

With funding from
 Austrian
Development
Cooperation



Guvernul Republicii Moldova
Ministerul Educației,
Culturii și Cercetării



Curs de formare profesională continuă „Trecem rapid către învățământul la distanță”

Sesiunea 1. Proiectăm învățarea la distanță și comunicăm digital



Andrei Braicov
Universitatea de Stat din Tiraspol



Comunicăm digital



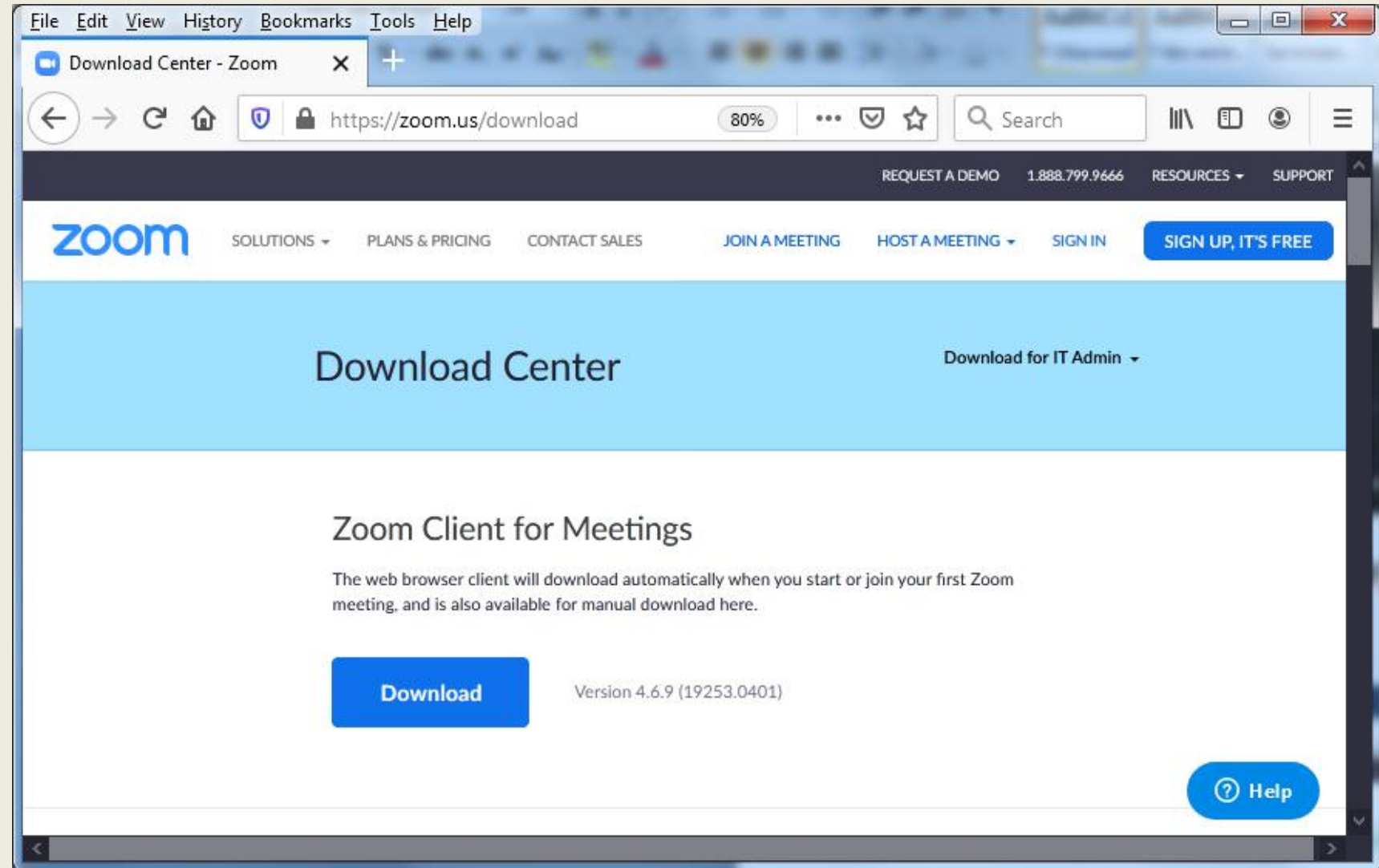
Cum instalăm și cum lucrăm cu ZOOM



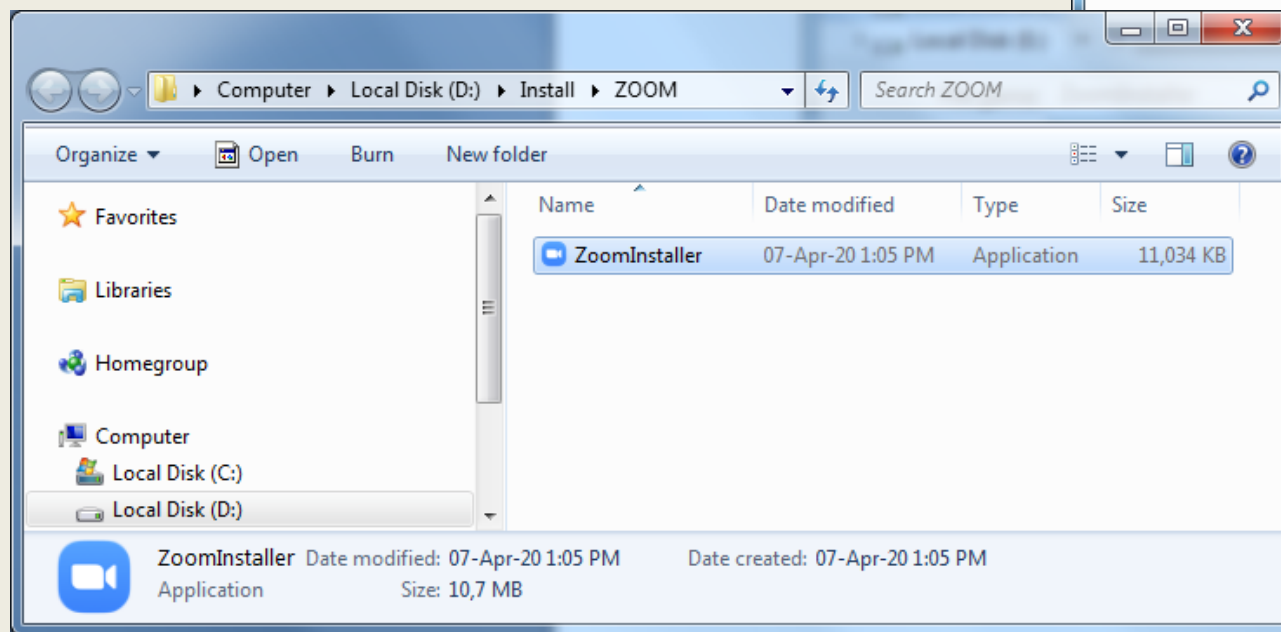
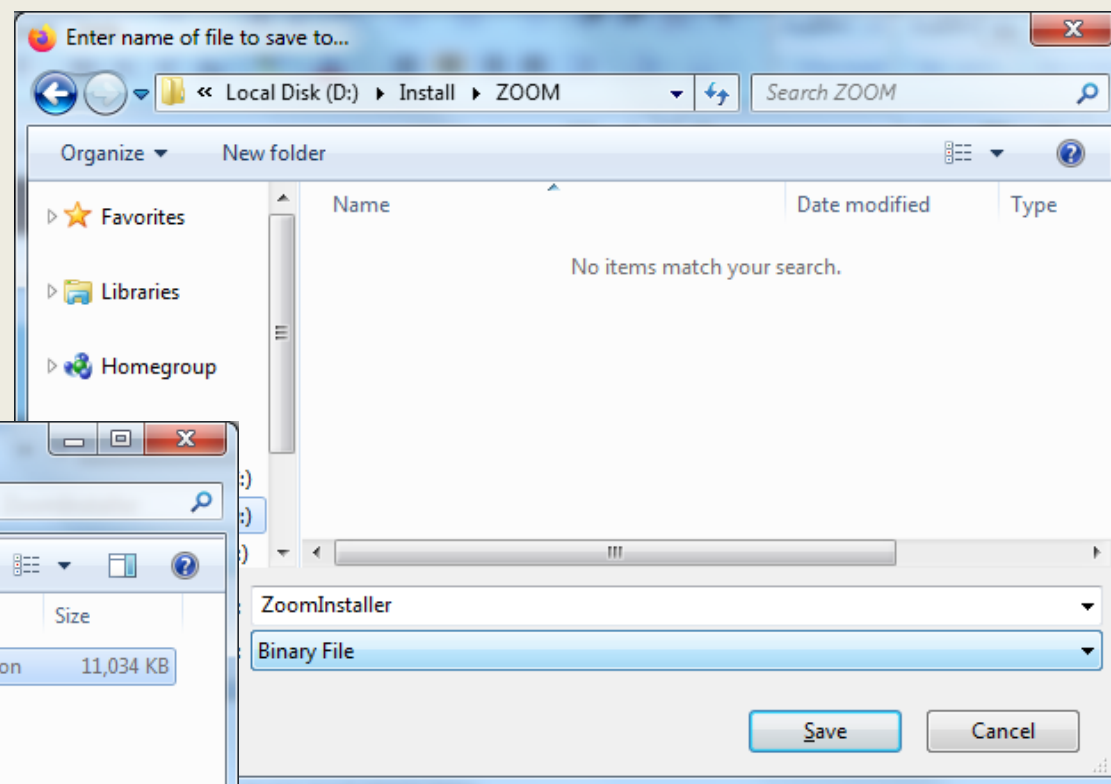
Vom vorbi despre:

- instalarea softului ZOOM;
- organizarea conferințelor web cu ZOOM.

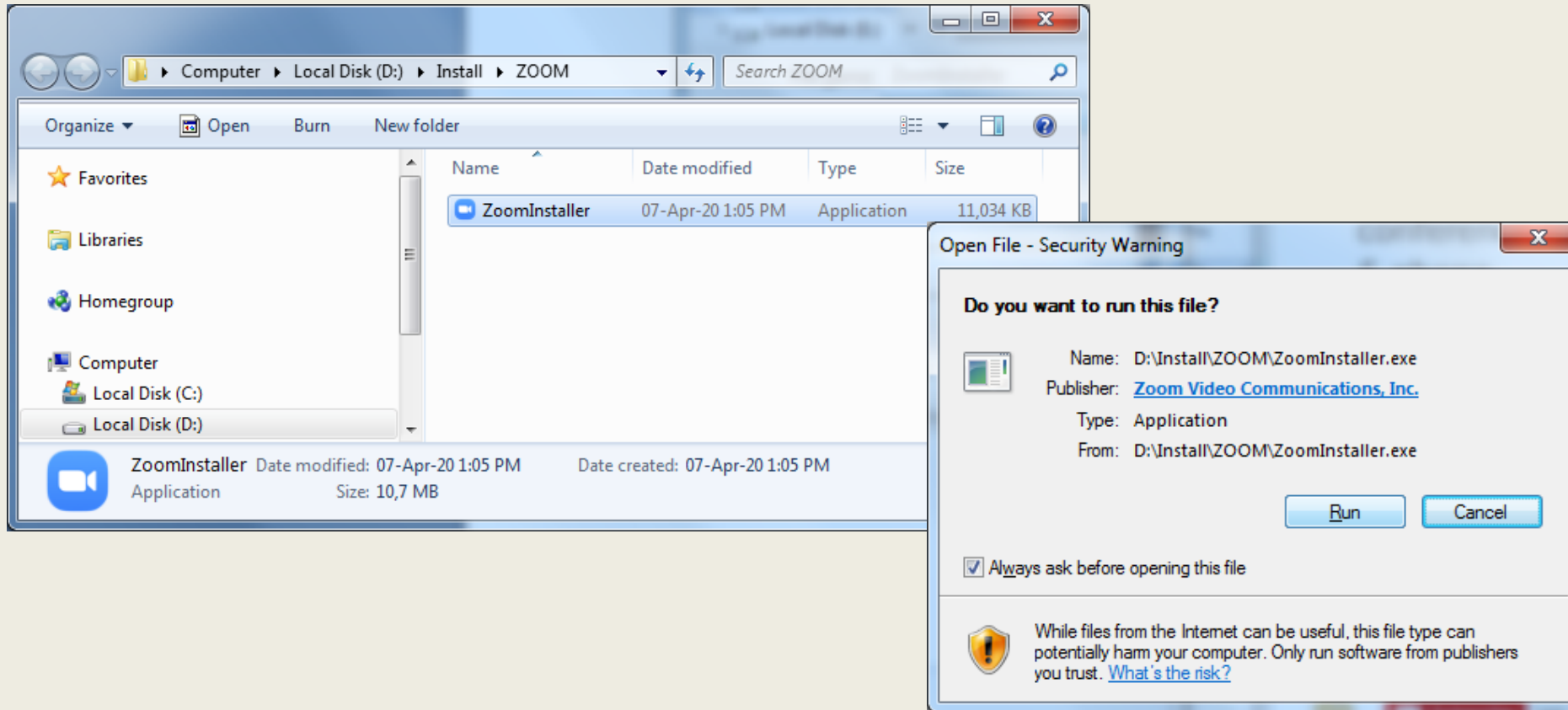
Accesăm adresa <https://zoom.us/download>



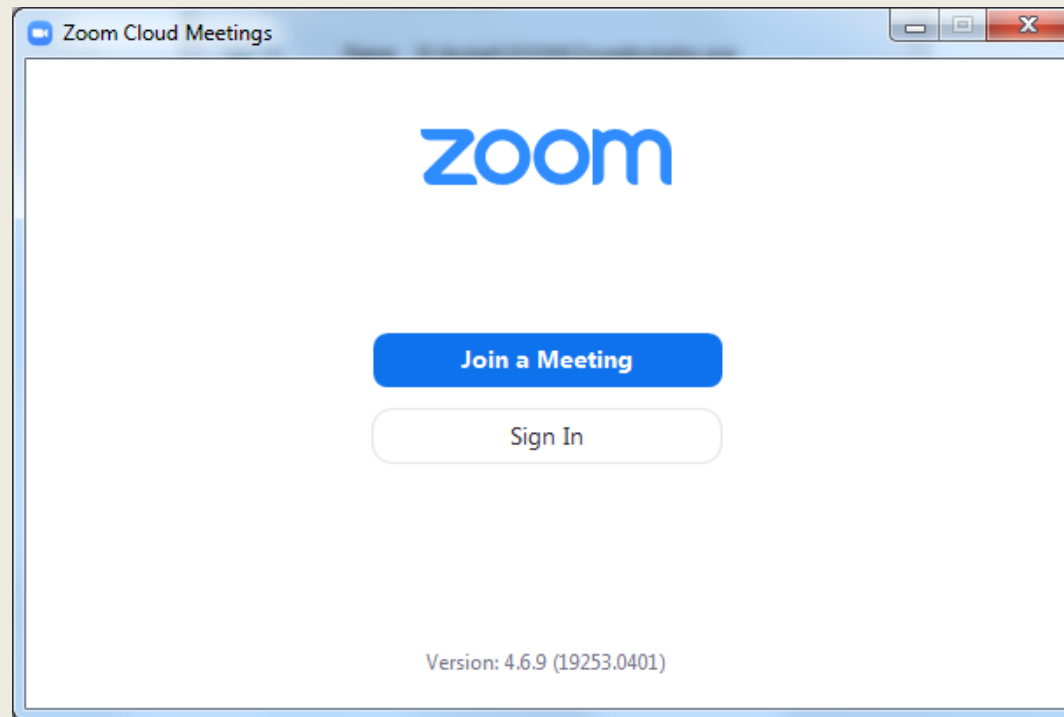
Decărcăm fișierul ZoomInstaler.exe



După ce a fost descărcat, lansăm acest fișier la execuție.

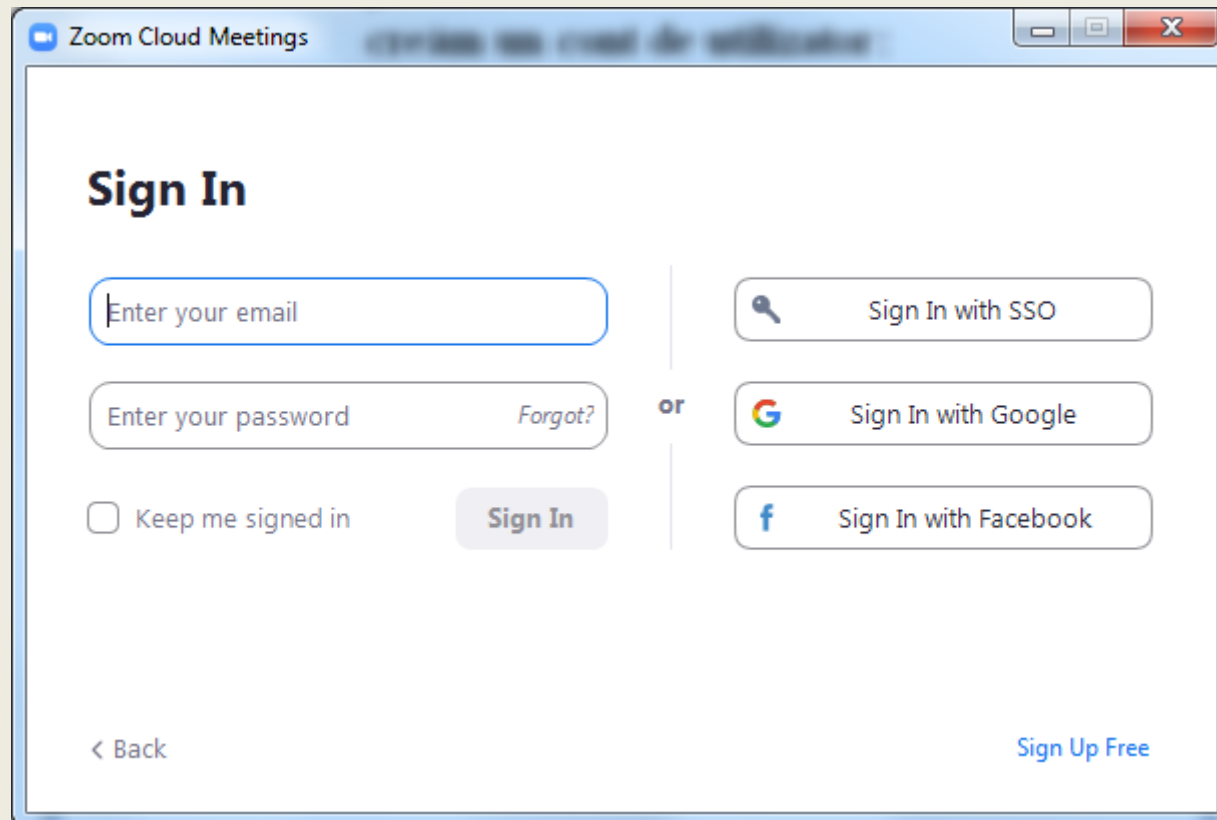


Apare fereastra care ne permite să ne conectăm la o conferință web sau să ne creăm un cont de utilizator:



Pentru a crea un cont de utilizator apăsăm butonul *Sign In*.

Apare următoarea fereastră:



The screenshot shows the Zoom Cloud Meetings sign-in interface. It features a title bar with the Zoom logo and window controls. The main content area is titled "Sign In" and contains a form with the following elements:

- An input field for "Enter your email".
- An input field for "Enter your password" with a "Forgot?" link.
- A checkbox for "Keep me signed in".
- A "Sign In" button.
- A vertical separator with the word "or" in the middle.
- Three social sign-in buttons: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo).
- A "< Back" link at the bottom left.
- A "Sign Up Free" link at the bottom right.




Ne putem înregistra
cu un cont Google sau
cu un cont Facebook.

File Edit View History Bookmarks Tools Help

Conectați-vă - Conturi Google X +

https://accounts.google.com

Conectați-vă cu Google



Bun venit

formarematic@gmail.com

Introduceți parola

.....


În continuare, Google va trimite numele dvs., adresa de e-mail, preferințele lingvistice și imaginea de profil la Zoom. Înainte de a folosi această aplicație, puteți examina [politica de confidențialitate](#) și [termenii și condițiile](#) Zoom.

