

Communications – Audio, Chatting, and Video

Set Up Audio

- Speakers + Microphone – Can cause an echo in sound when the sound coming from the speakers plays back through a user’s microphone, then back through the speakers...
- Headphone + Microphone – Using a headset that includes headphones and a microphone creates the best possible sound for users.

Connecting to Audio

Select the Voice Conference button

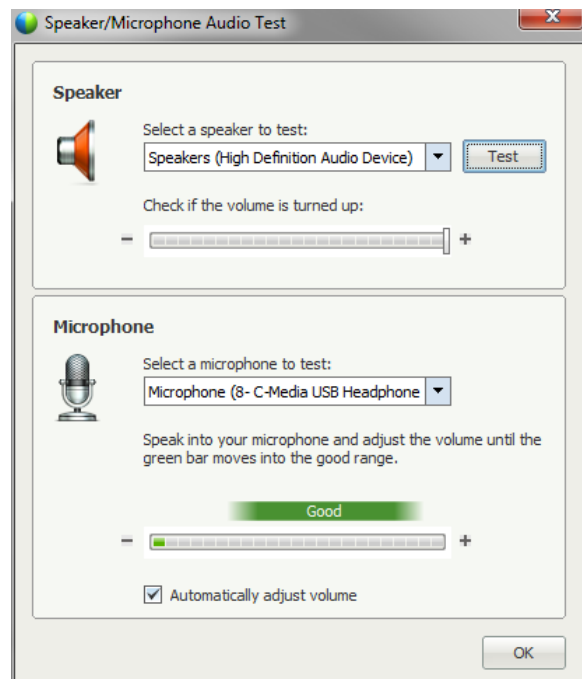


Speaker/Microphone Audio Test

Speaker: Select the speakers you would like to use from the dropdown menu. Click Test to ensure that these speakers are functioning properly.

Microphone: Select the microphone you would like to use from the dropdown menu. The system will check your Audio input. You should see a green bar indicator in the microphone area if your microphone volume is working.

Click Ok when finished.

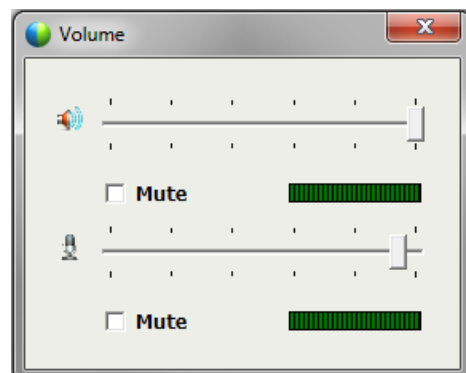


On the Quick Start tab, the Voice Conference button shows that you are now connected to the Voice Conference. To access the Volume control window select the Voice Conference button.



