SKYPE FOR INSTRUCTORS: ONLINE CONFERENCE

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.

TABLE OF CONTENTS

OPENING SKYPE FOR BUSINESS

Skype for Business is included in the Microsoft Office 2016 suite and should be installed on all of the university's desktops.

1. Click the **Search Windows** button at the bottom left of your screen

2. Type in **Skype for Business 2016**

3. The Skype for Business window will appear. Type in your WT Academic email and click sign in. You are now logged into Skype for Business.

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. In Outlook, access the **Calendar** area.

2. On the Home tab, click on **New Skype Meeting**.
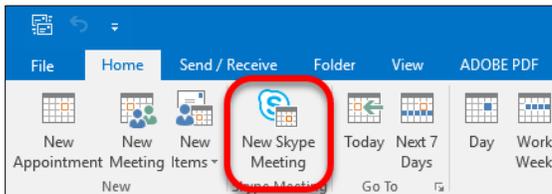
3. Fill out the fields as you would for a standard Outlook meeting (**To**, **Subject**, **Start Time**, etc.)
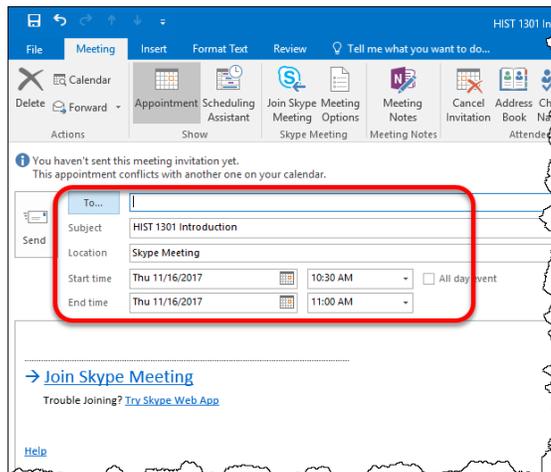
   To send to students, add **your email** address. You will be adding the link to the Skype meeting into WTClass from your calendar instead of typing in each students email address.

4. Click **Send**.

SENDING SKYPE MEETING LINK TO STUDENTS

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 and select the **Copy Hyperlink** option.
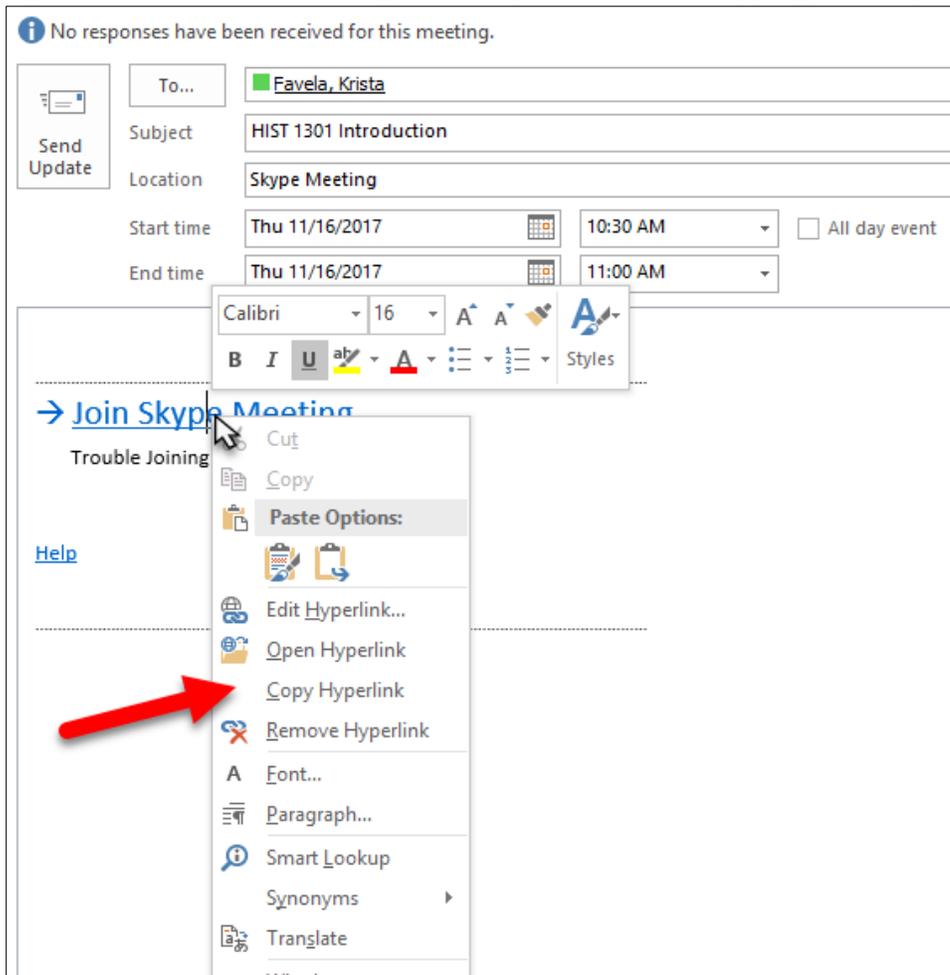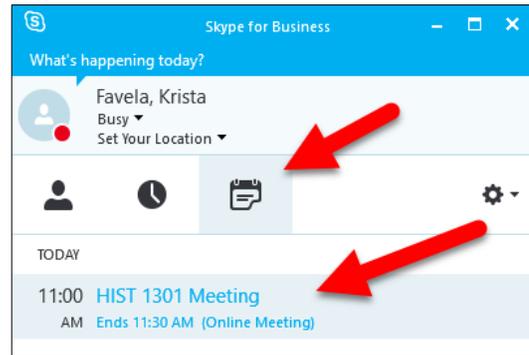

