



# Tutor Environment Setup Guide (key points)

Facilitator's Guide: <https://bitly.co/Pbgi>

# Zoom – Install

- Windows
- <https://zoom.us/download?os=win>
  
- Apple Mac
- <https://zoom.us/download?os=mac>

Or

<https://zoom.us/support/download>

# Zoom – Background

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# Zoom – Background

- Background Video:
- <https://youtu.be/4CtzOslMRs8>
- Check filter settings

The screenshot shows the Zoom Settings window, specifically the 'Background & effects' section. On the left, a sidebar lists various settings categories, with 'Background & effects' highlighted and circled with a red '3'. The main area shows a video preview of a woman with a virtual background of a beach. Below the preview, there are three tabs: 'Virtual backgrounds' (circled with a red '4'), 'Video filters', and 'Studio effects'. Under 'Virtual backgrounds', there are several options: 'Mirror my video' (unchecked), 'Touch up my appearance' (checked), 'Adjust for low light' (checked, with a 'Manual' dropdown and a slider), and 'Portrait lighting' (unchecked). Below these are four virtual background thumbnails: 'None', 'Blur', a Golden Gate Bridge scene, and a grass scene. A red arrow points to the 'Virtual backgrounds' tab, and another red arrow points to the 'None' thumbnail. A red circle with the number '5' is placed near the 'Adjust for low light' slider.

This screenshot shows the Zoom video toolbar. The 'Video settings...' button is highlighted with a blue bar and circled with a red '2'. Other buttons visible include 'Select a camera', 'Blur my background', 'Adjust background & effects...', and 'Choose video filter...'. The 'Video' button is also visible at the bottom left.

This screenshot shows the Zoom meeting toolbar. The 'Video' button is circled with a red '1'. Other buttons visible include 'Participants', 'Chat', 'React', 'Share', 'Host tools', 'Apps', 'Show captions', 'Breakout rooms', 'Transcript', and 'More'.

# Zoom – Fix Toolbar on Screen

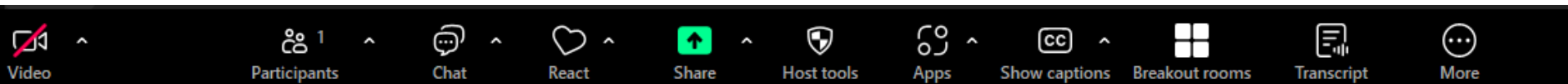
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# Zoom – Fix Toolbar to base of screen

- Fix control panel to bottom of Zoom shared screen
- See number of participants in class (see number next to participant icon, below example is 1)
- Watch 'Chat' for messages (**IMPORTANT – can help students send words/ messages via chat**)
- Zoom Toolbar: <https://youtu.be/Dcd6nNmtGo0>
- See next slide for instructions on fixing tool bar on screen