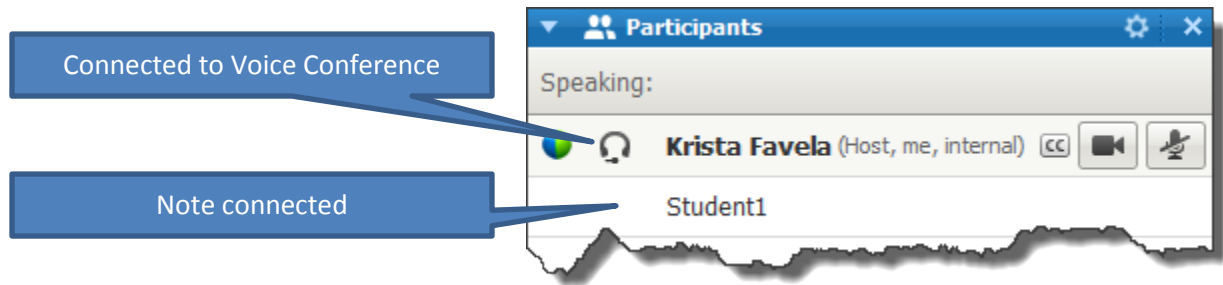
Voice Conference

(Connected) ✓

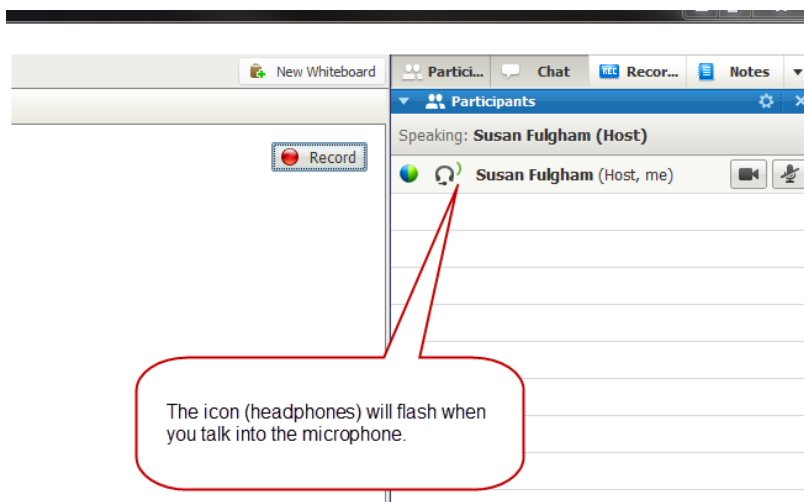


Icons

Icons next to the participant's name will indicate if they are connected to the voice conference.



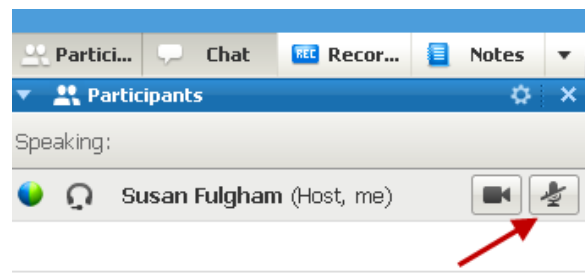
Icons flash when someone is speaking.



Audio - Rules

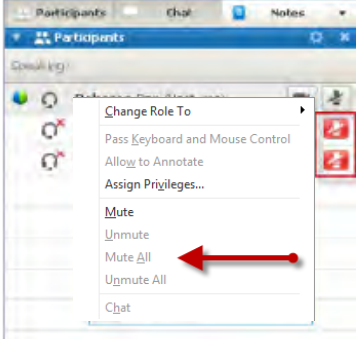

When starting a session, use chat to ask if students can hear you ("Raise your hand if you can hear me")

Request students mute their microphones to avoid feedback



For Large groups – Participants should use the chat feature, while the instructor uses the microphone.

Muting and Unmuting Microphones

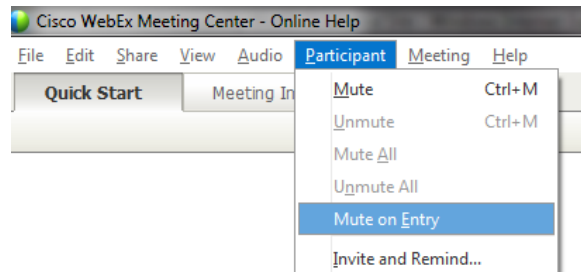
Role	Task description:
Host Windows: Right click in the participants list 	<ul style="list-style-type: none"> • Mute on Entry to mute all microphones automatically when participants join a meeting • Mute or Unmute to mute or unmute your own or a specific participant's microphone • Mute All to mute or unmute all participant microphones simultaneously at any time during a meeting More (on page 174)
Participant Mac: Ctrl + click in the participants list 	Select the Mute or Unmute icon to mute or unmute your own microphone.

Right click on the participant list to view the submenu to mute all microphones.

The microphone icons will turn a red color to indicate that they have been muted.

Request student's raise their hand for microphone/speaker privileges.

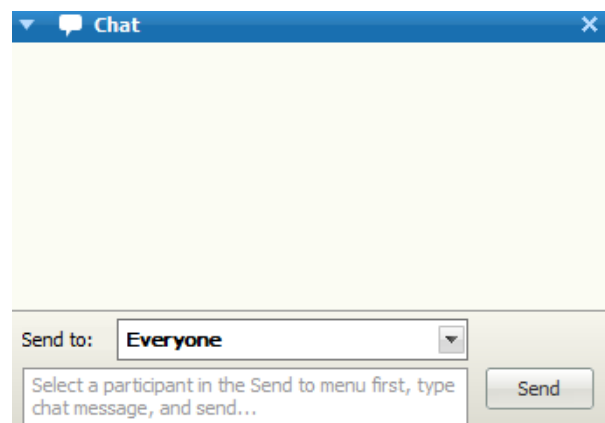
Alternatively you can select to have all newly entering participants to be muted upon entering the audio conference. Click **Participant** in the tool bar, and then select **Mute on Entry**.



