



Certificate Course on Digital Teaching Techniques

Program Guide

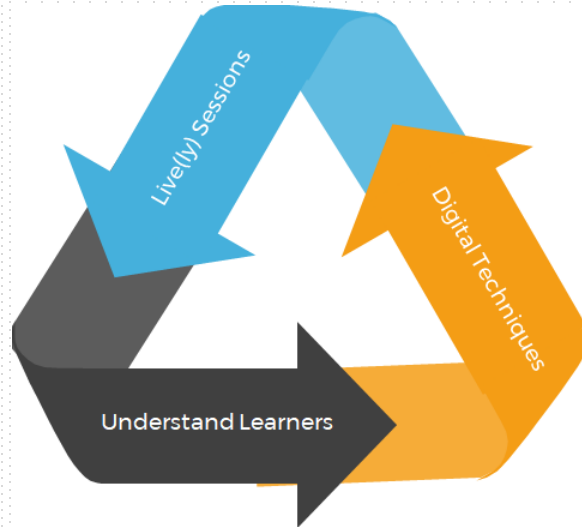


Course Coverage

1. Introduction
2. Types of Learners
3. Need for Digital Transformation
4. Online Teaching and Learning Strategies
5. Pedagogy Integration with Digital Tools
6. Engagement Strategies
7. Evaluation Methodologies
8. An Ideal Digital Classroom
9. Ethics for the Digital World
10. The Art of Answering Online
11. Analysis of Performance

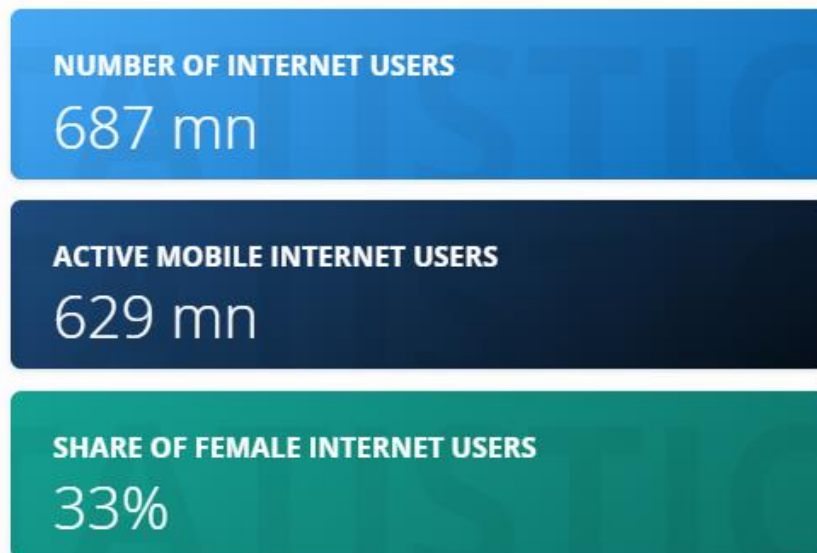
CHAPTER 1: INTRODUCTION

OBJECTIVE:



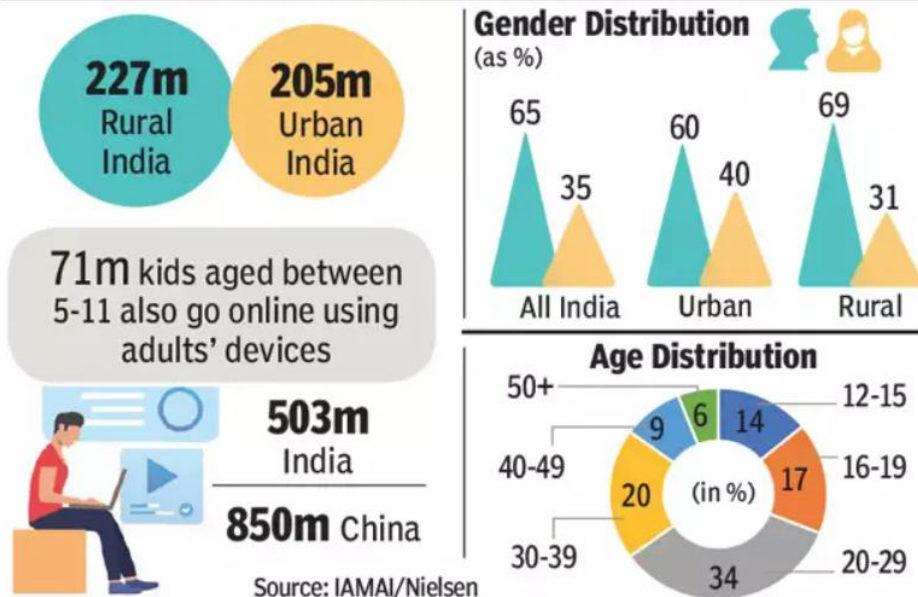
To empower faculty members to deliver live(ly) online sessions by understanding learners & digital techniques better.

STATISTICS



Courtesy: statista.com

INDIA 2ND LARGEST AFTER CHINA



Courtesy: timesofindia.indiatimes.com

	April 30 th (1)	Session (in Millions) (2)
Coursera	287 (+157)	45 (67%)
edX	663 (+510)	19.2 (52%)
FutureLearn	3009 (+3189)	6.15 (116%)
Swayam	10556 (+959)	3.2 (27%)

1. Based on Alexa Ranking. Numbers in parentheses point to the change in ranking since March 14th.

2. Number of sessions in March and percent change from February. Based on SimilarWeb data.

CHAPTER 2: TYPES OF LEARNERS

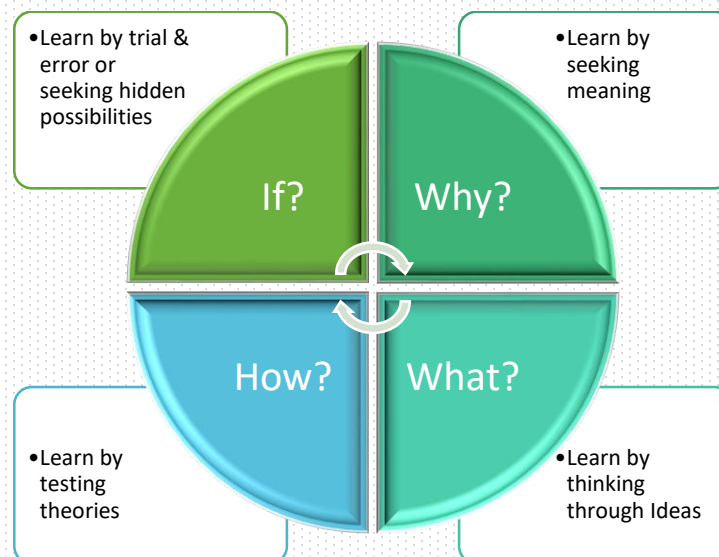
INTRODUCTION

All the students have their style of learning that explains how they process information at their best and retain in memory for long. Every person has a **combination of learning styles**, but most of them have their preferences.

In schools and colleges, teachers and professors prepare various lesson plans to reach the information to all *types of learners*. This process helps in addressing the needs of different students. This chapter, we'll learn in detail about the **different types of learners** and how learning style prefers to learn.

4MAT

These styles are based on the work of John Dewey, Carl Jung, and David Kolb (St. Germain, 2002). It is based on research from many fields, but mainly is a synthesis of findings from the fields of learning styles, and right and left brain dominance.



The 4mat system helps learners integrate knowledge and skills; experiment and solve problems, reflect on what they have learned.

10 LEARNING STYLES

I. Kinesthetic Learners



These are the most hands-on learning type of person who loves to learn through tangible ways. They learn best while performing things on their own.

II. Read/ Write Learners



These people are incredibly comfortable with written words as they love gaining information by reading text materials.

III. Visual or Spatial Learners



This type of learner gains information when they visualize relationships and ideas. They take ideas from essays, charts, diagrams, maps, pictures and other drawings.

IV. Auditory Learners



Information when verbally spoken helps auditory learners learn, these people like to listen to lectures and participate in discussions.

V. Natural Learners



People who can learn in any natural way are called natural learners. In any of the other ways, their minds retain information. This type of learner is the all-rounder of learning.

VI. Linguistic Learners



These learners learn best through different linguistic skills like reading, writing, speaking and listening. Their best learning methods include reading textbooks.

VII. Interpersonal Learners



These learners learn while relating the information. They love working in teams, groups, sharing information and comparing ideas to each other.

VIII. Intrapersonal Learners



Interpersonal learners are those who love to learn alone. Apart from external sources, these people are encouraged by internal forces.

IX. Logical/ Mathematical Learners



These learners must classify or categorize things for understanding a topic. These people understand patterns, numbers, better as compared to other people.

X. Musical or Rhythmic Learners



This is a kind of learner who uses music melody, rhythm, or beats to learn anything. Some people also think and absorb information better with background noise.

LEFT-RIGHT LEARNERS

Most people know that there exist two hemispheres of the brain are responsible for different human abilities. However, did you know that there exist various techniques for teaching students that prefer either a left-brain learning style or a right-brain learning style?

It should be noted that most neuroscientists believe that virtually everybody uses both sides of their brains, but one side of the brain tends to dominate over the other.

