

## SKYPE (MAC) FOR INSTRUCTORS: ONLINE CONFERENCE

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Skype for Business lets you connect with faculty, staff and students at WTAMU.

- Start conversations with IM, voice, or video calls.
- See when your contacts are available online, in a meeting, or presenting.
- Broadcast online to a large audience.
- Present your screen during meetings or give control to others.
- Use Skype for Business in other Office programs to chat, call, or join a meeting with a click.

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## OPENING SKYPE FOR BUSINESS

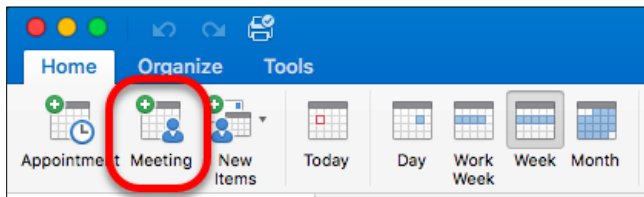
If Skype for Business is not in the Dock, look in Applications in the Finder, press F4 to see if you can find it in LaunchPad, or simply search in Spotlight by pressing cmd-space bar and typing Skype.

Type in your WT Academic email and click sign in. After the first time opening Skype for Business, it will automatically log you in and open the main window every time you start your computer.

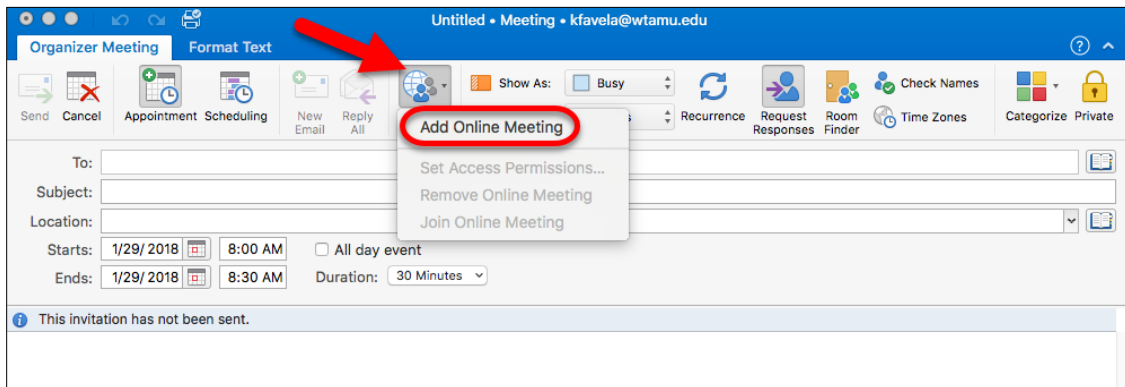
If you are unable to locate Skype for Business, please contact the Information Technology Success Center at itsc@wtamu.edu or 4357 and request it be installed on your computer.

## SETTING UP A MEETING

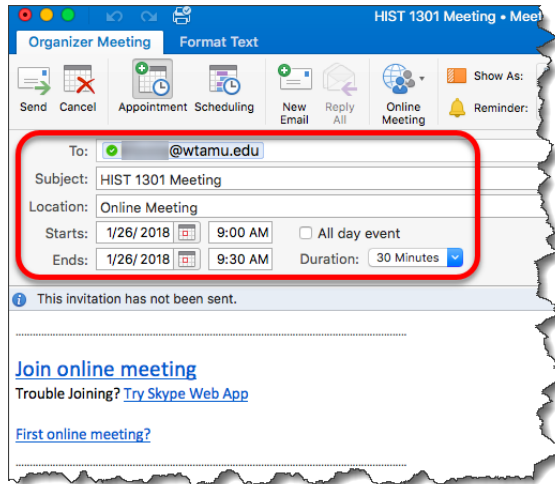
1. Make sure Skype for Business is open, and that you are logged in.
2. In Outlook, access the **Calendar** area.
3. On the Home tab, click on **Meeting**.



