

# Ko te whakarite me te whakahaere kia haumaruru ai Ngā hui a Zoom

Kua tino whaitake te pūmanawa Zoom mā ngā kaiako me ngā ākonga i ngā mahi ako i tua i ngā pātū o te kura. Mā tēnei mauhanga e āwhina i a koe ki te whakrite i te Zoom i te kura kia haumaruru, kia ngawari anō hoki.

## Ko ngā mahi haumaruru a Zoom

He kōrero whakatūpatō ēnei mō Zoom, hei kaupare atu i te mahi mūrere, waihoki, ngā whanonga wetiweti. E taunaki ana mātou kia whiriwhiria ngā tautuhinga e hāngai ana ki tō rōpū.

- Me haukoti tā te tauhou whakauru atu ki tō hui a Zoom mā te tohatoha i ngā hononga mā ngā momo ara tūmataiti, arā ko te īmera, ko ngā tono ā-maramataka hoki ērā.
- Tāpirihia tētahi kupuhipa mō te hui kua tohaina ki ara kē atu i te hononga ā-hui.
- Me mono te āheinga “Enable join before host” kia kua ngā ākonga e hui kāore he kaiako
- Me whakamana te āheinga “Rūma whanga” kia pai ai tō whakatau ko wai e tika ana kia uru ki te hui.
- Me whakarite mā te “Taurima anake” te mata e tuari hei aukati i te mahi tuari o ngā ata me ngā ataata wetiweti.
- Nō te tīmatanga me maukati te hui hei ārai i te hono atu o te tauhou.
- Me whakamahi ngā tautuhi kaiuru whakangū, mono, kāmera me te whakaputa kaiuru o te ‘paeutauta Zoom’
- Ina wehe atu ai i tō hui “me whakamutu i te hui mō te katoa”.

Ka whakauru tere ki ngā tautuhi matua mā te utauta haumaruru o te paeutauta o Zoom.

Tirohia te paeutukutuku a Zoom Best Practices for Securing Your Virtual Classroom hei pānui mōhiohio anō māu.

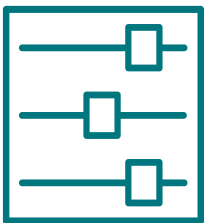
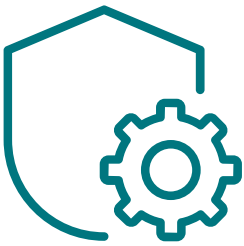
## Hei whakarite i te Zoom

Ina whakarite hui koe me tiki ake i te taupānga papamahi a Zoom (tirohia te whārangi Getting started on Windows and Mac).

Kāore ā te kaiuru take ki te tiki ake i te taupānga te Zoom. Mā te hono ā-pūtirotiro ka tuku atu koe e hono atu ai rātou. Heoi, me tiki ake i te taupānga te Zoom ki te whakamahi te kaiuru i te waea pūkoro, i te paparorohiko rānei.

Kia tae ake koe ki te hui a Zoom ka tono whakaaetanga whakamahi a Zoom ki te kāmera me te oro. Whiriwhiria “Whakaae”. Ka hono atu ki test meeting hei whakamātau i te kāmera me te oro, hei whakamātau hoki i ērā atu o ngā momo pā whakahaere.

Kei Zoom Help centre he wāhi ako i ngā momo rauemi hiranga, ngā aratohu, ngā akoako, ngā kiriata me ngā pāhotanga mataora.





## Te Whakamahi i Zoom

Ina te huhua o ngā utauta e wātea ana i Zoom hei whakaniko i ngā hui tuihono pēnei i te ata whakatū ringa, whakaatu tauhohe, te taiwhanga whakawhitiwhiti, ngā taiwhanga hui ā-rōpū me ngā pōti.

Me whakarite tahi ētahi tikanga kia pai ai te rere o ngā kōrero i te wā o te hui. E whai ake nei ētahi tikanga ka taea:

- Whakamūhia te kawē reo i tētahi atu e kōrero ana
- Whakamahia te taiwhanga kōrerorero ki te whakawhitiwhiti me te tuku pātai
- Whāia tētahi pūnaha waehe kia māmā ai ngā whakawhitiwhiti; hei taurira - te tohu \* i mua i tētahi pātai, te tohu // i mua i tētahi hononga
- Whakamahia te tirohanga taiwhanga kei te kokonga matau o runga kia kitea te katoa o ngā tāngata

Tirohia te Zoom Help centre kia kitea tētahi ataata tiro takamua i ētahi utauta matua.

Kia kitea he pārongo anō mā ngā kaiwhakahaere, tēnā, torohia tēnei rauemi a te Tāhuhu o te Mātauranga:

- **Ngā kōwhiringa hui ataata me ngā kupu aratohu mā ngā ratonga kōhungahunga me ngā kura**

Kei Netsafe he pārongo whakahaumarū atu anō.