4. In WTClass, send this link by pasting the copied hyperlink into an email, course message, web link, etc. so that students will have access to the link.
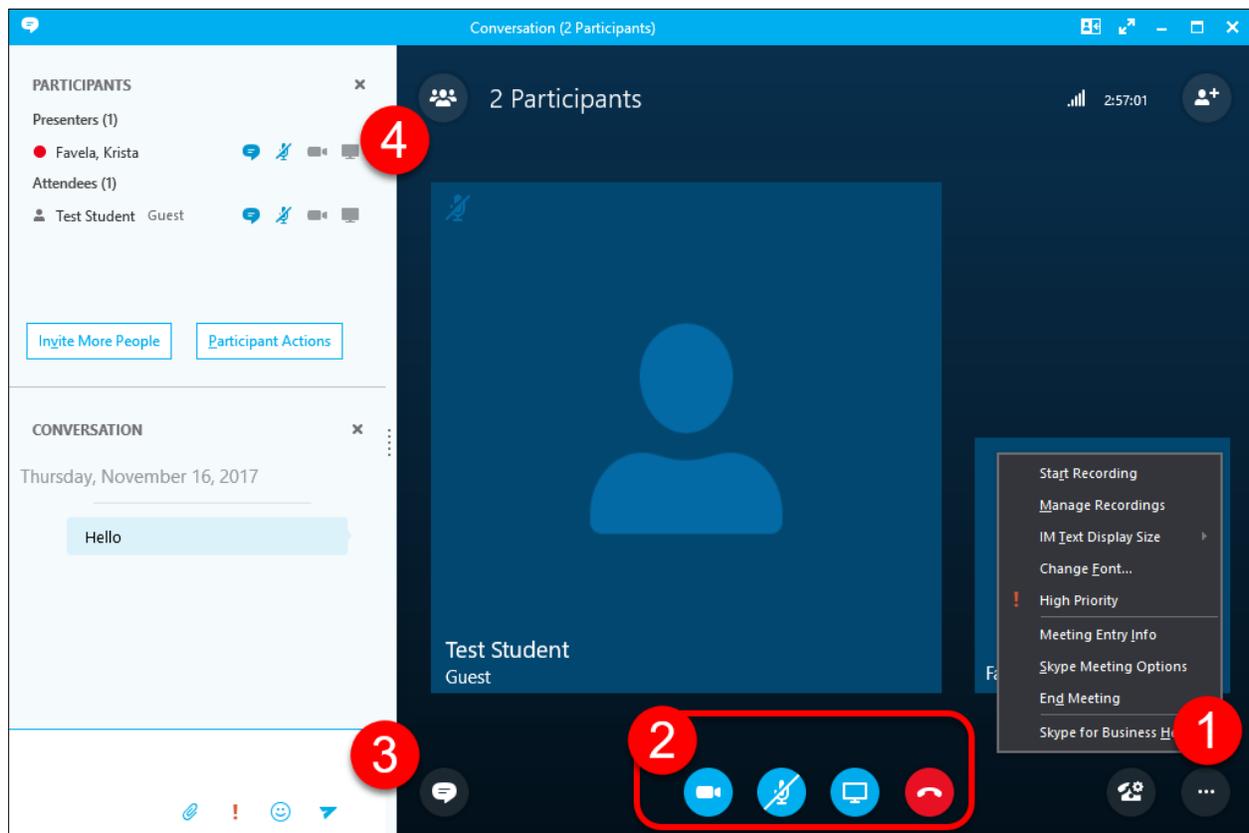
ACCESSING THE MEETING AS THE PRESENTER (INSTRUCTOR)

