YOUR SCHEDULED LESSONS FOR
THE PARTICULAR DAY**

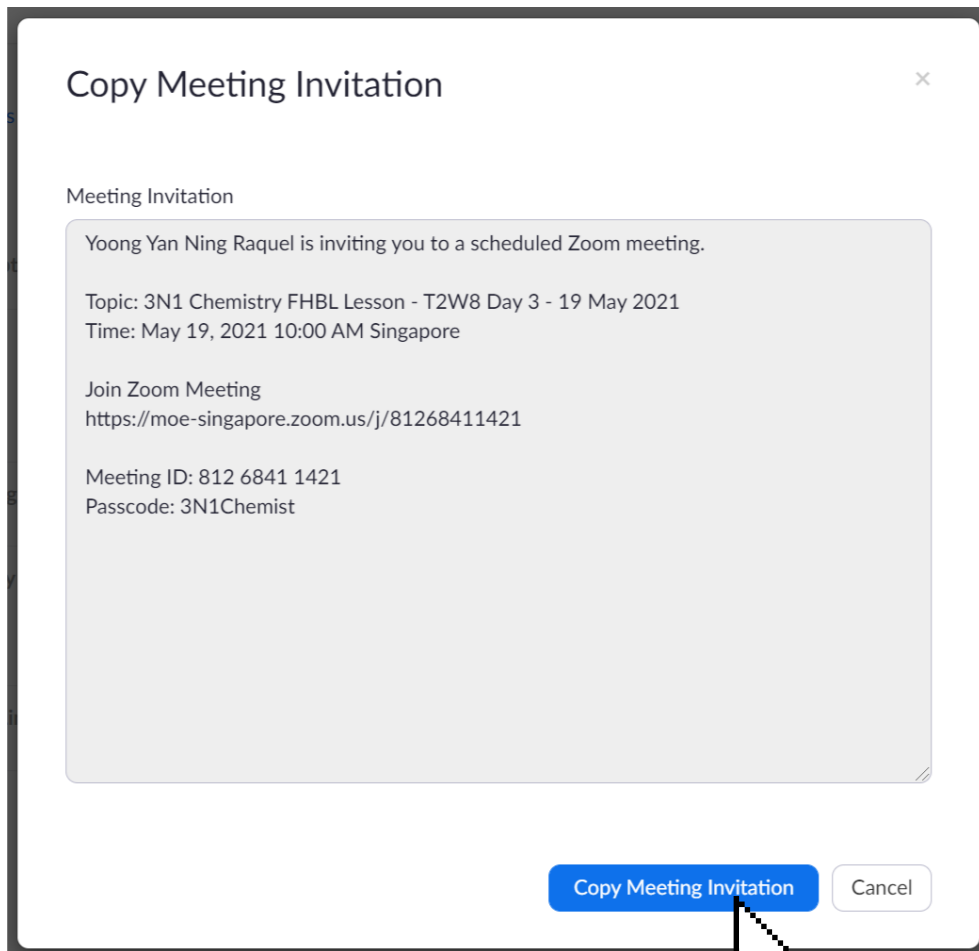
copying zoom login details

After creating our scheduled Zoom lessons, we will need to copy the invitation, so that we can send them out to our students.

for example:



you should then see this window popping up:



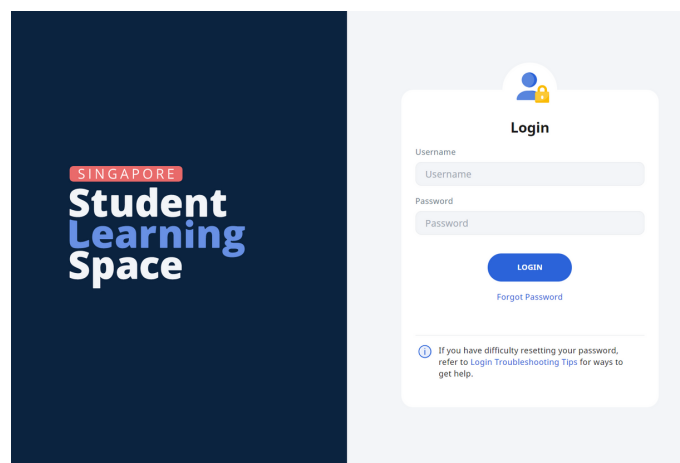
CLICK HERE!

pasting instructions onto SLS

With the scheduled live lesson details copied, we will now paste it onto the first activity tab on Student Learning Space (SLS) so that all students can access the login details for your lesson.