Chatting

The Chatting panel can be used for more than just chatting during the meeting. You can use it to:

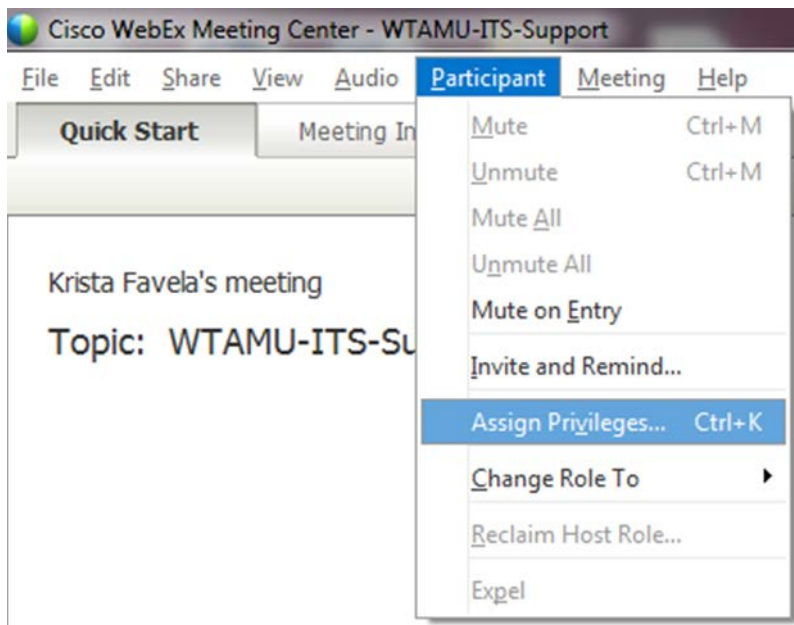
- Diagnose Technical Difficulties
 - Audio problems
 - Microphone problems
- Need to speak to 1 person
- Post questions



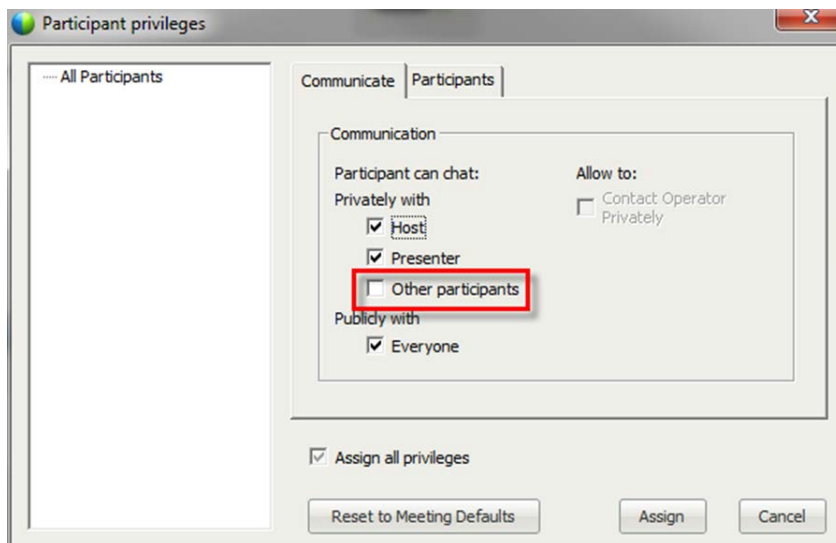
Block students from private messaging

By default, participants have the ability to send private messages to anyone in the meeting. These private messages are not recorded, and instructors have no way to see what is sent as a private message to anyone except to themselves. However, you can block this ability so that participants can only send messages that are broadcast to the entire class.

Step 1: Click **Participant** in the toolbar of the Quick Start area, and then click **Assign Privileges...**



Step 2: Uncheck the checkbox next to **Other participants**.