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

1. Open **Skype for Business.**

2. Accessing the **Meetings** area.

3. Double click your **Meeting** from the list.


CONVERSATION WINDOW

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.)

You can show your entire desktop or just a program 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.
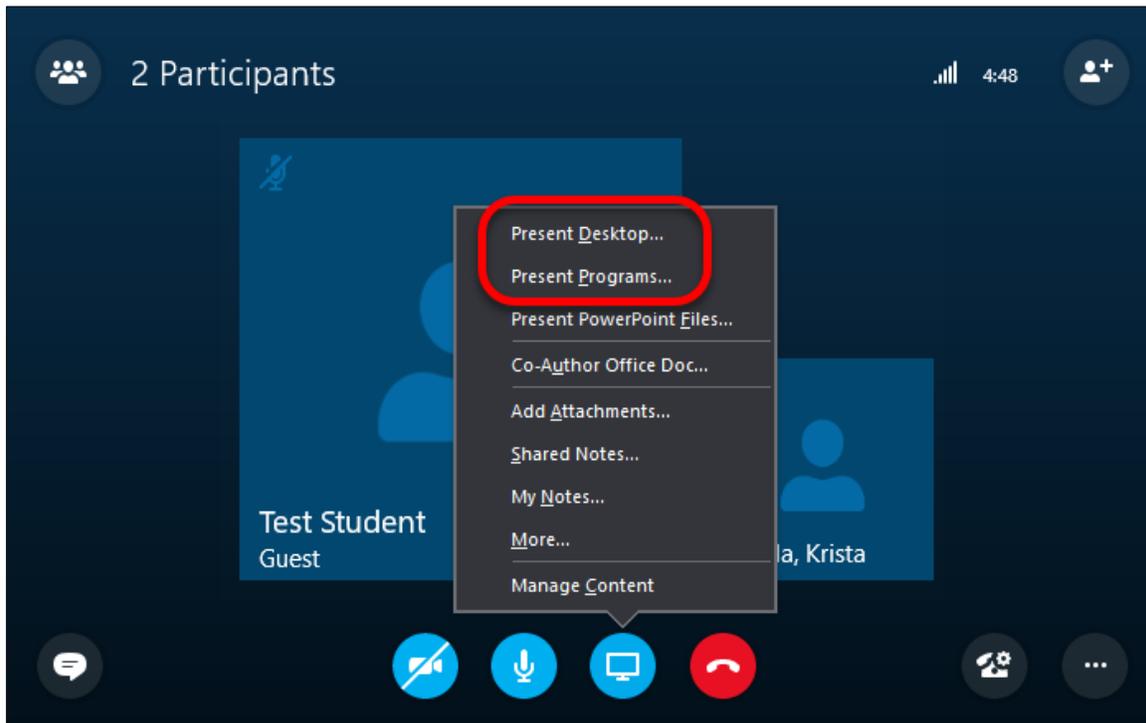

- **Present Desktop** when you need to switch between multiple programs, or work on files from different programs.
- **Present Programs** when you need to present specific programs or files and do not want people to see anything else on your computer.