4. Select the **Online Meeting** button, and select **Add Online Meeting**.



5. Fill out the fields as you would for a standard Outlook meeting (**To**, **Subject**, **Start Time**, etc.)



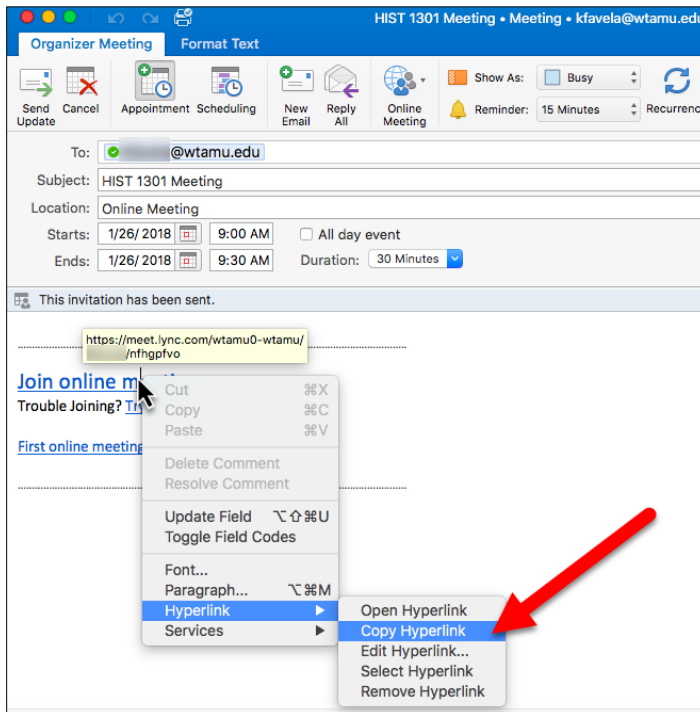
To send to students, add **your email** address. You will be adding the link to the Skype meeting into WTClass from your calendar instead of typing in each students email address.

6. Click **Send**.

## SENDING SKYPE MEETING LINK TO STUDENTS

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1. In Outlook, access the **Calendar** area.
2. Locate and open the Calendar event that was created when you scheduled the meeting.
3. Right-click on the link to Join Skype Meeting, move your mouse over Hyperlink, and select the **Copy Hyperlink** option.



4. In WTClass, send this link by pasting the copied hyperlink into an email, course message, web link, etc. so that students will have access to the link.

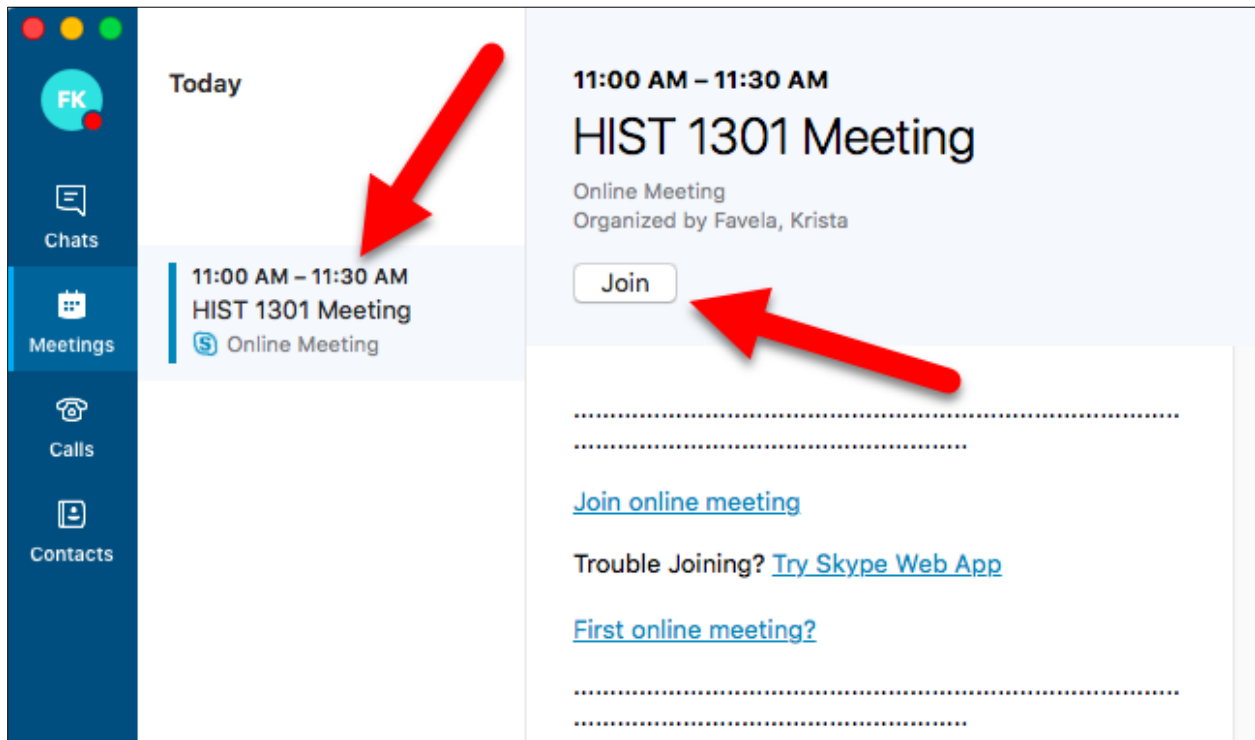
## ACCESSING THE MEETING AS THE PRESENTER (INSTRUCTOR)

