

Preparation for the online course:

1. Please test your phone/pad/computer/network before the course start and make sure you can get access to canvas, wechat group/QQ group, zoom, icourse163.org or sjtu.fanya.chaoxing.com/portal (请务必在直播课程开始前测试你的电脑/手机/pad等用于听课的设备和网路连接, 确认你已经注册/可登录以下网站)
2. Sign up at **Canvas** (oc.sjtu.edu.cn) and find the course Bank Management (在交大在线课程平台找到商业银行经营管理, 注册了本课程的同学登录后, 课程会自动出现在你的主页)
3. Scan the QR code in the course announcements at Canvas to join the course **wechat group** (扫码进入本课程微信群)
4. Install **Zoom** on your phone/pad/computer (download at zoom.sjtu.edu.cn)
5. 登录好大学在线 <https://www.cnmooc.org/>
 - a. Scan the QR code to install the app on your phone/pad (扫码安装好大学在线课堂小程序)
 - b. Scan the QR code to join the course (扫码加入《商业银行管理》好大学在线课堂)

Instruction for students to use ZOOM+ CNMOOC as the live broadcast class (ZOOM+好大学 在线课堂直播课操作说明)

- 1、 Start to join the zoom meeting at least 20 minutes before the starting time of the class (每次课程至少提前 15 分钟开始进入视频会议)
- 2、 Check your email, canvas or wechan group to get the meeting ID and password one day or at least one hour before the class starts (在课程开始前一天/至少 1 一个小时前, 从邮件/微信群/Canvas 公告中获取视频会议 ID 以及密码)
- 3、 Test your audio, mic, camera, writing pad if any are working well and make sure your mic is muted and your camera is turned off (检测好音频、麦克风、摄像头、手写板等设备, 并确认摄像头处于关闭状态和麦克风处于静音状态)
- 4、 Steps in details to join the meeting (参加 zoom 视频会议的详细步骤)
 - Make sure you have installed zoom app on your phone/pad/computer, suggest you to join the meeting using your phone, while take notes on your computer or printed slides (事先准备: 在电脑或者手机上安装 zoom app, 建议用手机收看收听, 同时配合使用电脑, ipad 或者打印出来的 PPT 记笔记)
 - Click on the link in the invitation email of wechat message to join the meeting (点击会议邀请 email/微信信息里的参加会议链接)
 - Choose to start the “zoom” app on your phone/computer (手机上选择打开方式为 zoom, 电脑上允许 zoom 开启)
 - Input the 9-digit meeting id and your real name (important, otherwise I cannot record your attendance), do not choose the “Don’t connect audio automatically” or “keep the camera shut off” (mute your mic and shutoff your camera manually after you join the meeting), then click “join the meeting” 输入 email 中 9 位数会议 ID, 你的真实姓名 (重要! 否则无法计入考勤), 不要选择“不自动连接语音”, 以及“保持摄像头关闭”(等你进入会议后再手动关闭麦克风和摄像头), 然后点击加入会议。
 - Input the 6-digit password 输入 6 位数会议密码
 - Input your phone number to receive the code, then input the code to login(输入手机号码, 获取验证码, 然后“验证”登录)
 - Congratulations, you are in! (祝贺你进课堂了)
- 5、 Scan the QR code to check-in in each class at 12:30-12:50 (i.e. 5-15 minutes before the class starts at 12:55)
- 6、 During the live broadcast, you can interact in the following way: (直播课程中, 你可以通过以下方式问问题)
 - ZOOM: Click “raise hand”(点击“举手”)
 - ZOOM: Write you question in the “chat box” (在“聊天框”中输入你的问题)
 - 好大学在线课堂: answer survey, questions, and etc (回答问卷, 头脑风暴, 抢答等)

7、 After you join the ZOOM meeting, try to explore the meeting environment and locate the following function button by click the bottom of the screen (当你进入会议后，试着点击手机屏幕，找到屏幕下方出现如下几个图标)

- From the left to the right at the bottom of the screen: “Annotation”, “join audio”, “start video”, “share”, “participants”, “more” 从左到右分别是，“标注”，“加入语音”，“开启视频”，“共享”，“参与者”，“更多”，分别说明如下：
 - “join audio meeting”: click this button and then choose to use the device audio to join the meeting, instead of phone! Then make sure your mic is muted (登录后点击“加入语音会议”，使用设备语音，不要用电话！！并确认“加入语音会议”的图标变成了“静音”)
 - “Participants”: click this button you will see the following (点击“参与者”，可以看到如下几项)
 - i. Names of teachers and students in this class (可以看到课堂中的老师和学生)
 - ii. Click “chat” button to send message to everyone in the class or to the teacher only. If you want to ask question, please send it to EVERYONE (点击“聊天”，发送消息，可以选择发送给所有人，或者发送给老师，建议课堂提问发送给所有人)
 - iii. Click “invite” button to invite your classmates in this class by email, message to copy links, (点击“邀请”可以发送会议邀请给同学，短信，邮件，复制链接)
 - “...More”: click this button, you will see “raise hand”, “hide the non-video participants” or “hide your name”, or send “applause” or “compliments” 点击“...更多”，可以“举手”，也可以设置“隐藏非视频参与者”，或者“与会者加入时隐藏姓名”（不建议），还可以发送鼓掌或者点赞（不建议）

Note: The following buttons please use with care or never use (下列选项慎用或者不用)

- “annotation”: click this button you will be able to mark on the slides, however, your mark will be seen by everyone including the teacher, so only use this when the teacher asks you to do so. (点击“标注”图标，就可以在屏幕上标注，注意：标注是所有人都能看到的，不要随意使用，干扰课堂，老师邀请你以这样的方式回答问题时再用)
- “Start Video”: Do not click this button unless the teacher asks you to do so (不要动“开启视频”，除非老师邀请你开启视频)
- “Share”: Never use this button (始终不要动“共享”图标)