

CRIO TEACHER USER GUIDE

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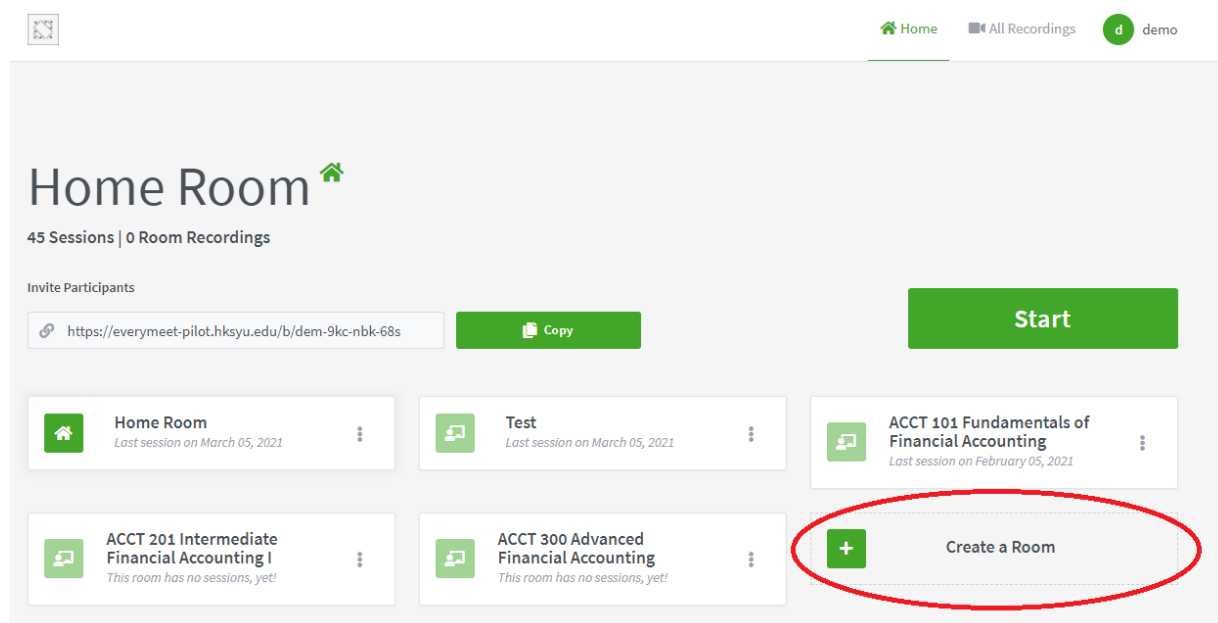
Software requirement

Use an Internet browser for Crio. Before logging in to Crio as a teacher, it is recommended to use latest version of Mozilla Firefox, Google Chrome or Apple Safari for best stability throughout the online class.

- For desktop, either:
 - Latest version of Mozilla Firefox  : <https://www.mozilla.org/en-US/firefox/new/>
 - Latest version of Google Chrome  : <https://www.google.com/chrome/>
- For Android phone/tablet, either:
 - Latest version of Mozilla Firefox  : <https://play.google.com/store/apps/details?id=org.mozilla.firefox>
 - Latest version of Google Chrome  : <https://play.google.com/store/apps/details?id=com.android.chrome>
- For iPhone/iPad:
 - Please use Safari. Make sure it is up to date.

Creating an online meeting room

You are required to login at <https://crio-pilot.hksyu.edu/b/>. After login to the system, click Create a Room button to start a new room.



Fill in your class name in the Create New Room box. You may adjust the room settings at your own preference. The options shown below are recommended for most online lectures. In addition, you may also set an access code to protect the meeting room. Click Create Room to complete the process.

Create New Room

 ACCT 301 Advanced Financial Accounting

 Access Code: 956928 

Mute users when they join

☒

Require moderator approval before joining

☐

Allow any user to start this meeting

☒

All users join as moderators

☐

Automatically join me into the room

☐

Create Room

Cancel

You will be free to delete this room at any time.

After the room is created, a unique hyperlink is generated which can be distributed to students later for students to access this room.