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When the time comes for your Skype Meeting starts, join the meeting by:

1. Open **Skype for Business**.
2. Accessing the **Meetings** area.
3. Select your **Meeting** from the list, and click the **Join** button.

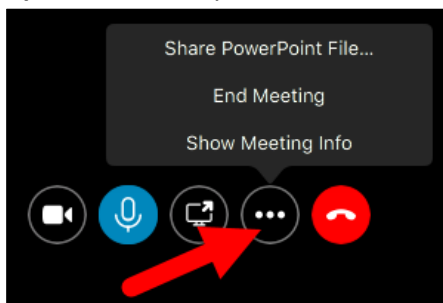
**Please note:** Do not click on the link for “Join online meeting” listed in the information area. This will have you join as a student (attendee) with no rights to share content.



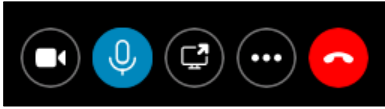
## CONVERSATION WINDOW

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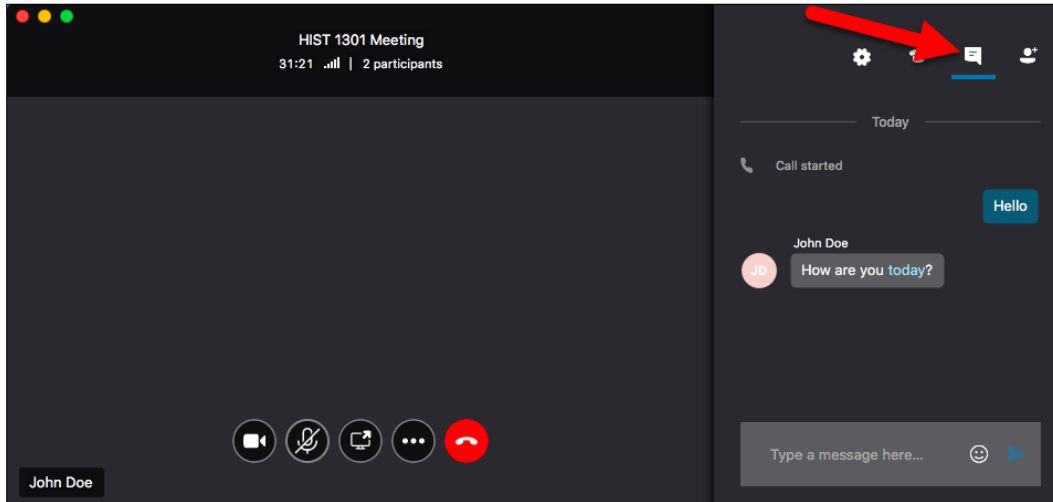
1. **Options** – Allows you to start and stop recording, set meeting options, and end meeting.