[Ați uitat parola?](#) [Înainte](#)

File Edit View History Bookmarks Tools Help

Agree to the Terms of Service - X +

https://google.zoom.us/signin



Support [English](#)

English

Español

Deutsch

简体中文

繁體中文


Français

Portuguese

日本語

Русский

한국어

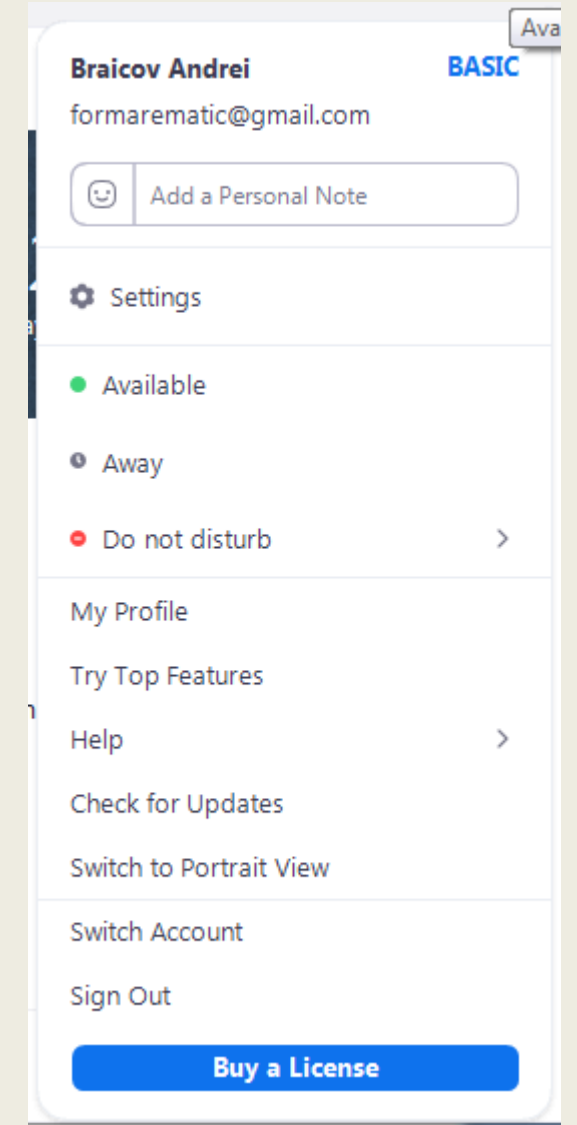
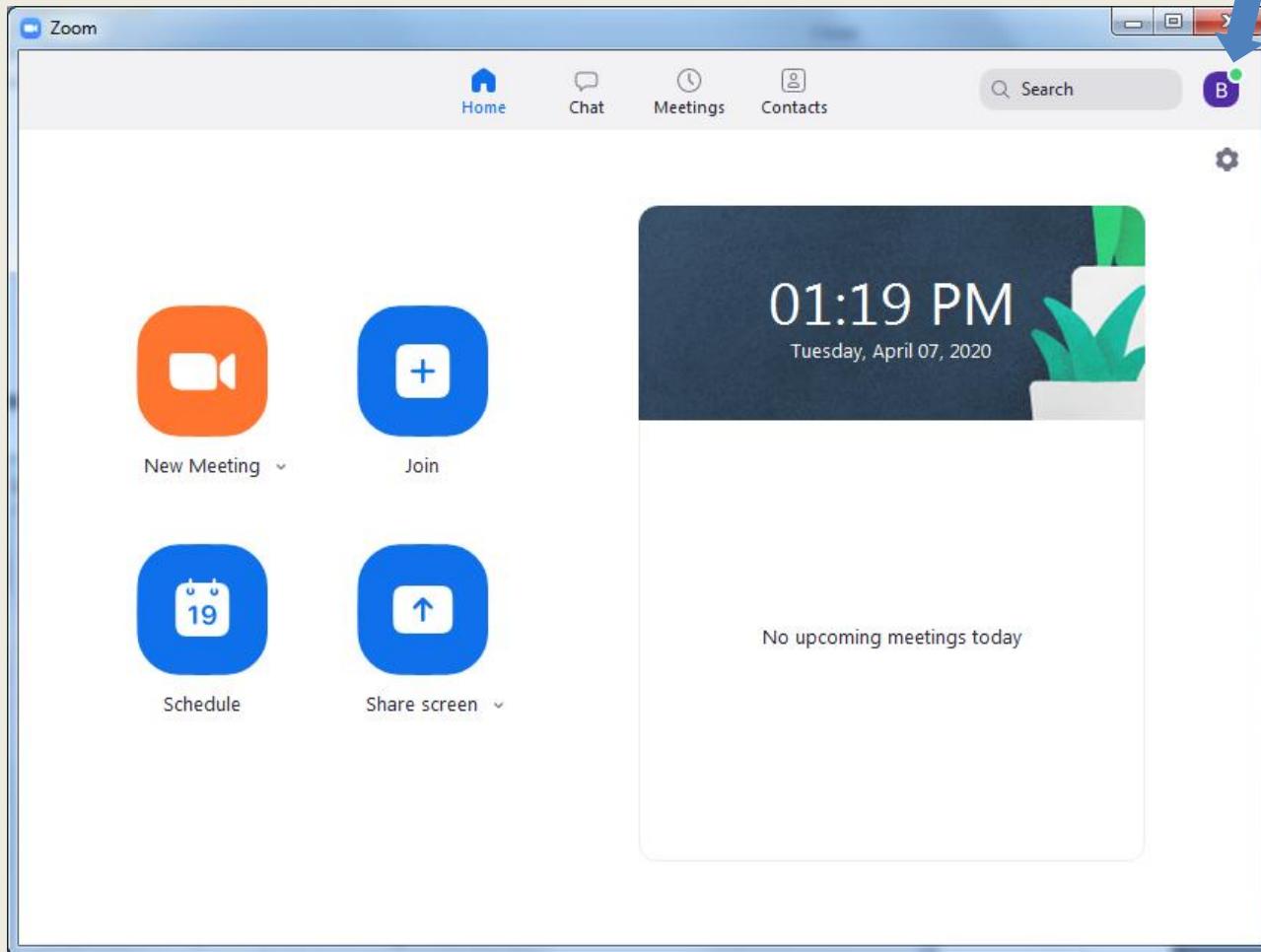


Braicov Andrei
formarematic@gmail.com

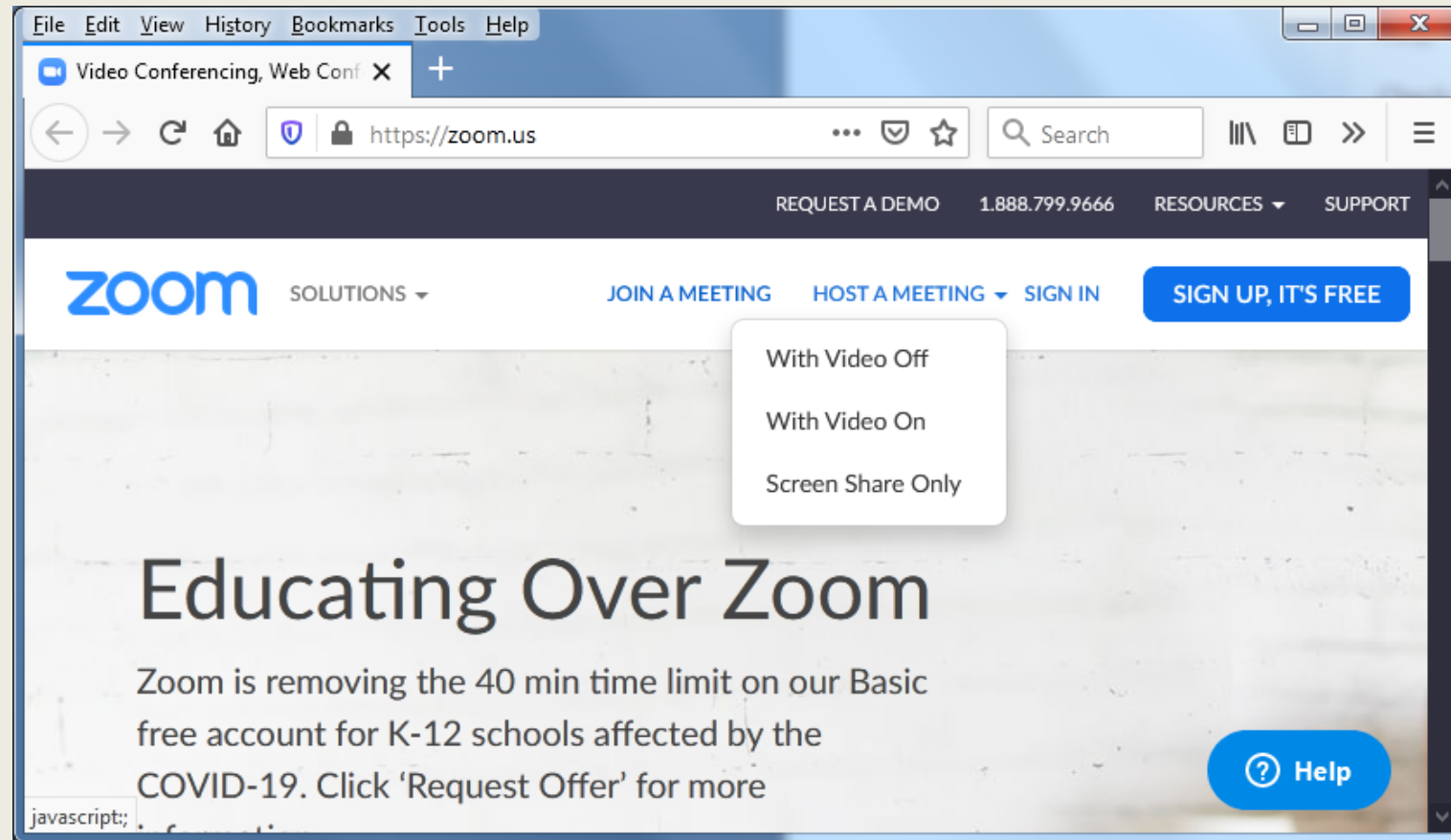
[Create Account](#)

By submitting this form, you agree to the [Terms of Service](#)

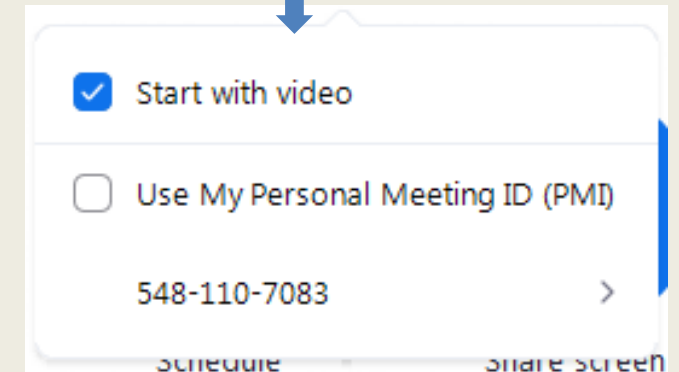
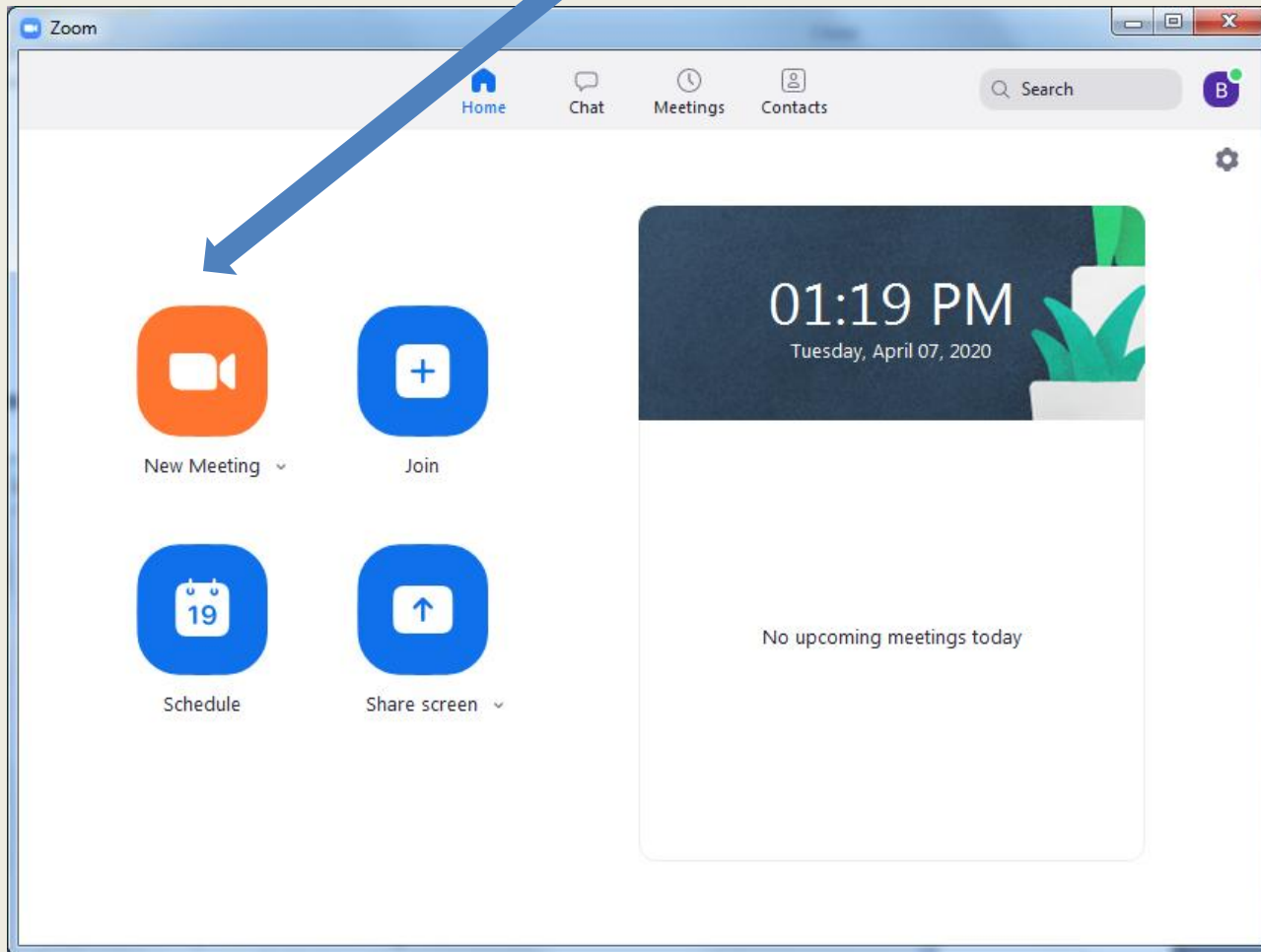
Apare fereastra Zoom. Apăsând butonul afișăm fereastra de personalizare a utilizatorului:



Putem iniția o conferință web direct din **browser** accesând **HOST A MEETING**, apoi **With Video On** :

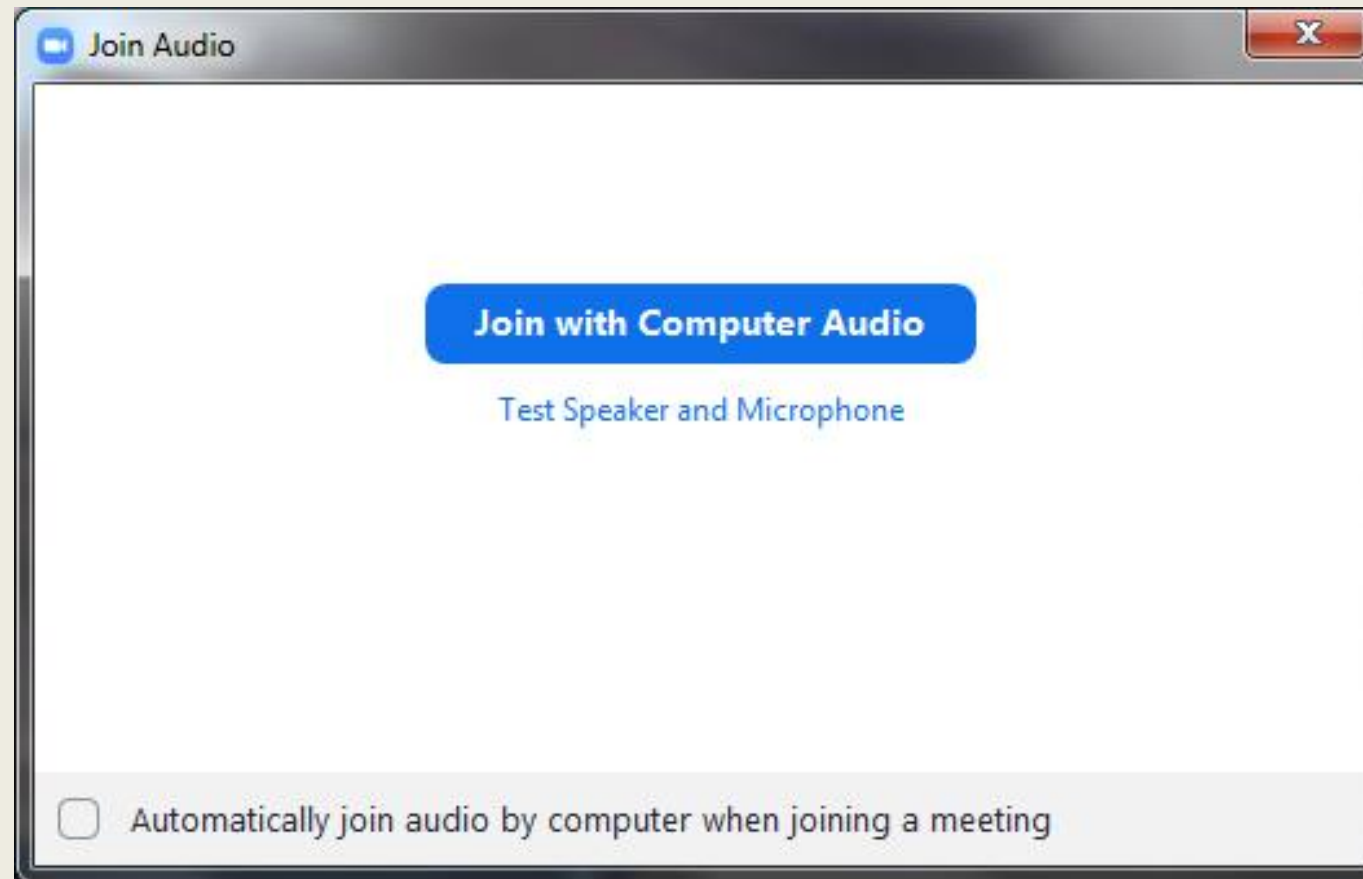


...sau putem din fereastra Zoom să alegem Start with video din opțiunea New meeting :



Apare fereastra Join Audio.

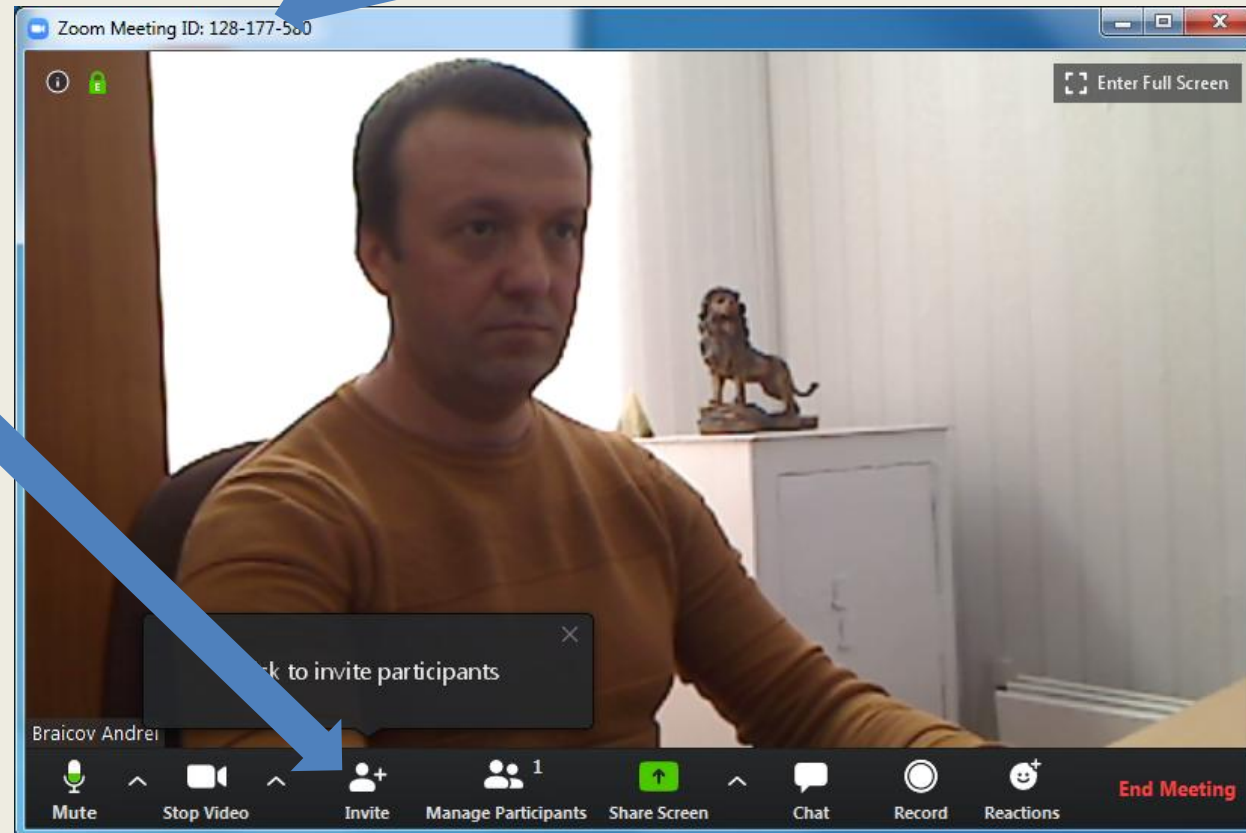
Apăsăm pe butonul Join with Computer Audio.