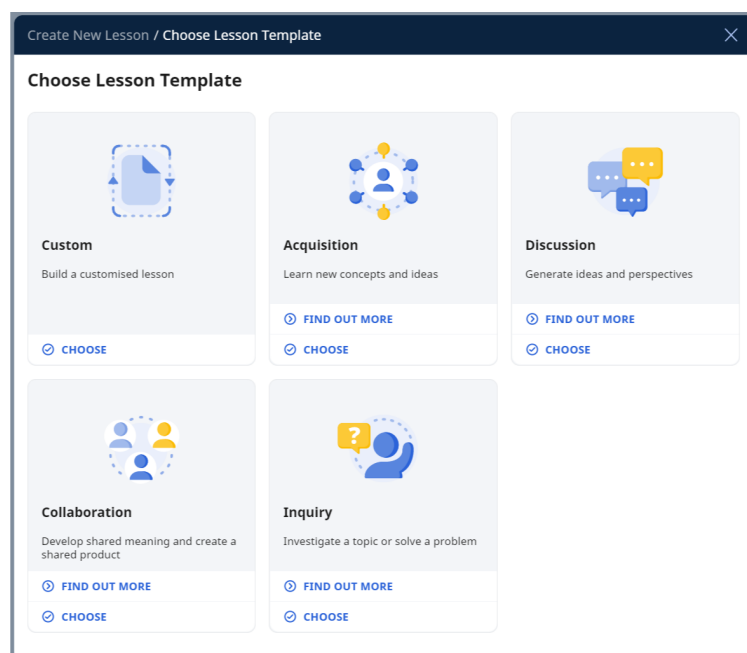
STEP 1:

Login to your SLS account



STEP 2:

Create a new lesson package



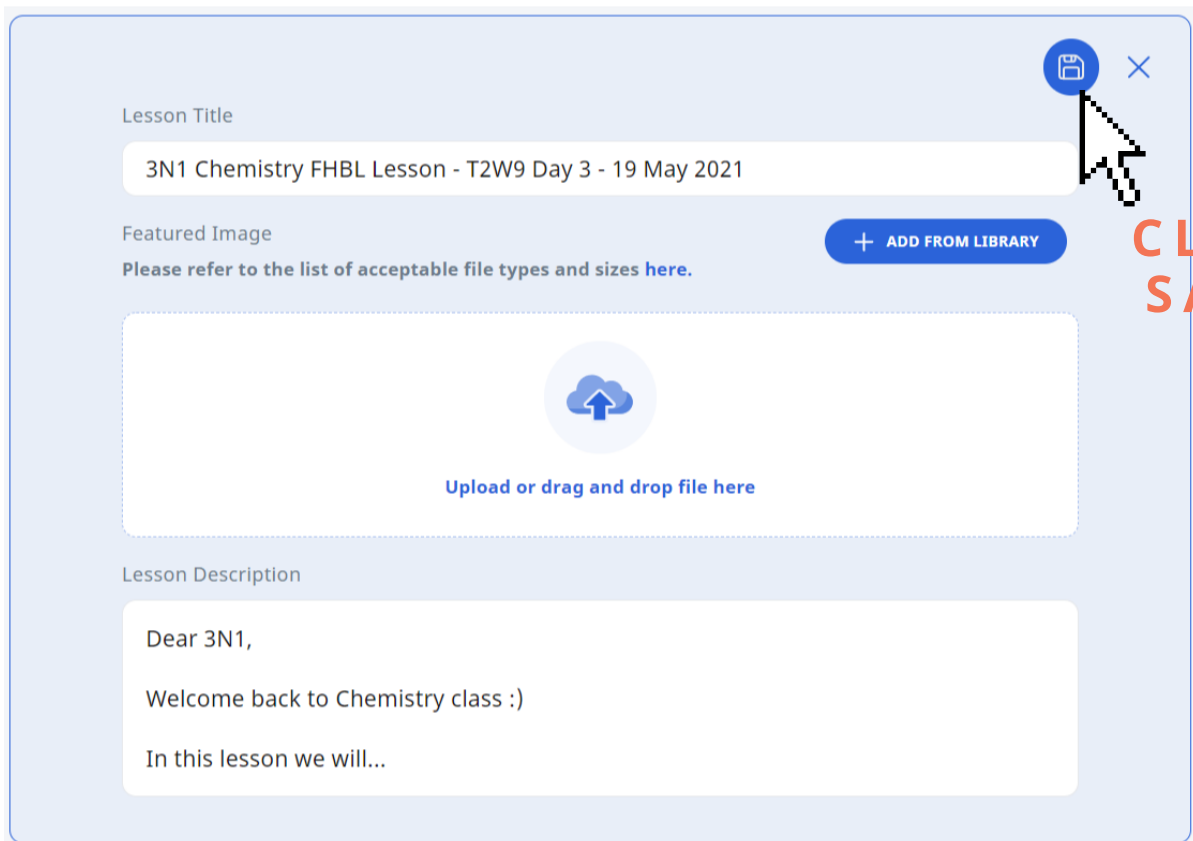
pasting instructions onto SLS

STEP 3:

Fill in the necessary details for the introduction page of your lesson

- Lesson Title
- Lesson Description
- Featured Image (if any)

for example:



The screenshot shows a lesson creation form with the following content:

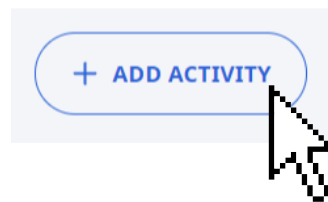
- Lesson Title:** 3N1 Chemistry FHBL Lesson - T2W9 Day 3 - 19 May 2021
- Featured Image:** A button labeled "+ ADD FROM LIBRARY" and a text prompt: "Please refer to the list of acceptable file types and sizes [here](#)." Below this is a large dashed box with a cloud upload icon and the text "Upload or drag and drop file here".
- Lesson Description:** Dear 3N1,
Welcome back to Chemistry class :)
In this lesson we will...

In the top right corner of the form, there is a blue circular icon with a white floppy disk symbol. A mouse cursor is pointing at this icon. To the right of the form, the text "CLICK SAVE!" is written in large, bold, orange letters.

pasting instructions onto SLS

STEP 4:

Click on "Add Activity"



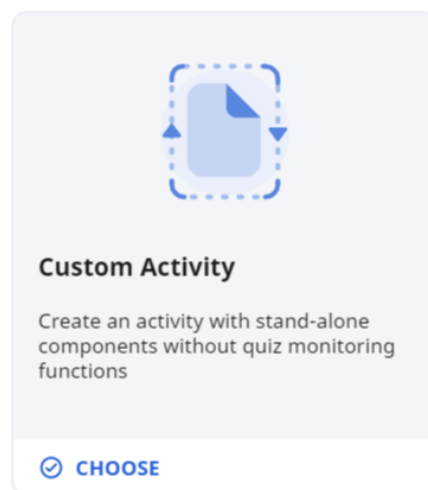
**CLICK
HERE!**

STEP 5:

Choose
"Custom Activity"