SHARE YOUR SCREEN OR PROGRAM

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

2. Choose one of the following:
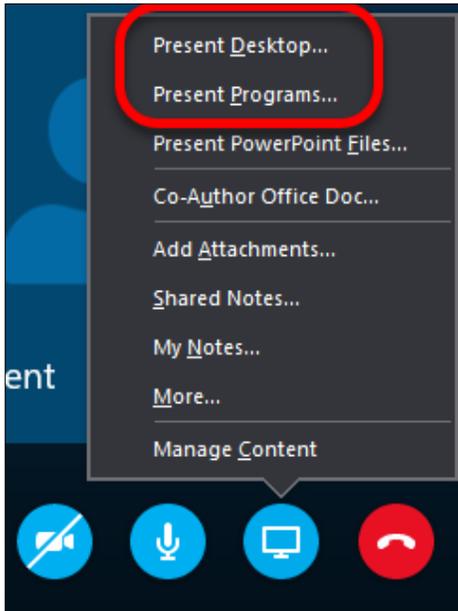
- To share the content on your desktop, click **Present Desktop**.
  Important: When sharing your desktop, everyone in the meeting can see your programs, files, and notifications. If you have confidential information or files that you do not want people to see, close them or use **Present Programs** instead.

- To share one or more programs or files, click **Present Programs**, and then select the specific program or file.

3. On the sharing toolbar, on top of the screen, use any of these options:

- Click **Stop Presenting** when you are done sharing your screen.

- Click **Give Control** to share control of your desktop or program with the participants.

- Click the pin to hide the toolbar and have more space. To un-hide the toolbar, move your mouse to the top of the screen. When the sharing toolbar appears, use any of the controls you need or click the pin again to keep the toolbar visible.

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

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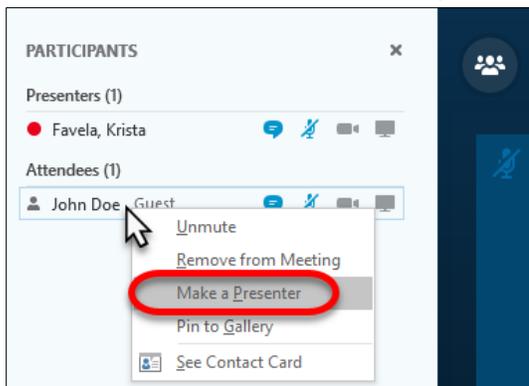
2. To take control back, right-click on the person's name and then select **Make an Attendee**.
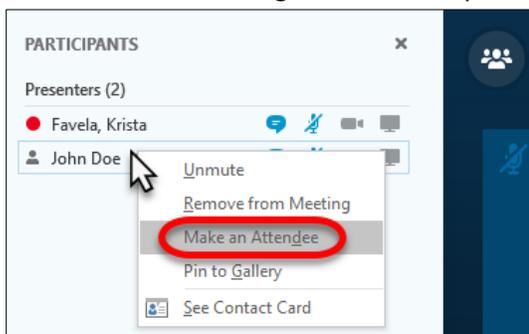


RECORDING AND SHARING THE CONVERSATION

When you record a Skype for Business meeting, you capture audio, video, instant messaging (IM), screen sharing, PowerPoint slides, whiteboard activity, and polling. Any of the presenters can record a meeting and save it on their computers.

RECORD YOUR SKYPE FOR BUSINESS MEETING

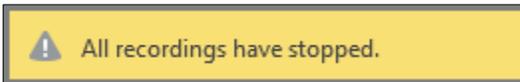1. Click the **More Options** button, and choose **Start Recording**.
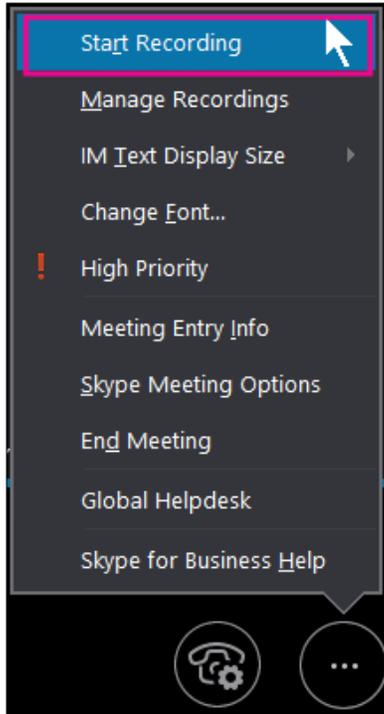
If the recording option is dimmed, your audio might not be connected. Click the mic icon to connect audio, then try again.