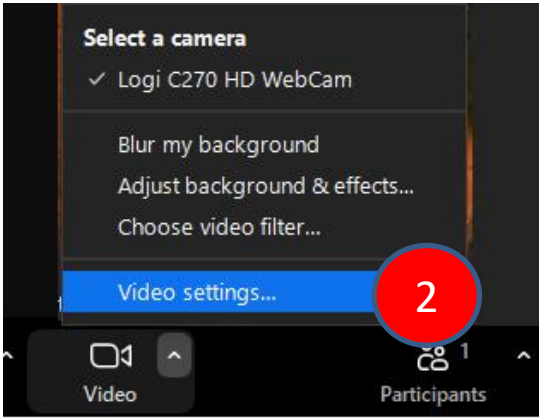
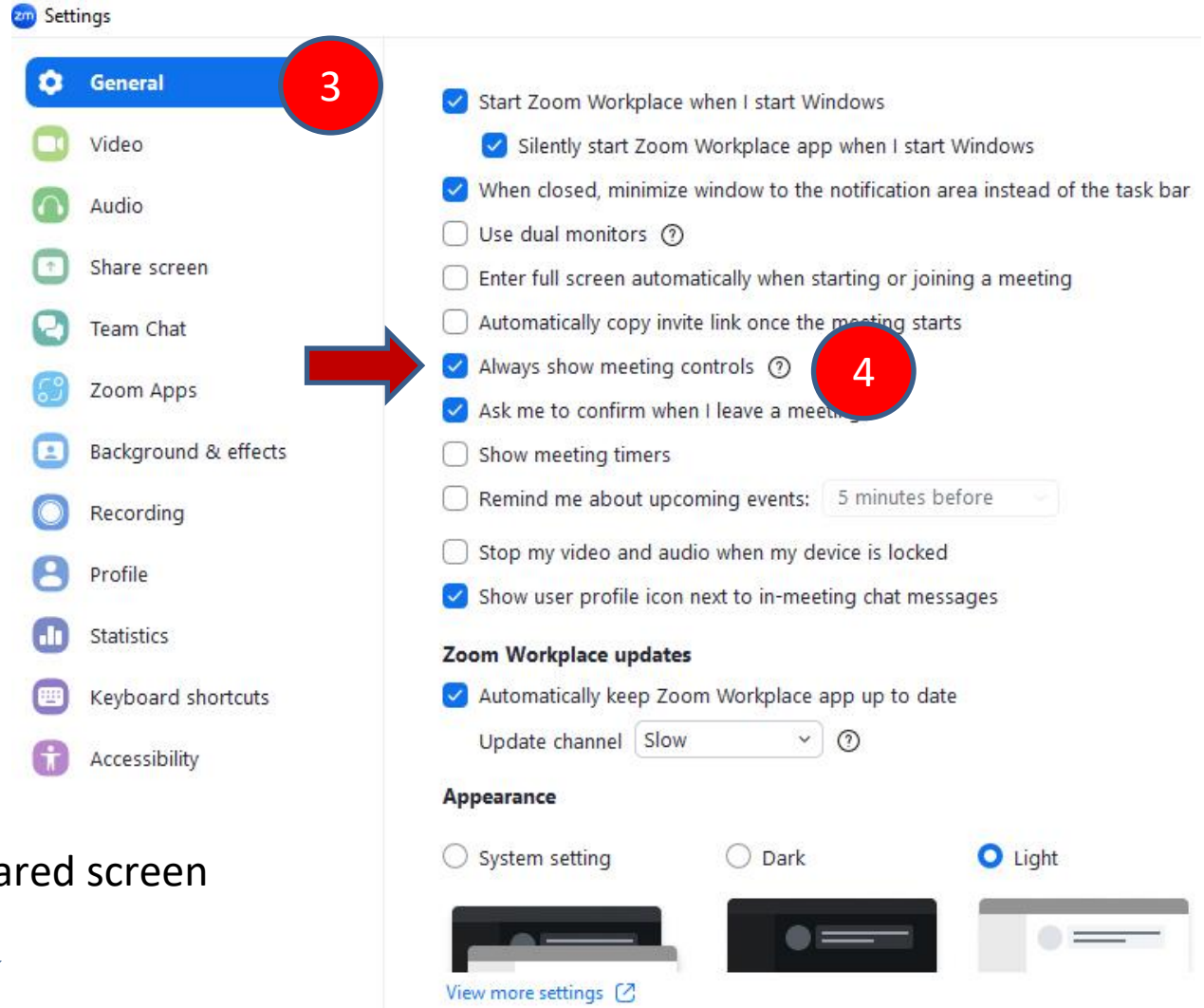
Fixed tool bar on shared screen



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# Zoom – Fix Toolbar to base of screen