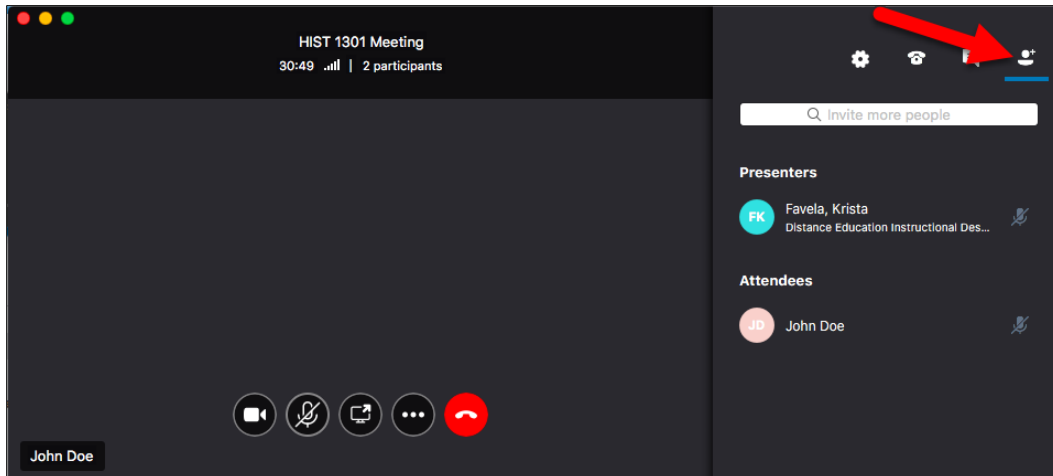
2. **Audio and Visual Controls** – Start or stop showing webcam, mute or unmute audio, share computer, or leave meeting.



3. **Chat** – Allows text chat between meeting attendees. (Not visible upon meeting entry.)



4. **Participants** – Lists all Presenters and Attendees of meeting. (Not visible upon meeting entry.)



## SHARING YOUR SCREEN

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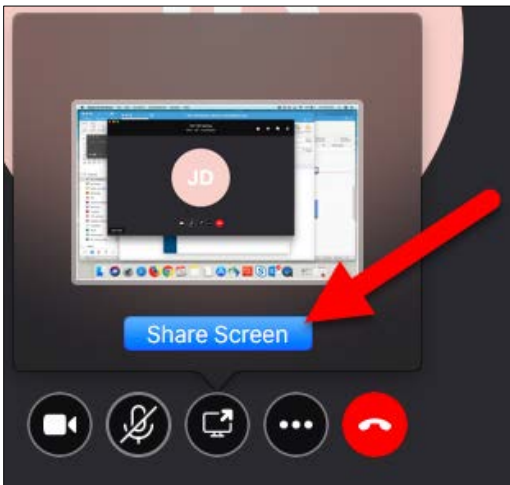
You can show your entire desktop to everyone.

Keep in mind that you need to be a presenter in a Skype for Business meeting to share your screen. If the option is grayed out, ask one of the presenters to give you presenter access.


1. At the bottom of the conversation window, click the **Share** (monitor) button.



2. Select **Share Screen**.



3. The sharing toolbar appears at top of the screen. Click **Stop Presenting** when you are done sharing your screen.

**Note:** While you are presenting, your Skype for Business status changes to **Presenting** (  ), and you will not receive instant messages or calls. You can change this setting in the **Status options window**.

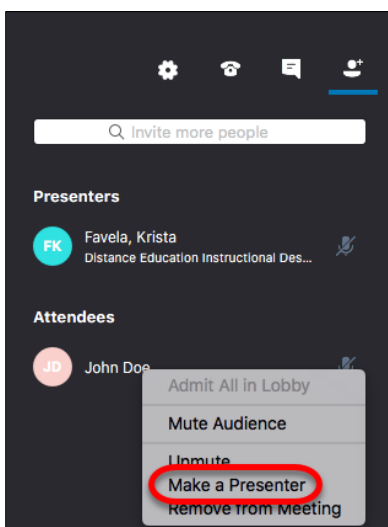
If you want a meeting attendee to share their screen, give them presenter access, so they can use the controls. If they do not use Skype for Business, they can still use **Skype for Business Web App** to present.

## GIVE AND TAKE CONTROL OF A SHARING SESSION

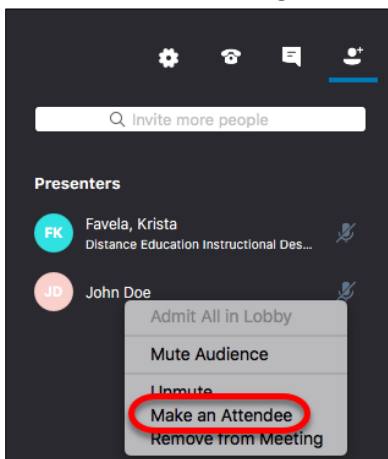
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If you want another meeting participant to change a file, help you present, or demonstrate something, you can grant control to that person. You will both be in control of the sharing, and you can take back control anytime.