ACCT 301 Advanced Financial Accounting

0 Sessions | 0 Room Recordings

Invite Participants

 <https://everymeet-pilot.hksyu.edu/b/dem-mUz-nyz-xzo>  Copy  Copy Access Code

Start

 **Home Room**
Last session on March 05, 2021

 **Test**
Last session on March 05, 2021

 **ACCT 101 Fundamentals of Financial Accounting**
Last session on February 05, 2021

 **ACCT 201 Intermediate Financial Accounting I**
This room has no sessions, yet!

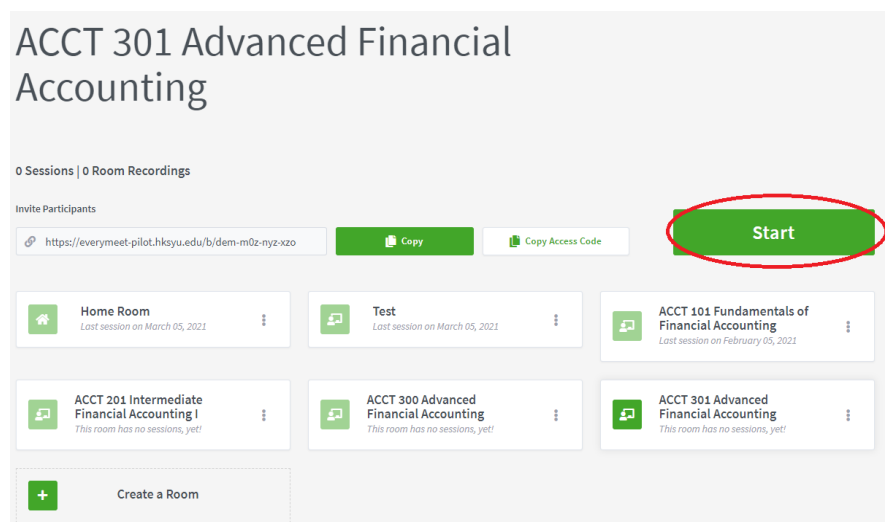
 **ACCT 300 Advanced Financial Accounting**
This room has no sessions, yet!

 **ACCT 301 Advanced Financial Accounting**
This room has no sessions, yet!

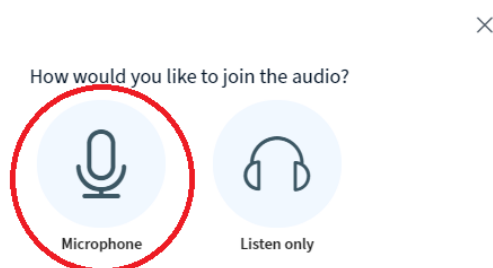
 Create a Room

Basic operations

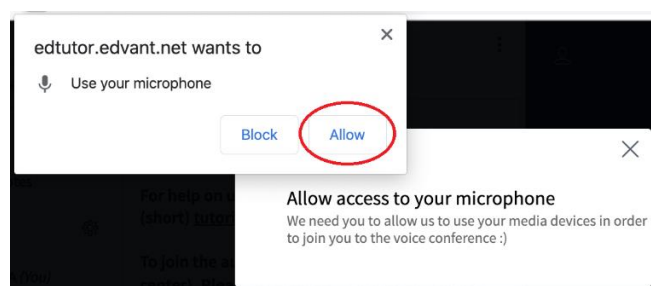
Start an online lecture by clicking the Start button. The same room and hyperlink can be reused next time for another lecture.



After joining the meeting room, please press Microphone to join the audio by microphone.

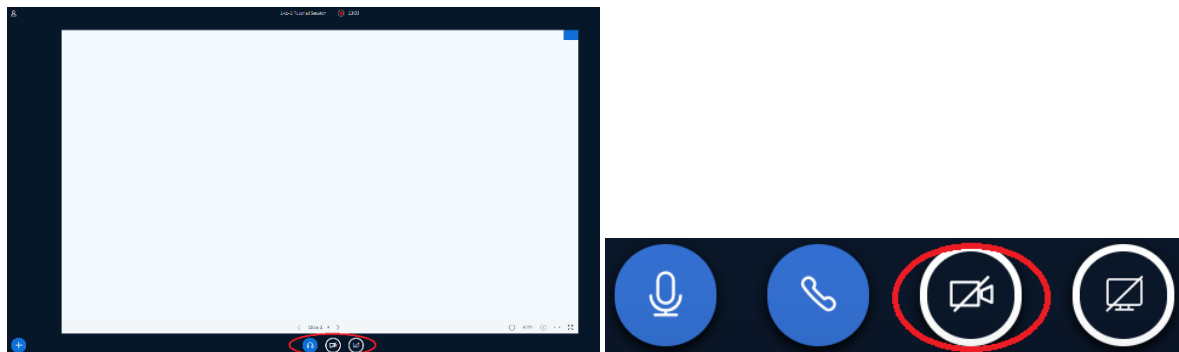


Your browser and operating system will ask for permission to use your microphone. Allow the browser to use microphone.