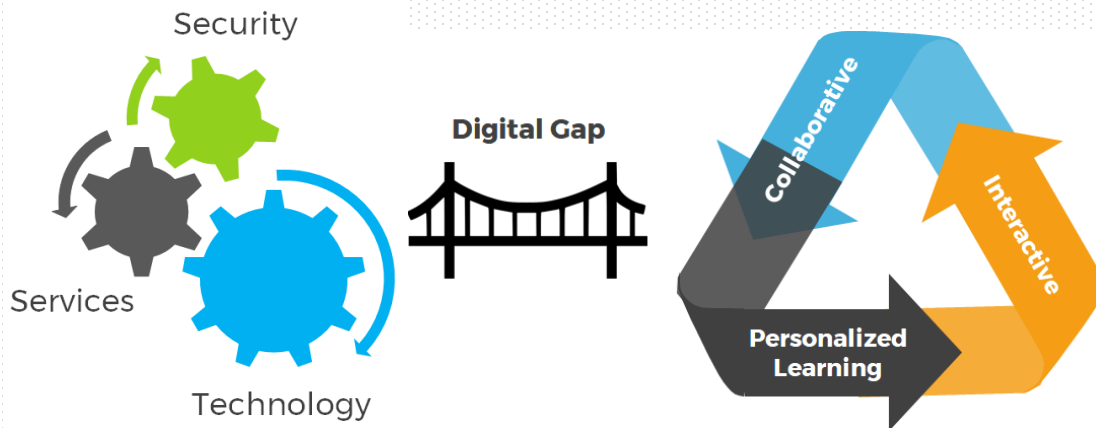
Left Brain	Right Brain
Analytical Thought	Intuitive Thought
Detail Oriented	Holistic Perception
Ordered Sequence	Random Sequencing
Rational Thought	Emotional Thought
Verbal	Non-Verbal
Cautions	Impulsive
Planning	Creative Writing/Art
Math/Science and Logic	Imagination
Right Side Motor Skills	Left Side Motor Skills

CHAPTER 3: NEED OF DIGITAL TRANSFORMATION

DEFINITION

1. Integration of digital technology into all areas of a business
2. Using digital technologies to create new or modify
 - a. existing processes,
 - b. culture,
 - c. organizational experience
 - d. operational experienceto meet dynamic business and market needs
3. Essentially changing how we operate and deliver value to customers

ECOSYSTEM

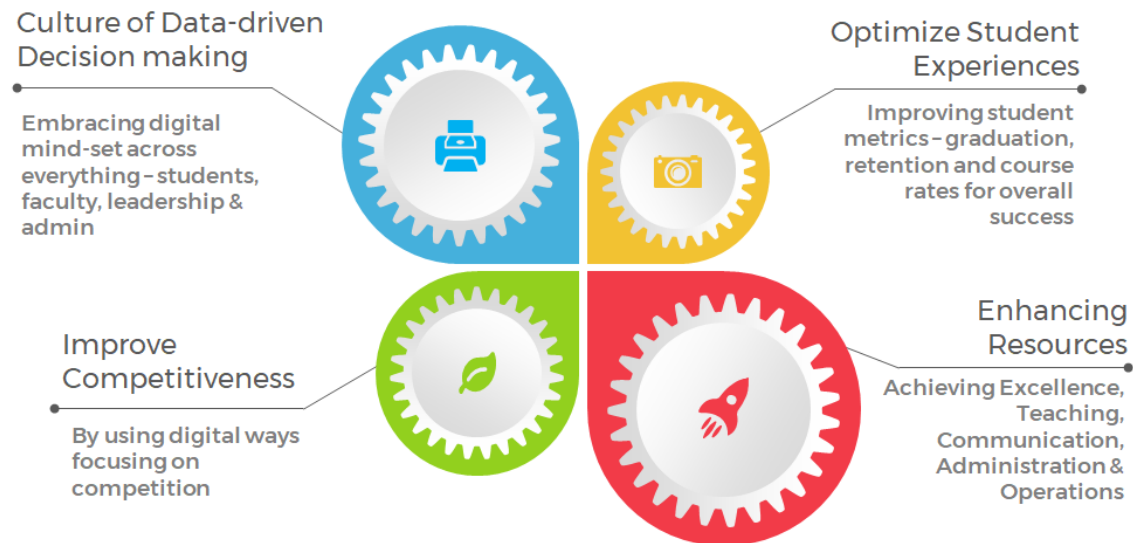


WHY DIGITAL TRANSFORMATION MATTER TO EDUCATORS?

- Traditional education is EVOLVING!!!
- Today, Education must be collaborative & interactive
- Digital Transformation positively impacts student learning by opening a world of endless possibilities and collaboration.

- Covid-19 pandemic has disrupted education worldwide >> emergency remote teaching-learning
- Undertrained Faculty
- Lack of access to good quality and Relevant content
- Lack of data and analytics to standardize student performance
- Intermittent Evaluation and Feedback

PRIMARY GOALS OF DIGITAL TRANSFORMATION IN HIGHER EDUCATION INSTITUTIONS



CHALLENGES

- Reluctance to Adapt
- Lack of expertise in Digitization
- Limited Budget
- Data Security
- Lack of Organizational Strategy

DIGITAL TRANSFORMATION

Operation-Priority

- Redefine the services via advanced digital process
- Student Admission, Registration, Examination system, quality assurance system, course plan, syllabus/module, academia employment

Service-Priority

- Related to Educational mission of universities
- Aims to create new programs, digitization of old programs, face-to-face education -> Hybrid/Blended education

Service & Operation-Priority

- Aims to undergo a systematic synthesis of both approaches
- Development of operational process and learning methods are simultaneous

TRANSITION MODELS

- Monotype 'Uniform' to Individualized 'Customization'
- Acquire/Passive Learning to On-the-Job/Learning by Doing
- Rote Learning to Learning by accessing the source of info
- Intensive Learning to Learning focused on accessing lots of info on demand
- Single Source (Expert) to Multi-Source
- Standard Assessment to Customized/Individualized

CHAPTER 4: ONLINE TEACHING AND LEARNING STRATEGIES

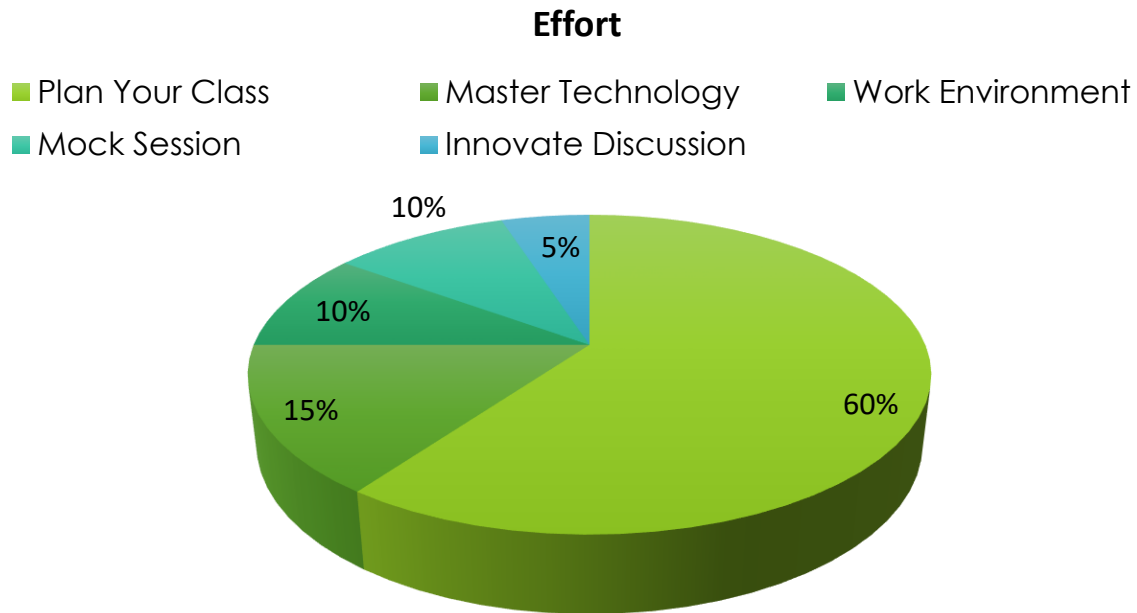
INTRODUCTION

Gone are those traditional days where teacher could walk into a class use the black board and explain concepts with book in hand. The need of the day is sit in a chair in front of a camera and handle students remotely, who are also in the comfort of their home. Teachers and Faculty need to upgrade their technical knowledge and skills to survive this new world.

This chapter will help you understanding where and what you should focus on to develop the technical skills.

ONLINE TEACHING

Faculties need to put all their efforts in the following 5 places to take their online class to the next level.



Plan Your Classroom

There was a time when college management and faculties seized phones and frowned upon students who used laptops during class hours. Now the students are asked to use Laptops to attend classes and home works go in emails. To plan this online class better the faculty members need to plan their classes better to complete their syllabus on time. The following models of planning classroom will help you deliver your chapter better to students.

FLIPPED CLASSROOM MODEL

In this blended learning approach, face-to-face interaction is mixed with independent study—usually via technology. In a common Flipped Classroom scenario, students might watch pre-recorded videos or read an article defined by faculty **before the class**. **During the class** there is a discussion combined with some explanation from the teacher. **After the class** is either a set of questions for

assessment or homework for the students to complete their flipped classroom experience.



Wordpress

To create a website with ease there are lots of hosting sites, here are some examples wix.com, godaddy.com, boxmode.com and wordpress.com.