1. In the participants area, right-click on the person's name, and select **Make a Presenter**. Skype for Business sends a notification to that person to let them know you are sharing control.



2. To take control back, right-click on the person's name and then select **Make an Attendee**.



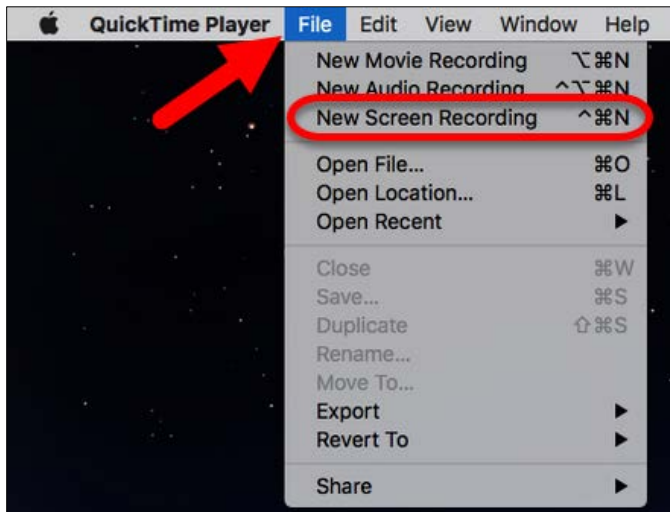
## RECORDING THE MEETING

Skype for Mac does not inherently have a recording option (although PC does). In order to record a Skype meeting on a Mac you will need to use QuickTime Recorder.

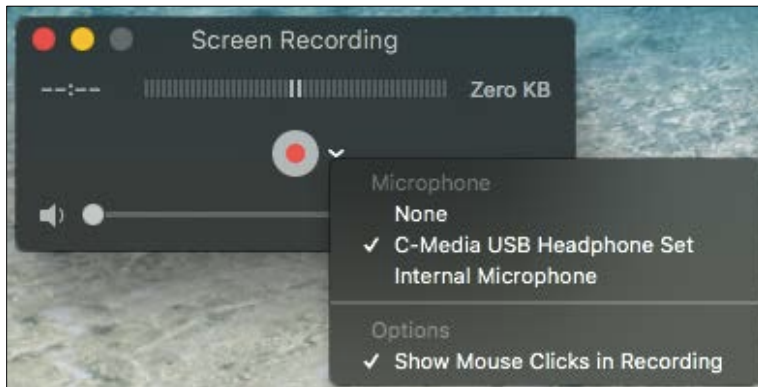
1. Open **QuickTime Player**.

If QuickTime Player is not in the Dock, look in Applications in the Finder, press F4 to see if you can find it in LaunchPad, or simply search in Spotlight by pressing cmd-space bar and typing QuickTime.

2. Select **File** and then select **New Screen Recording**.



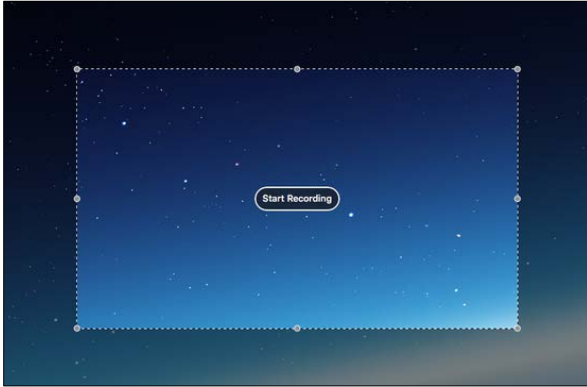
3. Choose recording options:



- a. A Screen Recording box will pop up on your screen.
- b. Click on the white down arrow to see more options.
- c. You can choose whether to use the built-in microphone, or an external microphone for audio.
- d. You can also choose whether your mouse clicks should show up.



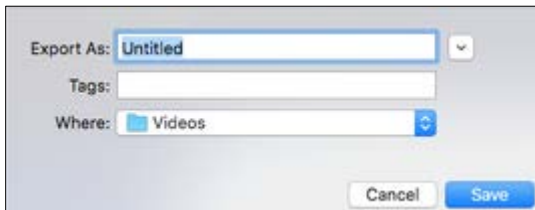
4. Select to record the whole screen or an area of the screen.