The screen may look slightly different depending on your system. You may want to adjust your browser settings to always allow the use of microphone on the website.

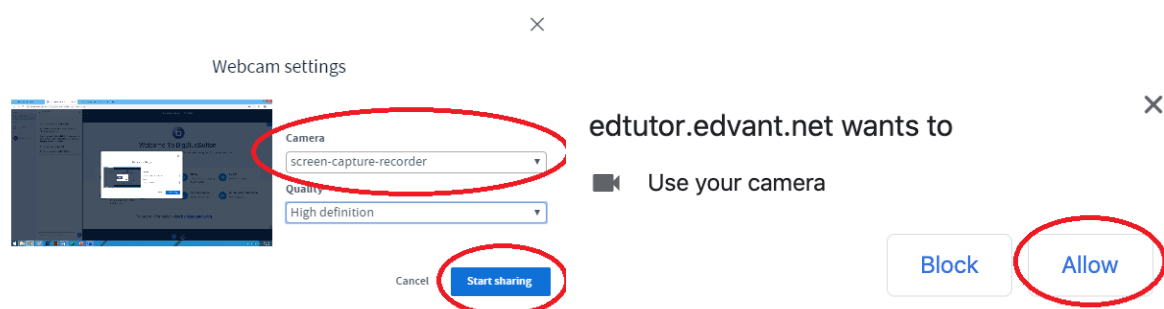
At the bottom of your screen, there are a few circular buttons. The first button with a microphone icon allows you to Mute and Unmute your microphone. The second button with a telephone icon allows you to quit the audio or hang up.



To turn on your webcam, click the camcorder button.



If your computer or tablet has multiple cameras, please choose the one you prefer using (e.g. front camera when using a tablet or phone). You may choose 'high quality' or 'high definition' for better video quality. Note that this may turn your computer sluggish or incur higher data charges. Click Allow to let the browser use your camera when prompted.



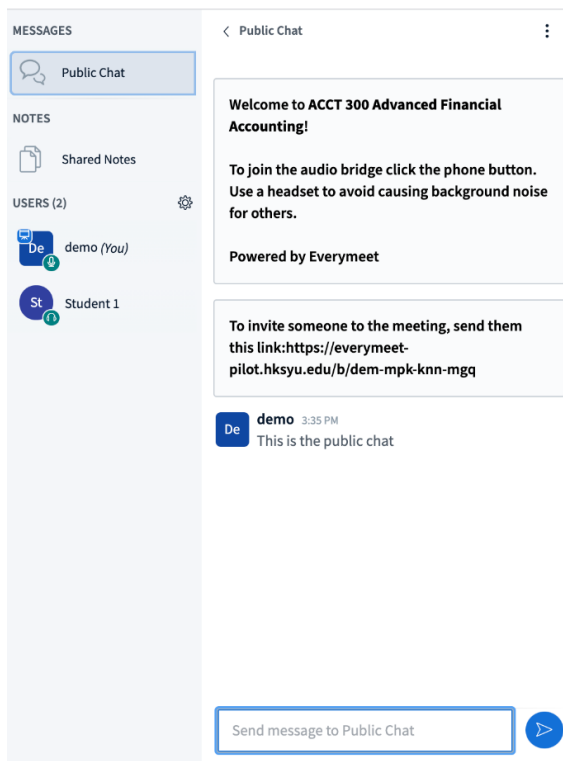
Check the preview on the left. Click Start sharing to let your student see the web cam video.

To stop sharing your webcam, press the camcorder button again.

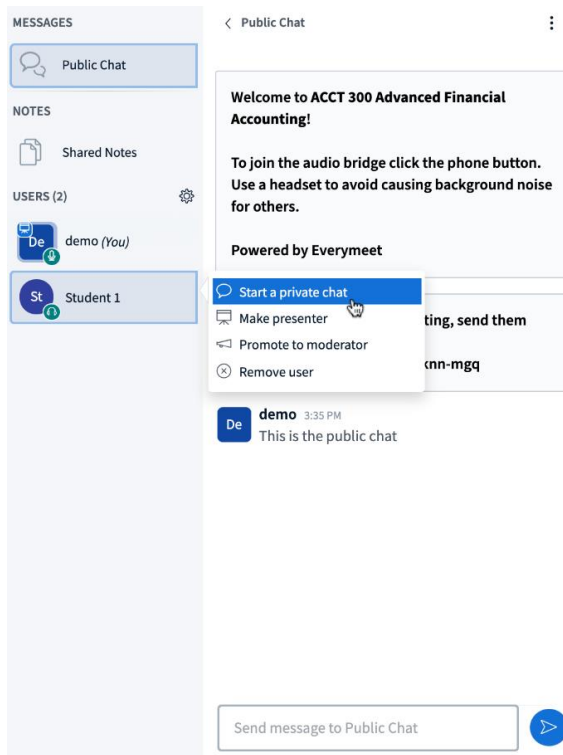
Other features

Public / Private chat

Teachers and students can share information and exchange ideas in the public chat.