Video

Participants can use a webcam to connect visually with other participants

Minimum System Requirements

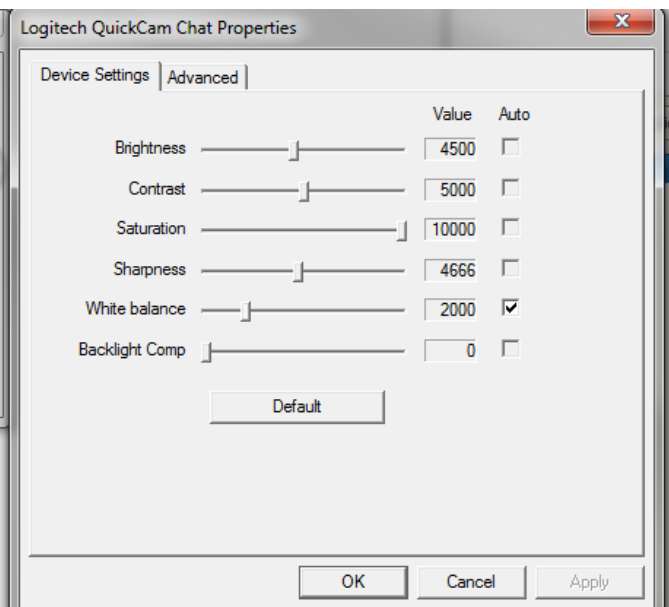
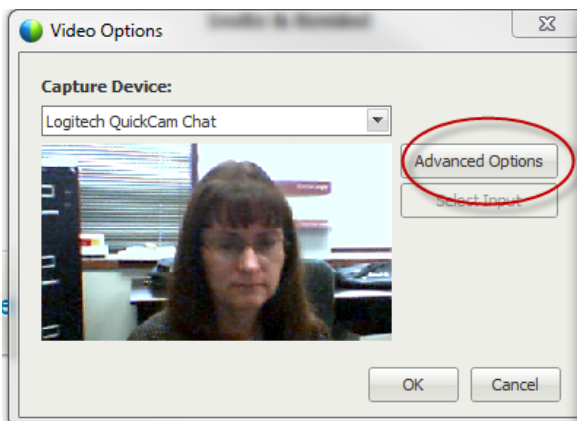
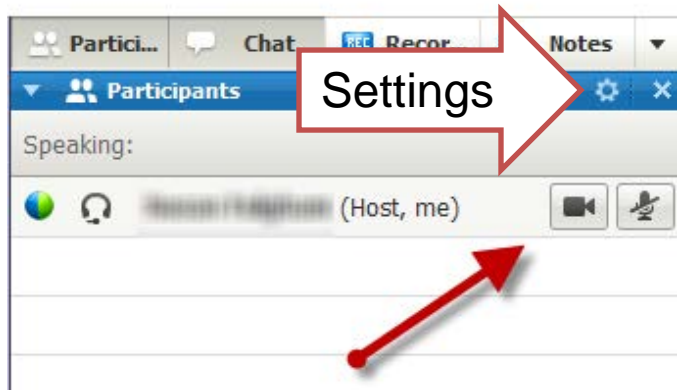
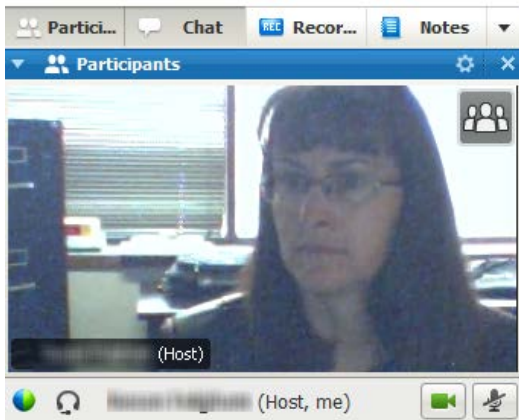
To send:	To receive:
<ul style="list-style-type: none">• Webcam capable of producing high-quality video• A computer with a least 1 GB of RAM and a dual-core processor• A FAST network connection	<ul style="list-style-type: none">• A computer with at least 1 GB of RAM and a dual-core processor• A FAST network connection

Note: Students may or may not have a computer with this capability.

Webcam

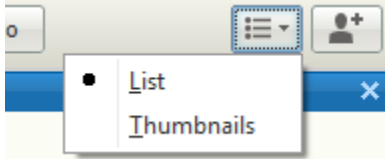
To turn on your webcam, click the camera icon.

Use settings for visual clarity.



Webcam Details

- Only 6 participants can use their webcams at one time.
- Lock focus on one participant (select name, choose participant from list). This will ensure that video feed will not change between participants as noise comes through microphones of others, which can be distracting.
- Display as a list or thumbnails of videos



- To see all participants who are sending video, select the icon in the upper-right corner of the display.



- Full screen – double click video picture