

# ZOOM



# UPUTE

UPUTE ZA NASTAVNIKE

www.ets.hr



## OPĆENITO

Aplikacija za videokomunikaciju koja podržava do 100 sudionika.

## VAŽNO

Učenici videokonferenciji pristupaju putem linka koji im šalje nastavnik. Učenici ne trebaju imati kreirani korisnički račun, ali moraju imati preuzetu ZOOM APLIKACIJU.



## REGISTRACIJA

<https://tinyurl.com/zoomreg>

Na navedenoj poveznici odaberemo [here](#) kod opcije **STEP 1** te popunimo polje **AAI@EduHr** mail adresom (skole.hr adresa).

Potvrdimo ZOOM aktivaciju koja nam je stigla na ranije navedenu adresu e-pošte.

Nakon potvrde i aktiviranja računa popunite obrazac svojim podacima. U drugom koraku kreirajte lozinku dok 3. i 4. korak možete preskočiti..

1 Terms and Conditions ---- 2 Account Info ---- 3 Invite Colleagues ---- 4 Test Meeting

Please fill out the following form, review, and accept the below terms

First Name  Last Name

Job Title  School Name

Email Address Issued to You by Your School

Zoom requires your email address to match the domain of the school you represent

- I agree to use Zoom Education K-12 solely for educational purposes for the benefit of my school and its students
- I accept the Terms of Service
- I consent to the information practices described in Zoom's K-12 Schools & Districts Privacy Policy
- I verify that I am authorized to create an account on behalf of the school named above

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## PRIJAVA I POSTAVKE

<https://zoom.us/>

Odaberemo opciju SIGN IN i prijavljujemo se ranije kreiranim podacima. Prikazuje nam se stranica profila s postavkama.

Date and Time

Time Zone

(GMT+2:00) Sarajevo, Skopje, Zagreb

Date Format

dd.mm.yyyy

Example: 15.08.2011

Time Format

Use 24-hour time

Save Changes

Cancel

**PREPORUKA:** postavljanje izbornika Date and Time



## KARTICA MEETING

### Meeting - In Meeting (Basic)

Isključiti opciju ANNONATION tako da učenici nemaju mogućnost pisanja po zaslonu kada vi predajete.

Na kartici RECORDING podesite postavke prema fotografiji (desno).

Ukoliko želite zatražiti suglasnost učenika da se videokonferencija snima uključite opciju RECORDING DISCLAIMER.

Meeting **Recording** Telephone

Recording

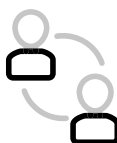
Local recording  
Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

Automatic recording  
Record meetings automatically as they start

Record on the local computer

Recording disclaimer  
Show a customizable disclaimer to participants before a recording starts



## KREIRANJE SASTANAKA

### Schedule a meeting (desni kut web stranice)

U osnovnim postavkama određujemo ime sastanka, opis (opcionalno) te vrijeme početka sastanka. Trajanje sastanka postavimo proizvoljno te se tog vremena NE moramo striktno pridržavati.

Dodatne postavke uredimo prema potrebi.

Kada podesimo sve postavke obavezno kliknemo na **SAVE**.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

Time Zone

Recurring meeting

Meeting Password  Require meeting password

Video

Host  on  off

Participant  on  off

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Record the meeting automatically on the local computer



## POZIV NA SASTANAK

### *Schedule a meeting (desni kut web stranice)*

ZOOM nam nudi nekoliko opcija pozivanja sudionika na sastanak (videokonferenciju). Postoji mogućnost pozivanja putem GOOGLE kalendara.

Svakako preporučam korištenje linka ili opciju **COPY INVITATION** (slika dolje). Link se lako šalje putem e-pošte, društvene mreže Yammer, Viber i sl.

### *My meetings*

U ovom polju vidimo naše kreirane sastanke i opciju pomoću koje započinjemo sastanak.

Klikom na START naš će se sastanak skinuti na računalo. Postoji mogućnost da se aktivira Java koja će tražiti pristup aplikacije računalo.

The screenshot shows the Zoom 'Schedule a Meeting' page. The meeting details are as follows:

Topic	Obrana završnog rada
Description	Tema završnog rada: Monetarna politika Učenic: Ivan Horvat
Time	May 27, 2020 19:00 Sarajevo, Skopje, Zagreb
Add to	Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
Meeting ID	910 3841 9102
Meeting Password	***** Show
Invite Link	<a href="https://zoom.us/j/91038419102?pwd=VW8zbnl0bnJmb14dTB55S9aRmFKQT09">https://zoom.us/j/91038419102?pwd=VW8zbnl0bnJmb14dTB55S9aRmFKQT09</a> <a href="#">Copy Invitation</a>



## POČETAK SASTANKA

### *Prije početka svakako učenicima pošaljite poveznicu za pristup.*

Svakog je učenika potrebno prihvatiti. Učenike bilo kada možete dodati u sobu za čekanje (slika dolje)

S učenicima možete dijeliti različite prikaze (opcija share Screen).

### *Poveznica na dodatne videozapise o aplikaciji Zoom*

<https://www.skolskiportal.hr/nastava-na-daljину/zoom-je-vodeca-aplikacija/>

**Izvor:** Školski portal

The screenshot shows the Zoom meeting interface. The meeting details are as follows:

Meeting Topic	Obrana završnog rada
Host	Nina Carević Novak
Password	1NNHz
Numeric Password (Telephone/Room Systems)	560524
Invite Link	<a href="https://zoom.us/j/91038419102?pwd=VW8zbnl0bnJmb14dTB55S9aRmFKQT09">https://zoom.us/j/91038419102?pwd=VW8zbnl0bnJmb14dTB55S9aRmFKQT09</a> <a href="#">Copy Link</a>
Participant ID	239834

At the bottom, there are three icons: 'Join Audio' (Computer Audio Connected), 'Share Screen', and 'Invite Others'.

On the right, the 'Participants (2)' window is open, showing 'Nina Carević Novak (Host, me)' and 'Manuel'. The 'Put in Waiting Room' button is highlighted.