3N1 Chemistry FHBL Lesson - T2W9 D

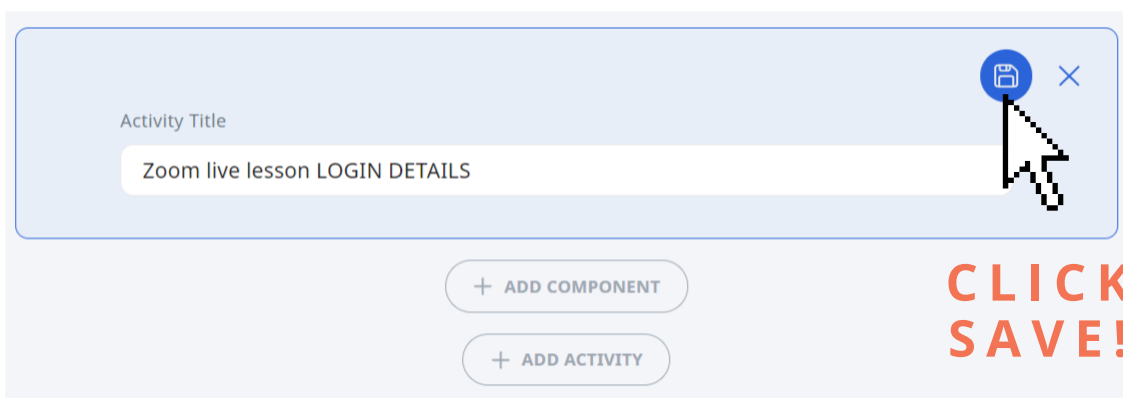
Add New Activity



STEP 6:

Fill in the activity title

e.g. "Zoom live lesson LOGIN DETAILS"