Let us learn the working process of wordpress alone, here are some positive points of wordpress,

- Is a Content Management System (CMS)
- A tool to help you build a website like Google Docs, Microsoft Word, OpenOffice, LibreOffice or Pages, which help you create documents.
- Displays web pages (HTML) dynamically.
- Users need no knowledge of: HTML, PHP, JavaScript etc. (for basic content)

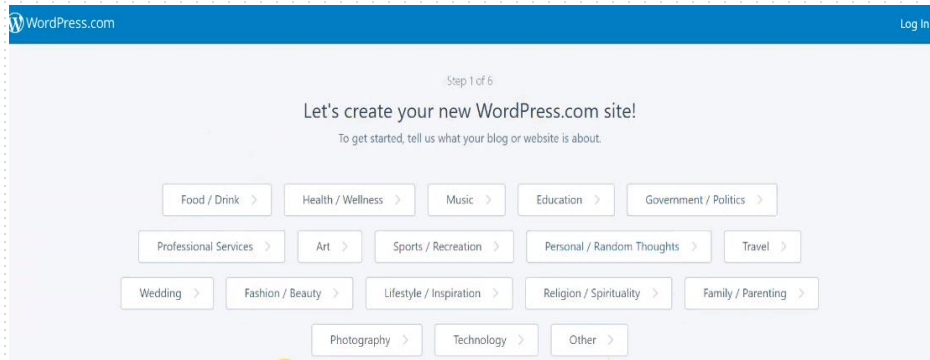
	WORDPRESS.ORG	WORDPRESS.COM
Web Hosting	X	FREE
Domain Name	X	FREE *
Design (Themes)	FULLY CUSTOMIZABLE	LIMITED *
Plugins	FULL CONTROL	LIMITED *
Backups	SELF MANAGED	INCLUDED
Security	SELF MANAGED	INCLUDED

* upgrades will cost \$

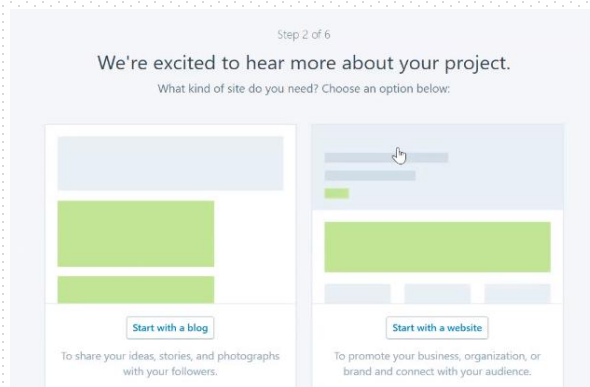
Click on Get started



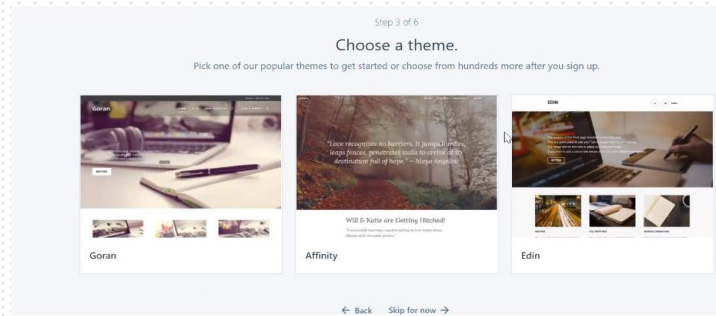
Step 1



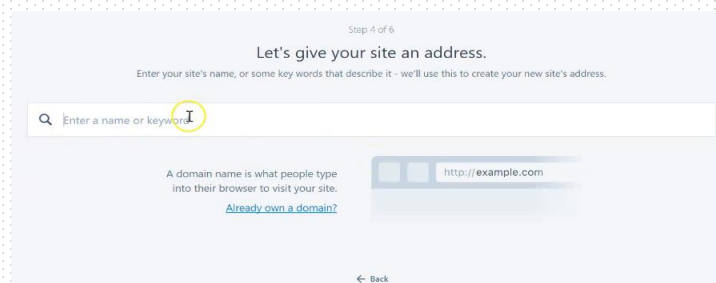
Step 2



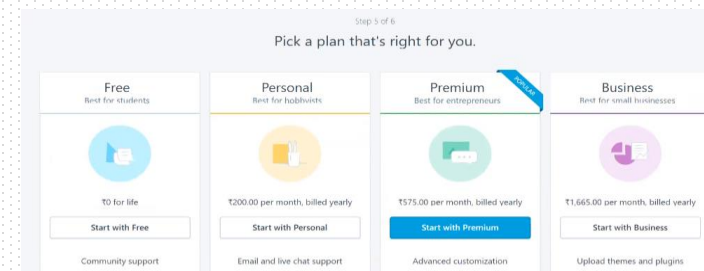
Step 3



Step 4

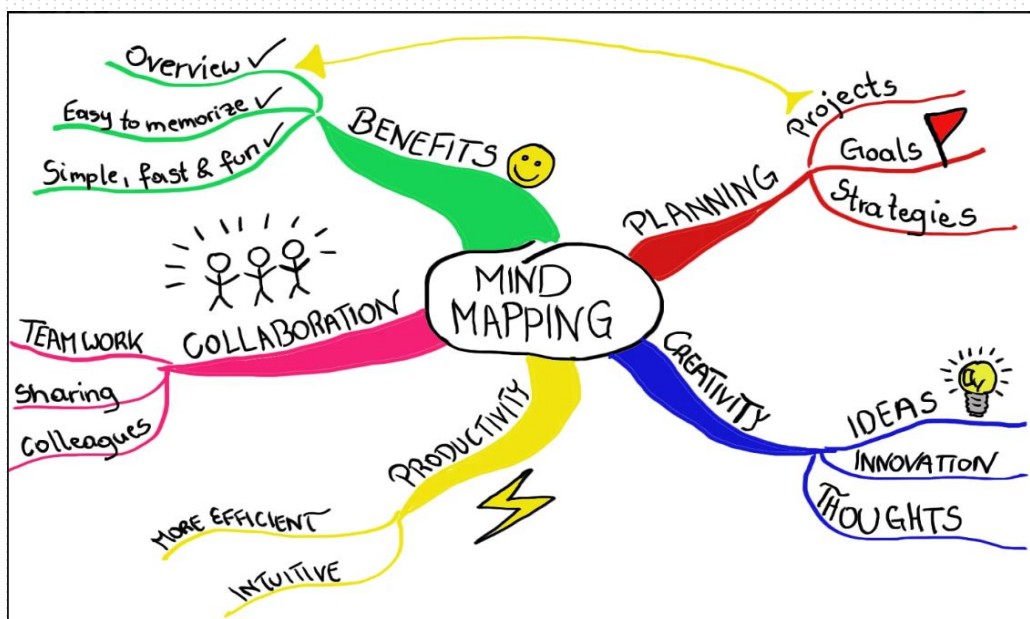


Step 5



MINDMAP

- Powerful Note-taking tool.
- To map all the key information in a single holistic form.
- Identify and understand the structure of the message
- Helps register subject deep in sub conscious mind.



Effective use of Mindmap can come from following the following steps,

- Use Single Words or Simple Phrases
- Print Words
- Use Color to Separate Different Ideas
- Use Symbols and Images
- Using Cross-Linkages

Prepare and Master Technology

Learning is something that does not stop till our life ends, becoming technology master is the best thing we can do now as it is the need of the hour. Most schools and Colleges have a favorite software tool to handle their students, be it zoom or google classroom, as faculties we have to become a master in that software.

Set up Work Environment

Setting up the perfect work environment improves seriousness and brings in the required confidence to handle a session online.

Mock Session

Conduct mock sessions among your peer group faculties to get their inputs on the subject and your presentation styles. The more mock you conduct the better as it gives you confidence in delivering sessions online. We should bring our live class expertise online and the best way is to do Mocks and Demos to senior and get knowledge from other trainers.

Innovate Discussions

Conduct as many discussions as possible. That is the only way to do keep the class engaging and active. May be the students need not talk but they can express their opinion through a chat option or include student's home works or assignments as part of your classroom explanations to bring in that additional value to your learners.

Learning Strategy

There are many learning strategies especially for online classroom here we will be focusing only on two different kinds of learners and how to handle them better online as others kinds of learners will learn better without intervention from faculty.

Kinesthetic Learner

- Engaging
- Real Life Examples
- Short Lectures
- Virtual Trips

Interpersonal Learner

- Work Together in Social Media
- Help him/her understand this over a Call
- Guided Student Driven Virtual Group study

CHAPTER 5: PEDAGOGY TOOLS

MICROSOFT POWERPOINT

Microsoft PowerPoint is a professional tool for making presentations that's been around for decades. It's got a number of features that make it a powerful presentation tool. In this tutorial, you'll learn about Microsoft PowerPoint's origins and the best version of PowerPoint that fits your needs. You'll also discover tutorial resources to start learning how to use its deep toolset.

PREZI: A PRESENTATION TOOL

Prezi is a web-based application that allows user to create and edit active presentations. In April 2009, developers Adam Somali-Fischer and Peter Halacsy launched Prezi.

Prezi allows for new kind of visualizations and opportunities to link imaginary to motion. The most often used feature is animation in playing slides. Its unique zooming features allow users to view minute details as well as the big picture in their presentation, and allows them to display and navigate freely throughout the space for more natural feel.

The presentations are created and stored in cloud so that makes the presenter to access the presentations from anywhere.