2. Use the controls at the bottom of the meeting to pause, resume, or stop the recording.


3. When you are done, click **Stop Recording**.

4. Skype for Business automatically saves the recording in MP4 format that plays in Windows Media Player.

PLAY AND SHARE A RECORDING

When your recording has been processed, you can access it to play or send to others. Skype for Business displays a message when the recording is ready. You can click the alert to open **Recording Manager**, or if you miss that, click **Tools** on the Skype for Business main window, then **Recording Manager**.
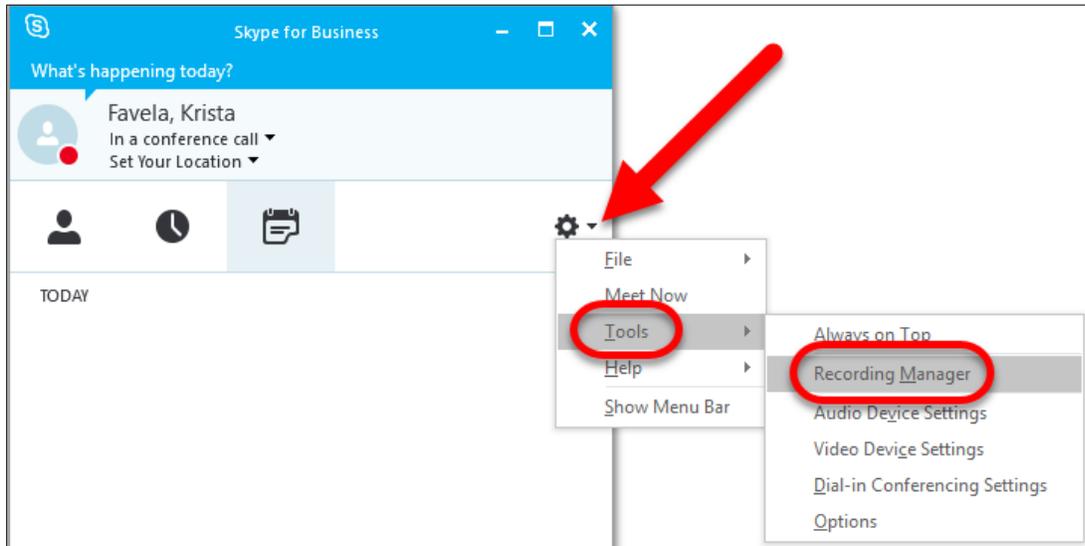
In the **Recording Manager** window:
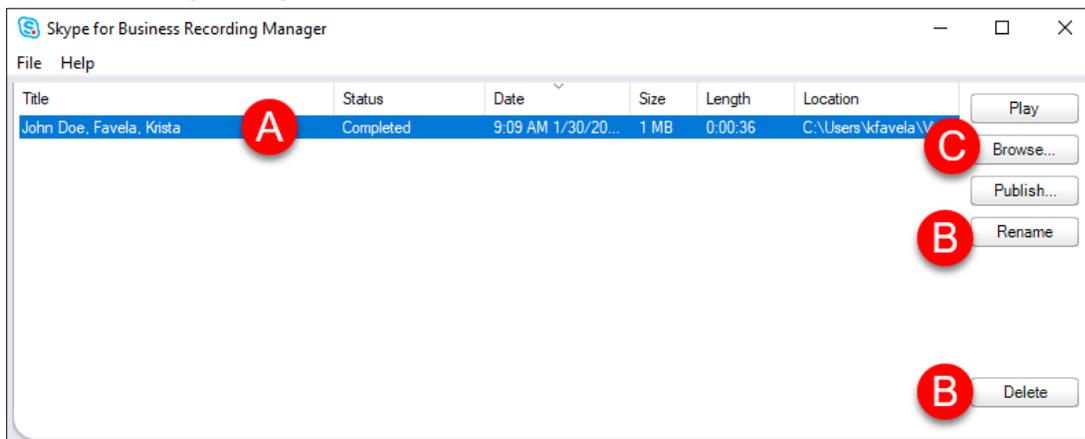
A. Click your recording to highlight it, then click **Play** on the right side of the window.

B. You can also **Rename** or **Delete** your recording here.

C. Share your recording with others by clicking **Browse** to open a file explorer window with your recording. (Recordings are also saved in the **Videos/Skype for Business Recordings** folder on your computer.)