- a. If you just want to record part of the screen click the red record button. You will see a message that tells you to drag to record part of your screen, so drag a marquee across the area you want to capture. Once you have the area selected, click the record button again.
  - b. Alternatively you can record the whole screen. Just click on the red record button and then click the screen anywhere to begin recording.
5. Once you are ready to finish recording, right click on the QuickTime icon in the Dock and choose Stop Recording from the menu. You recording will appear in the player.



6. Save the QuickTime movie by going to **File** and selecting **Save**.



## SHARING A RECORDING

Skype for business does not have storage for recorded meeting. You will need to upload your recording into Ensemble Video and provide the video to students within WTClass.

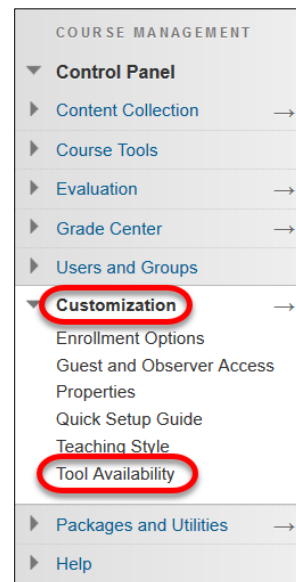
If you do not already have an Ensemble account, please contact ITSC@wtamu.edu requesting an Ensemble account.

## TURNING ON ENSEMBLE TOOL IN YOUR COURSE

1. Inside of your course, go to **Customization > Tool Availability**.
2. Locate the **Ensemble** items, and check the available **checkboxes** for each item.

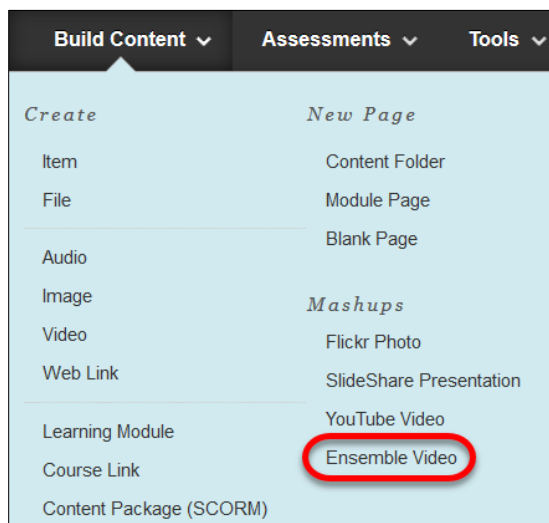
Discussion Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensemble Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensemble Video (In Text Editor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ExamiCourseID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ExamiWTAMUSSO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click **Submit**.



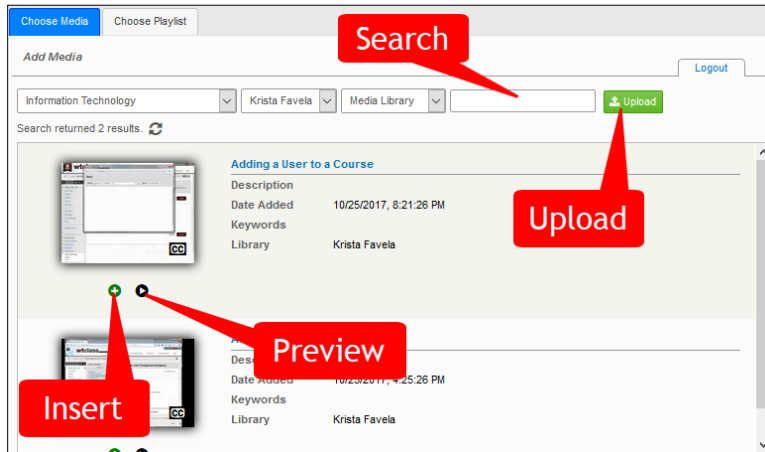
## USING THE ENSEMBLE VIDEO MASHUP

Go to the Lessons area (or other content area) in WTClass, click on the **Build Content** button and select **Ensemble Video**.



The **Choose Media** Tab provides access to all areas of Ensemble Video that you will need. You can:

- **Insert** – Insert the media into the WTClass editor.
- **Preview** – Preview the media item.
- **Search** – Search the Ensemble Video Media Library content.
- **Upload** – Upload Video to Ensemble Video so it is available in WTClass.