Similarities of Prezi and PowerPoint

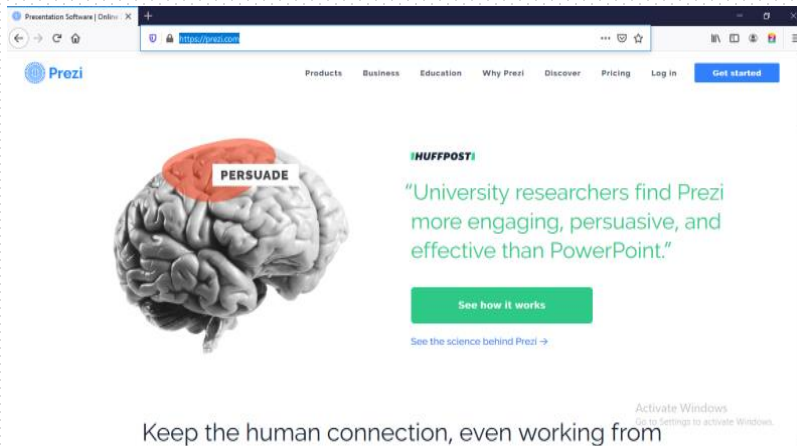
Both Prezi and PowerPoint are presentation tools used by all kind of people from Students to Professionals to Business people. Both incorporate images, sounds, videos, texts and charts for an interactive presentation. Both tools include animation for text and images in the presentation. Both can give transition effects between slides to make the presentation livelier. Both of the tools have more online and offline templates which are great to start creating a presentation.

Let's Understand Prezi

To start using the Prezi tool, one have to create an account in the website <https://prezi.com/>

CREATE ACCOUNT

Click on Get Started button to Sign Up.



PLANS

There is different plan available for different kind of users. We can select any one of them according to the need and affordability of our business domain. The basic plan is free. It allows user to create, share, and store beautiful visual content online that anyone can see.

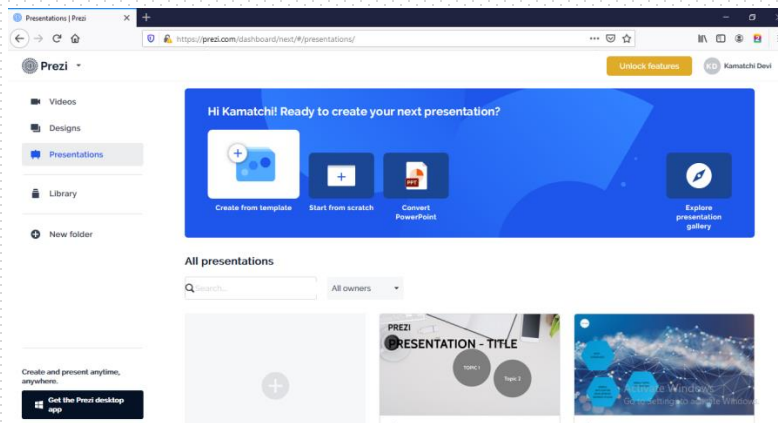
Prezi has exclusive plans for Students, Educators and Business people for individual and teams. Plan cost varies form \$3/month to \$59/month.

How to Create Presentation in Prezi

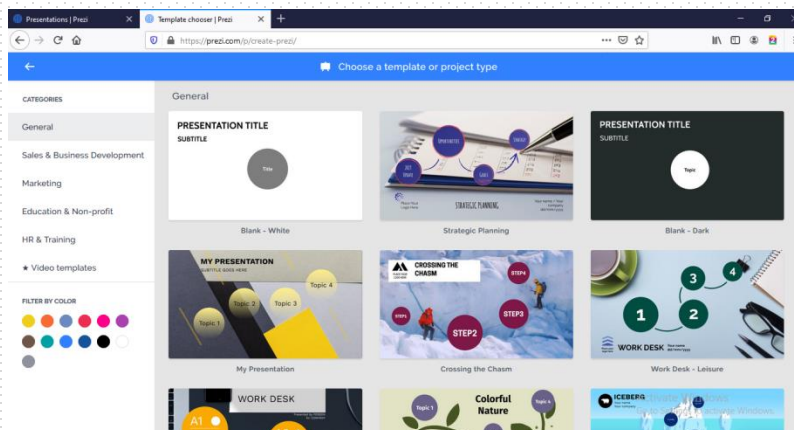
To start creating a presentation in Prezi, we can either use existing template or can start from scratch. There are lots of online templates available which is great to create and edit presentation with good designs.

Once after logged in to the Prezi account, the dashboard appears. That is where we can start creating the Presentations and Video using Prezi. Also Prezi allows user to create folder to organize the files to ease access.

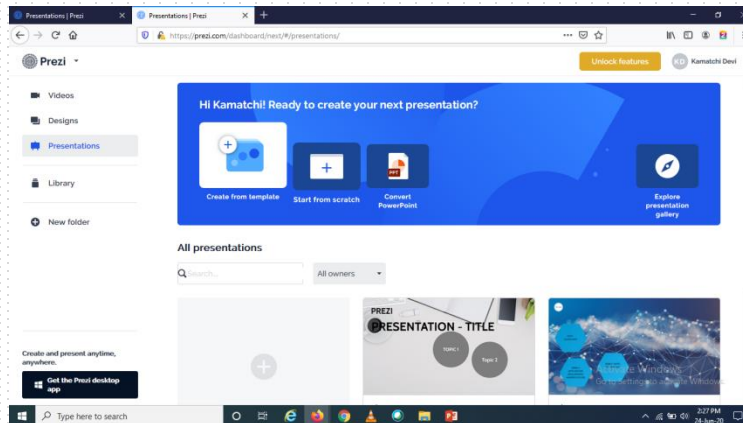
DASHBOARD



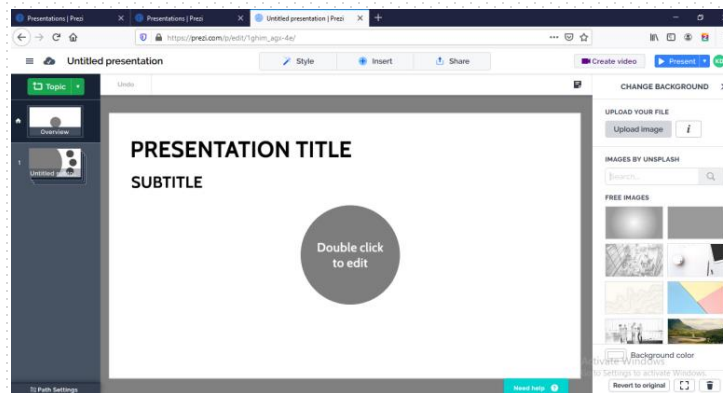
CHOOSE FROM TEMPLATE



START FROM SCRATCH



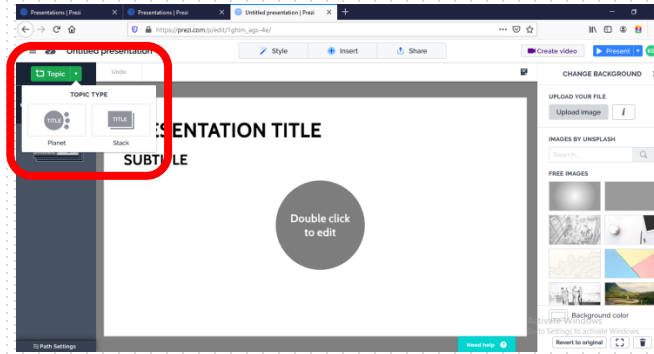
NEW PRESENTATION



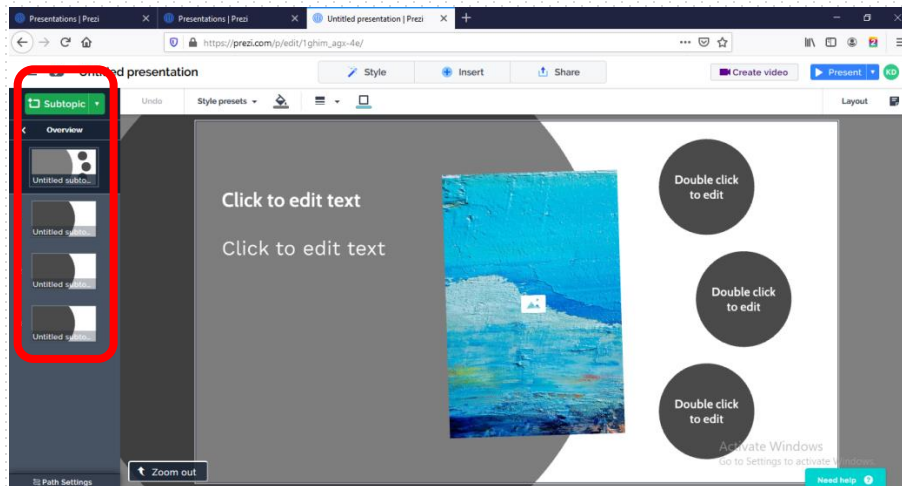
The basic components of Prezi Presentation are Topic and Subtopics. The Topic are the main presentation to be focused. The subtopic is arranged to be presented in a topic.

To the left side panel, the controls to add topics and subtopic are given. While adding the topic we can select the styles of topic to be created as Planet/Stack.