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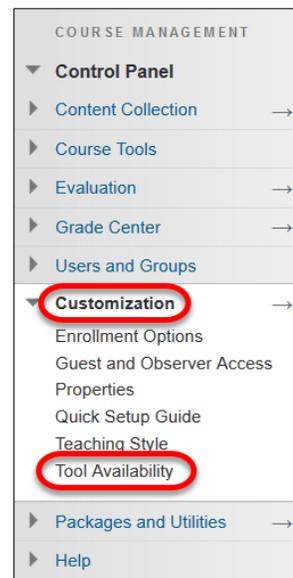
> If you do not already have an Ensemble account, please contact ITSC@wtamu.edu requesting an Ensemble account.

TURNING ON ENSEMBLE TOOL IN YOUR COURSE

1. Inside of your course, go to **Customization** > **Tool Availability**.

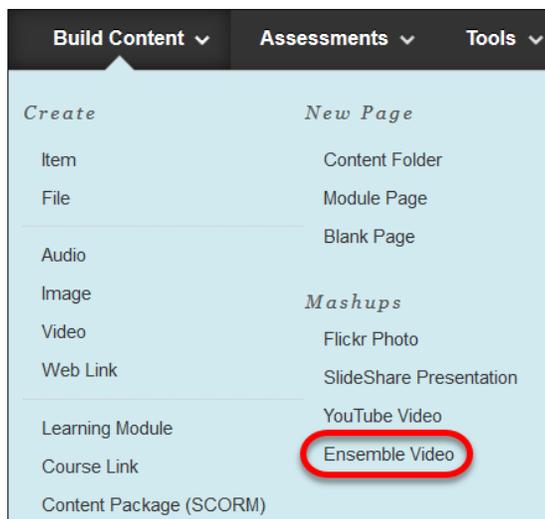2. Locate the **Ensemble** items, and check the available **checkboxes** for each item.


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.
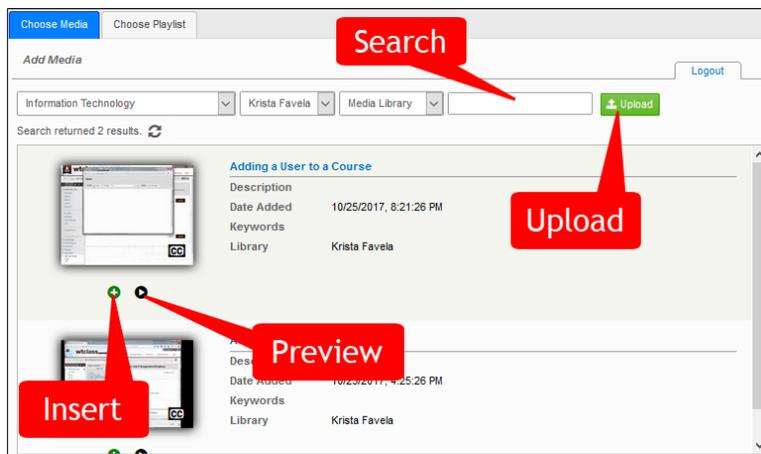
To upload a video to Ensemble through WTClass:

1. Click the **Upload** button.
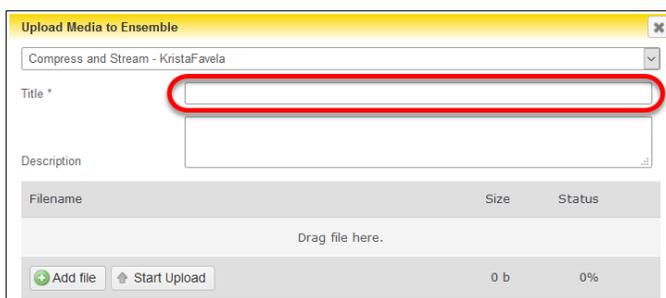
2. Enter a **Title**.
   Please include information referencing the date at which this video is intended to be removed from the server for easy locating at the end of each semester
   Examples:
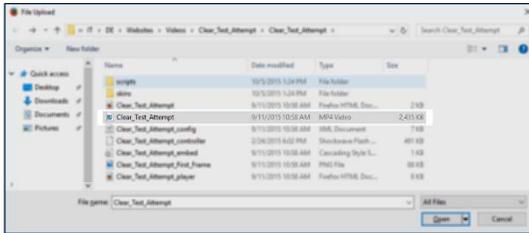   *"HIST 1301 Introduction – Delete January 2018" or*
   "HIST 1301 Introduction – Delete 01012018"
   "HIST 1301 Introduction – 2017FA Use"