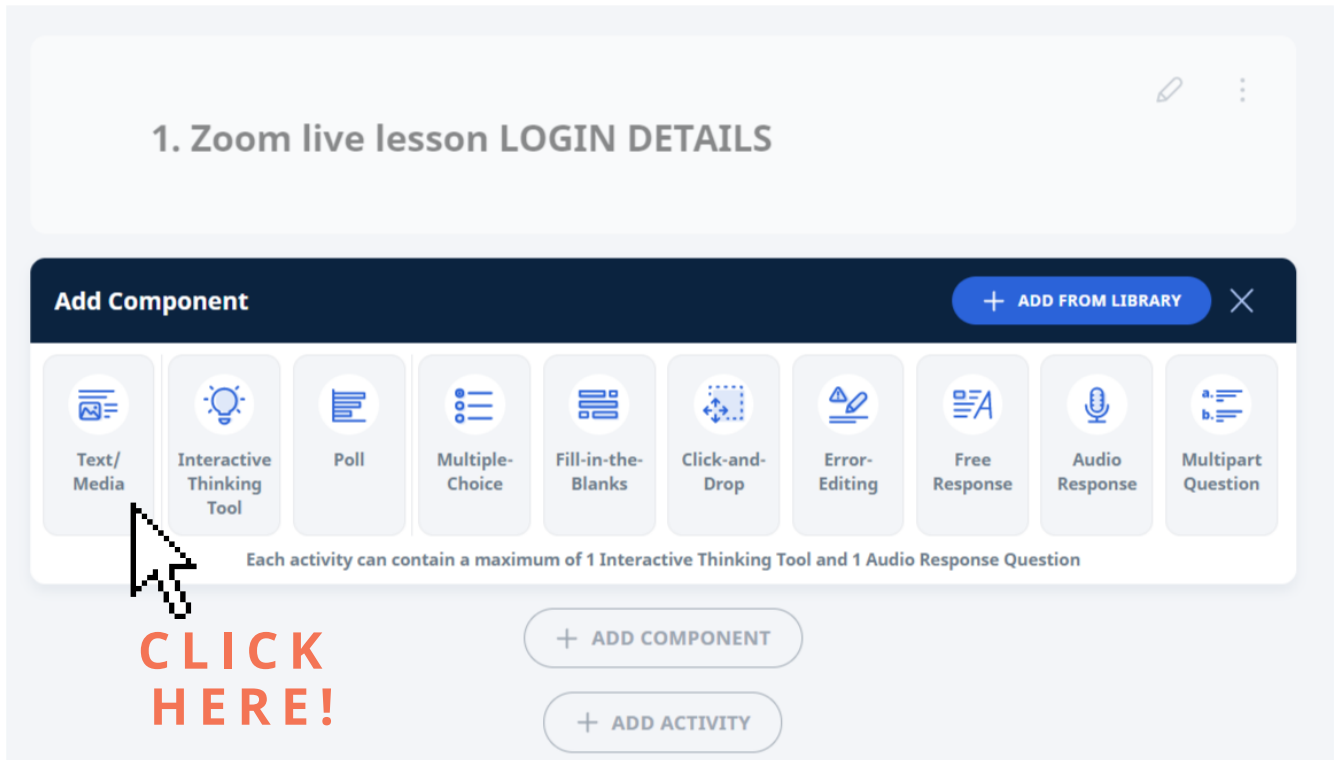


**CLICK
SAVE!**

pasting instructions onto SLS

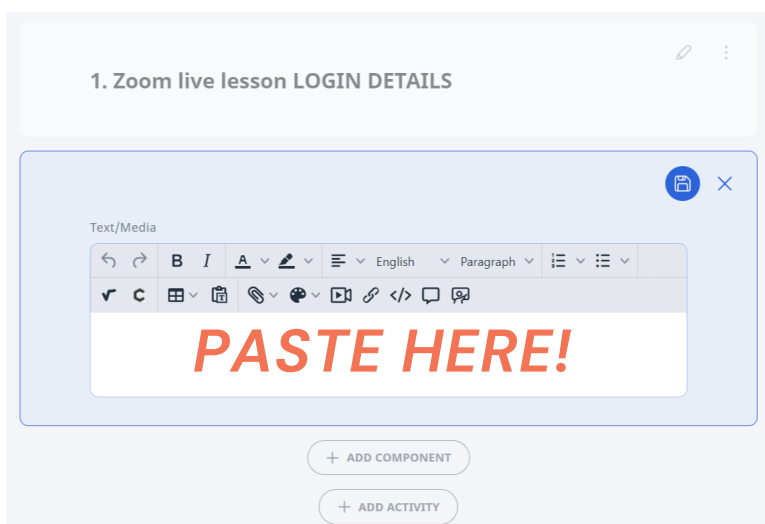
STEP 7:

Click on "Add Component" and click on "Text/Media"



STEP 8:

PASTE the invitation that you have copied earlier (see page 6) and make the necessary font changes etc



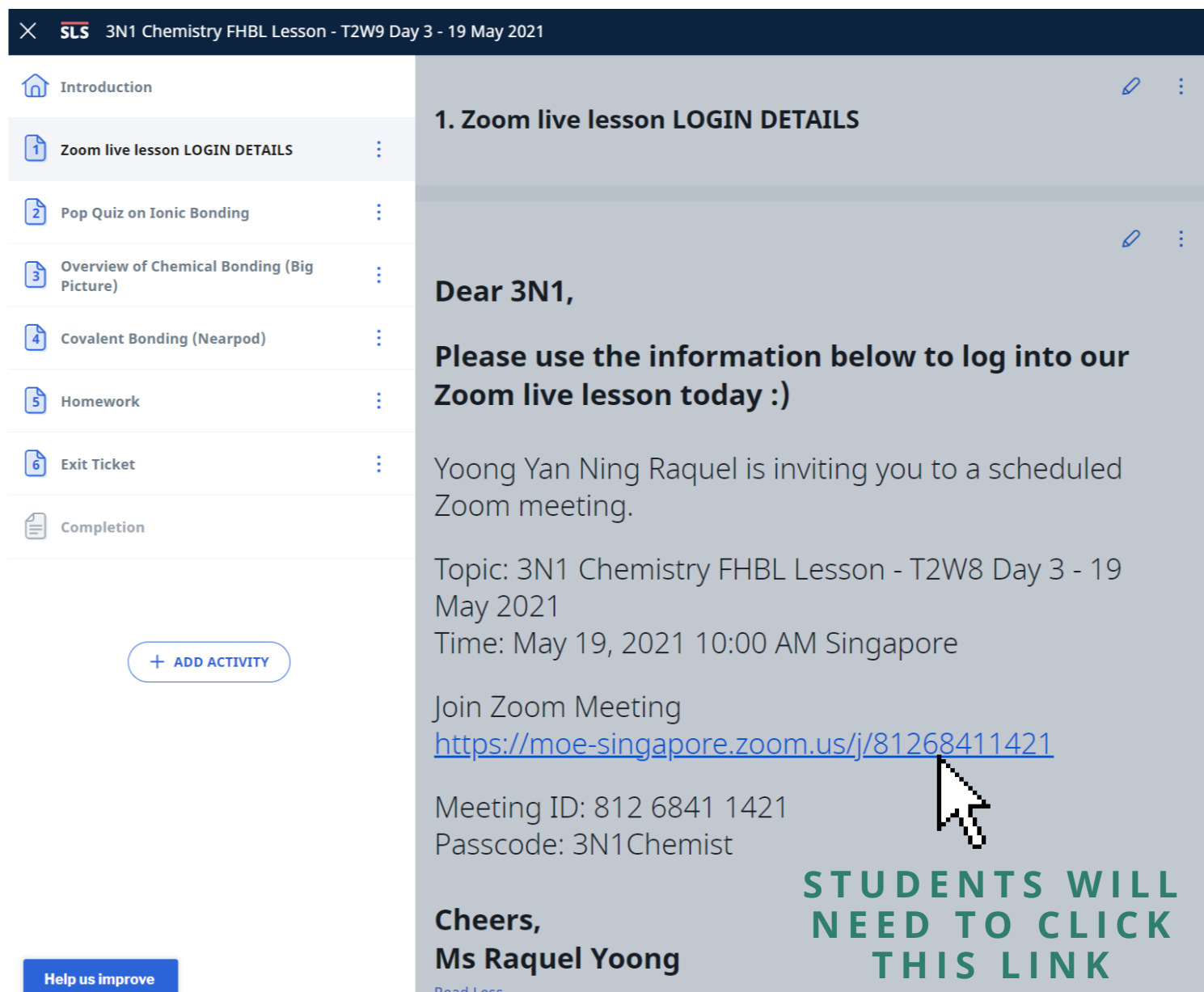
QUICK TIPS:

- Ctrl + V (for WINDOWS)
- Cmd + V (for Mac)
- Right click on your mouse, click on "paste"

pasting instructions onto SLS

Your students will be able to access the Zoom live lesson directly just by clicking on the webpage.

for example:



The screenshot shows a lesson page titled "3N1 Chemistry FHBL Lesson - T2W9 Day 3 - 19 May 2021". The left sidebar contains a table of contents with items like "Introduction", "Zoom live lesson LOGIN DETAILS", "Pop Quiz on Ionic Bonding", "Overview of Chemical Bonding (Big Picture)", "Covalent Bonding (Nearpod)", "Homework", "Exit Ticket", and "Completion". The main content area displays the following text:

1. Zoom live lesson LOGIN DETAILS

Dear 3N1,

Please use the information below to log into our Zoom live lesson today :)

Yoong Yan Ning Raquel is inviting you to a scheduled Zoom meeting.

Topic: 3N1 Chemistry FHBL Lesson - T2W8 Day 3 - 19 May 2021
Time: May 19, 2021 10:00 AM Singapore

Join Zoom Meeting
<https://moe-singapore.zoom.us/j/81268411421>

Meeting ID: 812 6841 1421
Passcode: 3N1Chemist

Cheers,
Ms Raquel Yoong

STUDENTS WILL NEED TO CLICK THIS LINK

Buttons for "+ ADD ACTIVITY" and "Help us improve" are also visible.