Fixed tool bar on shared screen



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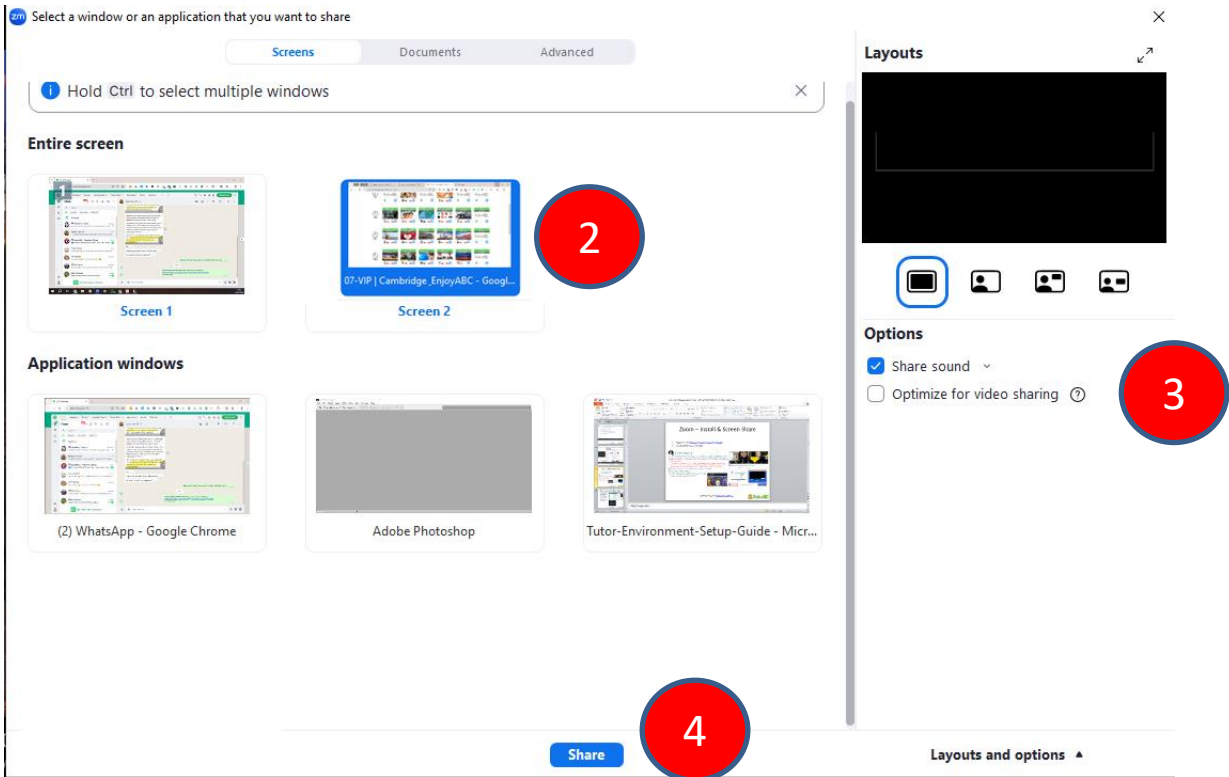
# Zoom –Share Screen Audio

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# Zoom –Share Screen Audio

1. Activate the audio function 'Share sound'
2. Ensure 'Optimize for video sharing' is NOT activated.
3. Click the 'Share' button.



Enables video sound to be heard during screen share.



# Zoom –Rename Student

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# Zoom –Renaming Students

1. Participants
2. ...
3. Rename (example: Student B)

The screenshot shows the Zoom Workplace interface. On the left, a Google search for "disney characters" is displayed, showing a grid of character images including Aladdin, Anna, Simba, James P. Sullivan, Jack Skellington, Captain Hook, Briar Rose, Piglet, Lightning McQueen, Bo Peep, Jasmine, Abuela Alma Madrigal, Captain Amelia, Abu, Baloo, Grogu, Pocahontas, Beast, Lots-o'-Huggin' Bear, Woody, and Bruno Madrigal. A red circle with the number "1" is placed over the "Participants" icon in the bottom toolbar. On the right, the "Participants (1)" panel is open, showing a list of participants: Tutor (Host, me), Students A, Students B, and Students C. A context menu is open for "Students B", with options "Edit profile picture" and "Rename". A red circle with the number "3" is placed over the "Rename" option. Another red circle with the number "2" is placed over the "Students B" entry in the list. The bottom toolbar includes icons for Audio, Video, Participants (4), Chat, React, Share, Host tools, Apps, More, and End.

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# Zoom –Share Screen (Black Blocks)