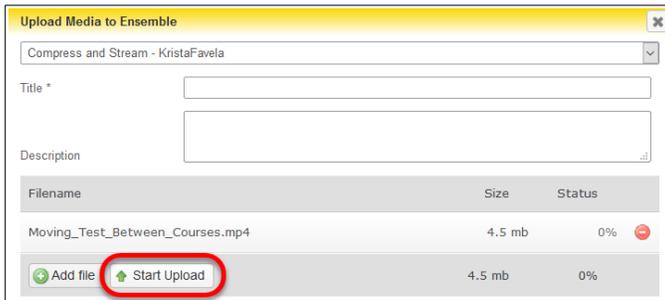3. Click **Add file** or Drag your video file on your computer.

Click on the **Add file** button and locate your video file on your computer.
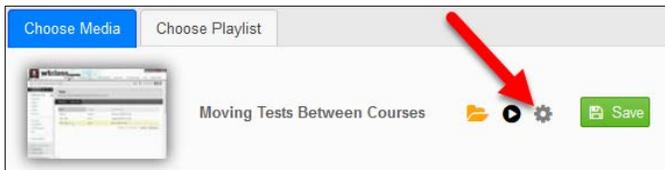
Drag your video file into the "Drag file here" area
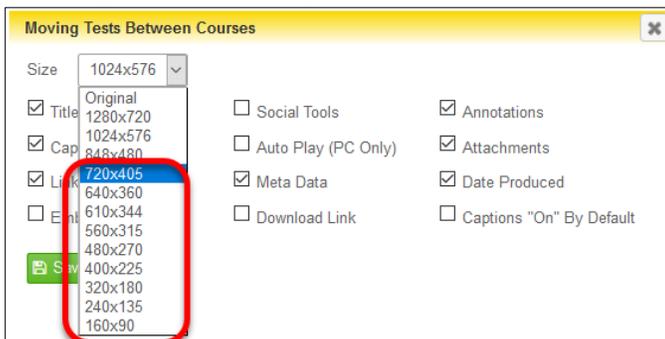
4. Click on the **Start Upload** button.

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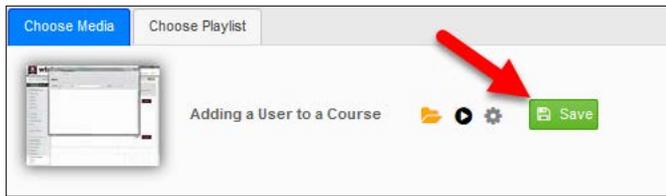
6. Click on the **Media Embed Options** button.

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.
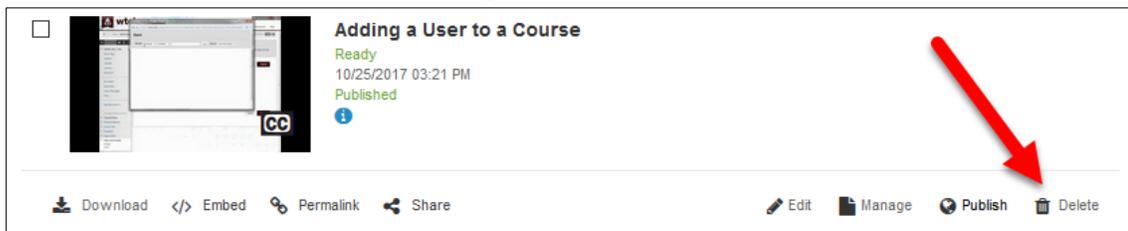
C. Click Yes to confirm the deletion of the video file.
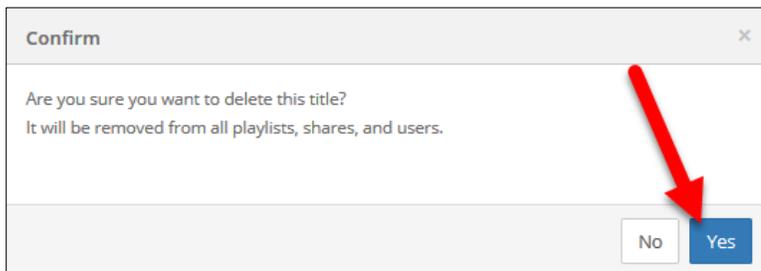
The video will be deleted from the system. All videos are permanently deleted 30 days from deletion.

RECOMMENDED PRACTICES FOR HOSTING A MEETING

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.