To upload a video to Ensemble through WTClass:

1. Click the **Upload** button.
2. Enter a **Title**.

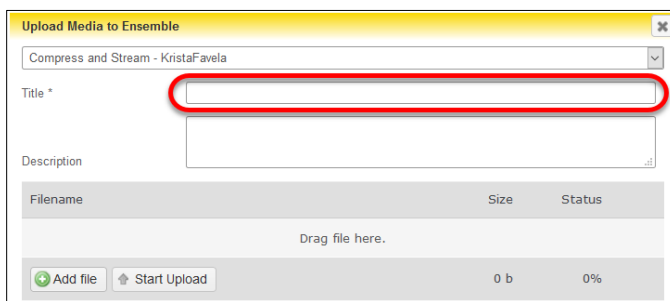
**Please include information referencing the date at which this video is intended to be removed from the server for easy locating at the end of each semester**

*Examples:*

*“HIST 1301 Introduction – Delete January 2018” or*

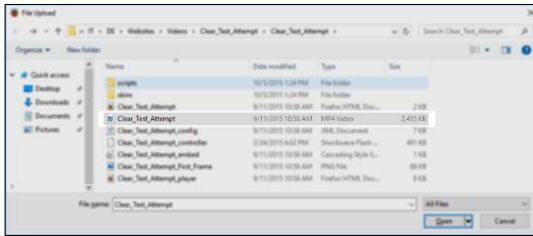
*“HIST 1301 Introduction – Delete 01012018”*

*“HIST 1301 Introduction – 2017FA Use”*

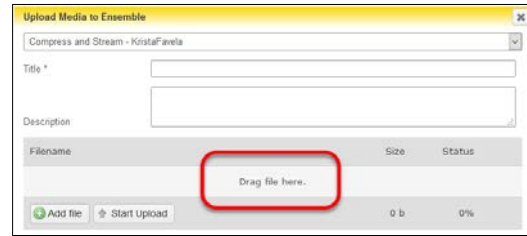


3. Click **Add file** or Drag your video file on your computer.

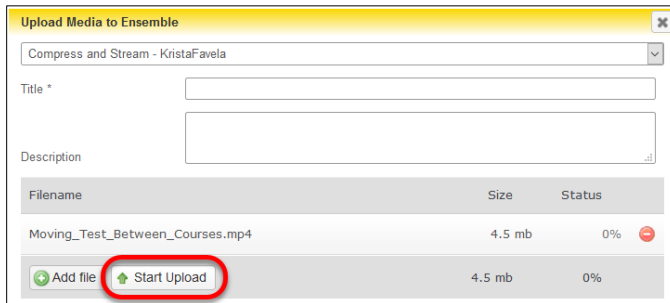
Click on the **Add file** button and locate your video file on your computer.



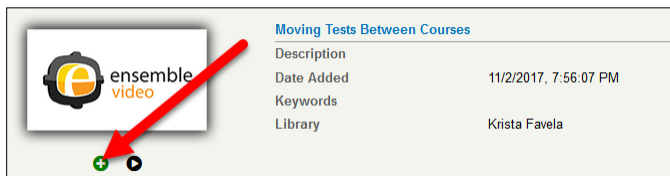
Drag your video file into the “Drag file here” area



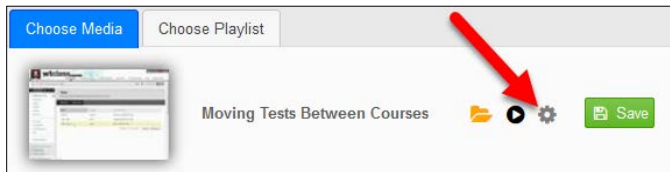
4. Click on the **Start Upload** button.



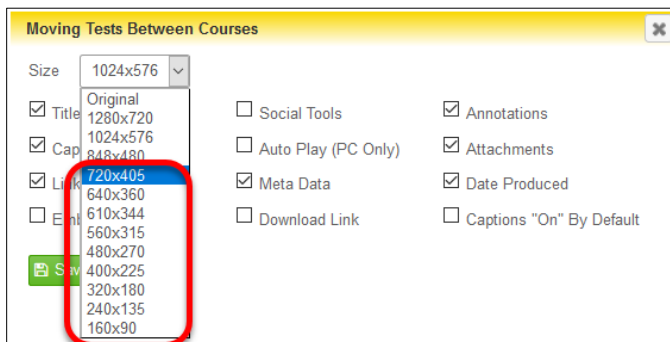
5. After uploading your video, locate the video within the Choose Media list. Click on the **Plus** button (Insert).