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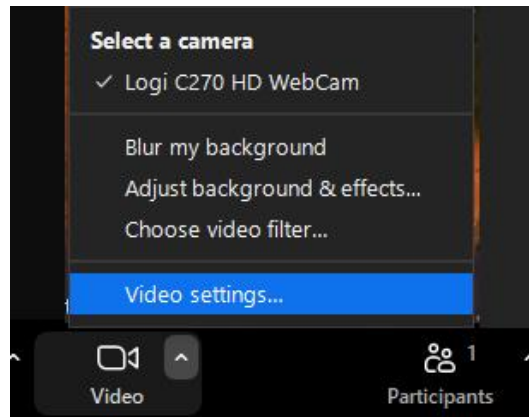
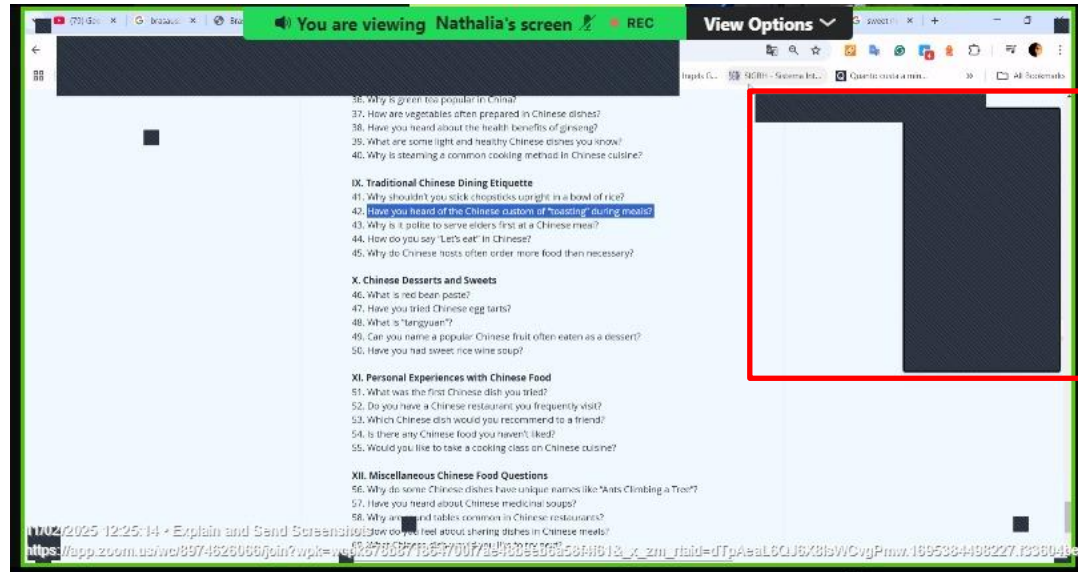


# Zoom –Share Screen Black Blocks issue

- Removing black boxes in Zoom during screen sharing  
<https://bitl.to/3w3F>
- Open Zoom meeting settings  
Go to "Share Screen"  
Click on "Advanced"  
Find the "Screen capture mode" settings  
Select "Secure share with window filtering"
- Screen sharing is not working  
<https://bitl.to/3w3s>

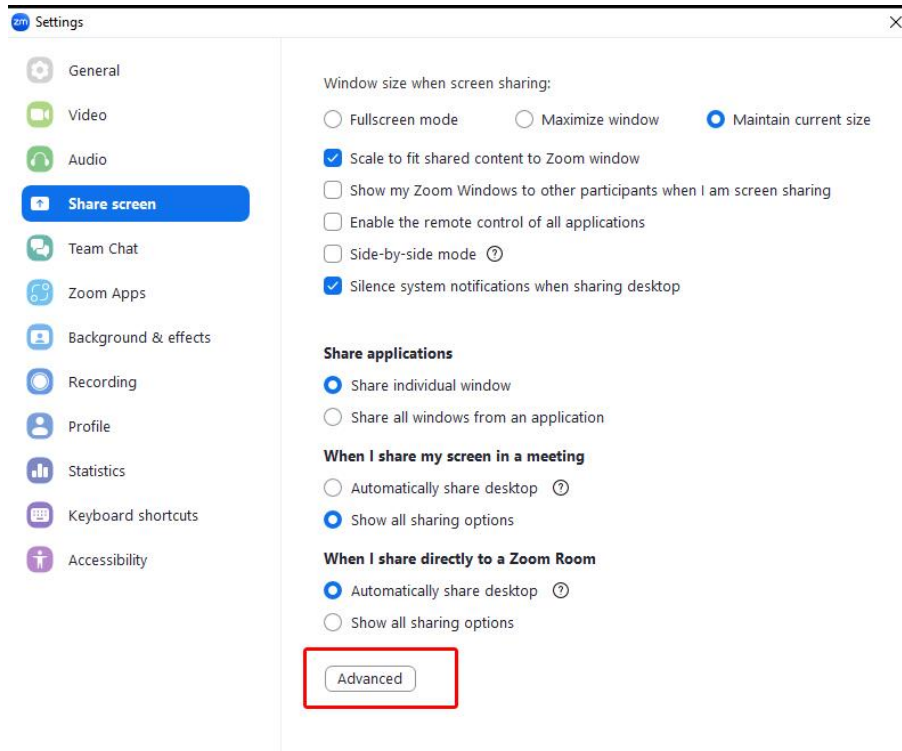
Alternatively:

Try going to your Zoom client settings > Share screen > Advanced and disable **'Use hardware acceleration to optimize video sharing'**. This is usually the culprit with Windows 10 devices.