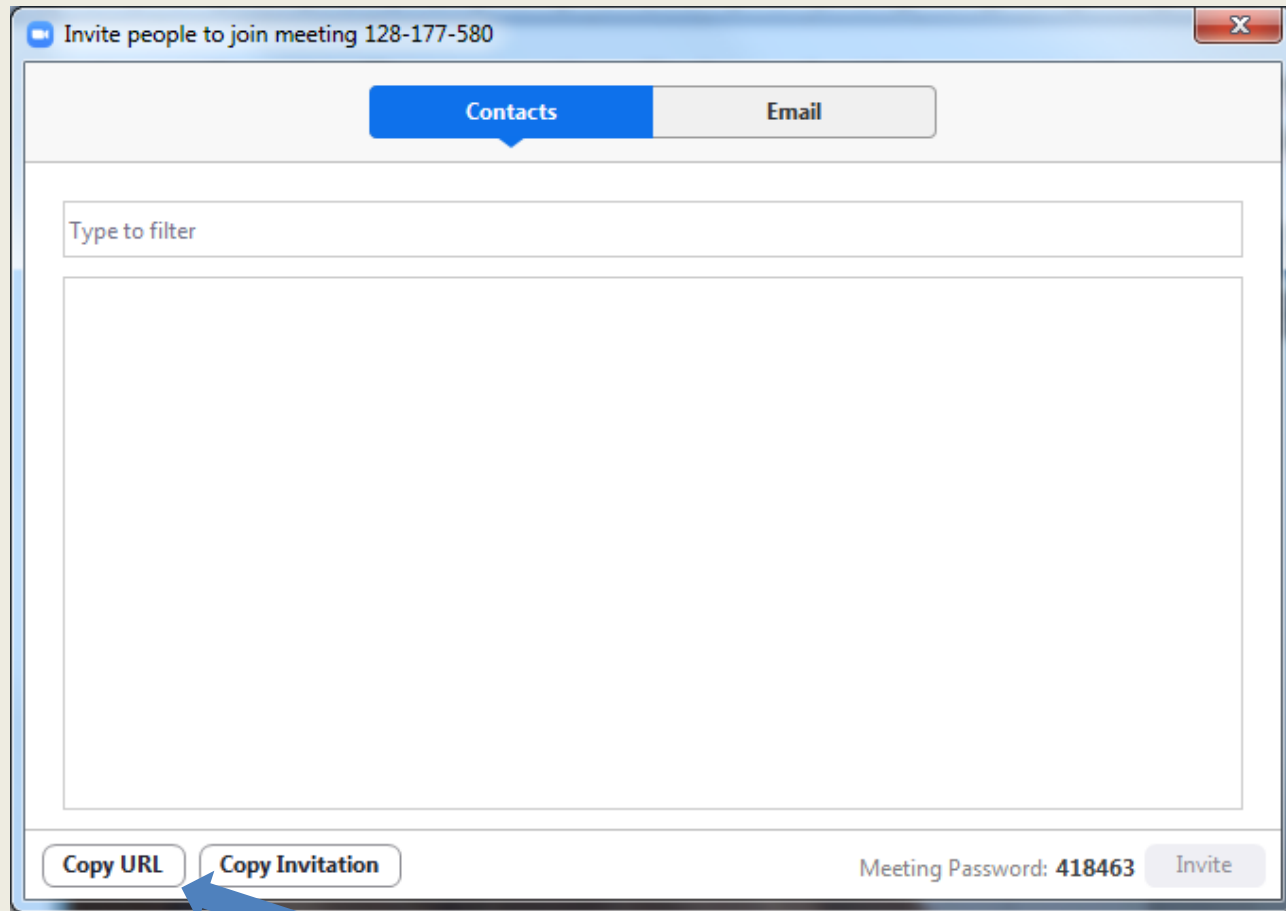


Apare fereastra Zoom meeting.

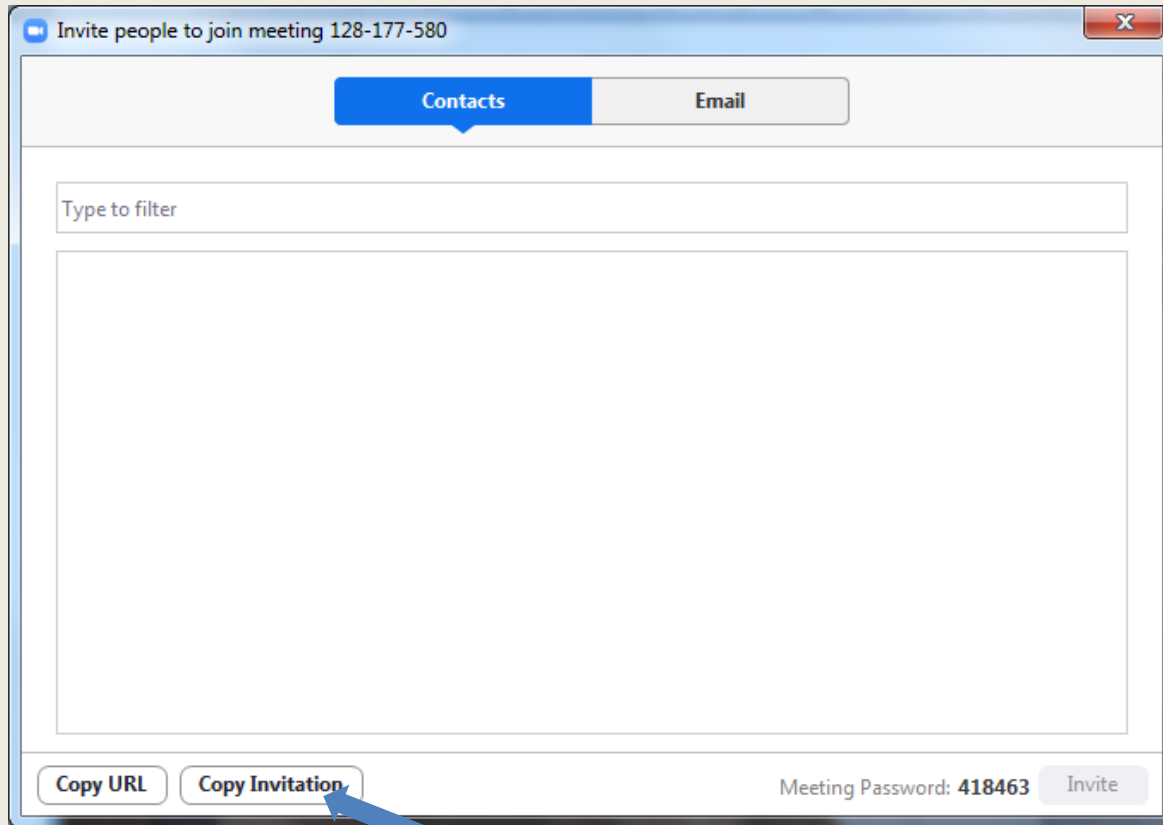
Pe bara de titlu a acestei ferestre vedem ID-ul conferinței.

Invităm
studentii





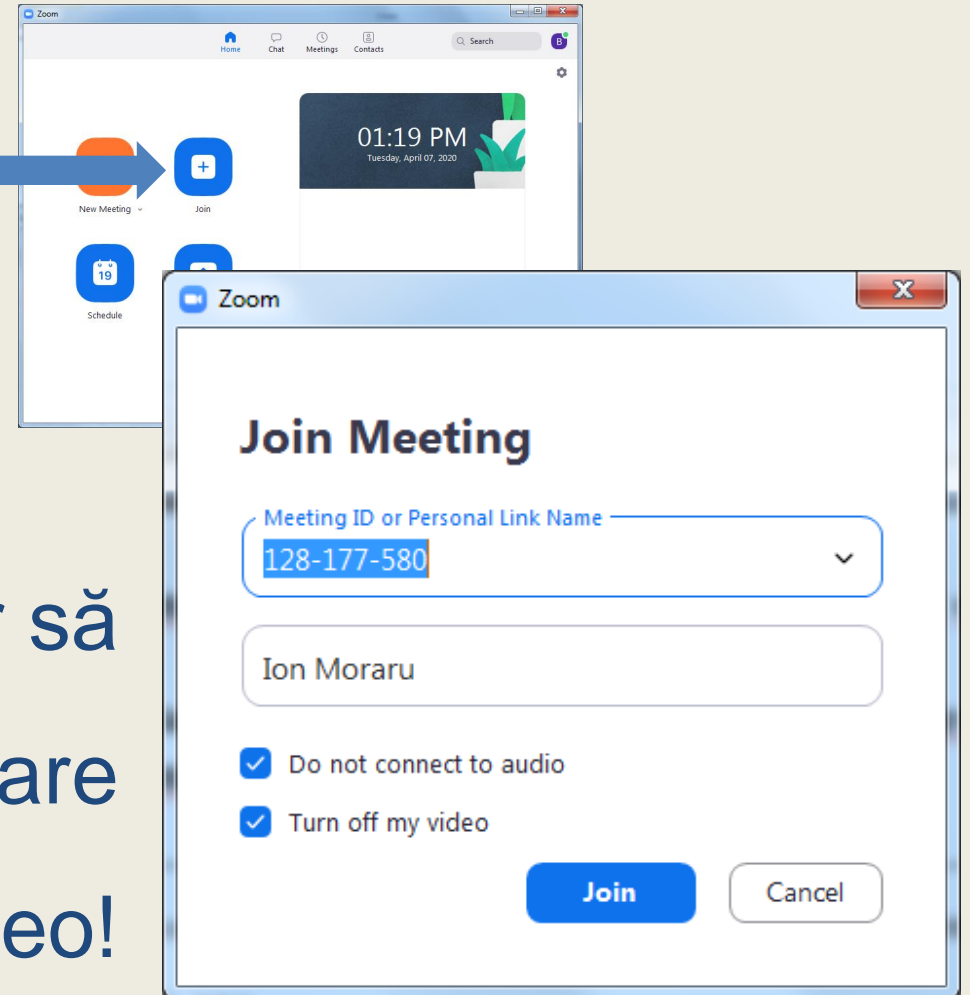
Dacă apăsăm butonul Copy URL, atunci Link-ul conferinței se va copia în Clipboard. Acesta poate fi trimis participanților prin e-mail, Viber, Whatsapp, Skype, etc.



```
Join Zoom Meeting  
https://us04web.zoom.us/j/128177580?pwd=T093NXEzZ252bGxnSjN4MEFOVHBnZz09  
Meeting ID: 128 177 580  
Password: 418463
```

Butonul Copy Invitation copie în Clipboard mesajul de invitare (în care se conțin URL-ul, ID-ul și parola conferinței web).

Elevii, de asemenea, trebuie să aibă instalat Zoom.
Pentru conectarea la conferința web ei vor accesa
butonul Join din fereastra Zoom.

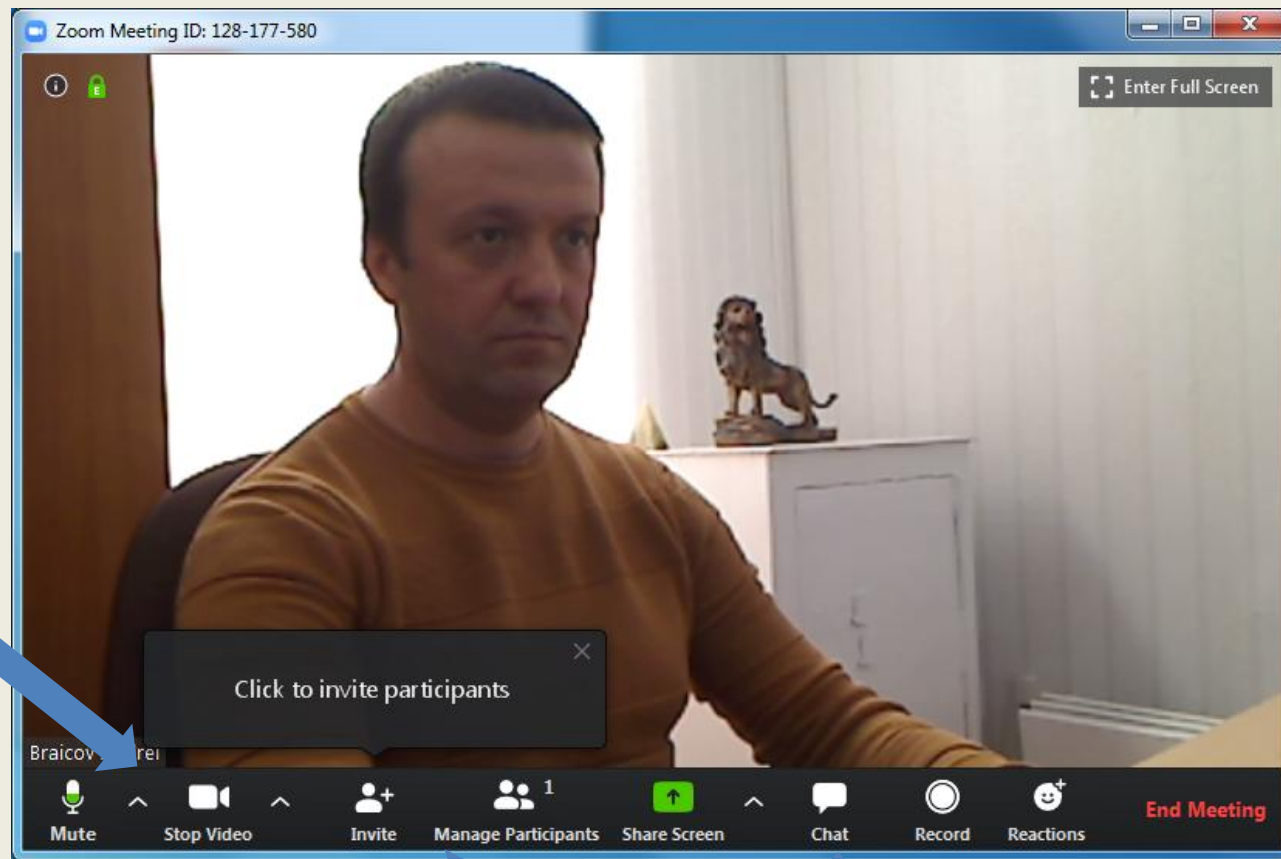


Recomandăm elevilor să
dezactiveze la conectare
opțiunile audio/video!

Fereastra Zoom Meeting

Conectăm/deconectăm propriul microfon și/sau camera video.

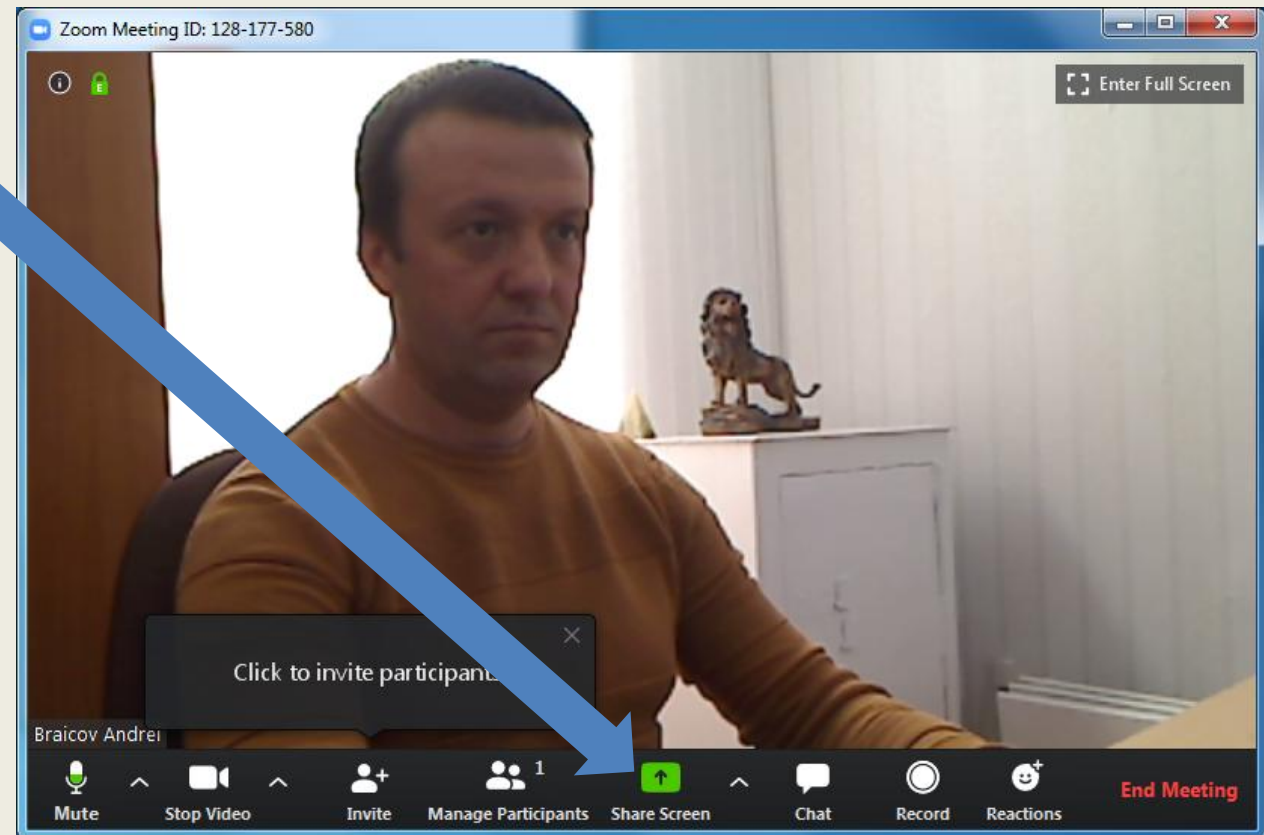
Conectăm/deconectăm microfonul și/sau camera video a fiecărui elev, precum și organizăm comunicarea cu ei.