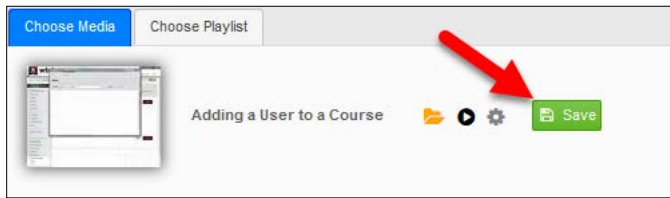
6. Click on the **Media Embed Options** button.



7. In the Options window, change the size to a size 720x[X] or smaller to allow for the video to fit on multiple browser sizes, and then click **Save**.



8. Click **Save** to insert the video.

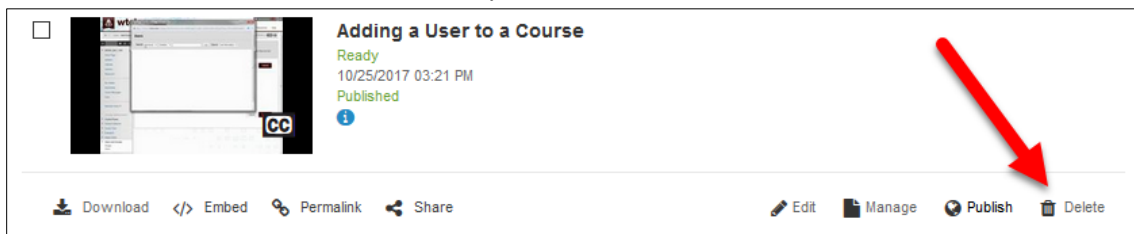


The video has been inserted into the WTClass content item, you and your students can now view the video.

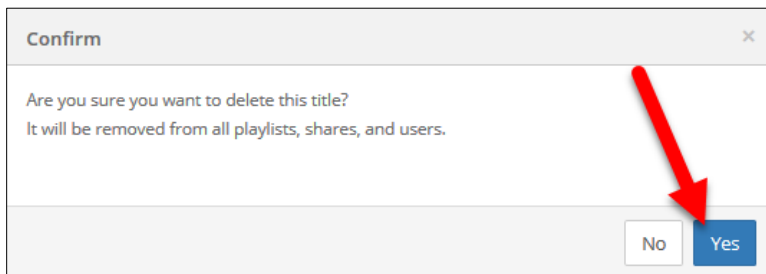
## DELETING A VIDEO AT END OF USE

**In order to be as proactive and efficient as possible with available server space we ask that you delete any video you are no longer using.**

- A. Access the WT Ensemble Video web interface at <https://ensemble.wtamu.edu/>
- B. Locate the video within the Media Library list, and select the Delete button.



- C. Click Yes to confirm the deletion of the video file.



The video will be deleted from the system. All videos are permanently deleted 30 days from deletion.

## RECOMMENDED PRACTICES FOR HOSTING A MEETING

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Consider the following recommendations and procedures to prepare for a Meeting session.

### BEFORE BEGINNING A MEETING

Remember to do these things before beginning a session:

- Become familiar with the meeting content.
- Find a comfortable, quiet place to deliver the meeting.
- Set up the area with a script, notes, water, and a clock.
- Launch any applications to share.
- Check the internet addresses of web sites that will be launched or displayed to the class.
- Have your PowerPoint open.
- Check the audio.
- Speak briefly with the Participants. Make sure Participants can hear the Speaker and each other clearly. (Send a text Chat message to the class requesting they acknowledge that they can “hear” you.)
- Practice!

### WHILE LEADING A MEETING

Remember to do the following things while leading a session:

- If working with a Co-Presenter, decide who will do what during the meeting.
- Speak clearly and with animation.
- Provide frequent and varied interactions.
- Ask questions frequently. Encourage participants to respond to the questions.
- Give explicit directions to participants.
- Remind participants that running other applications during session can slow their session.
- Ask participants to send the Speaker a text Chat if they experience technical problems.
- If a participant is experiencing a technical problem, suggest closing the session and then rejoin it.
- Look at the whole Skype window, not just the content.

Keep total session duration approximately one hour, if possible.