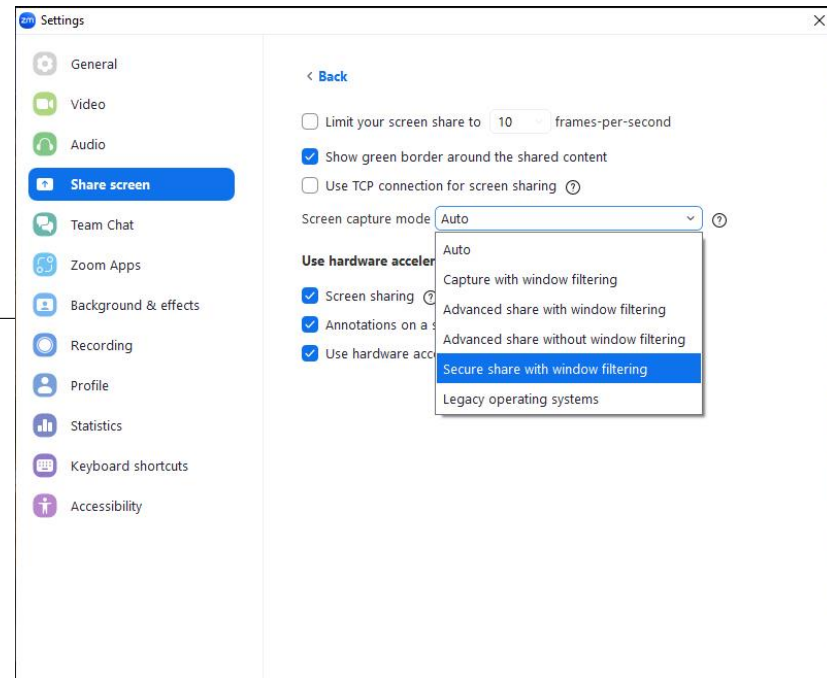
Step 1

# Zoom –Share Screen Black Blocks issue



Step 2

Step 3



# Browser Extensions

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# Browser Extensions

(pref. Google Chrome)

- **During Class**

- 1) **eJoy** :- <https://ejoy-english.com/en/extension>

Video translation (see step 10 – facilitator’s guide)

Text translation (ALT + Mouse click or highlight)