TOPIC TYPES – PLANET/STACK

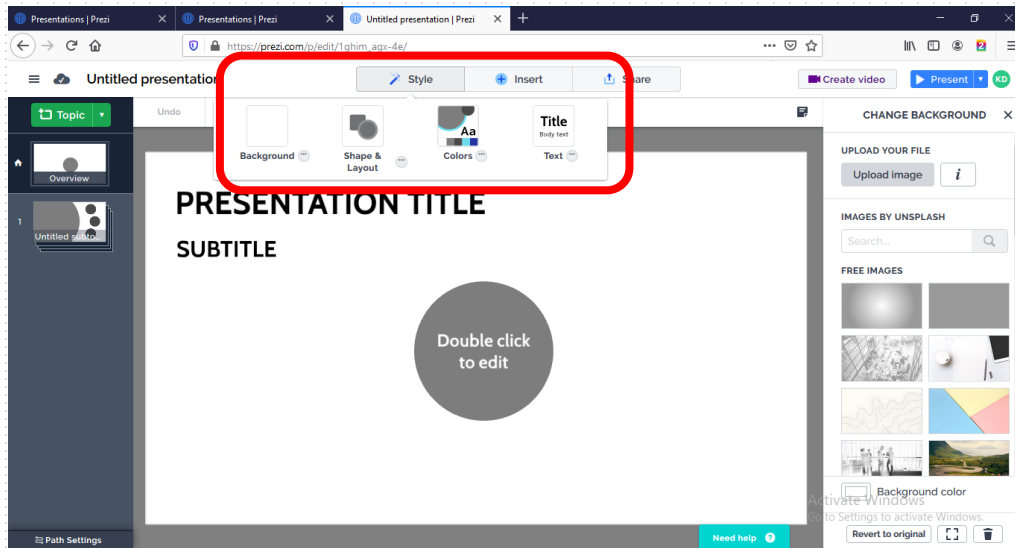


SUBTOPICS



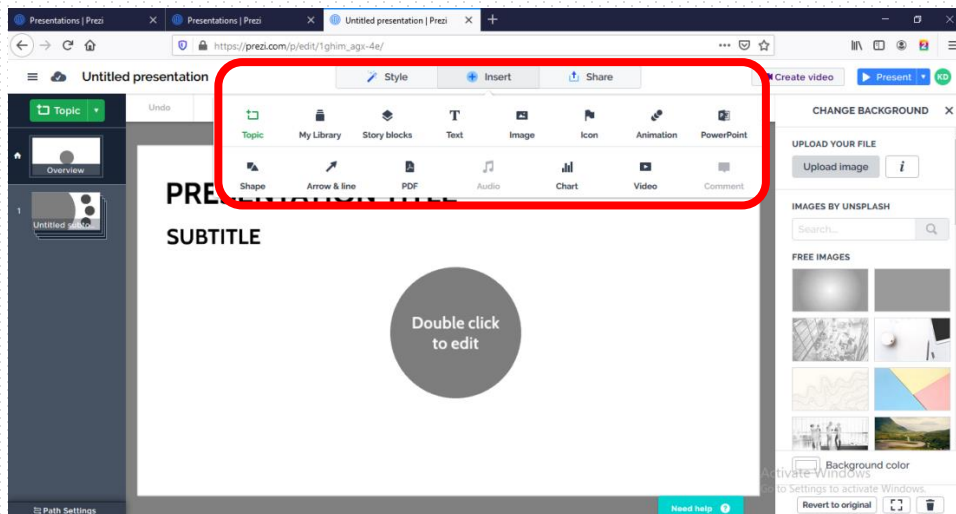
There are lot of background images and animation effects are available which can be added to the presentation.

STYLES



We can change the styles of each slides in the presentation. The menu Style helps in achieving this to the presentation.

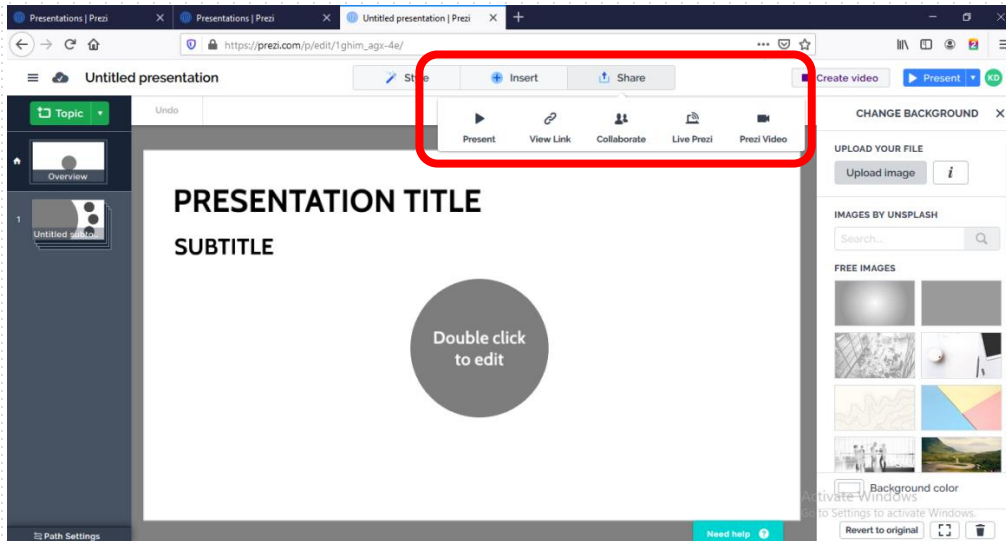
INSERT OBJECTS



The presentation can be added with various objects like texts, images, icons, videos, charts and audios. Also, we add PowerPoint and PDF to the presentation itself.

SHARE PRESENTATION

User can share the Prezi Presentation as Link, Prezi Video. Also user can collaborate the Prezi presentation with other presentation tools.



Pros of Prezi

There are lot of advantages in using Prezi as the Presentation tool. Here are some of them listed:

- Prezi is cloud-based software which allows user to store the presentation in the cloud and can be accessed anywhere in any system.
- Prezi allows flexibility in creating presentation using its zooming feature.
- Prezi templates are aesthetic.
- Prezi can be used to create Non-Linear or Conversational Presentations.
- Prezi allow users to create presentation with better integration with multimedia (Audio, Videos and Images).
- Prezi is web-based since it can be access in any platform.

- Prezi also allows users to import the existing PowerPoint (.pptx) file and convert that to a Prezi Presentation.

Which is best for what?

Irrespective of the tool we select, the result will rely solely on ability to plan and include meaningful content. Here are the scenarios where we can select which tool.

Prezi	PowerPoint
To look at the big-picture details	Reports
To skip back and forth	Step-by-step ideas
Map-like layouts	Processes (mostly linear models)
Brainstorming/Story telling	Numbers and data
Timeline discussion	Presentations don't need much animations
White board effect	

VIDEO CONFERENCE

Video conferencing describes online meetings that take place over the internet to connect video conferencing systems in meeting rooms with personal devices such as laptops or mobile devices with embedded webcams

Video Conference Platforms Features

There are many video conference platforms and they can be a real aid for anyone teaching online. Most of them offer:

- A meeting place online where groups of people can see each other (with web cams) and chat to each other so long as they have microphones

- A place where participants can share almost anything that can be shared in any physical teaching space such as texts, web links, video and audio files, pictures and a presentation
- An opportunity to record meetings so that students can watch parts of the session again later, or the videos can be shared with students who missed the session
- Chat boxes, nonverbal communication symbols, and possibly polls
- Breakout rooms where students can be sent in small groups to work on something together away from the rest of the group.

Top 7 Tools for Virtual Meetings

Cisco WebEx

Zoom

GoTo Meeting

Microsoft Teams

Google Hangout

RingCentral

Skype

WEBEX

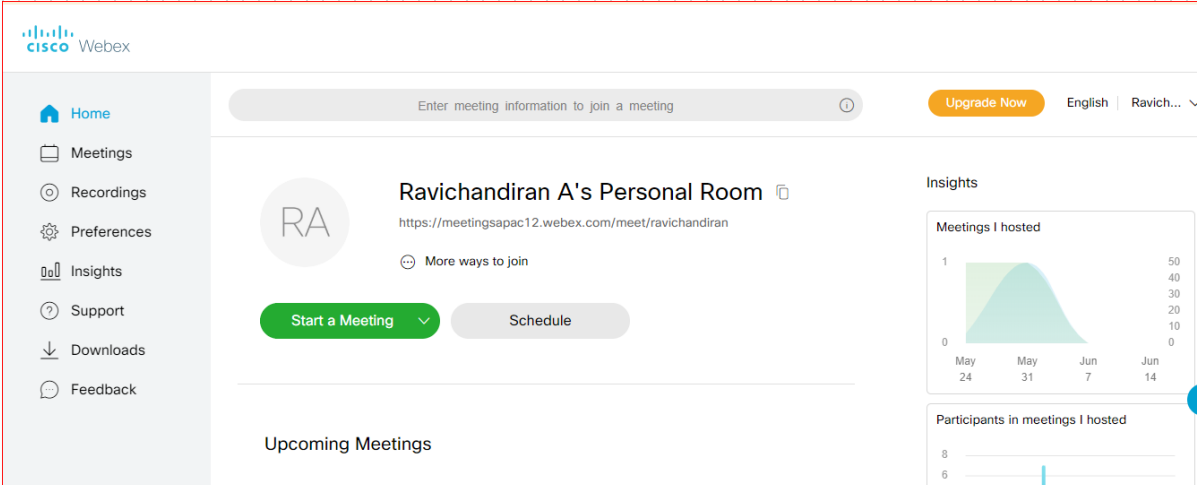
- Collaborate more effectively with customers, partners, and employees without the need to travel.
- Accelerate decisions with seamlessly integrated voice, video, and content sharing, all in one meeting.