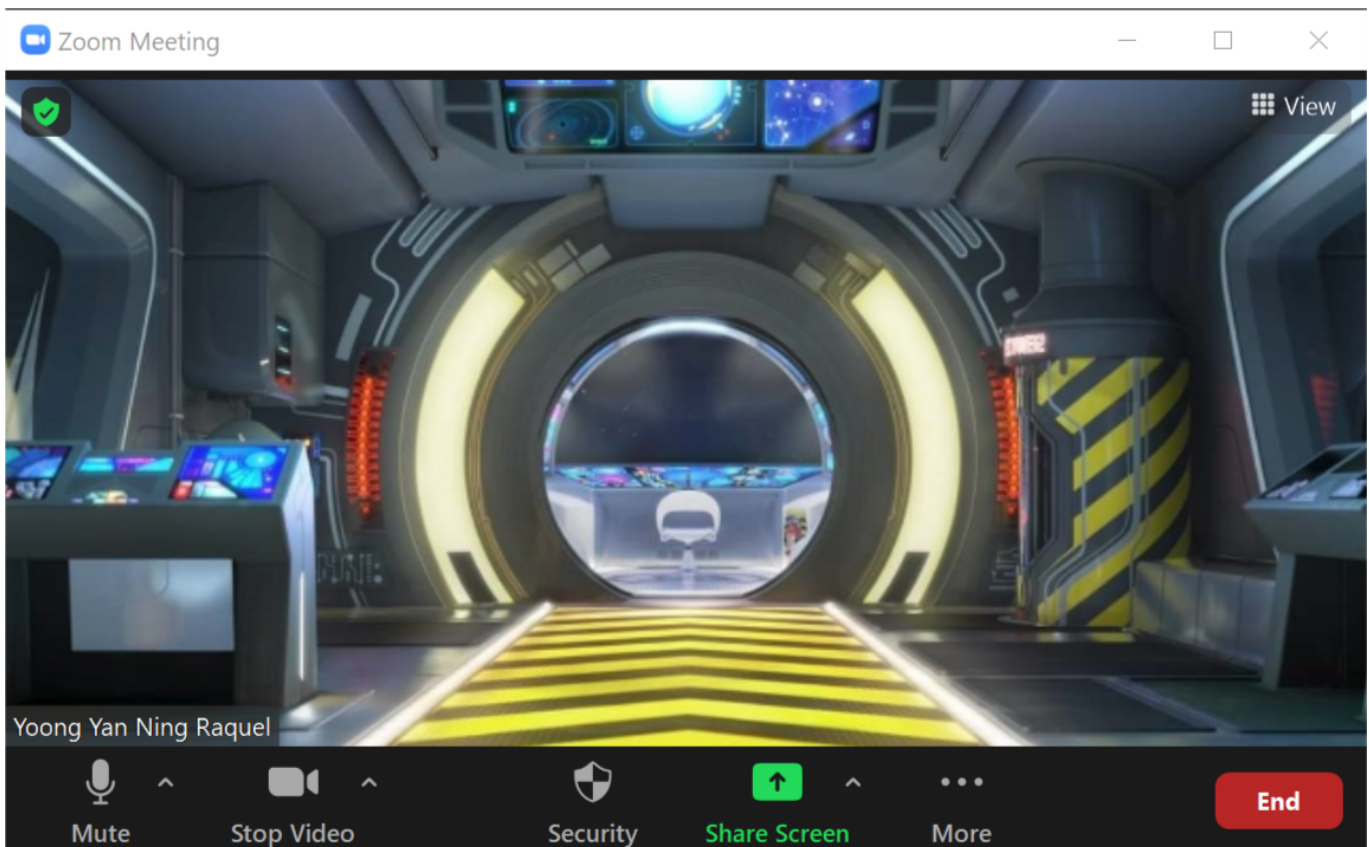
Upon clicking on the webpage, students will be directed to the Zoom application, where they will need to key in the unique passcode and wait for the teacher to admit them into the lesson.

sharing your screen on Zoom

The share-screen function is very useful when you want to show your students any of the following - PowerPoint slides, Google slides, Word document, YouTube videos, and the list goes on...

STEP 1:

Click on the **green-coloured** "*Share Screen*" button



**CLICK
HERE!**

sharing your screen on Zoom

STEP 2:

Select the document that you would like to share screen

Select a window or an application that you want to share

Basic Advanced

[4K] Displacement Reaction of M...

Sec 1 LSS T2W3 HBL Lesson Pack...

Photos

Share sound Optimize for video clip [Share](#)

**CLICK
HERE!**

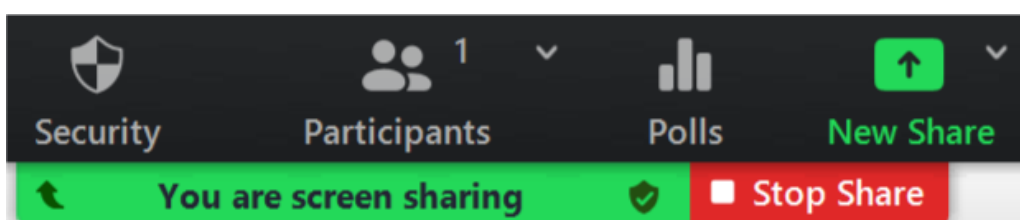


QUICK TIP: – check the boxes "share sound" and "optimize for video clip" if you will be sharing audio / video files

STEP 3:

If you intend to share a different screen now, click on "new share".