- 2) **Google Translator** :- (bookmark): <https://bityl.co/PgZ6>

- **After class**

- 3) **Bitly URL web address shortener**

– class topic blog URL: <https://bityl.co/PgZ9>

- 4) **Snapshot**

- of Google Translate (20+ words): <https://bityl.co/PgZ8>

- **Browser Cache Memory Cleaner**

- 5) <https://bityl.co/PgZN>

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# eJoy

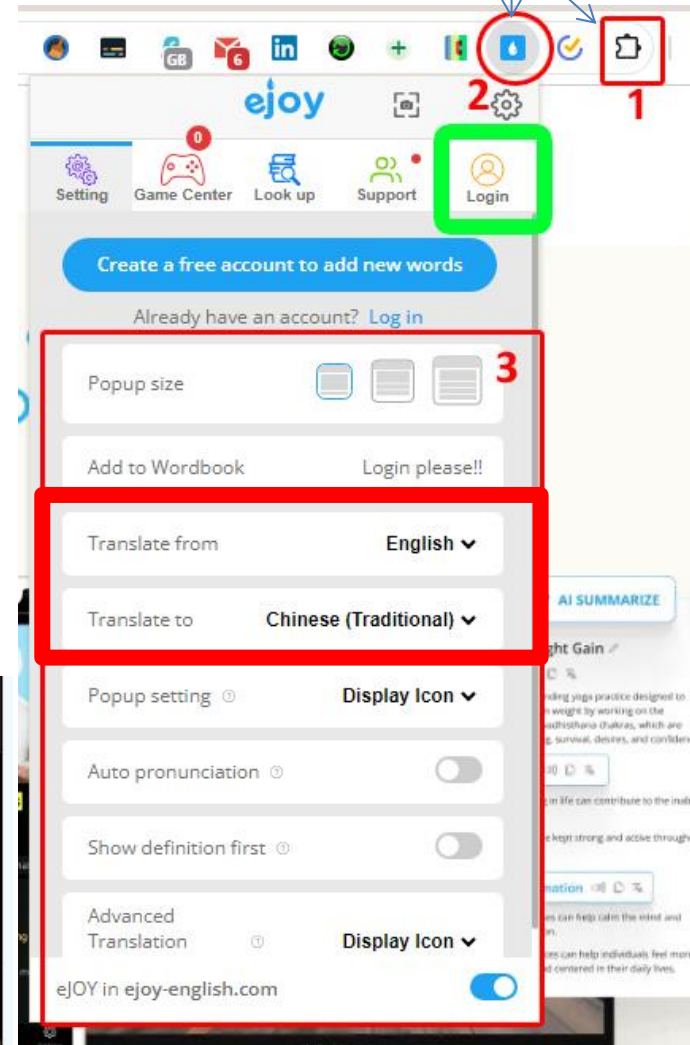
## Language setting

# eJoy – Full Setting

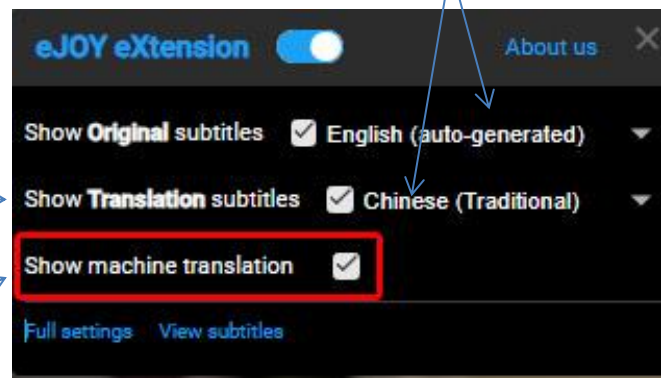
▪ [eJoy :- https://ejoy-english.com/en/extension](https://ejoy-english.com/en/extension)



Pin extension



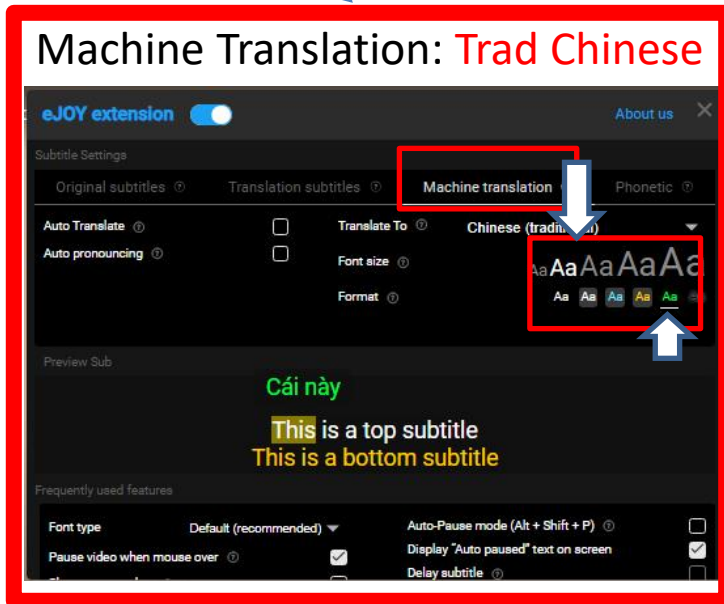
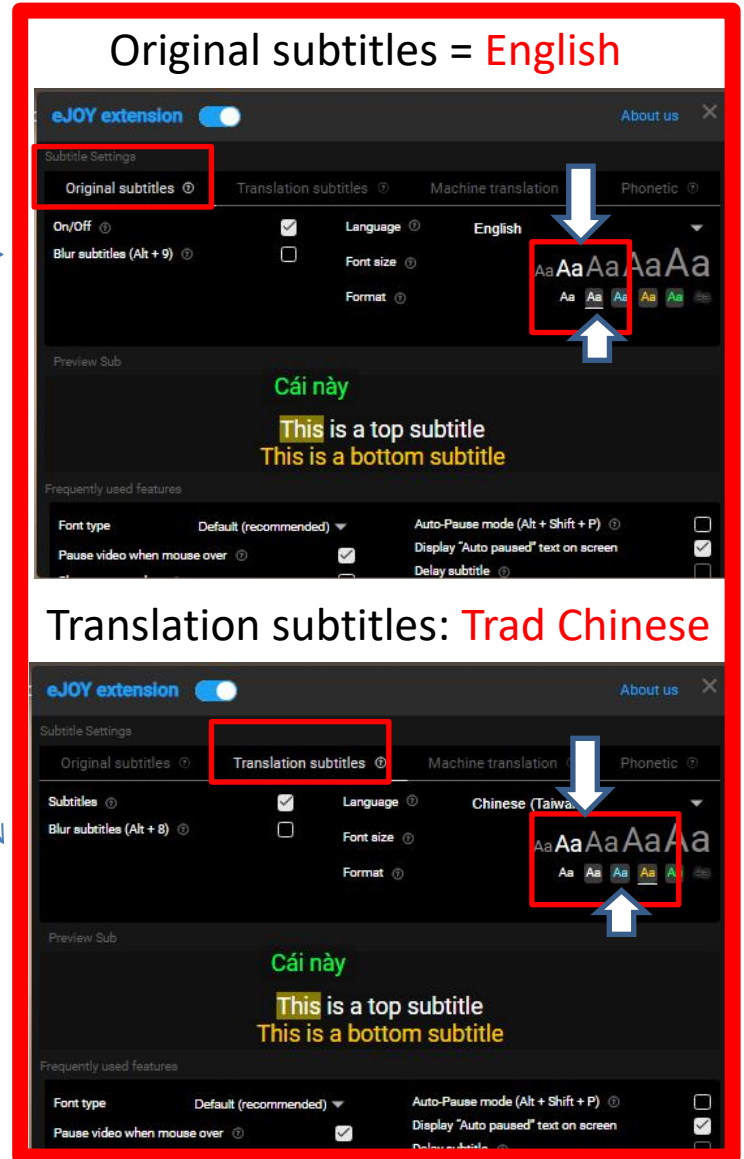
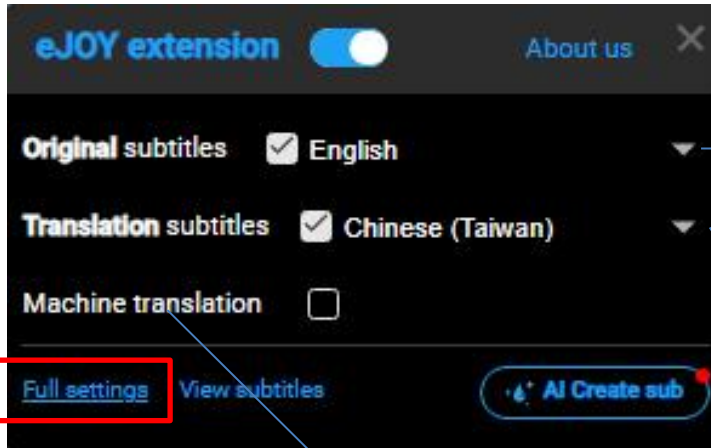
Select languages