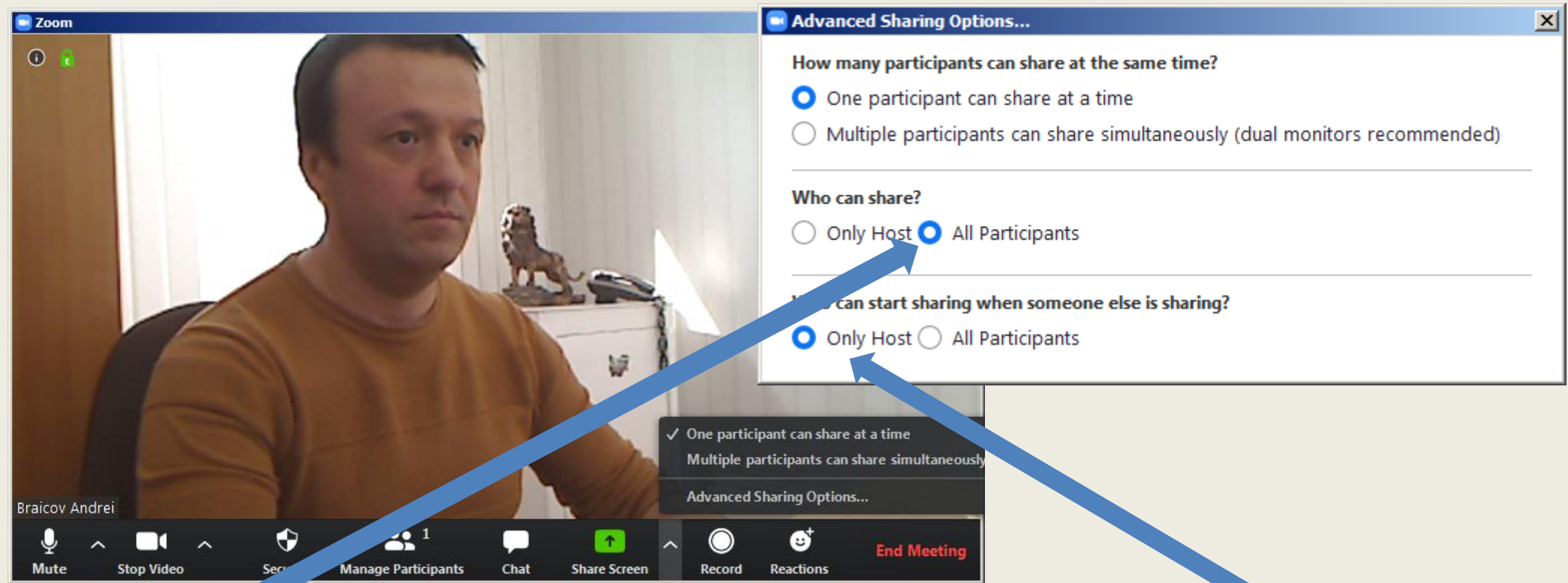
Permite să comunicăm prin mesaje cu elevii.

Ferastra Zoom meeting

Share Screen permite să partajăm cu studenții ecranul profesorului.



Zoom meeting. Opțiunea Share Screen/Advanced Sharing Options



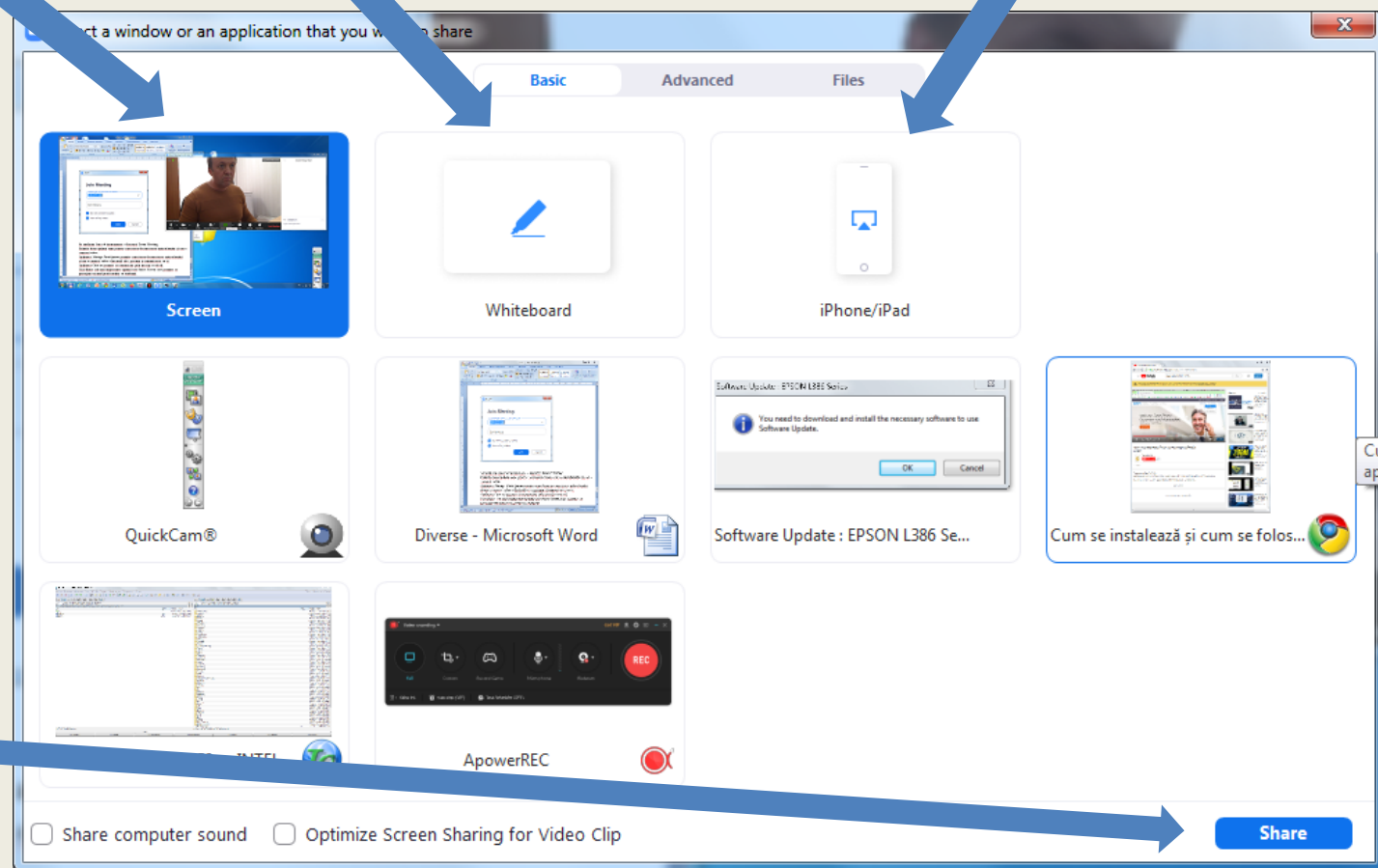
Orice participant va putea partaja ecranul său!

Doar profesorul va putea porni partajarea.

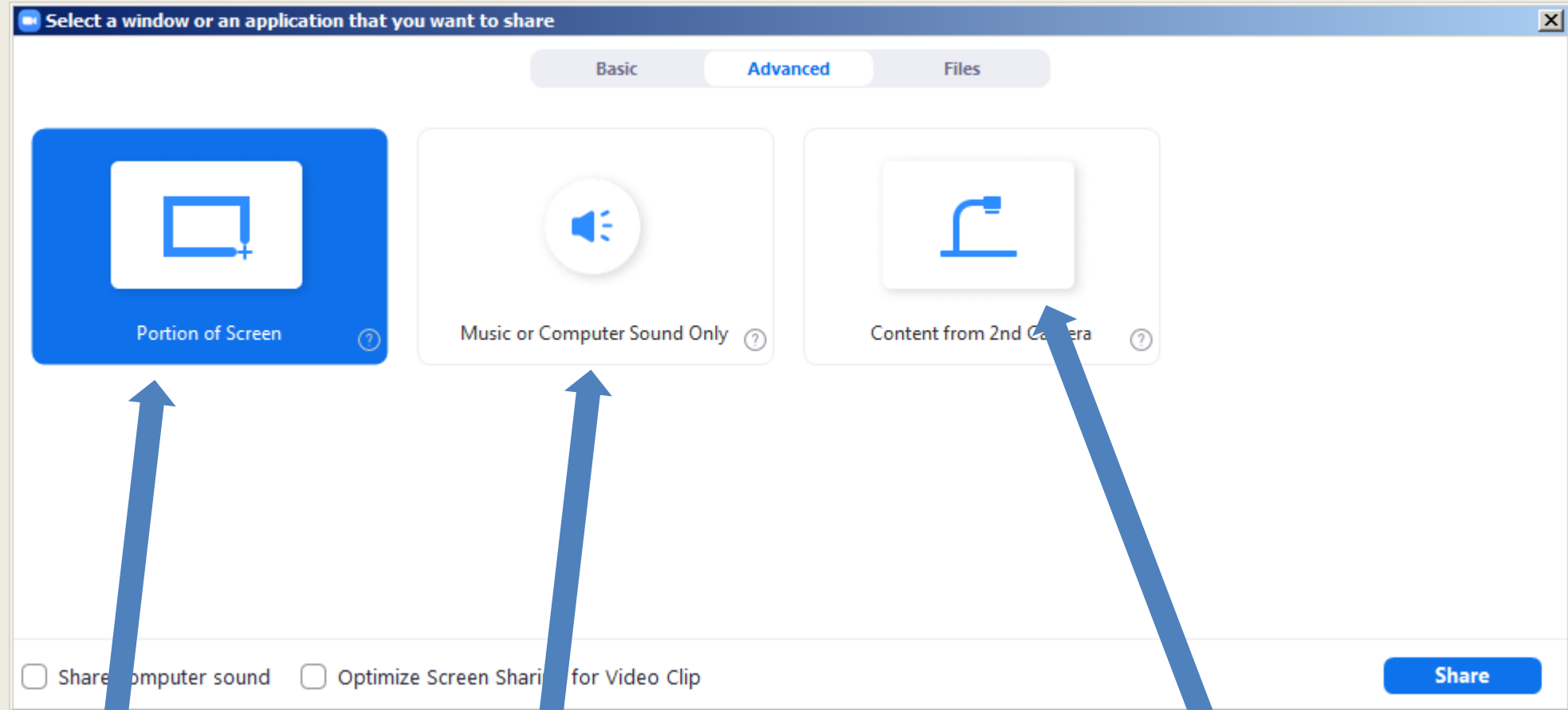
Putem partaja: tot ecranul; tabla de lucru; ecranul dispozitivului mobil;

fereastra oricărei aplicații deschise la moment pe dispozitivul profesorului.

Selectăm elementul pe care dorim să-l partajăm și apăsăm Share.



Pagina **Advanced** din aceeași fereastră.



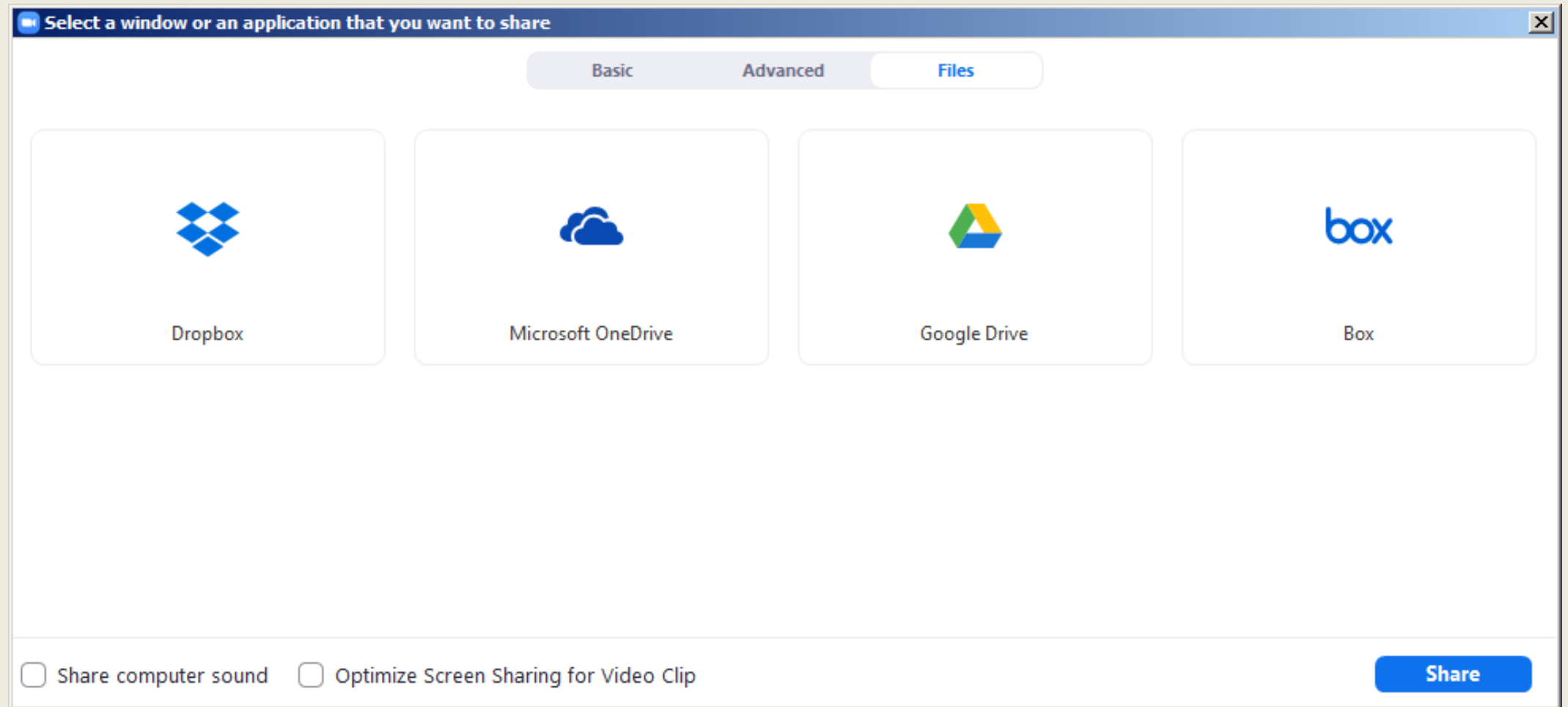
Partajăm
doar:

o porțiune de ecran

sunetul

document camera

Pagina **Files** din aceeași fereastră. Partajarea fișierelor.



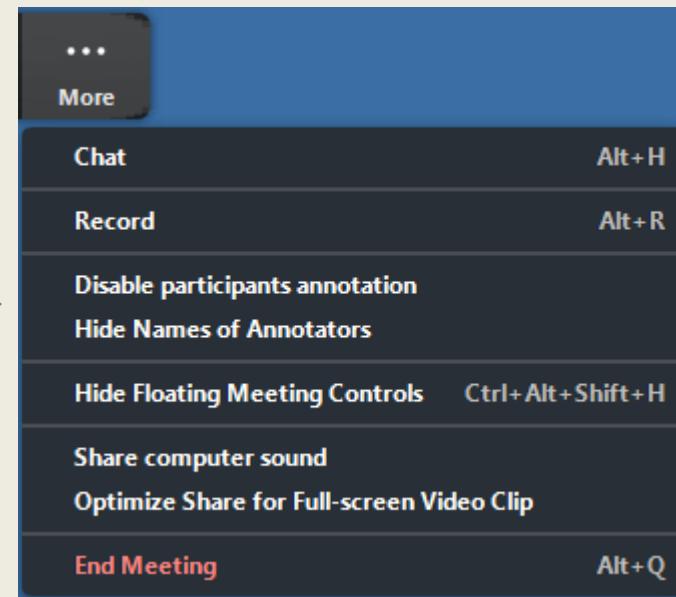
Am partajat fereastra Paint.

The image shows a Zoom meeting interface with the Microsoft Paint application open. The Zoom toolbar at the top includes Mute, Start Video, Security, Manage Participants, New Share, Pause Share, Annotate, and More. The Paint window shows a drawing of a green triangle inscribed in a blue circle. The Zoom status bar displays ID: 189-338-975 and a Stop Share button. The More menu is open, showing options like Chat, Record, and End Meeting.

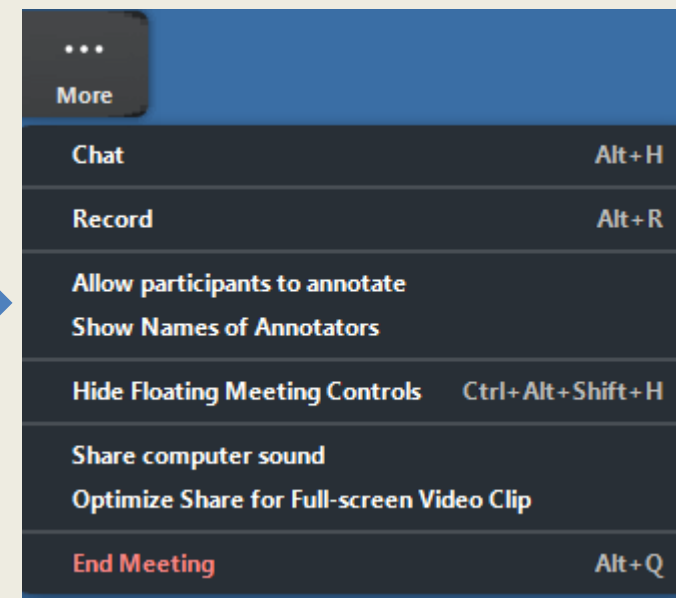
Option	Shortcut
Chat	Alt+H
Record	Alt+R
Disable participants annotation	
Show Names of Annotators	
Hide Floating Meeting Controls	Ctrl+Alt+Shift+H
Share computer sound	
Optimize Share for Full-screen Video Clip	
End Meeting	Alt+Q

Meniul ...More

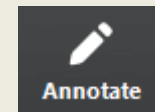
Permitem participanților să facă notații pe ecranul partajat.



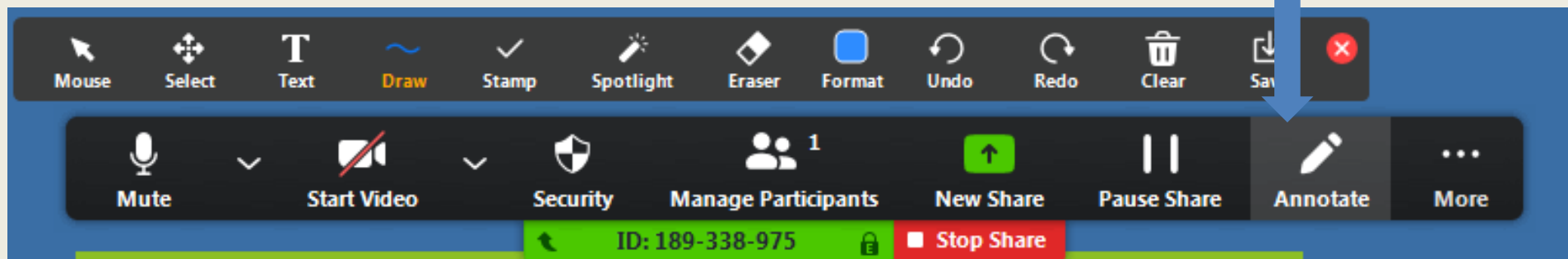
Interzicem participanților să facă notații pe ecranul partajat.