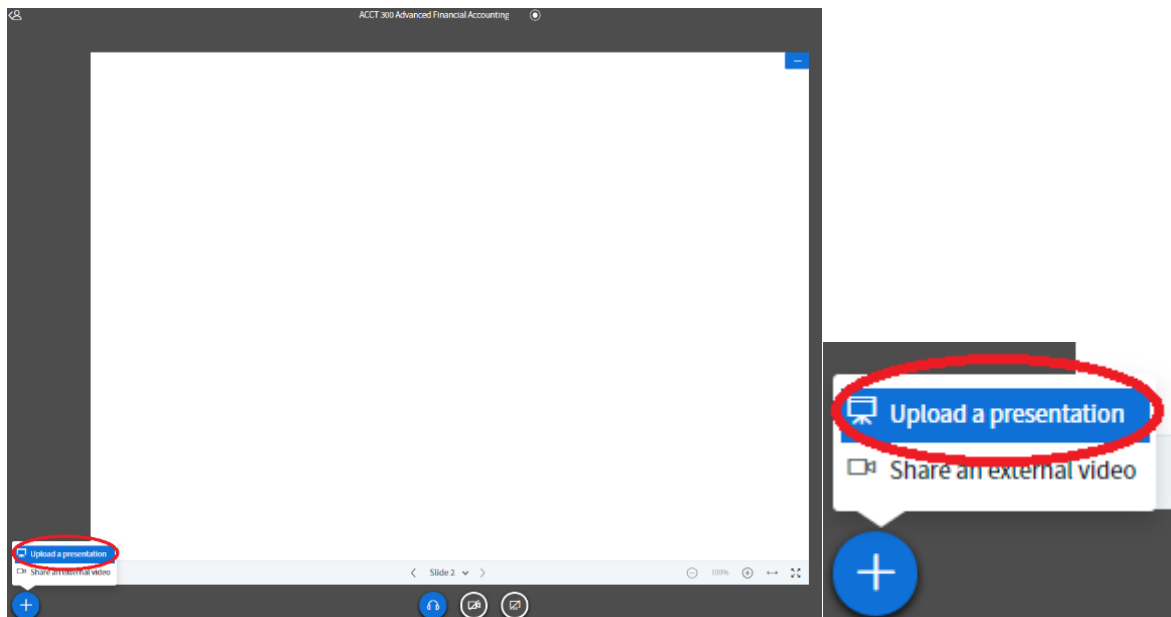
To start a 1-to-1 private chat, teachers click on a particular student in the Users section and click *Start a private chat*.



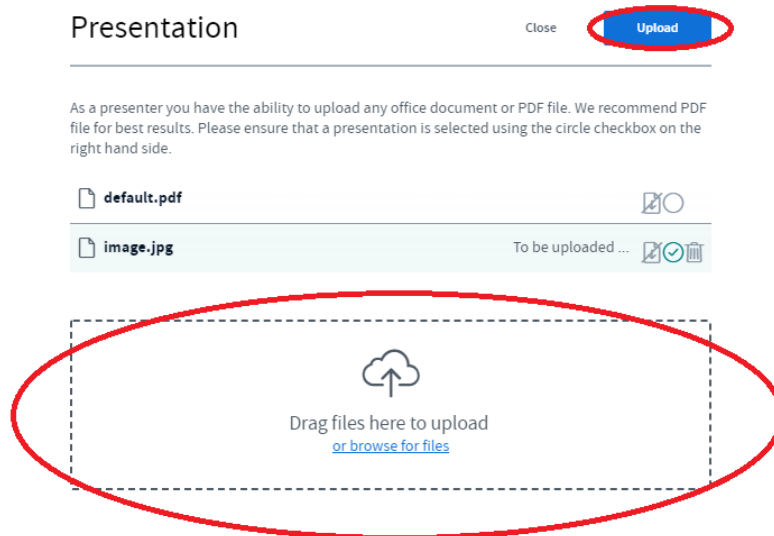
Upload presentation documents

You can share lecture notes or presentation with your students.