If Translation subtitles do not appear in the video, select Show machine translation

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# eJoy – Full Setting



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eJoy

**Inline translation**

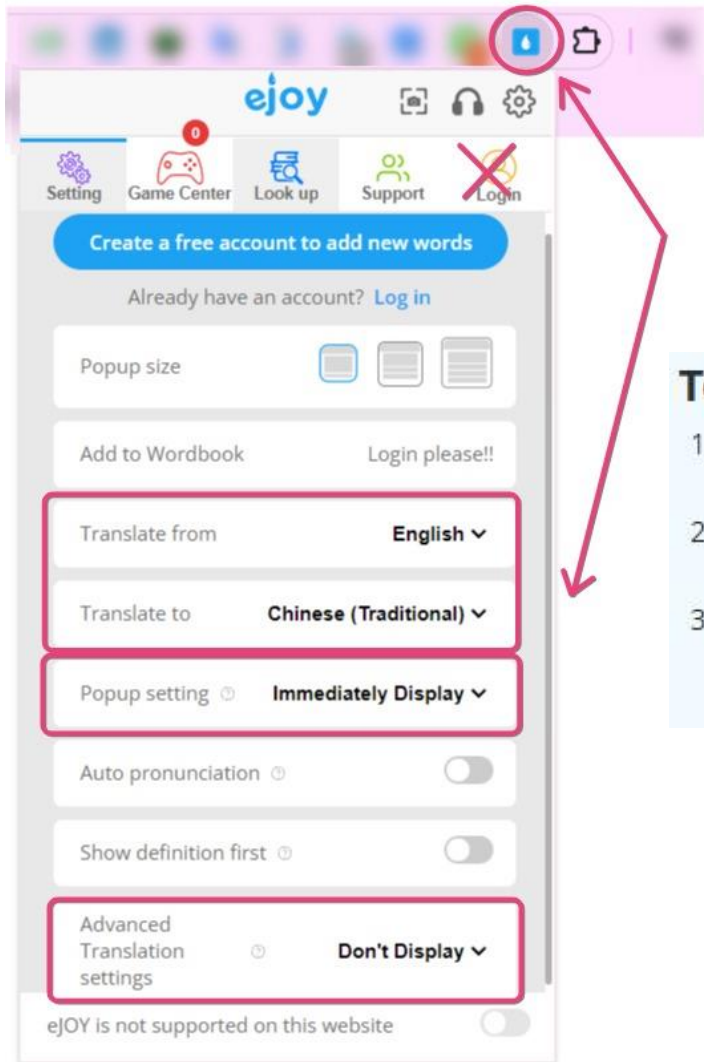
# eJoy – Inline translation

The image shows a composite screenshot of the eJoy application. On the left, the 'FULL SETTINGS' menu is visible, with a red box around the 'Translator' option and an arrow pointing to the 'Inline translations' sub-option. The main interface on the right shows the 'Inline translations' settings, with a red box around the 'Inline translations' toggle switch and an arrow pointing to it. Below this, there are options for 'AI inline translation' (disabled), 'Display color' (with a color picker), and 'Input color' (set to #109e36). A yellow box at the bottom right contains the text: 'In line translator for seamless web text translation' and 'ALT + Mouse highlight on word/ sentence'. The browser address bar at the bottom shows a URL: 'chrome-extension://amfghidiedpdnibhnhokbnohfdi.../pages/options/index.html#'. The date '18/11/2024 22:04:20' is also visible.

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# eJoy – Inline translation



## Top 10 Beautiful Waterfalls In The World

1. Welcome to Best of WatchMojo the series that features some of WatchMojo's best travel videos it's all downriver [下游] x from here!
2. Welcome to watchmojo.com and today we'll be counting down our picks [計算我們的選秀權] x for the top 10 beautiful waterfalls [瀑布] x in the world.
3. For this list, we're taking a look at the most magnificent [壯麗] x natural waterfalls on planet Earth. [對於此列表，我們正在看地球上最宏偉的天然瀑布。] x

In line translator for seamless web text translation

ALT + Mouse highlight on word/ sentence

# Reminder

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# Overall

- **【Preparation】**
  1. Check Chrome extensions are running.
  2. Log onto EnjoyABC website at least 5-10mins before. (for Admin and Accounts tracking).
  3. Select the class topic and click Zoom icon.
  4. Claim host ('participants' -> claim host (bottom right) and enter (password: 112233)
  5. Check your background image (click video ^ - Adjust Background Effects)
  6. Open class material (via FIX timetable), Google Translate (bookmark), and Reference materials
  7. Maximize screen
  8. Mute Mic + Webcam off until the first student arrives.
- **【Teaching】**
  1. Share screen
  2. Warm-up: 5-10 mins. (can refer to 'Chat, News, Traditions' or other for ideas: <https://bitly.co/LUjr> )
  3. Video: 5 mins. ( English + Traditional Chinese subtitle via eJoy) ( no need to play again for late students)
  4. Discuss using various methods such as Google images
- **【After class】**
  1. Go to WhatsApp 'EnjoyABC – English Chat' Student Group: <https://fbook.cc/3XGA>
  2. Post class materials (with students attending)
    - \* shortened URL link of class topic: <https://ggle.io/7DaN> with image
    - \* snapshot of Google Translate vocabularies (**20+ words**) from the class <https://ggle.io/6FOX>
    - \* any extra material used (optional)
    - \* Student names - **short encouragement message**
  2. Post (with students attending)
    - \* shortened URL link of class topic: <https://ggle.io/7DaN> with image
    - \* snapshot of (**20+ words**) Google Translate vocabularies

# Requirements

- Must log in to EnjoyABC and stay logged on the site for the duration of the class
- Enter the classroom from the timetable page (not bookmark) 5 mins before class
- Claim host
- Select Background
- Share your screen and maximize it once students arrive (some students might be using their phones)
- Open Google Translate and class material
- Use eJoy translation on video and text (alt + mouse)
- Breakout room (optional, 6+ students - must visit each breakout classroom)
- Use Google Images and web references
- Create a conversational, chatty, and happy atmosphere (positive café-style atmosphere)
- After warm-up, start the class with the material provided and branch your conversation
- Start immediately once the first student joins
- Prevent long gaps of total silence
- Be present for the full hour (even if no show)

# Tip

- When facilitating a class, please always log onto the site and remain on the site during class time both on your computer and on your phone. Please open the VIP timetable page on your phone as a backup. If you experience Internet dropout on your computer, please jump over to access via your phone via the zoom link on the timetable. You can still join the class and chat via your phone whilst reconnecting your computer to get back into class.