Pentru a face notări în timpul sesiunii selectăm Annotate



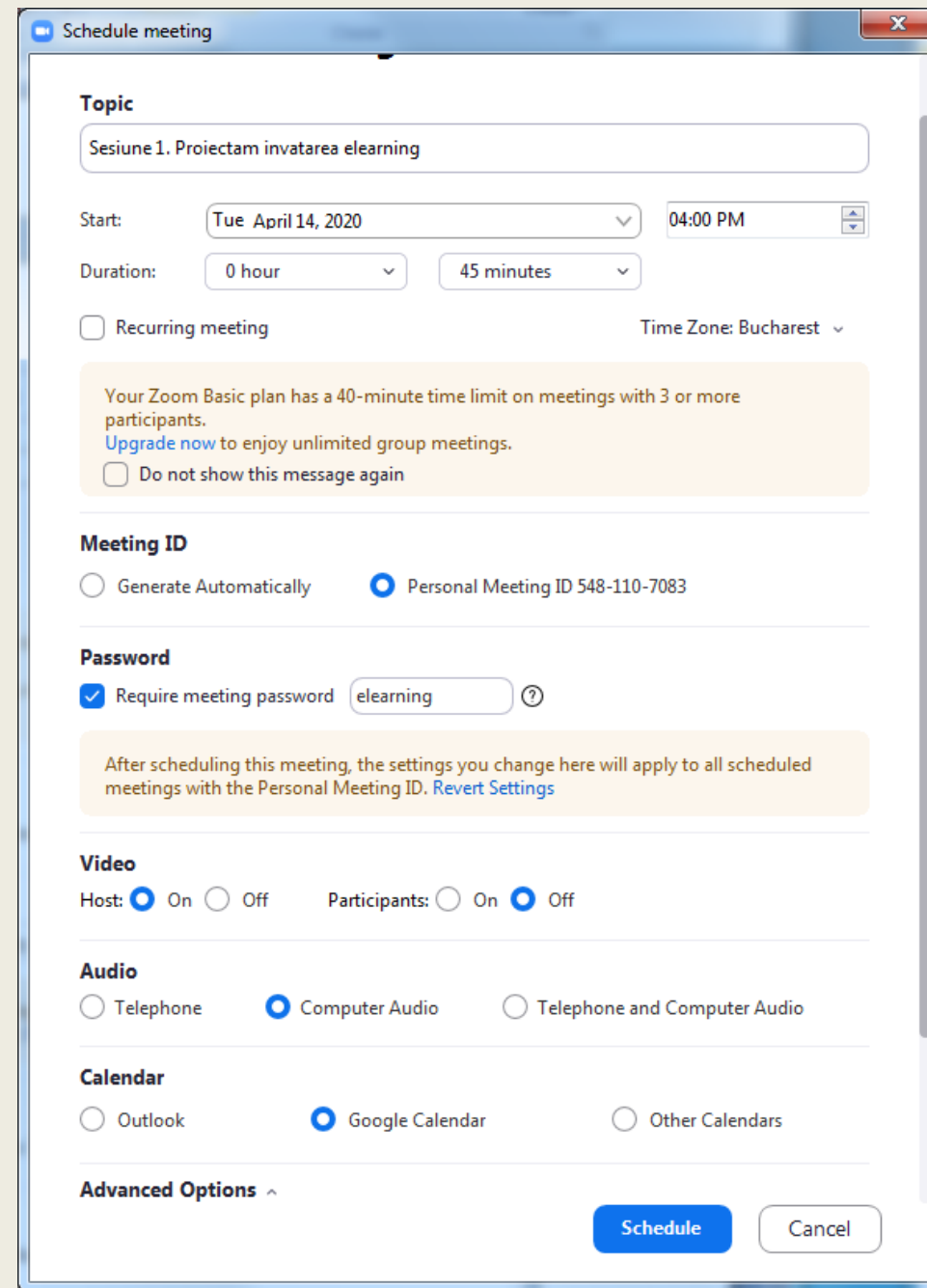
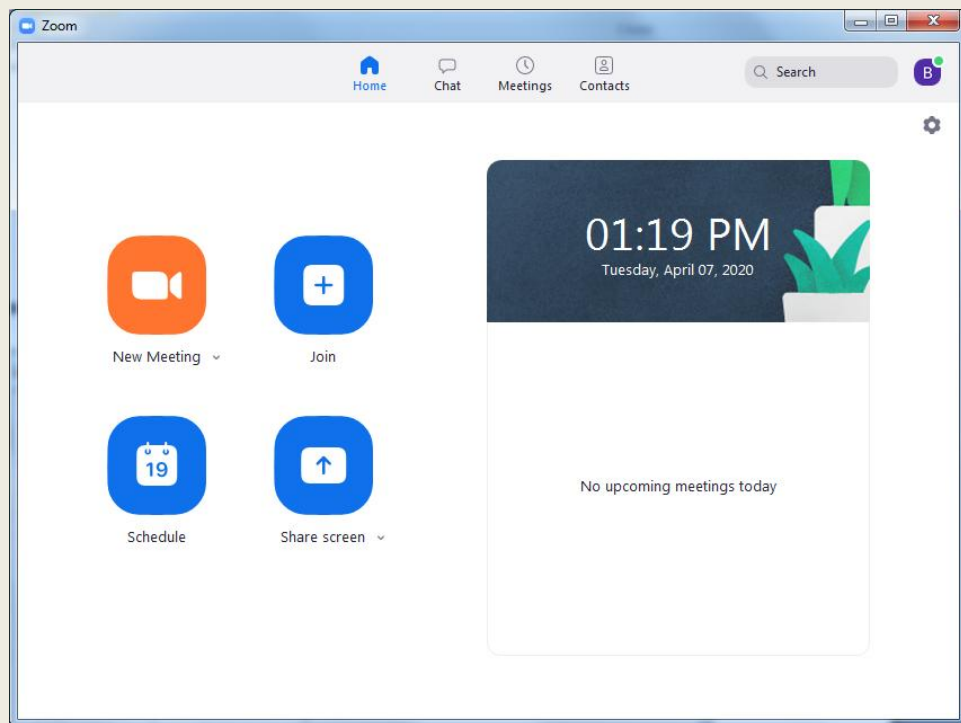
Apare pagina cu instrumente pentru notare.





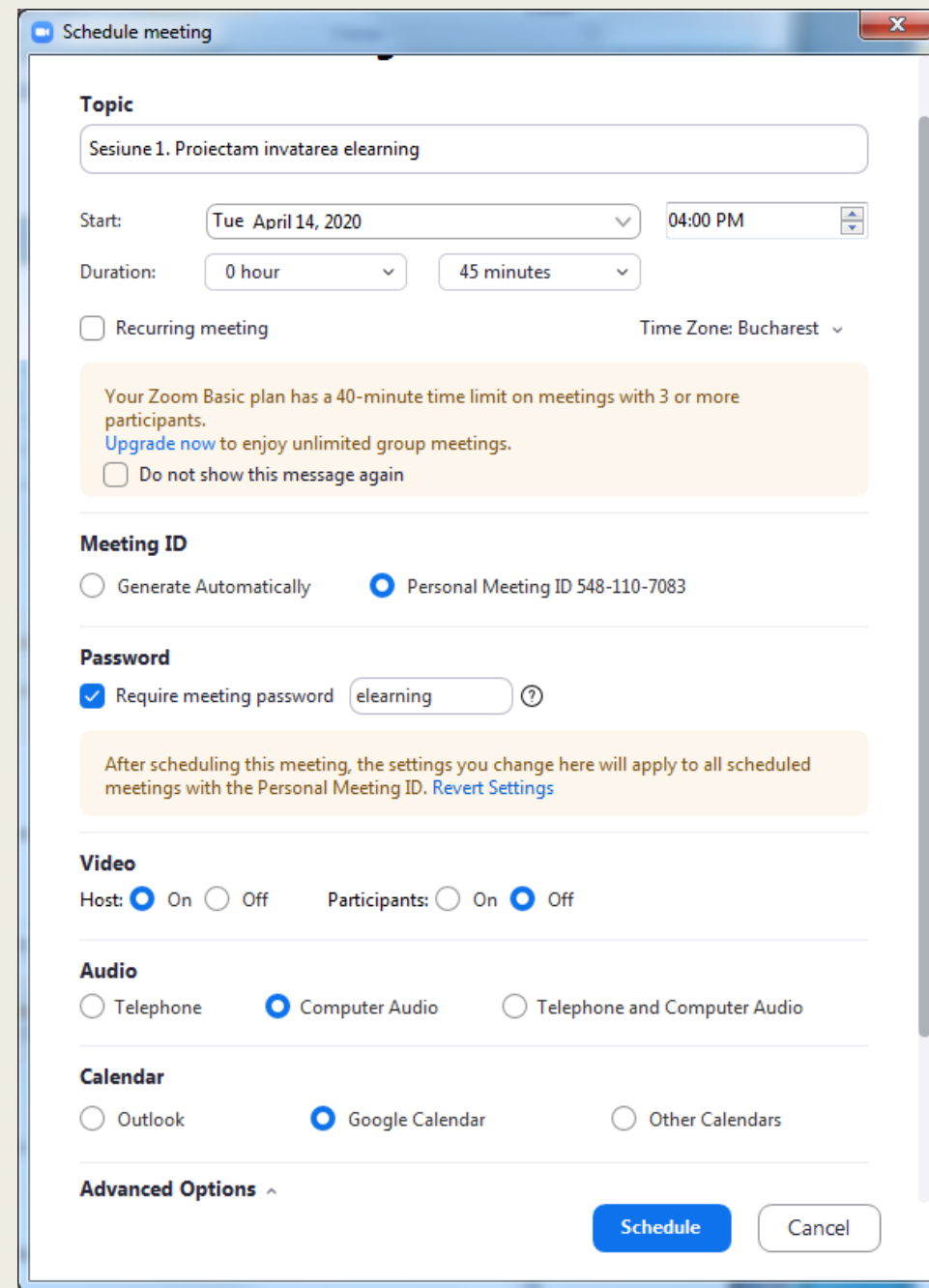
Cum planificăm din timp o conferință web
cu Zoom?

În fereastra Zoom apăsăm pe butonul Schedule. Apare fereastra Schedule meeting.



Completăm:

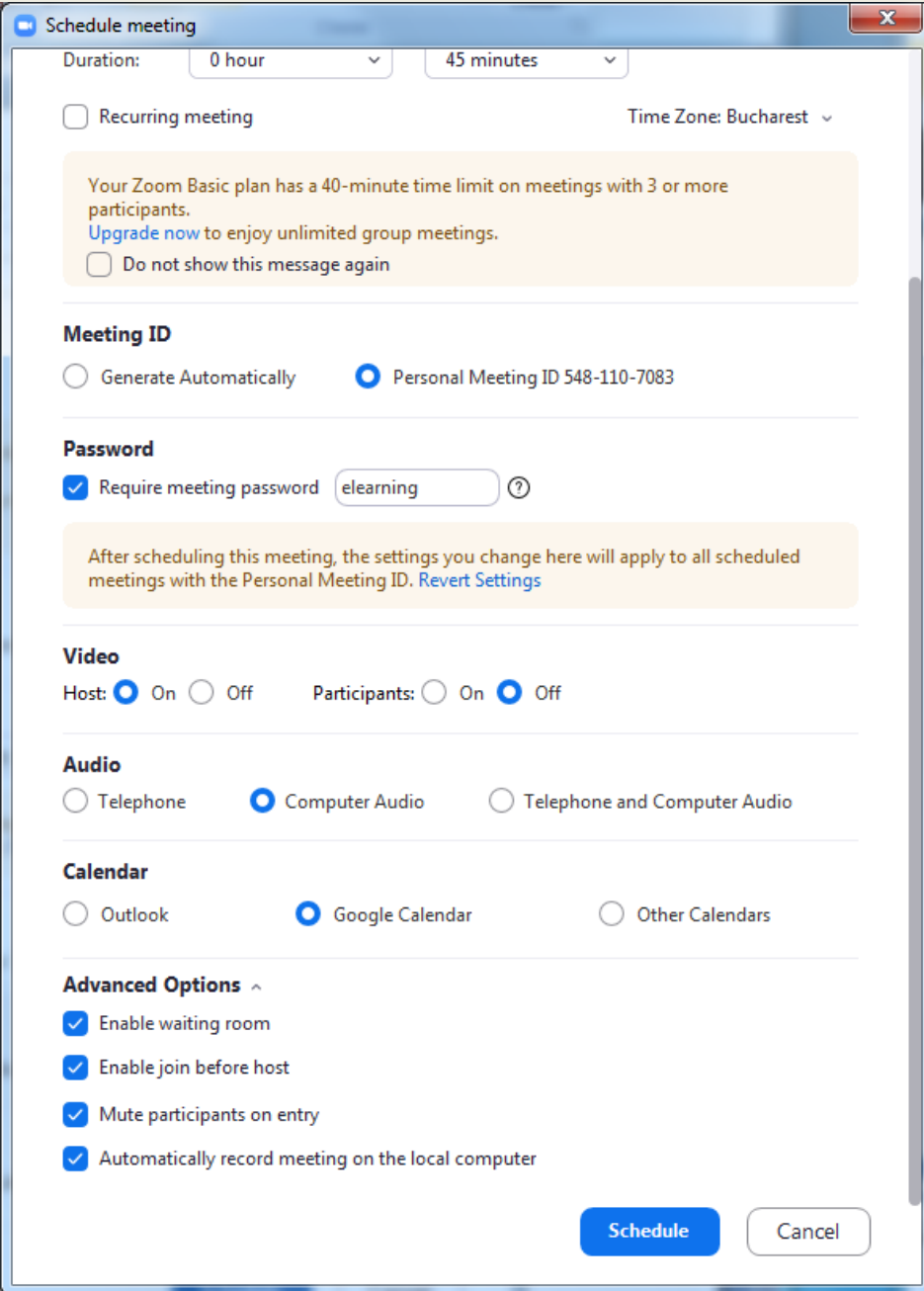
- ☑ denumirea conferinței;
- ☑ data & timpul începerii;
- ☑ durata conferinței;
- ☑ setăm fusul orar;
- ☑ alegem ID-ul personal Zoom;
- ☑ video pentru profesor activ;
- ☑ video pentru elev deconectat;



The screenshot shows the 'Schedule meeting' window in Zoom. The 'Topic' field contains 'Sesiune 1. Proiectam invatarea elearning'. The 'Start' date is 'Tue April 14, 2020' and the time is '04:00 PM'. The 'Duration' is set to '0 hour' and '45 minutes'. The 'Recurring meeting' checkbox is unchecked, and the 'Time Zone' is 'Bucharest'. A yellow warning box states: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Do not show this message again'. The 'Meeting ID' section has 'Personal Meeting ID 548-110-7083' selected. The 'Password' section has 'Require meeting password' checked with the password 'elearning'. A yellow note says: 'After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. Revert Settings'. The 'Video' section has 'Host: On' and 'Participants: Off' selected. The 'Audio' section has 'Computer Audio' selected. The 'Calendar' section has 'Google Calendar' selected. At the bottom, there are 'Schedule' and 'Cancel' buttons.

Completăm:

- setăm audio al calculatorului.
- utilizăm Google calendar pentru a păstra și în e-mail evenimentul – conferință.
- Permitted elevilor să se poată conecta din timp la conferință.
- Elevii vor putea să se conecteze la conferință cu permisiunea profesorului.



The screenshot shows the 'Schedule meeting' dialog box in Zoom. The duration is set to 0 hour and 45 minutes. The time zone is Bucharest. There is a warning about the 40-minute limit for meetings with 3 or more participants. The meeting ID is set to Personal Meeting ID 548-110-7083. The password is 'elearning'. The video settings are Host: On, Participants: Off. The audio settings are Computer Audio. The calendar is set to Google Calendar. The advanced options are: Enable waiting room, Enable join before host, Mute participants on entry, and Automatically record meeting on the local computer. The 'Schedule' button is highlighted in blue.

Schedule meeting

Duration: 0 hour 45 minutes

Recurring meeting Time Zone: Bucharest

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
[Upgrade now](#) to enjoy unlimited group meetings.
 Do not show this message again

Meeting ID

Generate Automatically Personal Meeting ID 548-110-7083

Password

Require meeting password ?

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Calendar

Outlook Google Calendar Other Calendars

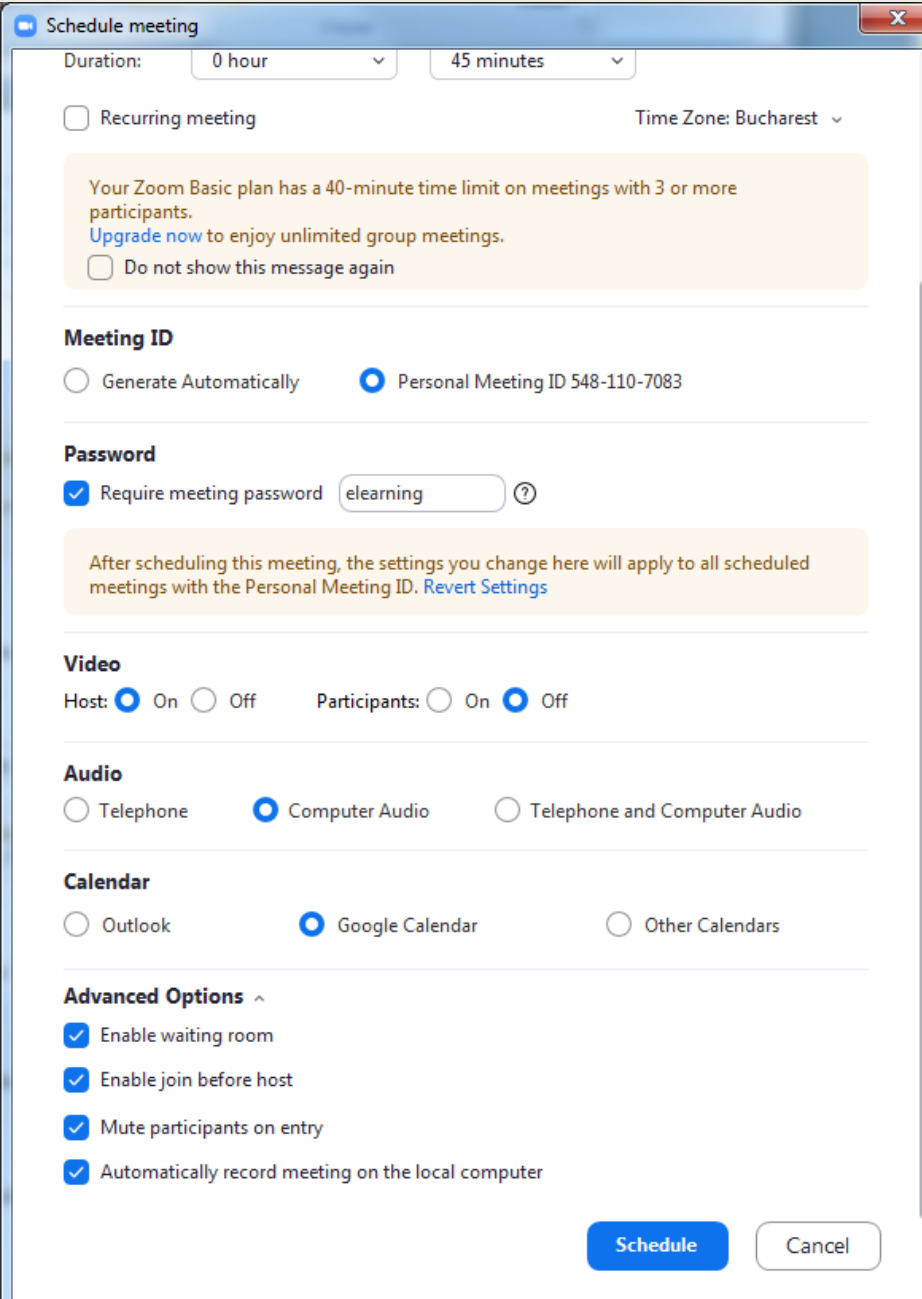
Advanced Options

Enable waiting room
 Enable join before host
 Mute participants on entry
 Automatically record meeting on the local computer

Completăm:

Microfonul participanților va fi deconectat la intrare.

Conferința automat se va înregistra. Fișierul video se va obține la sfârștul conferinței.



The screenshot shows the 'Schedule meeting' dialog box in Zoom. The duration is set to 0 hours and 45 minutes. The time zone is Bucharest. There is a notification about the 40-minute limit for Zoom Basic plan meetings with 3 or more participants. The meeting ID is set to 'Personal Meeting ID 548-110-7083'. The password is 'elearning'. The video settings are Host: On, Participants: Off. The audio settings are Computer Audio. The calendar is set to Google Calendar. The advanced options are all checked: Enable waiting room, Enable join before host, Mute participants on entry, and Automatically record meeting on the local computer. The 'Schedule' button is highlighted in blue.

Duration: 0 hour 45 minutes

Recurring meeting Time Zone: Bucharest

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
[Upgrade now](#) to enjoy unlimited group meetings.
 Do not show this message again

Meeting ID
 Generate Automatically Personal Meeting ID 548-110-7083

Password
 Require meeting password elearning ?