Locate + button at the bottom left corner. Click the + button and then click Upload a presentation.



Drag and drop a file to the box and click Upload. PDF files and images are supported.



After some processing, the file will be shared with all participants. Use the bottom bar to flip pages or adjust zooming. You can also draw on the pages using the whiteboard feature.

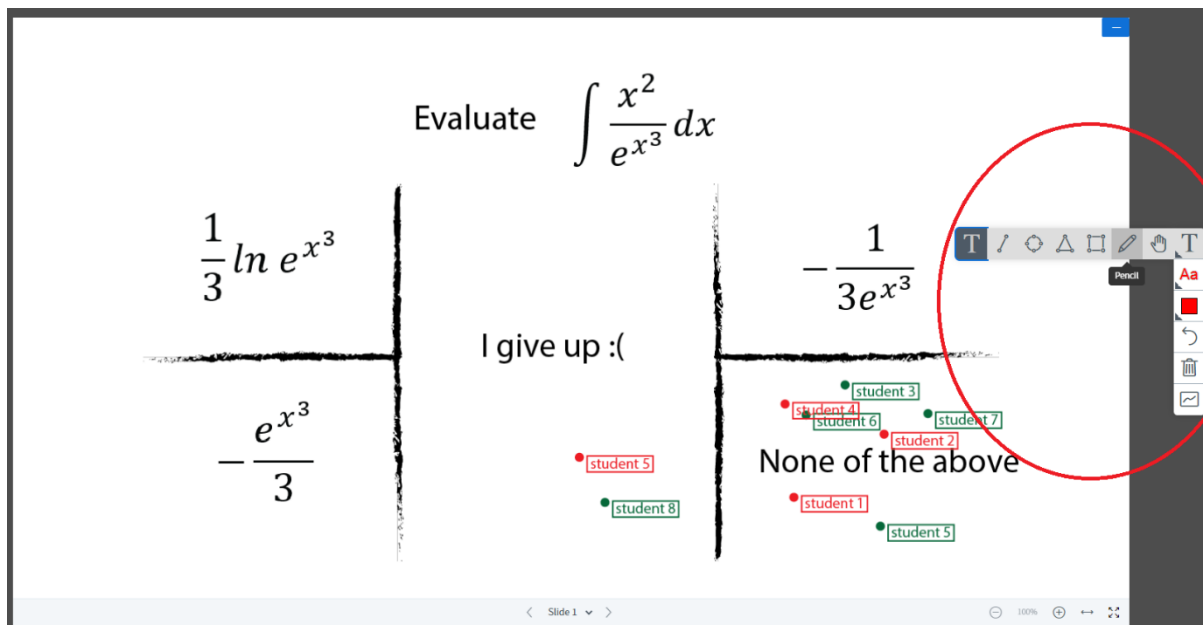
To switch between different files, go back to the Upload a presentation menu and click the circle on the right of the file name.

Interactive Whiteboard

You can use the uploaded files or the default blank sheet as the canvas to draw upon. Using the menu on the right, you can type, write, and draw shapes on the whiteboard.

Furthermore, teachers can click the last button to turn multi-user whiteboard on to let students edit the whiteboard collaboratively. The cursors of students will appear and move real-time on the whiteboard. To stop collaborating, click the button again.

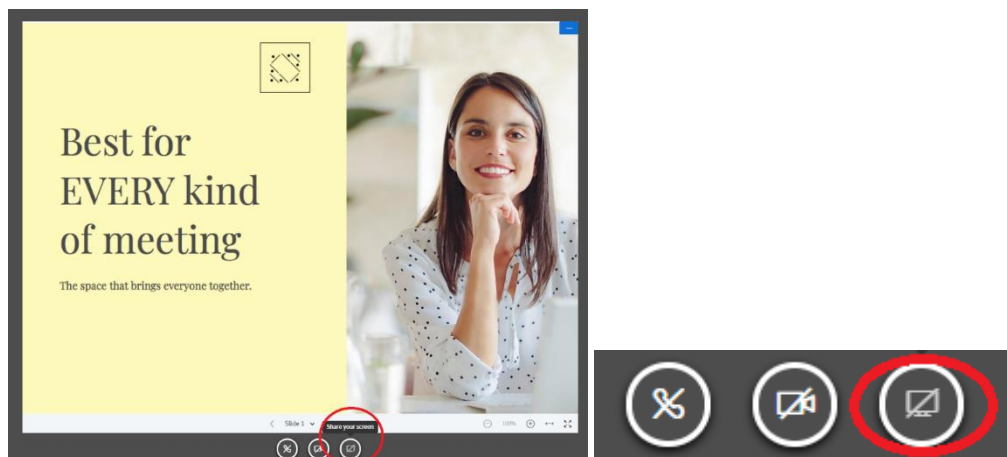
The image below illustrates an example to use the interactive whiteboard for voting.