Otherwise, click "stop share" and return to the gallery view on Zoom.



advanced Zoom features for T&L

(A) – BREAKOUT ROOMS

- useful for group discussions
- host (teacher) can monitor every single breakout room

for example:

Create Breakout Rooms

Breakout Rooms - Not Started

Create breakout rooms

Assign automatically

Assign manually

Let participants choose room

Room 1 Assign

Room 2 Assign

Room 3 Assign

Room 4 Assign

Room 5 Assign

Room 6 Assign

Room 7 Assign

Room 8 Assign

Create

Options

Recreate Add a Room Open All Rooms

We can simulate the dynamics of a normal face-to-face group discussion in the classroom using the breakout rooms.

advanced Zoom features for T&L

(B) – POLLS

- useful for quick check-ins with students
- simple AfL tool

for example:

The screenshot shows a Zoom Polls window. At the top left, there is a blue icon with a white speech bubble and the word 'Polls'. To the right are window control icons: a minus sign, a square, and an 'X'. Below this is a dark grey header bar with the text 'Polling 1: Pop Quiz!' on the left and 'Edit' on the right. The main area contains a question: '1. Is magnesium oxide an ionic compound?'. Below the question are two radio button options: 'Yes' and 'No'. At the bottom of the window is a light grey bar with a blue button labeled 'Launch Polling'.

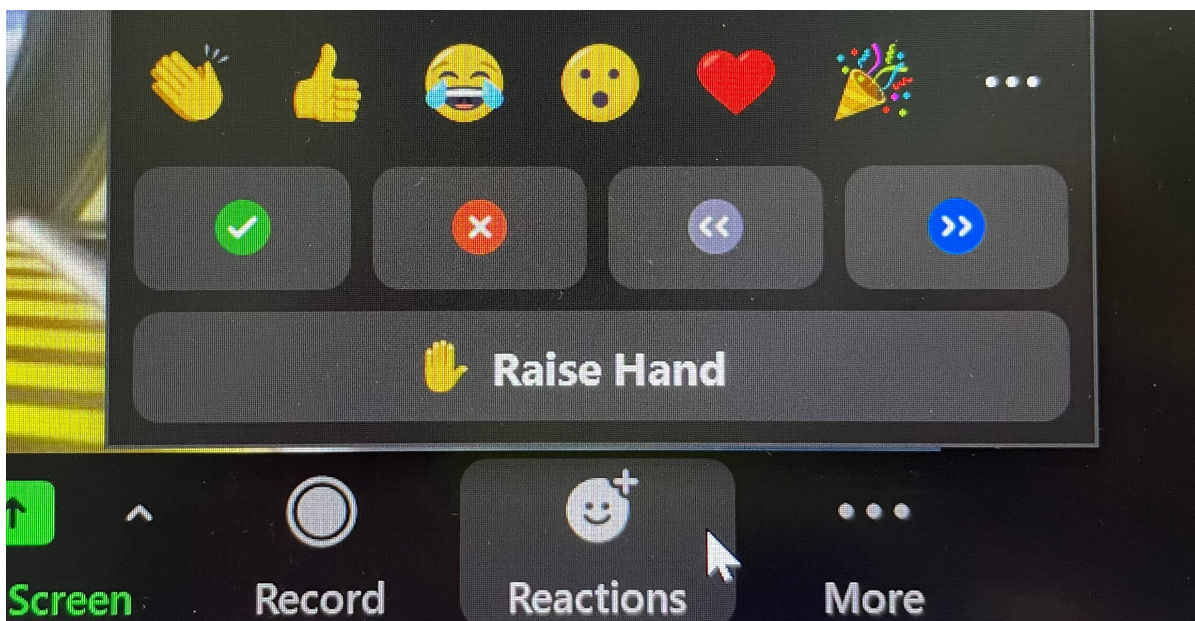
This function can be used as a quick check-in on the well-being of our students or as an AfL tool for a simple Pop Quiz.

advanced Zoom features for T&L

(C) – RAISE HAND / LOWER HAND

- useful for quick poll
- allows for students to raise their virtual hands during the HBL lesson in order to pose a question

for example:



The "raise hand" function can be found under "Reactions".