- Improve engagement and build trust with video conferencing, just as if you were meeting in person, and invite others to join using their own video system.
- Share information and ideas while managing projects with teams from anywhere around the globe.
- Add even more convenience by holding meetings in your own permanent, customizable personal room that is always available.

Webex Key Features

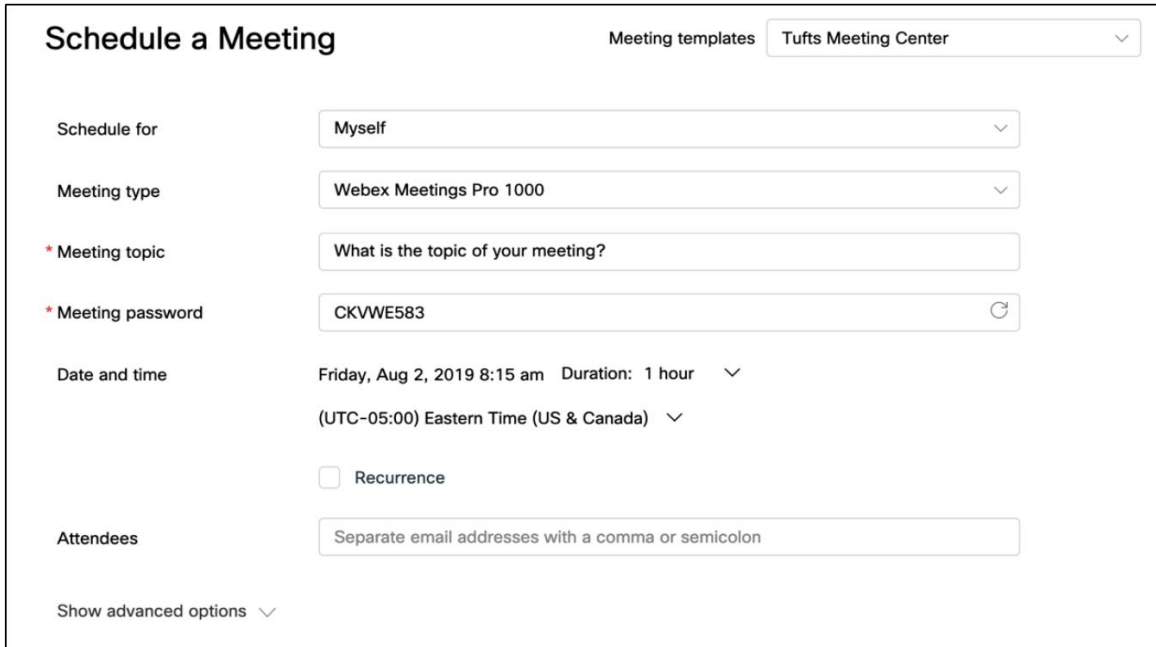
- Video Conferencing
- Engaging User Interface
- Document, Application, and Screen Sharing
- Personal Rooms
- Active Speaker
- Chat and Polling
- Recording, Editing, and Playback of Meetings

SCHEDULE MEETING USING WEBEX



The screenshot displays the Cisco Webex user interface. On the left is a navigation sidebar with options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Ravichandiran A's Personal Room' with a URL: <https://meetingsapac12.webex.com/meet/ravichandiran>. Below the title are two buttons: 'Start a Meeting' (green) and 'Schedule' (grey). To the right, under 'Insights', there are two charts. The first chart, 'Meetings I hosted', shows a peak in May. The second chart, 'Participants in meetings I hosted', shows a bar chart with a value of 8.

Use the Meeting Center → Host a Meeting → Schedule a Meeting path to schedule a meeting. Many of the features described in this section apply to the next section regarding starting a meeting right away.



Schedule a Meeting Meeting templates Tufts Meeting Center

Schedule for Myself

Meeting type Webex Meetings Pro 1000

* Meeting topic What is the topic of your meeting?

* Meeting password CKVWE583

Date and time Friday, Aug 2, 2019 8:15 am Duration: 1 hour
(UTC-05:00) Eastern Time (US & Canada)

Recurrence

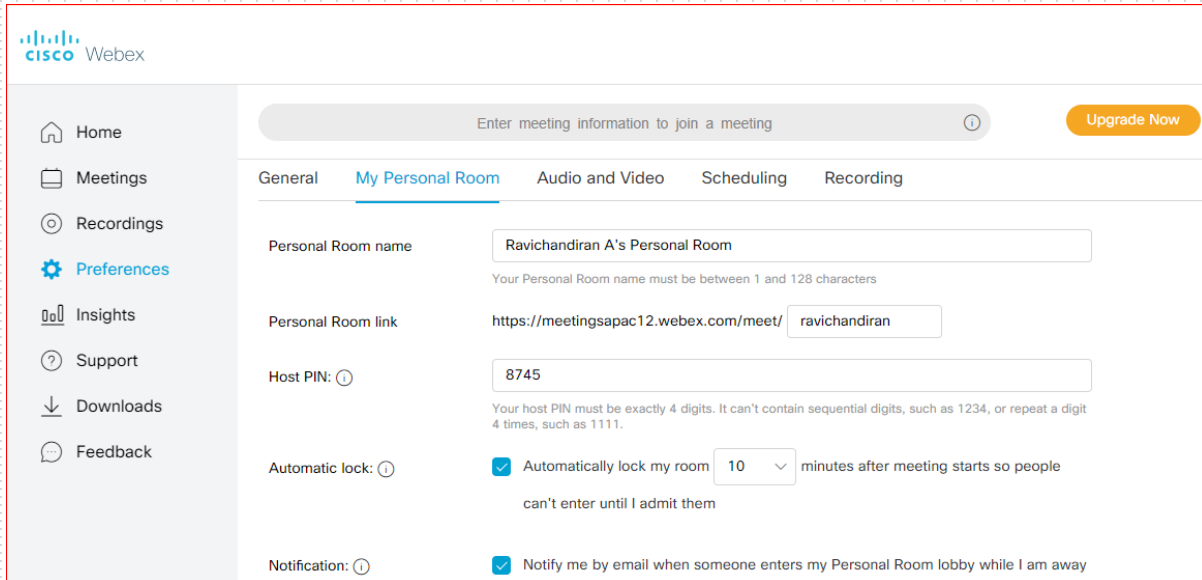
Attendees Separate email addresses with a comma or semicolon

Show advanced options

To schedule the meeting, enter the required Meeting topic and Password.

Tip: You can change the password that automatically appears to anything you wish. The Date, Time, Duration and Attendees also need to be populated. Other attendee features are optional.

PREFERENCES



The screenshot displays the 'My Personal Room' preferences in the Cisco Webex interface. The left sidebar contains navigation options: Home, Meetings, Recordings, Preferences (highlighted), Insights, Support, Downloads, and Feedback. The main content area is titled 'My Personal Room' and includes tabs for General, Audio and Video, Scheduling, and Recording. The 'General' tab is active, showing the following settings:

- Personal Room name:** Ravichandiran A's Personal Room (Note: Your Personal Room name must be between 1 and 128 characters)
- Personal Room link:** <https://meetingsapac12.webex.com/join/8745>
- Host PIN:** 8745 (Note: Your host PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.)
- Automatic lock:** Automatically lock my room 10 minutes after meeting starts so people can't enter until I admit them
- Notification:** Notify me by email when someone enters my Personal Room lobby while I am away

My Personal Room

- **Personal Room name** – Give your Personal Room a name that is different from the WebEx default.
- **Host PIN** – This four-digit number is used when you enter your Personal Room from a video system or call in from a phone. Keep this private! You can change your Host PIN if necessary.
- **Automatic lock** – Automatically lock your Personal Room after a set number of minutes.
- **Notification** – WebEx will notify you if someone is waiting in your Personal Room lobby.
- **Alternate host** – Allow other users to host meetings in your Personal Room without you. Once this box is checked, you can choose to allow any Tufts WebEx user to host in your room or you can specify who you want to be a host in your room.

Audio and Video

- **Audio connection type** – Determines what audio options are available for your scheduled meetings. Select WebEx Audio to allow participants to connect audio via phone or computer (VoIP). Select Use VoIP only to allow audio connection through a computer.
- **Entry and exit tone** - Determines the default way in which WebEx will notify you that a participant has joined the audio portion of the meeting: Beep, Announce Name, or No Tone. This can be changed later when you are scheduling meetings.
- **Call me numbers** - Pre-load numbers that WebEx can call when you select "Call Me" for your audio connection in a meeting.
- **Audio PIN** - Used for authentication when people call into audio meetings. (This is only used for WebEx Personal Conferencing.)
- **Personal Conferencing** – Displays call-in numbers, host access codes, and attendee access codes for WebEx Personal Conferencing.