Sharing computer screen

Click the [Share your screen](#) button below to share your computer screen. Screen sharing is supported only on desktop computers.

If you are using MacOS Catalina or later, please follow the following guide to grant Screen Recording permission to Firefox or Chrome before using this feature: <https://help.daily.co/en/articles/3400532-enable-screen-recording-permission-for-macos-catalina-10-15-and-later>

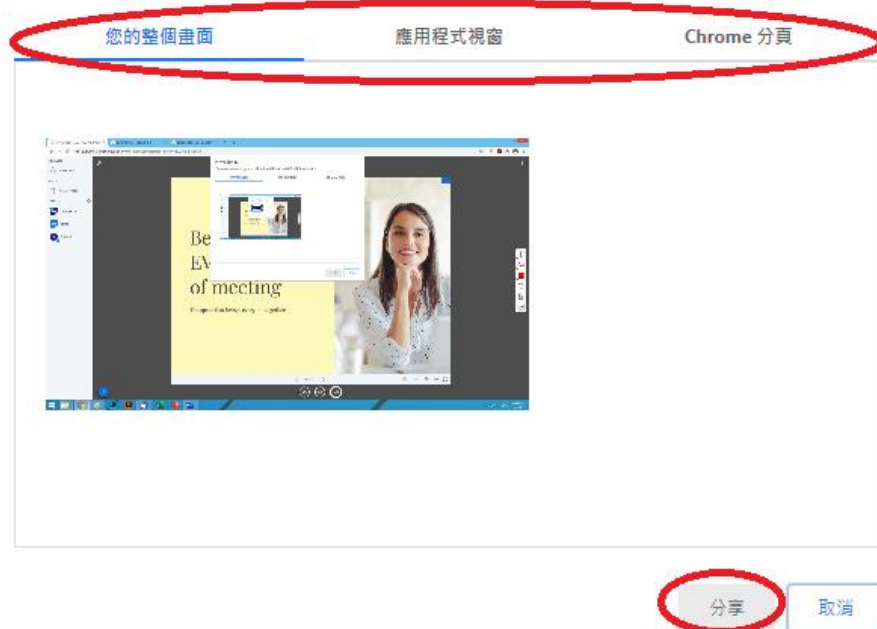


By default, your [entire computer screen](#) will be shared. If you are using Firefox or Chrome, you will be additionally given the options to share a single [application screen](#) or [browser tab](#). The following screenshot shows the interface of Chrome. It may look different depending on your system.

Click [Share](#) to confirm your choice.