After scheduling this meeting, the settings you change here will apply to all scheduled meetings with the Personal Meeting ID. [Revert Settings](#)

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ^
 Enable waiting room
 Enable join before host
 Mute participants on entry
 Automatically record meeting on the local computer

[Schedule](#) [Cancel](#)

Evenimentul-conferință este notat în Google Calendar:

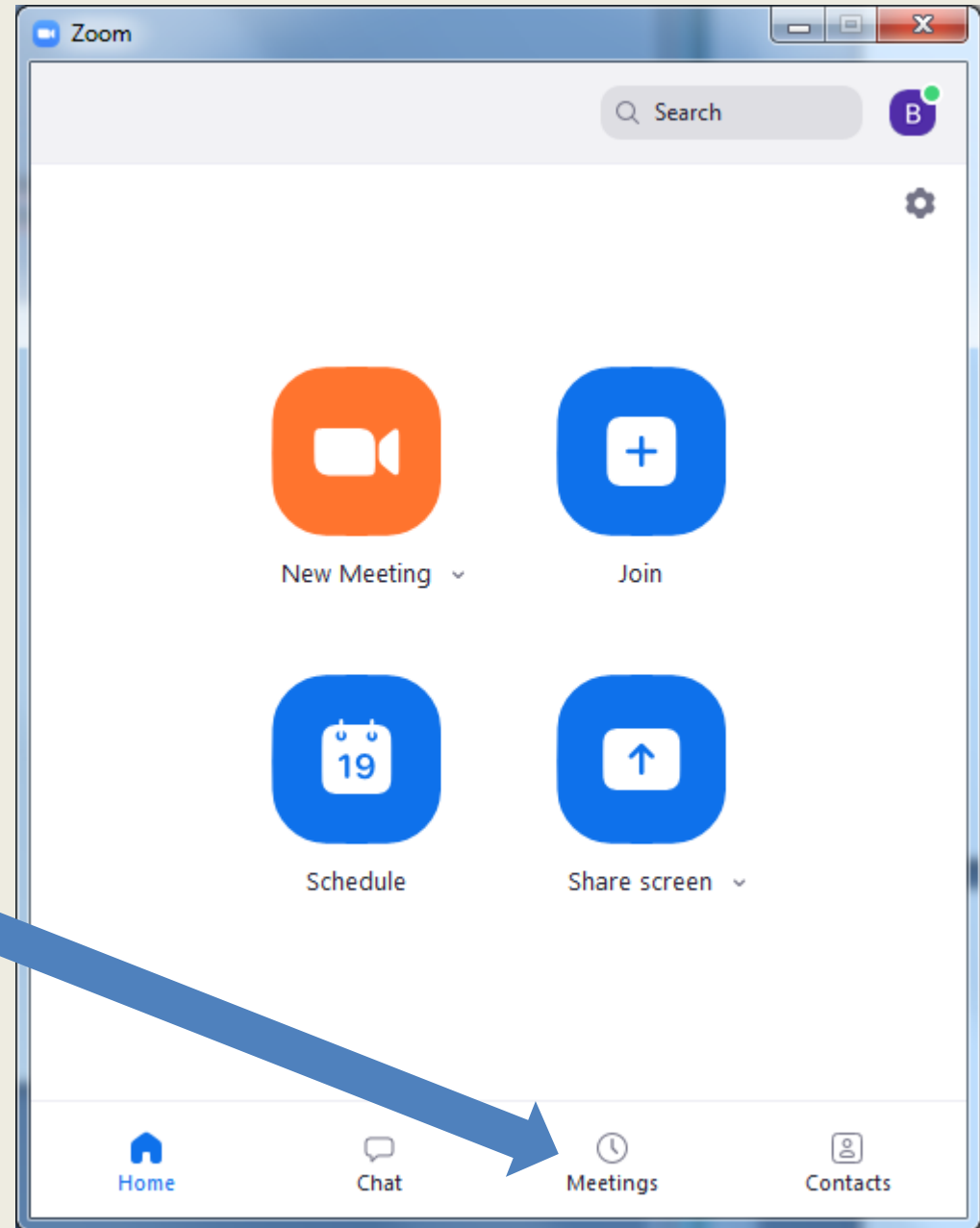
The image displays two overlapping browser windows from Google Calendar. The background window shows the 'Details' page for an event titled 'Sesiunea 1. Proiectam invatarea c' on April 14, 2020, from 4:00 pm to 4:45 pm. It includes a Zoom meeting link, notification settings, and a list of attendees: Braicov Andrei and Reminders.

The foreground window shows a weekly calendar view for April 2020. A pop-up window displays the event details for 'Sesiunea 1. Proiectam invatarea online' on Tuesday, April 14, 2020, from 4:00 to 4:45 pm. The pop-up includes the Zoom meeting link, the meeting ID (548 110 7083), password (elearning), and a reminder set for 30 minutes before the start. The calendar grid shows the event as a blue block on the 14th of April.

Event Details:

- Title:** Sesiunea 1. Proiectam invatarea online
- Date/Time:** Marți, 14 aprilie - 4:00 - 4:45 pm
- Location:** <https://us04web.zoom.us/j/5481107083?pwd=TnhF...>
- Invitation:** Braicov Andrei is inviting you to a scheduled Zoom meeting.
- Join Zoom Meeting:** <https://us04web.zoom.us/j/5481107083?pwd=TnhFNWJsdzIFYXg1NDdoc3haS3ZFUT09>
- Meeting ID:** 548 110 7083
- Password:** elearning
- Reminder:** Cu 30 de minute înainte
- Attendees:** Braicov Andrei, Reminders

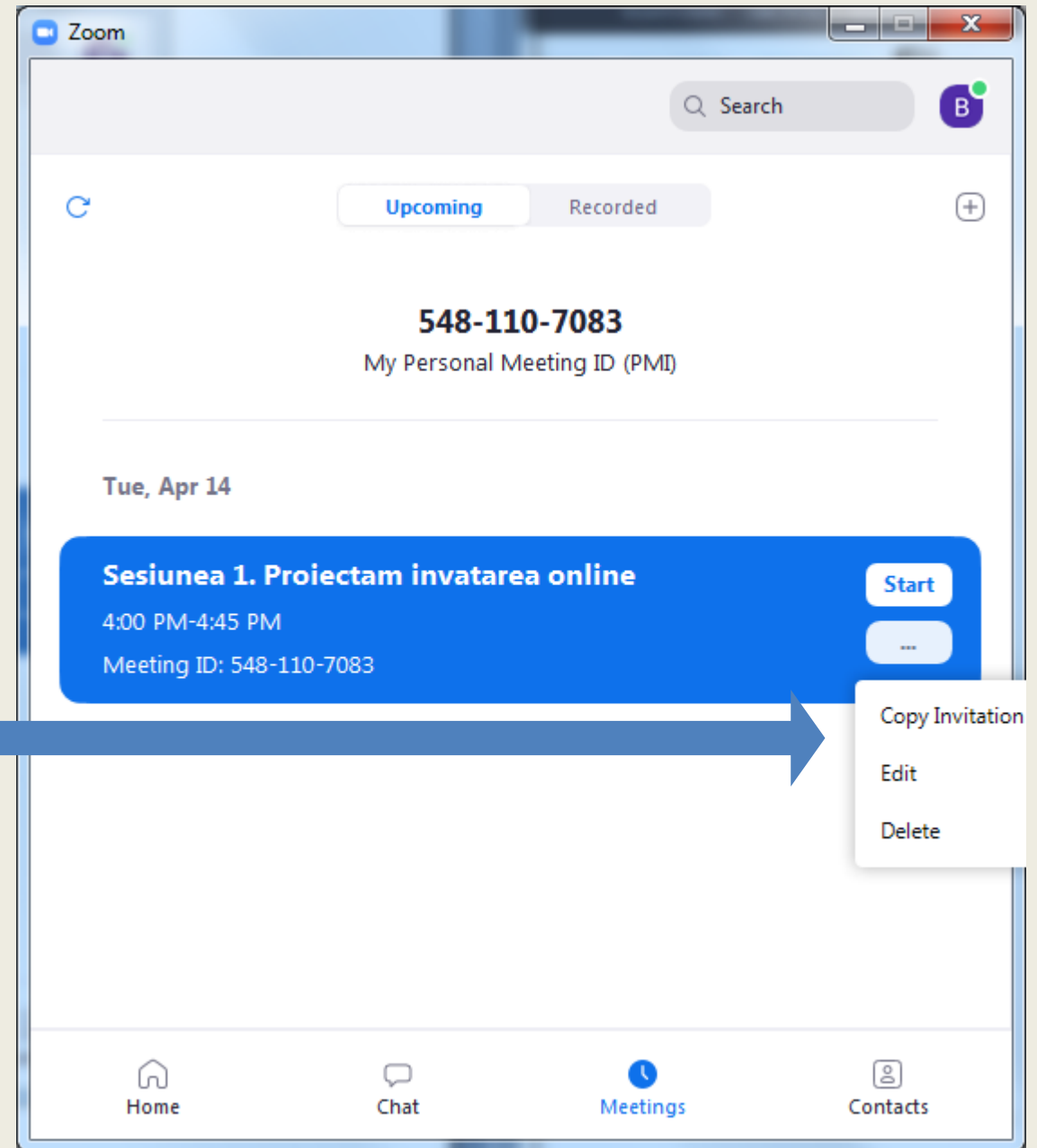
Pentru a invita participanții la o conferință web planificată, în fereastra Zoom alegem Meetings.



Apare lista conferințelor web planificate.

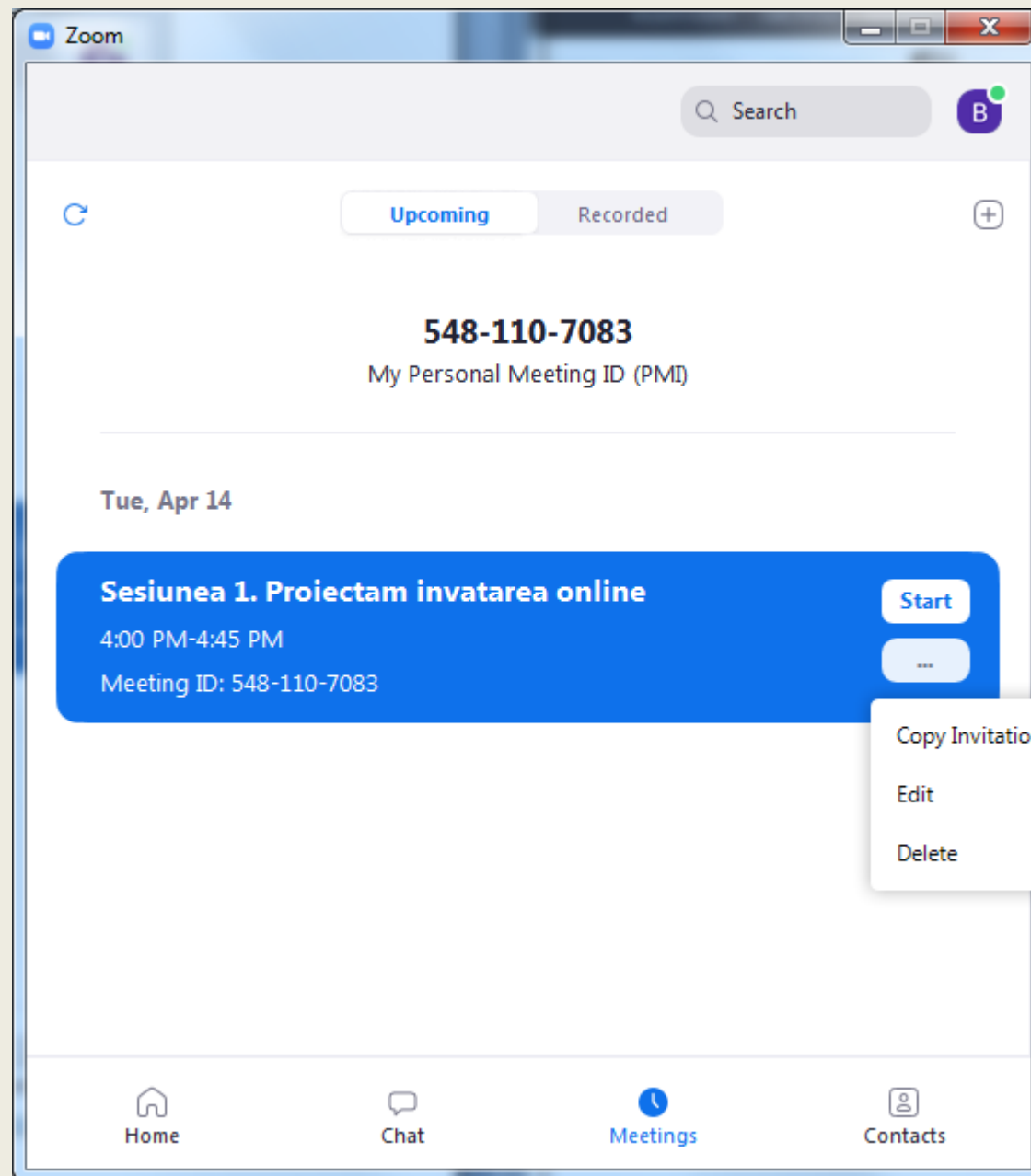
Putem redacta sau șterge conferința web planificată.

Alegem Copy Invitation.



În Clipboard se vor copia datele despre conferință. Le trimitem din timp elevilor (via e-mail etc.)

```
Braicov Andrei is inviting you to a  
scheduled Zoom meeting.  
Topic: Sesiunea 1. Proiectam invatarea  
online  
Time: Apr 14, 2020 04:00 PM Bucharest  
Join Zoom Meeting  
https://us04web.zoom.us/j/5481107083?pwd=ThFNWJsdzlFYXg1NDdoc3haS3ZFUT09  
Meeting ID: 548 110 7083  
Password: elearning
```





**Cum organizăm comunicarea
(sincronă/asincronă) cu Skype?**

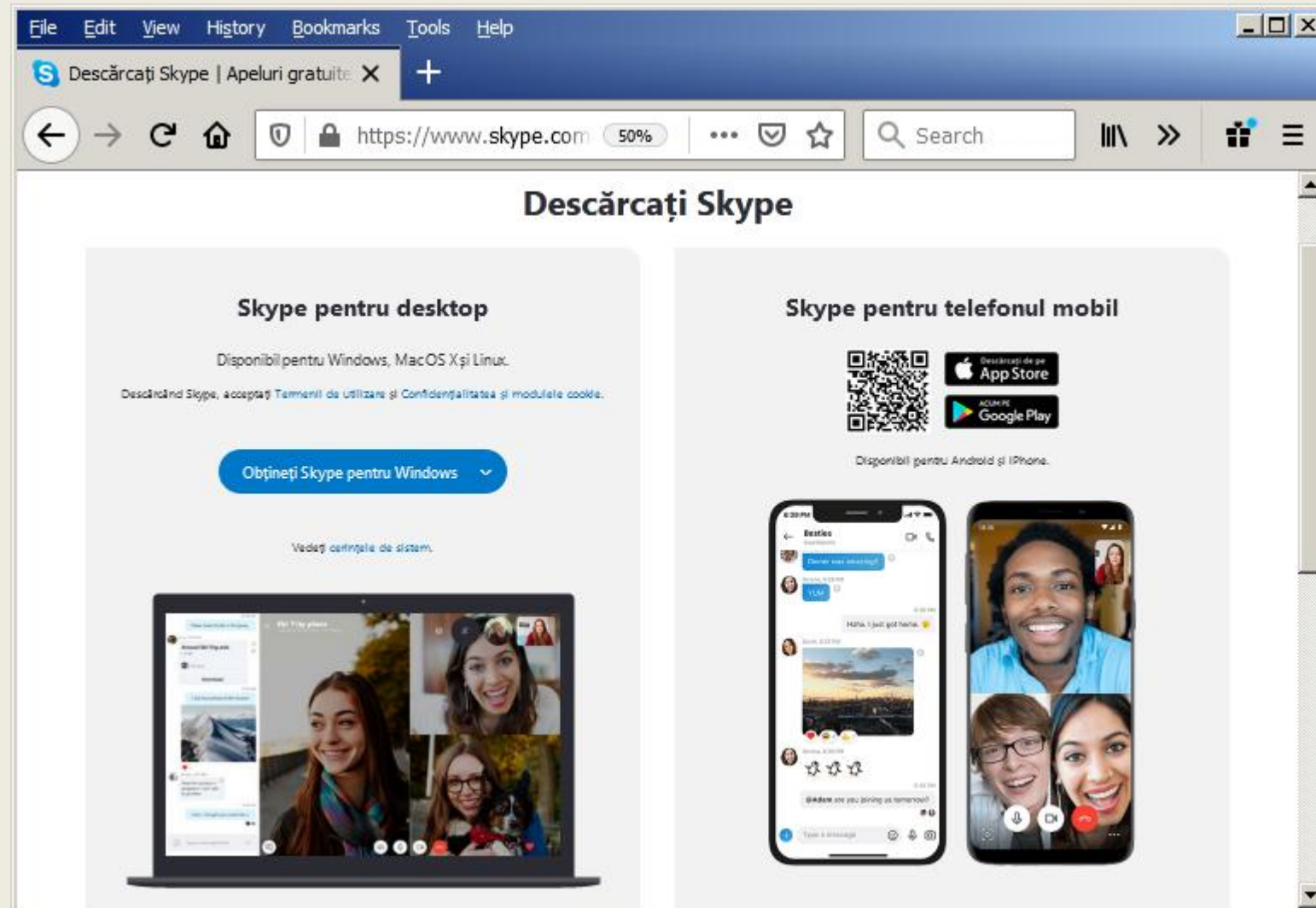




Vom vorbi despre organizarea:

- comunicării de grup cu Skype;
- conferințelor web cu Skype.

Instalăm Skype: www.skype.com/download

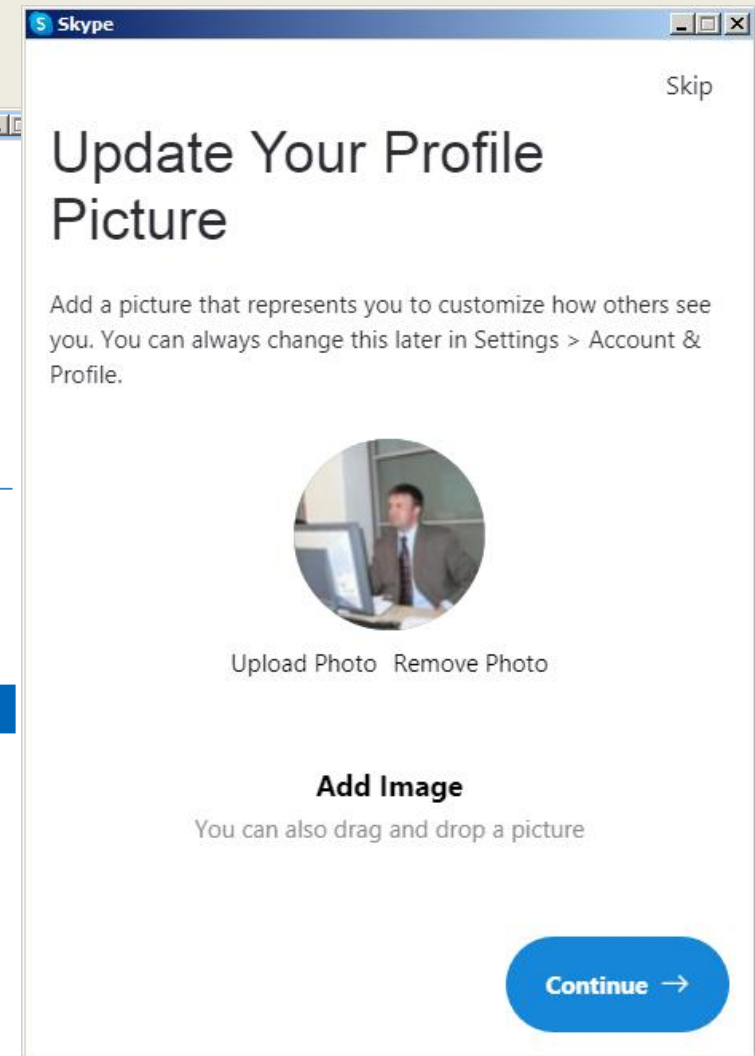
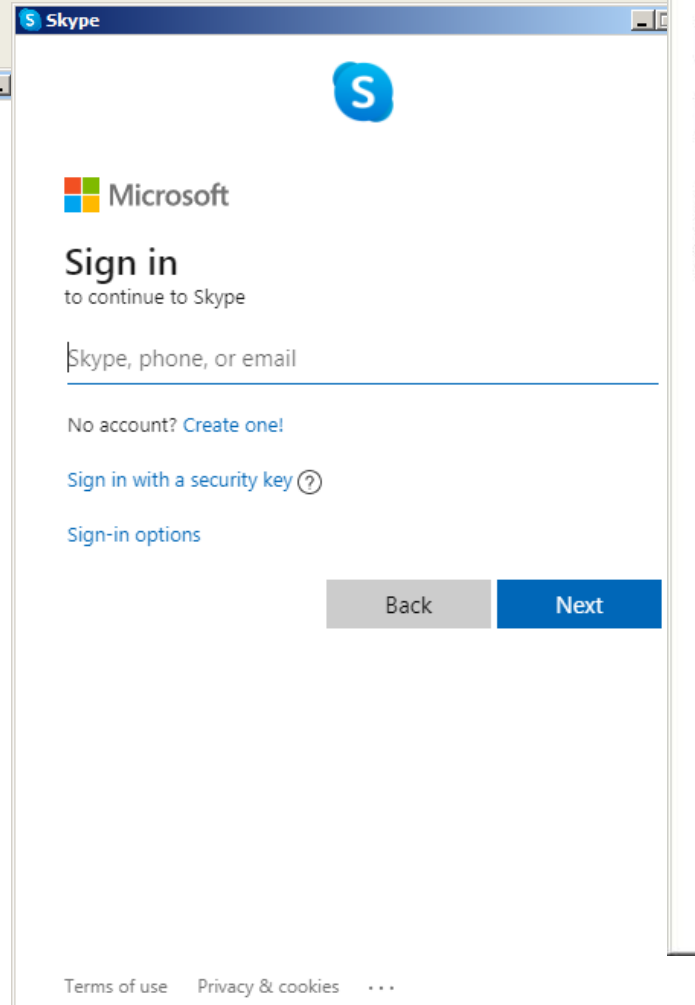
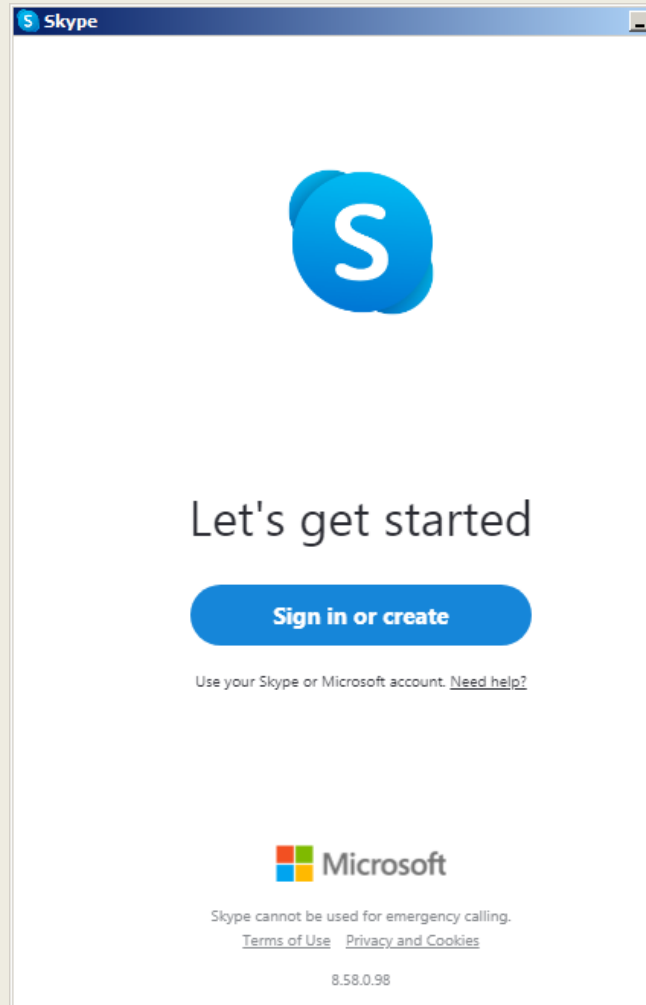


The image shows a web browser window displaying the Skype download page. The browser's address bar shows the URL <https://www.skype.com> with a 50% zoom level. The page title is "Descărcați Skype | Apeluri gratuite". The main heading is "Descărcați Skype".