Video Systems

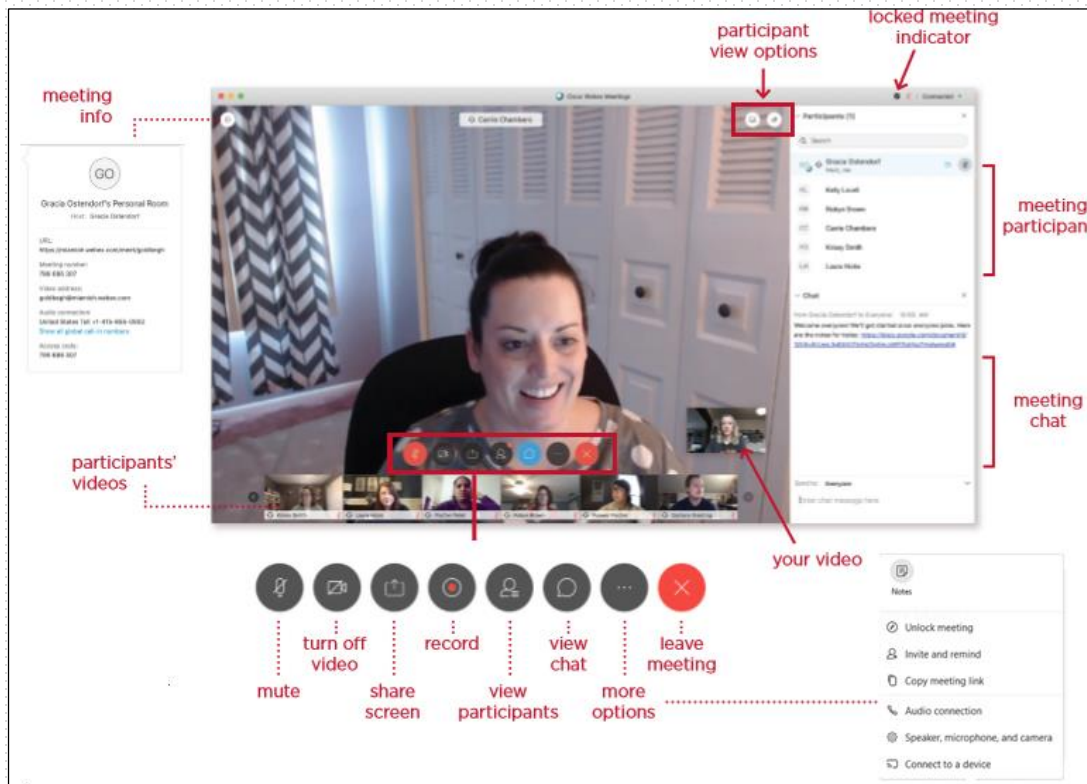
- Store up to three video system names and addresses (e.g. 16276371870@tufts.edu). These stored addresses will be available to choose from in a dropdown menu when you use the Call My Video System option in WebEx meetings.

Scheduling

- **Join before host** - Determine whether attendees can join a scheduled meeting before the start time and select how early they are able join.
- **Email reminder** - Determine if and when WebEx sends you a reminder email about a meeting you are scheduled to host.

- **Attendees** – Check this box if you want WebEx to send you a copy of the meeting invite that is sent to attendees.
- **Share recording** - Automatically share recordings from Personal Room and scheduled meetings that you host, including recordings initiated by alternate hosts. Attendees will receive an email from WebEx when the recording is ready.
- **Require account** – If this box is checked, participants will only be able to join your meetings if they have a Tufts WebEx account. (Note: If they plan on joining from an audio device, they must have the device's phone number and an audio PIN set up in their account preferences.)
- **Scheduling permission** - Grant others permission to schedule WebEx meetings on your behalf.

Navigating the Webex Meeting Interface



Share your screen

1. Start a Webex meeting in your personal room or start a scheduled meeting
2. Click the share button at the bottom of your meeting screen
3. Click on an entire screen to share, or choose a single application to share
4. Hover over the orange bar at the top that says "You're sharing your screen" to display the Webex menu. On this menu, you can:
 - Stop sharing your screen
 - Pause your sharing
 - Choose a different sharing option
 - Make someone else the presenter
 - Mute/unmute your audio
 - Turn off/on your video
 - Start or stop recording your meeting
 - Display the participants or chat windows
 - Open the Annotate menu
 - Select additional Webex options

Share the content of a file in a Webex meeting

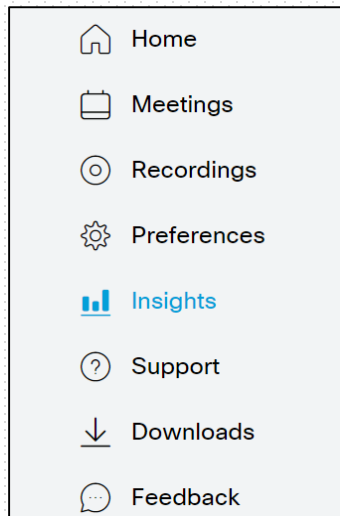
1. Start a Webex meeting in your personal room or start a scheduled meeting
2. Click the share button at the bottom of your meeting screen
3. Scroll down to the bottom of the selection window that opens, and click "Share File"
4. Choose a file from your computer to share with meeting participants

5. Use the toolbar that appears to the left to:
 - Annotate the document/file you're sharing
 - Display thumbnails if your document has multiple pages
 - Scroll through the different pages of your document
 - Zoom in/out on your document
6. Use the dropdown at the top of your screen to rename your document, or to stop sharing your document. You will be prompted to save a new copy of your document if you made any annotations on it during the meeting.

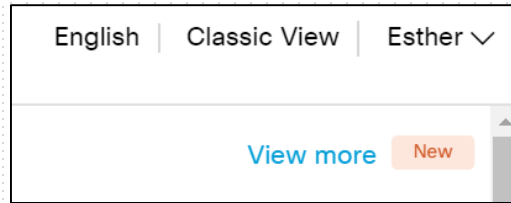
How to get a Webex Attendance Report

Note: you can only generate a report from meetings and events you have created

1. Login to your webex account
2. On your left side column, select Insights



3. On the far top right, click on **View more**



4. You will be taken to a page that has several report options for your meetings.
5. For **Webex Meetings**, select **Usage Report**, It will take you to a page asking you what type of report you want to generate based on date range or topic title. Please Note: it can only go up to 3 months prior to the date that the report is generated

Usage Report

View usage, such as attendance, duration, and more across all your meetings.
Note: You can generate a report for any dates up to three months prior to today.

From: April ▼ 2 ▼ 2020 ▼
To: April ▼ 8 ▼ 2020 ▼
Topic: (optional)
Sort results by: Date ▼

6. It will generate a report of all your meetings between the 2 dates that you request. Select the meeting report that you want. There you will see who attended, how long, where from, etc.
7. For **Webex Events**, select Attendance Report, it will take you to a page asking you what type of report you want based on date range or Event name/program, once you complete the information, select display report.
8. You will see what events you have help, select the event and it will show you the attendance list and additional information.

ZOOM

How to Create a Zoom Meeting

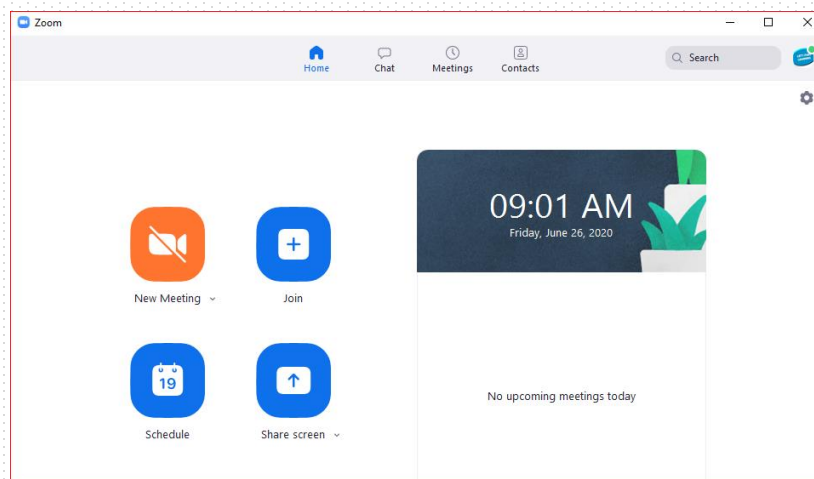
Creating a Zoom meeting account is free for a comprehensive solution to video, audio and screen sharing solutions. Irrespective of your location, you will enjoy mobile and web availability for meetings invitations and schedules. Creating a zoom meeting is the definitely low cost yet utmost impressive video and web conference platform for you, your team and clients. Learn how to create a zoom meeting account and webinars using this simple guide.

Step 1: Download and launch zoom app for iPhone and Android or Zoom desktop client to create and conduct zoom meeting.

Step 2: The zoom application window will open. You can either select a new meeting, join, schedule or share screen. Click "New meeting" to invite.