分享螢幕畫面

「everymeet-pilot.hksyu.edu」要求分享畫面內容，請選擇你要分享的內容。

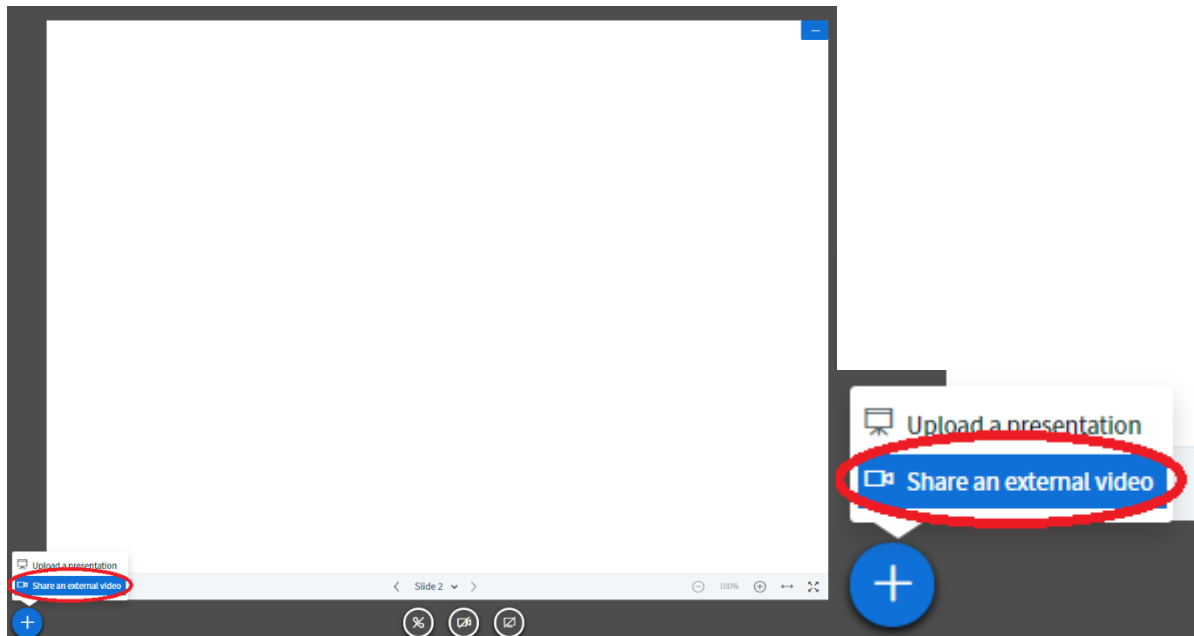


Permission may be requested to share your screen. Click [Allow](#) to confirm it.

Sharing video

Screen sharing is not suitable for video due to its low frame rate. To watch a video with your class, it is recommended to use the [Share an external video](#) feature.

Locate [+ button](#) at the bottom left corner. Click the [+ button](#) and then click [Share an external video](#).



[Paste your video URL](#) to start sharing video. You can use a YouTube link directly or URL to a video file. Teachers can control the video (pause, seek back-and-forth) while playing. The video playback is synchronized between teacher and students.

×

Share an external video

External Video URL

Add Video URL

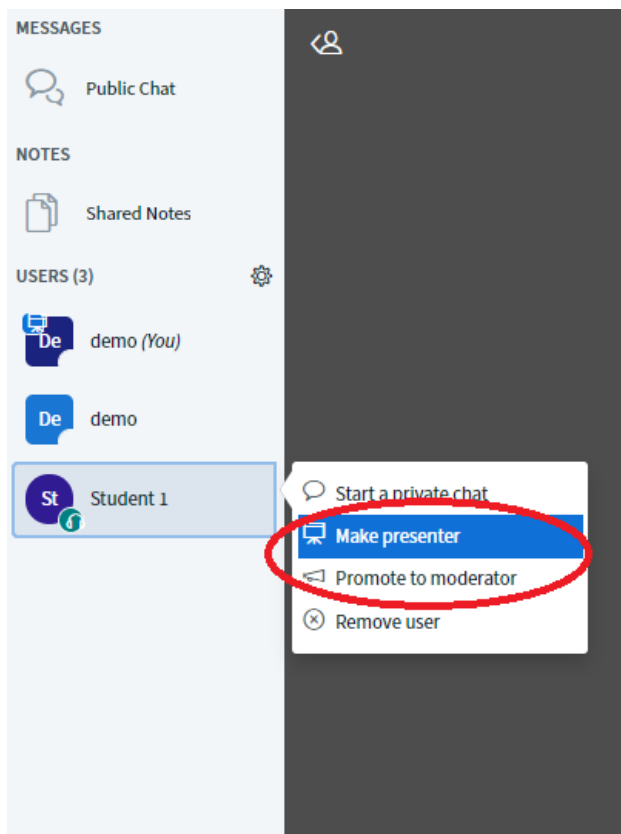
Note: Shared external videos will not appear in the recording. YouTube, Vimeo, Instructure Media, Twitch and Daily Motion URLs are supported.

Share a new video

Set student as presenter

Presentation, screen sharing and video sharing are features restricted to one of the meeting participants known as the presenter. The presenter is identified by a projector screen icon in the Users list.

To let a student take control of the presentation, screen sharing or video sharing, select a student in the Users list and click Make presenter.

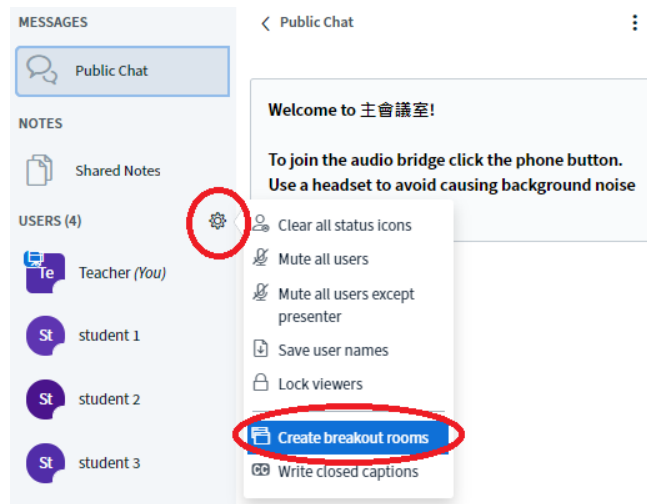


To take back the presenter role, click on your name and click Take presenter. If the student is sharing their computer screen, it will be turned off automatically.