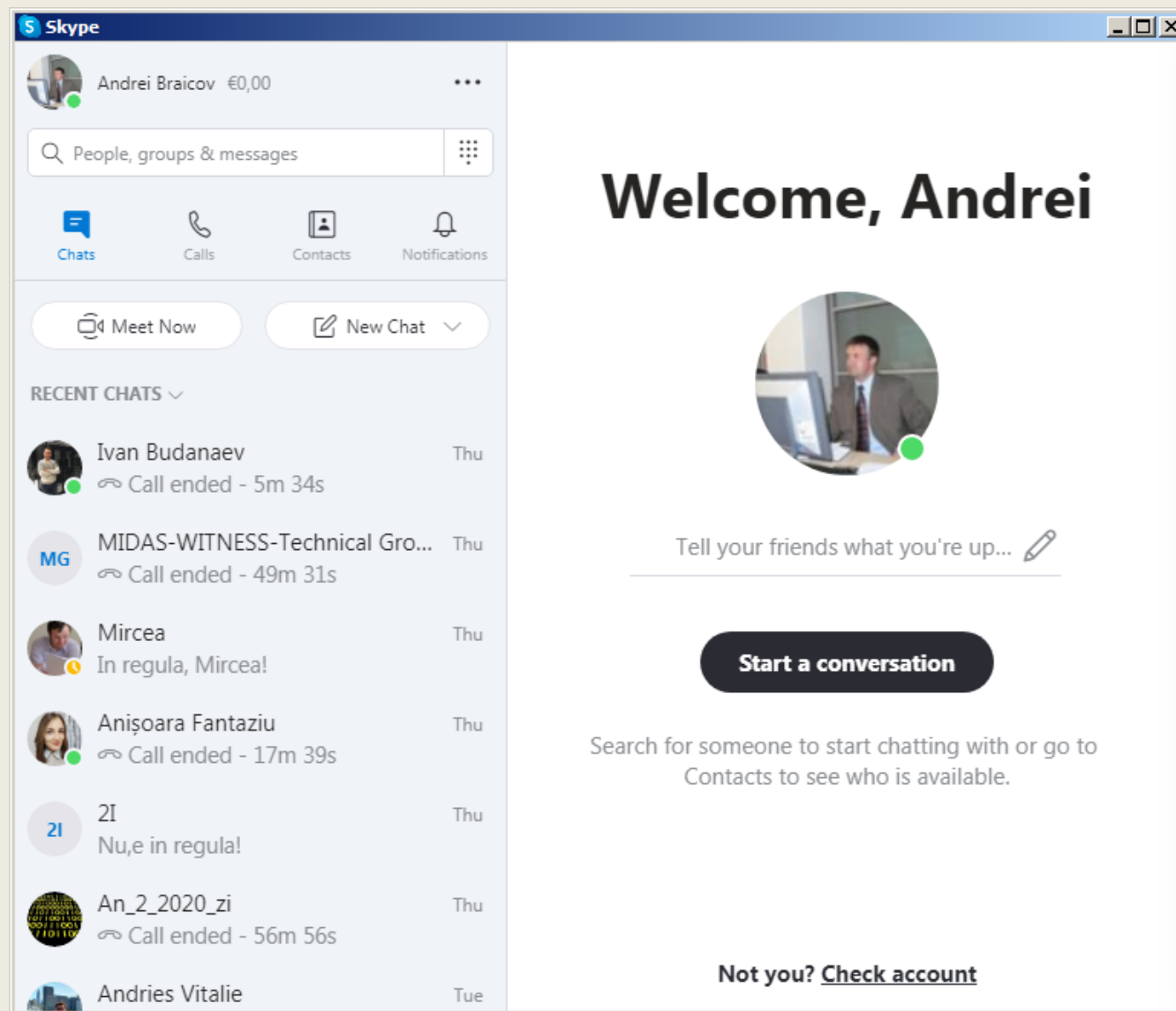
The page is divided into two main sections:

- Skype pentru desktop:** This section is for desktop users. It states "Disponibil pentru Windows, MacOS X și Linux." and includes a link to "Obțineți Skype pentru Windows". Below this, there is a button labeled "Vedeți cerințele de sistem." and an image of a laptop displaying a Skype video call with three participants.
- Skype pentru telefonul mobil:** This section is for mobile users. It features a QR code, buttons for "Descărcați de pe App Store" and "ACUM PE Google Play", and the text "Disponibil pentru Android și iPhone." Below this, there are two images of smartphones: one showing a text message conversation and another showing a video call with two participants.

Lansăm Skype și creăm un cont de utilizator



Profilul personal Skype



The screenshot displays the Skype desktop application interface. The window title is "Skype". The top navigation bar includes icons for Chats, Calls, Contacts, and Notifications. Below this, there are buttons for "Meet Now" and "New Chat". The left sidebar shows a "RECENT CHATS" list with entries for Ivan Budanaev, MIDAS-WITNESS-Technical Gro..., Mircea, Anișoara Fantaziu, 2I, An_2_2020_zi, and Andries Vitalie. The main content area shows the profile for Andrei Braicov, with a balance of €0,00. The profile page features a large "Welcome, Andrei" message, a circular profile picture, and a "Tell your friends what you're up..." section with a pencil icon. A prominent "Start a conversation" button is visible, along with a search prompt: "Search for someone to start chatting with or go to Contacts to see who is available." At the bottom, there is a link for "Not you? Check account".

Skype

Andrei Braicov €0,00

People, groups & messages

Chats Calls Contacts Notifications

Meet Now New Chat

RECENT CHATS

- Ivan Budanaev Thu
Call ended - 5m 34s
- MIDAS-WITNESS-Technical Gro... Thu
Call ended - 49m 31s
- Mircea Thu
In regula, Mircea!
- Anișoara Fantaziu Thu
Call ended - 17m 39s
- 2I Thu
Nu,e in regula!
- An_2_2020_zi Thu
Call ended - 56m 56s
- Andries Vitalie Tue

Welcome, Andrei

Tell your friends what you're up...

Start a conversation

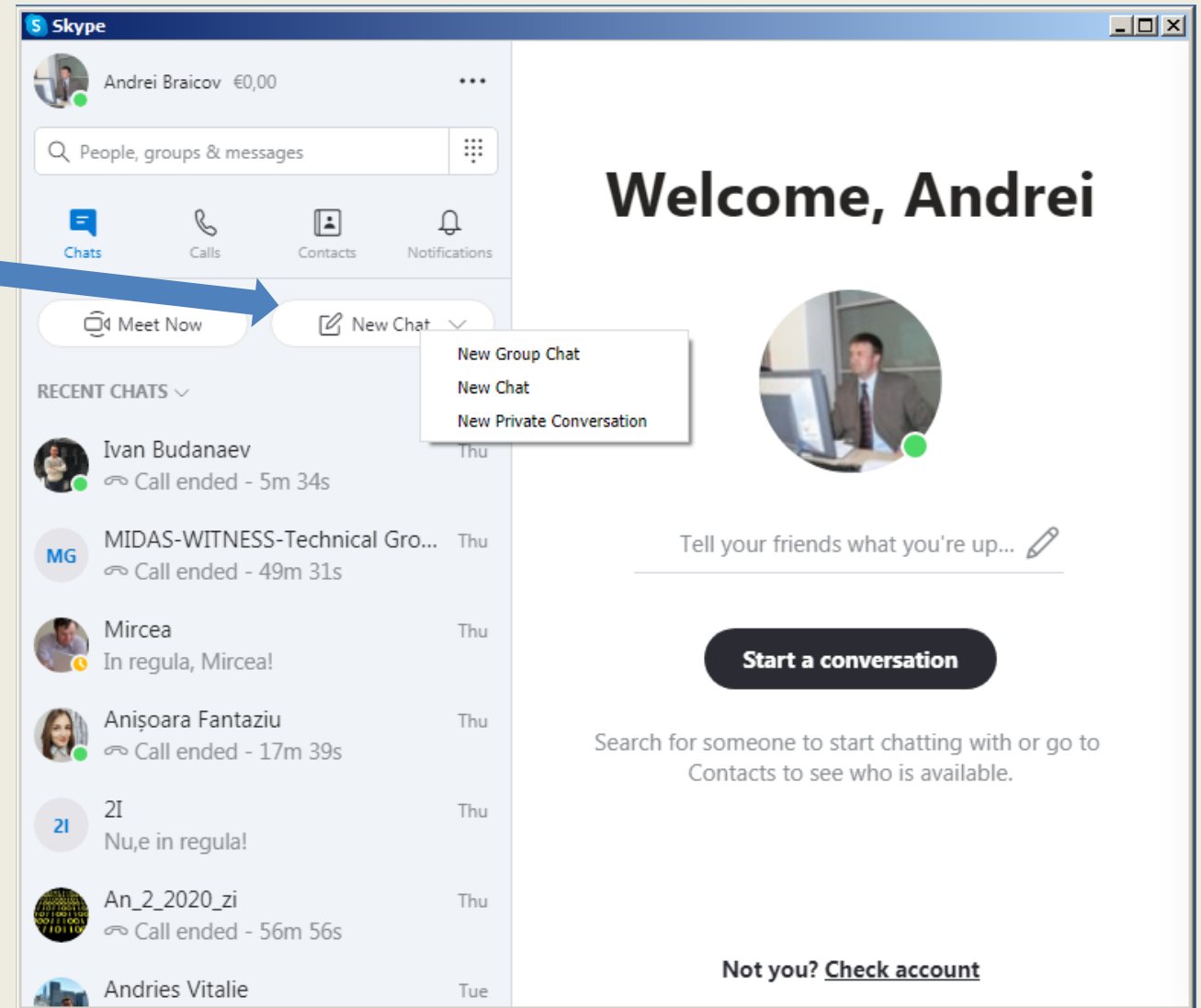
Search for someone to start chatting with or go to Contacts to see who is available.

Not you? [Check account](#)

Creăm un grup Skype:

1. Clic pe **New Chat**.

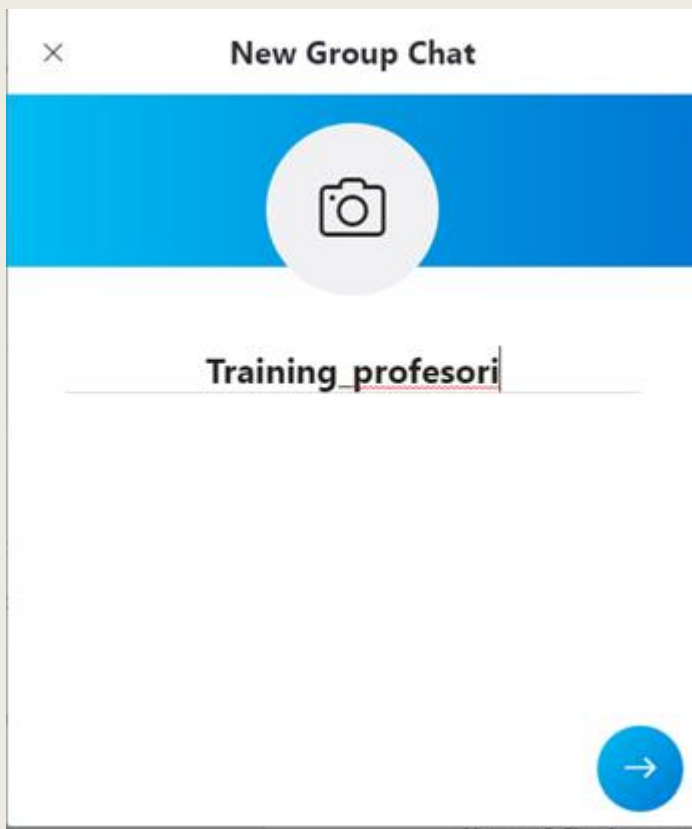
2. Selectăm **New Group Chat**.



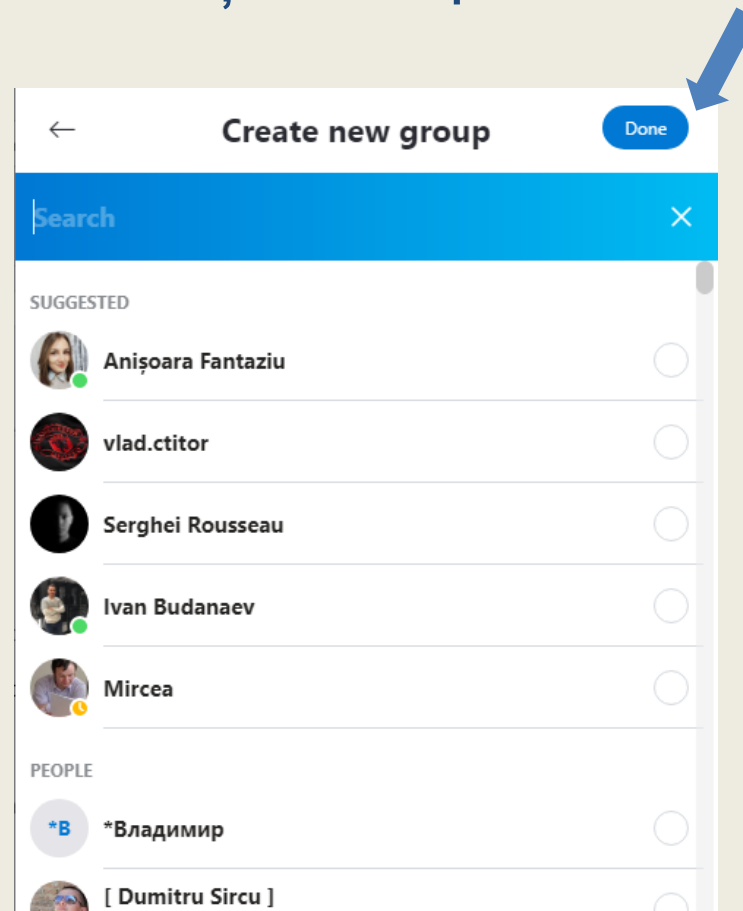
Creăm un grup Skype:

3. Scriem numele grupului:

„Training_profesori”



4. Invităm persoane din lista noastră de contacte și/sau apăsăm **Done**.



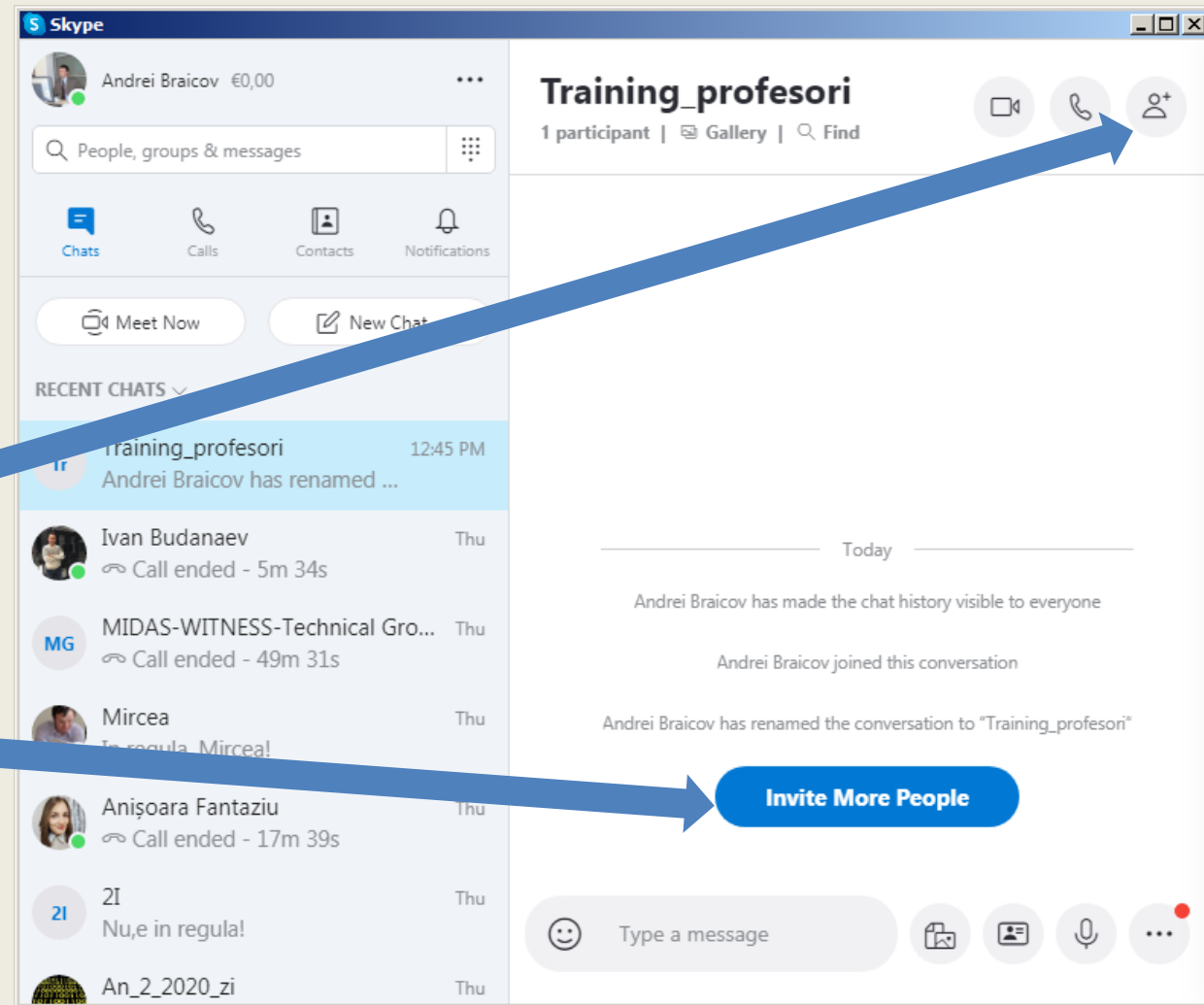
Creăm un grup Skype:

5. Grupul „Training_profesori” a fost creat.

Apăsăm butonul **Add to Group**

sau

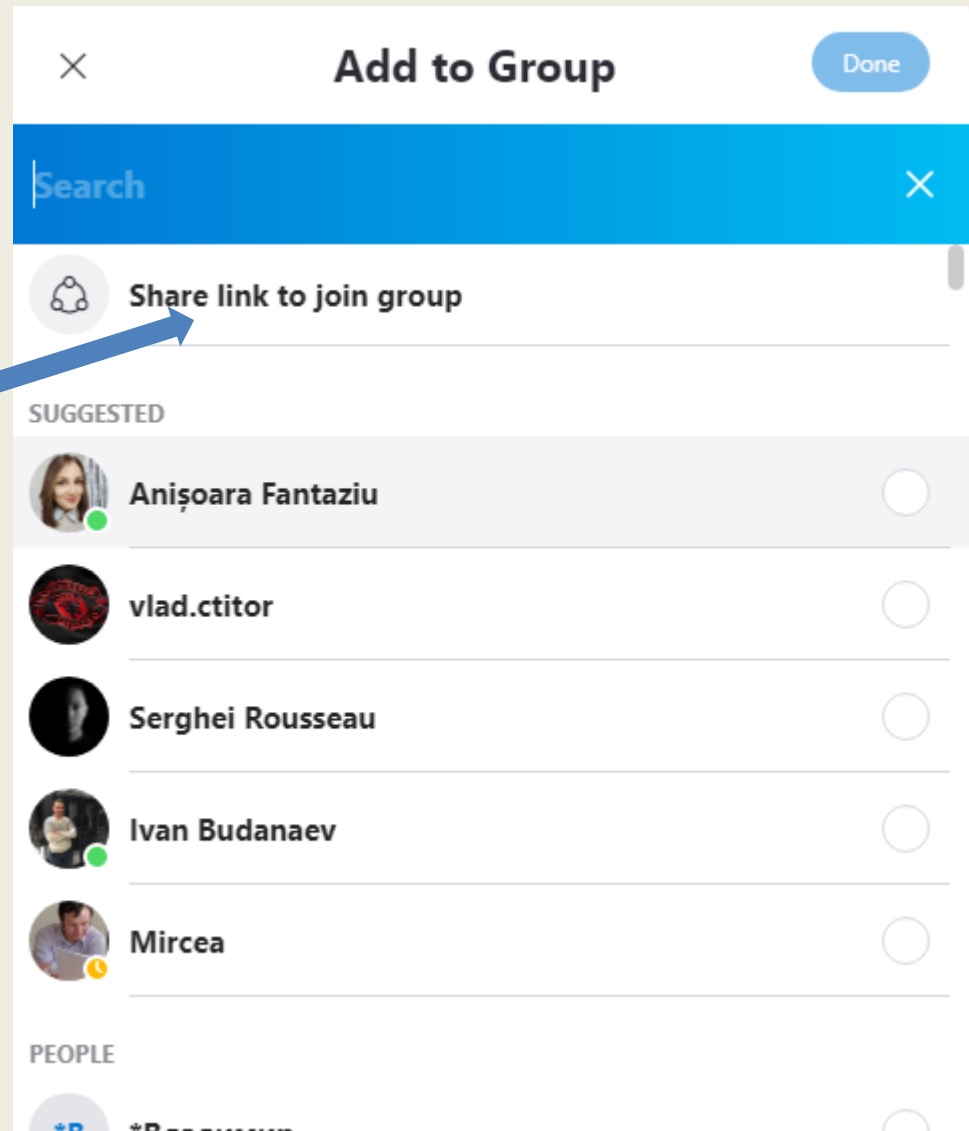
butonul **Invite More People**



Creăm un grup Skype:

6. Apare fereastra Add to Group.

Clic pe **Share link to join group.**



Creăm un grup Skype:

7. Apare fereastra Add to Group.

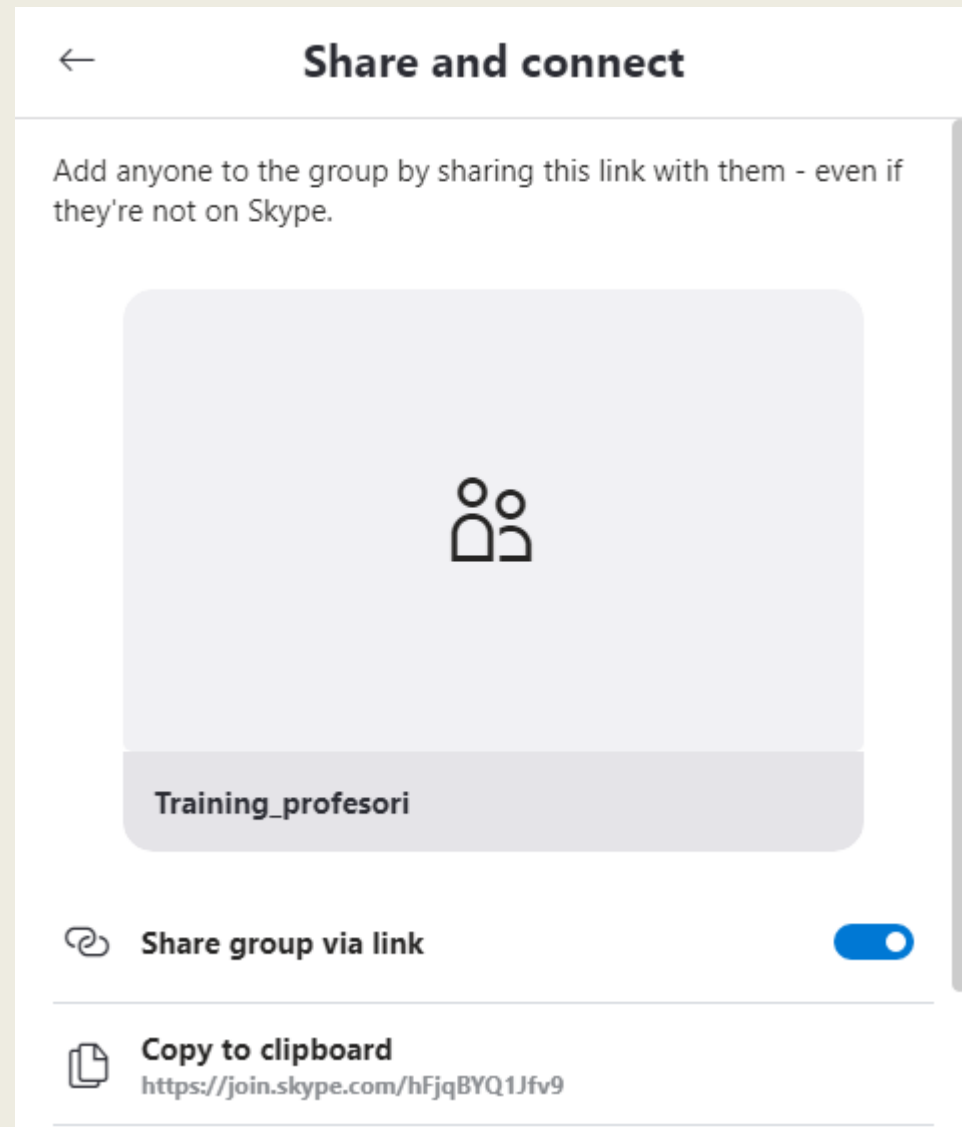
Activăm **Share group via link**.

8. Click pe **Copy to clipboard**.

In Clipboard a fost copiat lin-ul de conectare la grupul creat.

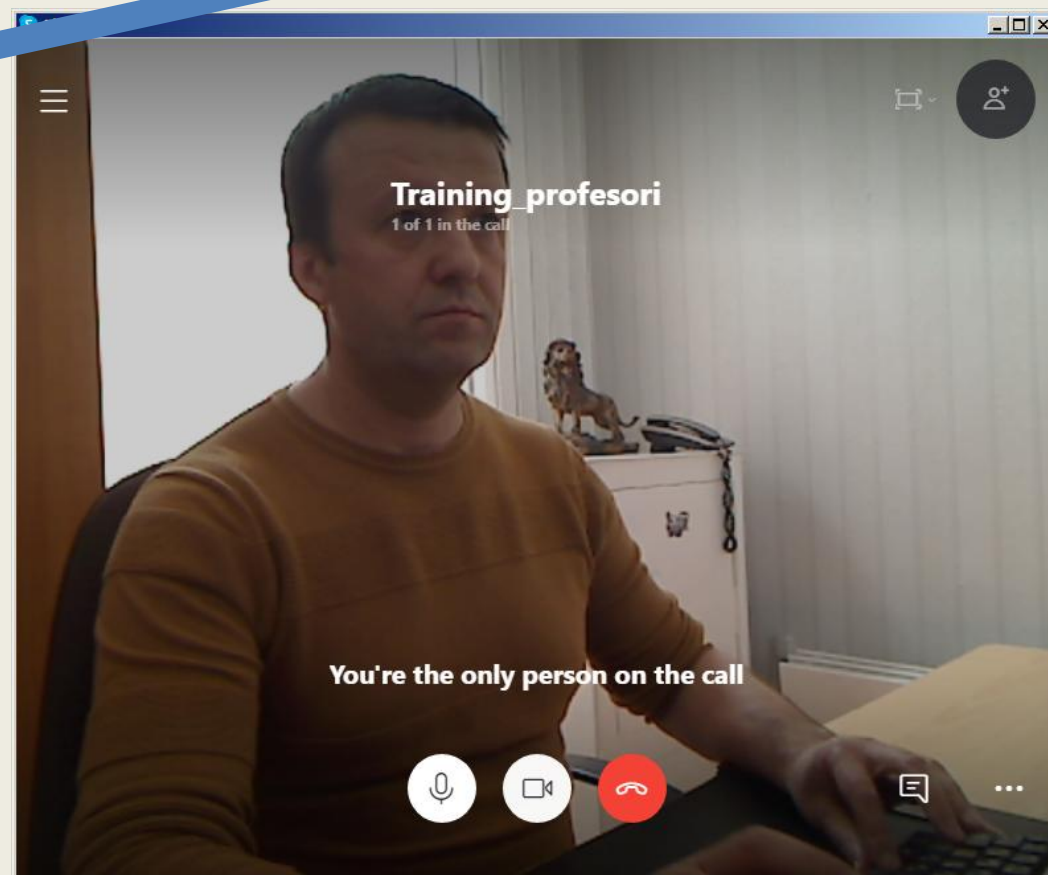
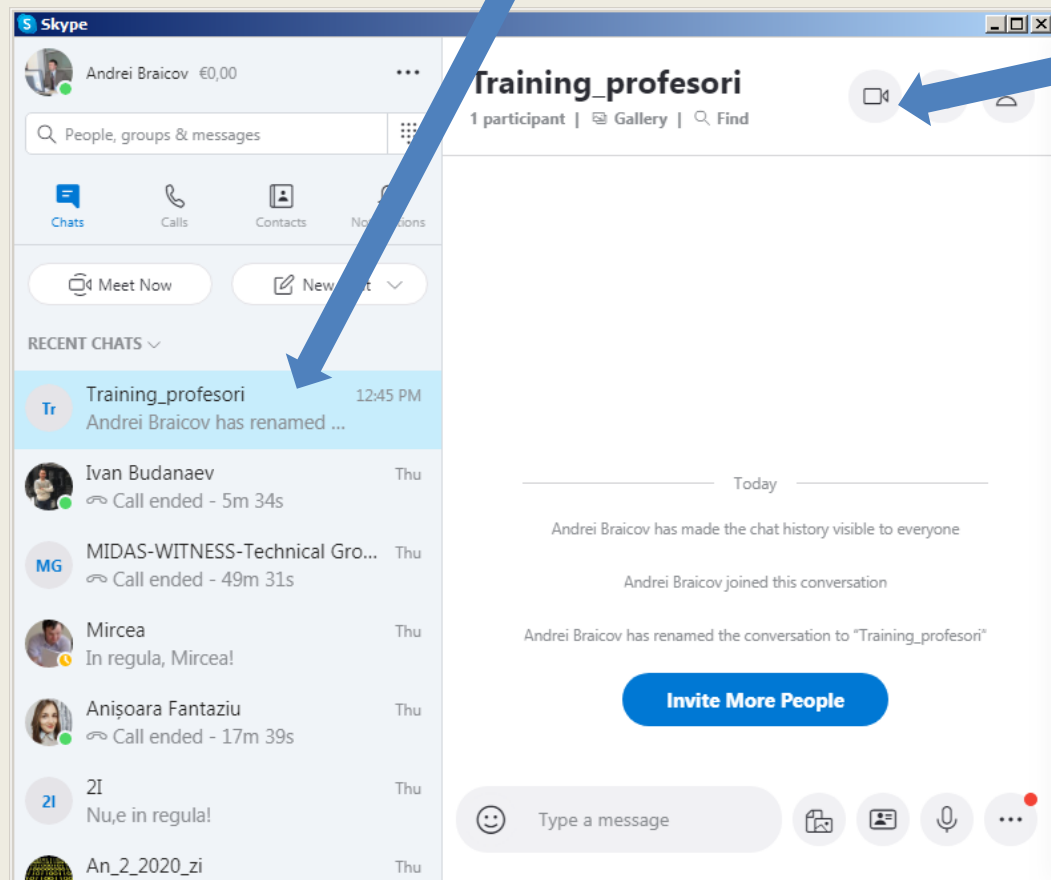
<https://join.skype.com/hFjqBYQ1Jfv9>

Acest link poate fi trimis invitațiilor prin e-mail, Viber, etc.



Conferință web prin Skype

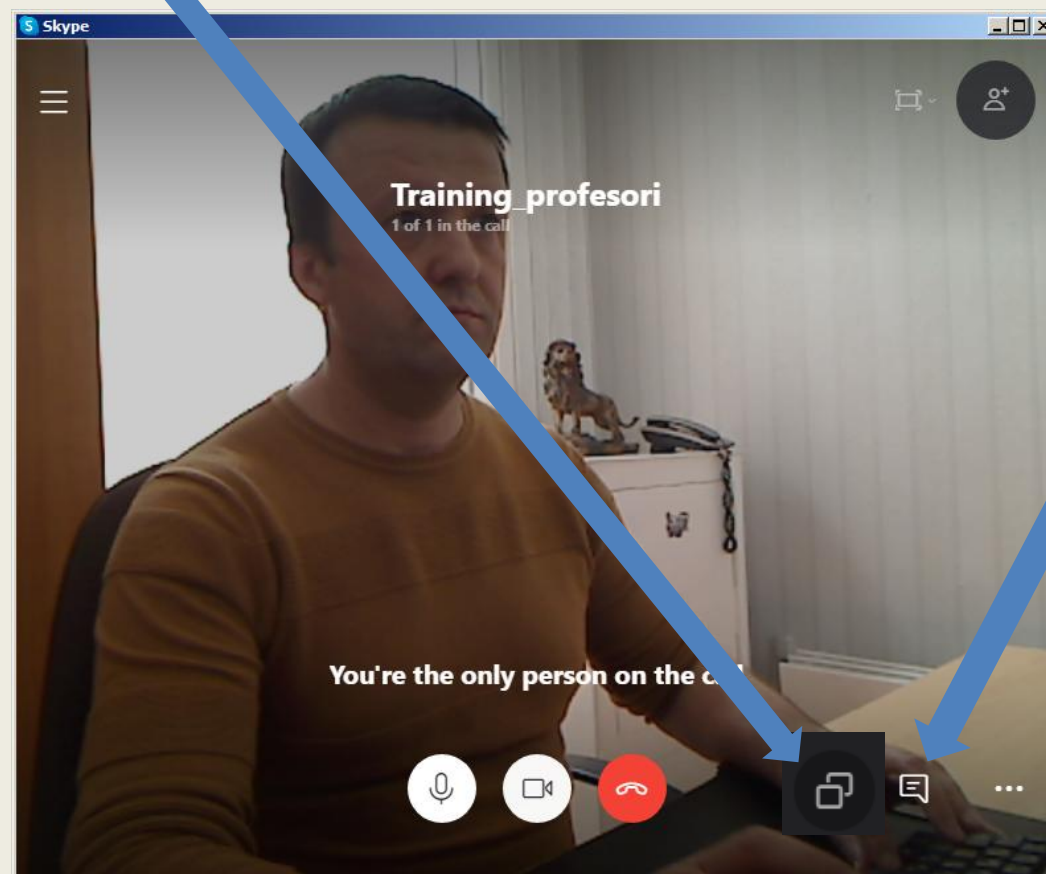
1. Selectăm grupul („Traing_profesori”).
2. Clic pe **Video Call**



Conferință web prin Skype

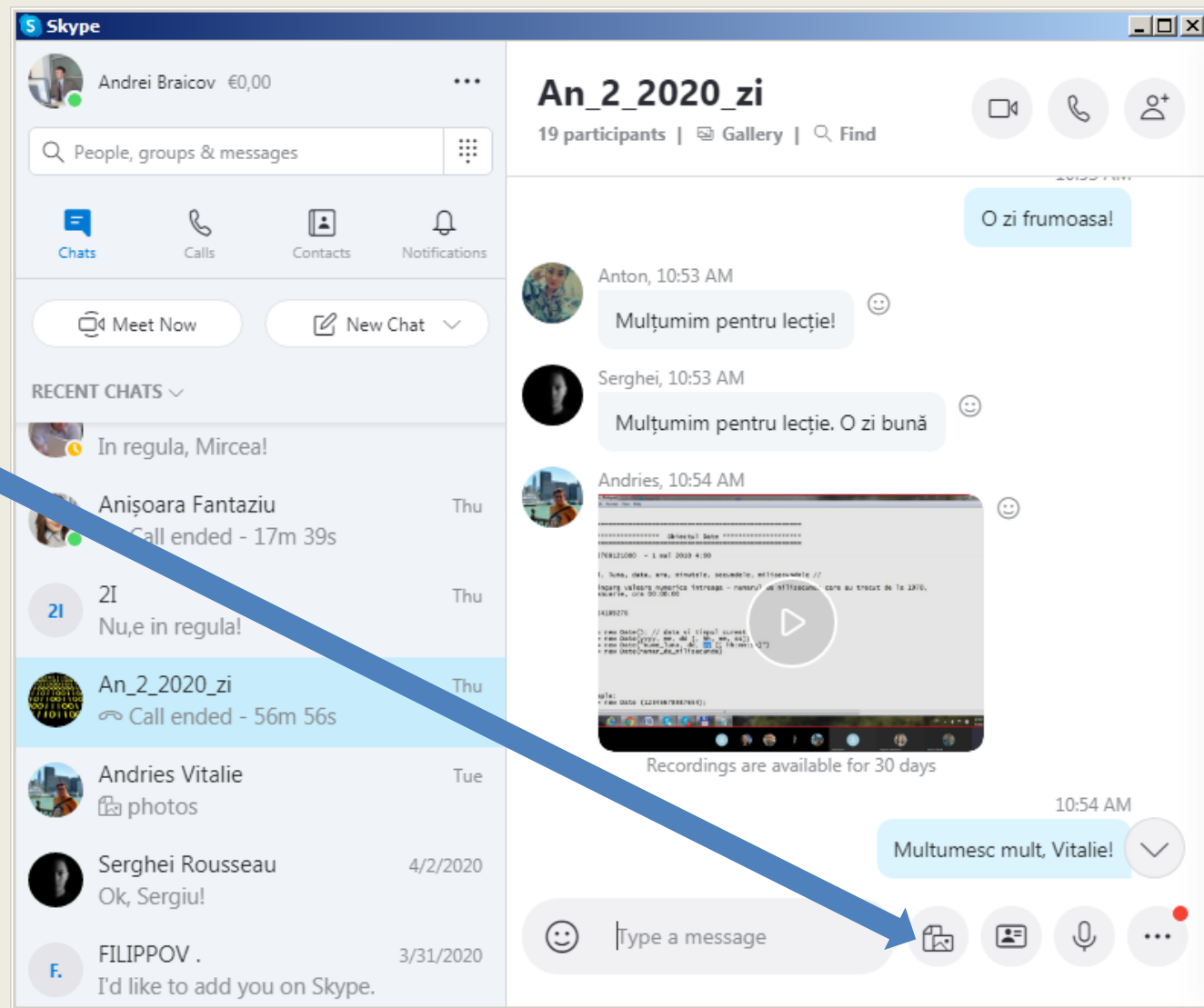
3. Partajăm ecranul.

4. Accesăm chat-ul.



Conferință web prin Skype

Putem trimite fișiere tuturor participanților sau putem primi fișiere de la participanți.



Mulțumesc pentru atenție!

braicov.andrei@ust.md