Breakout room

Breakout rooms are smaller meeting rooms that are split off from the main meeting. They allow the participants to discuss in smaller groups. Audio and video in breakout rooms are completely isolated from the main session.

To use the breakout room feature, click Manage user and click Create breakout rooms.



This will bring up the breakout room settings page. You can assign participants to different rooms here. Further features include choosing number of available rooms and duration, allowing users to choose their preferred room to join. Click Create to setup the breakout rooms.

Breakout Rooms

Close

Create

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

Number of rooms

Duration (minutes)

2

15

−

+

Randomly assign

☐ Allow users to choose a breakout room to join

Not assigned (1)

Room 1

Room 2

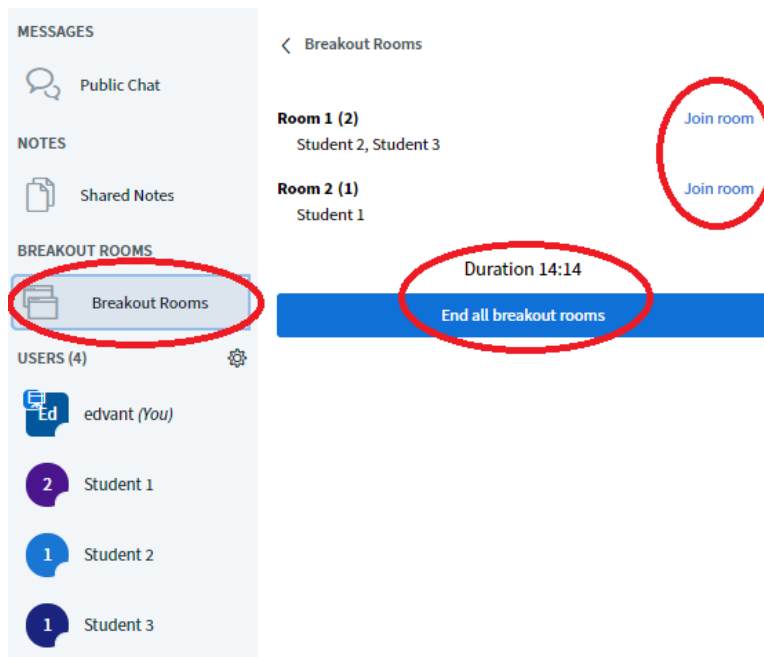
Teacher

student 1
student 2

student 3

Once you created the breakout rooms, participants are allowed to have side meetings in these breakout rooms. Breakout rooms are equipped with all the features in the main meeting.

You can then click [Breakout Rooms](#) to join the room at your own preference. If you want to end the breakout room session, you can either click [End all breakout rooms](#) (which will immediately end all the rooms) or wait for the rooms to close automatically when the countdown finishes. After that, all students will return to the main room.





Q: Where can I register an account to use the system?

A: During the pilot stage, please contact Dr. Jason Chow at tschow@hksyu.edu to request for an account. In the future, you will be able to use your university account to login directly.

Q: When I logged in to the system, it said that my browser is too old or did not support the service. What should I do?

A: Different Internet browsers and operating systems support different features. To ensure the best experience, we recommend users to access our system by the latest version of Firefox or Chrome. For iOS devices (iPhone, iPad etc.), please use the latest version of Safari.

Q: I miss-clicked the button deny when the system asked me if I would like to allow the use of webcam or microphone and I cannot properly use the function. How to tackle with the problem?

A: There are several ways to solve the problem. Try to refresh or reopen the browser so that the system will ask for the permissions again. Alternatively, set the microphone and webcam permissions to Allow in the menu under the lock icon to the left of the URL bar.

Q: When I am having online class with my students, the video stream is a bit stuttering and I cannot hear what the student said.

A: Most likely there is a speed problem with your internet access. The short-term way to handle with this problem is to lower the resolution of video stream, or even close it. However, we suggest replacing it with a better source of Internet access or try to check if there is any limitation or blockage of the video conference system by your device.

Q: I did not hear my student, or my student told me that he did not hear my voice. What should I do?

A: Please adjust your microphone volume in the system settings or simply put it closer to your mouth. If the problem is not solved, try hanging up the audio by using the second circular button and reconnecting.

Q: I have a question not mentioned above...

A: Please contact us at enquiry@edvant.net.