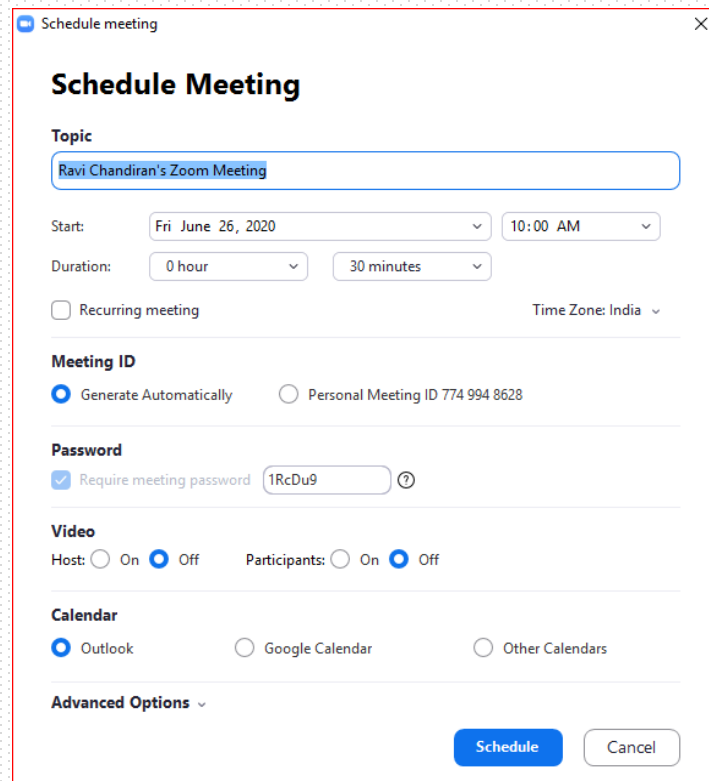
Step 3: At the bottom of the window, click "Invite" to invite others to the meeting. Then you can share by copying and pasting URL invitation into an email message.

Alternatively, you can select the email service option to share a preformatted invitation.



Schedule Meeting

Set the Date, Time, and Duration of your meeting. The time zone should be the same as the meeting host. Attendees join time will vary by time zone. Duration allows for easy time-blocking on calendars and does not limit your actual event live time.



Schedule Meeting

Topic
Ravi Chandiran's Zoom Meeting

Start: Fri June 26, 2020 10:00 AM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: India

Meeting ID
 Generate Automatically Personal Meeting ID 774 994 8628

Password
 Require meeting password 1RcDu9

Video
Host: On Off Participants: On Off

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options

Schedule **Cancel**

After scheduling the meeting, the Branding and Invite Attendees sections will appear. In the Branding section, you can customize your registration page with a banner and logo. In the Invite Attendees section, you can find your meeting link and the list of registrants. You can also set the type of registration for the meeting.

Invite Attendees:

People are required to register before joining this meeting.

Registration URL: <https://success.zoom.us/meeting/register/98>

Manage Attendees [View](#)

Registrants: 1
Automatically Approved

Registration Options [Edit](#)

Approval: Automatically Approve
Options: Show social share buttons on registration page

Manage Attendees

In this section you can generate a list of registrants for the particular meeting. Here you can also copy the invitation that was emailed to the registrant. Clicking on the registrant name will provide addition info about that person.

Registration ✕

Registration [Questions](#) [Custom Questions](#)

Approval

Automatically Approve
Registrants will automatically receive information on how to join the meeting.

Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

Send an email to host when someone registers

Other options

Close registration after event date

Show social share buttons on registration page

[Save All](#) [Cancel](#)

Registration Options

In this section you can configure the registration process by changing the approval type, registration questions, and some additional registration settings. There are 2 types of approval:

1. **Automatic Approval:** Anyone who signs up will receive information on how to join.
2. **Manual Approval:** Anyone who signs up will need to be approved by the host on the meeting management page.

As the host you can opt in or out for email notifications when someone registers. You can also not allow registration after the scheduled meeting time has passed.

"Will you host this meeting again?"

Schedule a Recurring Meeting. Best if you are hosting a series or setoff meetings. Choose a specific daily time, a custom weekly schedule, a specific day of the month, or set to "no-fixed" time for maximum flexibility.

Requiring Registration for a Recurring Meeting

Customize registration enablement. Which meetings will the Registration allow your attendees to access?

- Attendees register once and can attend any of the occurrences - Registration allows registrants to attend all of the occurrences. All dates and times of the meetings will be listed and the registrant will be registered for all occurrences.
- Attendees need to register for each occurrence to attend - Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.

- Attendees register once and can choose one or more occurrences to attend - Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.

Recurring meeting **Every day, until Dec 03, 2018, 7 occurrence(s)**

Recurrence

Repeat every day

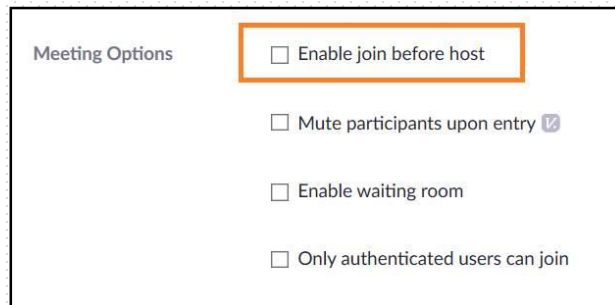
End date By After occurrences

Customize Your Meeting Options

- Schedule For* – If you have scheduling privilege for another user, you will be able to choose who you want to schedule for from the drop down. Executive Admins* will find this feature very useful!
- Meeting Passwords* – Meetings and Webinars can require passwords for an added layer of security. Joining participants will be required to input this before joining your meeting. Passwords may be alphanumeric and are case sensitive.
- Video* – Choose if you want the host's or the participants' webcams on or off when joining the meeting. If you choose 'off' for the host or participants, the host and participants will have the option to start their video in the meeting
- Audio* – We prefer to select 'Both' to allow participants to use any computer devices or telephone to listen and talk on the meeting. Edit Dial-in options by clicking the edit button and offer your international attendees a local number they can call into for meeting audio.

Meeting Options

- *Enable join before host* – Allow participants to join the meeting without you or before you join.
- *Mute participants upon entry* – This will mute all participants as they join the meeting. Participants will have the option to un-mute their microphone in the meeting.



- *Enable waiting room* – Allows the host to control when participants join the meeting by placing them in a waiting room. By default, the waiting room will take precedence and will not allow join before host functionality, even if "join before host" is checked.
- *Only authenticated users can join* – Restrict access to the meeting so that only signed-in users can join.
- *Record the meeting automatically* – Check this if you want the meeting to be automatically recorded. Select if you want to record locally or record to the cloud.
- *Alternative Hosts* – The alternative host option allows you to schedule meetings and designate another Pro user on the same account to start the meeting or webinar if you are unable to. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting.

Invite Your Attendees

Once finished, you can either select a calendar option to add the scheduled meeting to your calendar or select 'Copy The Invitation' to send out the invitation to your Zoom meeting.

Other Meeting Scheduling Options: Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.



Outlook Add-In – The Zoom Scheduler Add-in allows you to easily add a Zoom meeting to any new or existing calendar event.

Google Calendar Add-On – The Zoom for Google Calendar Add-In allows you to you can seamlessly schedule, join, and manage meetings right from Google Calendar.

Disable participant screen sharing

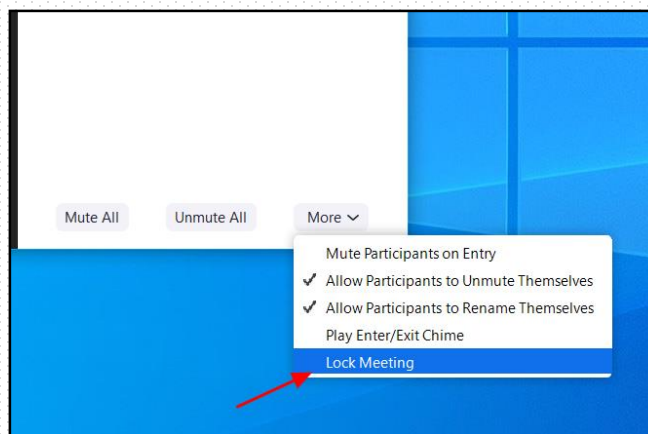
To prevent your meeting from being hijacked by others, you should prevent participants other than the Host from sharing their screen. As a host, this can be done in a meeting by clicking on the up arrow next to 'Share Screen' in the Zoom toolbar and then clicking on 'Advanced Sharing Options' as shown below.

You can then close the settings screen by clicking on the X.

Lock meetings when everyone has joined

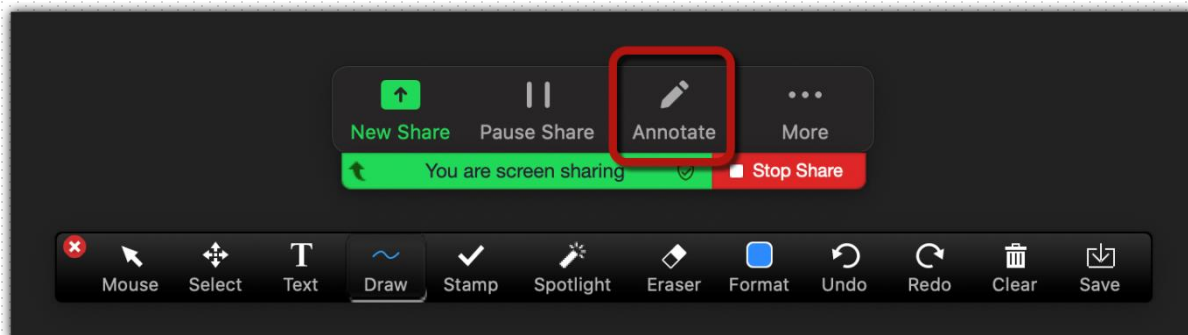
If everyone has joined your meeting and you are not inviting anyone else, you should lock the meeting so that nobody else can join.

To do this, click on the 'Manage Participants' button on the Zoom toolbar and select 'More' at the bottom of the Participants pane. Then select the 'Lock Meeting' option as shown below.

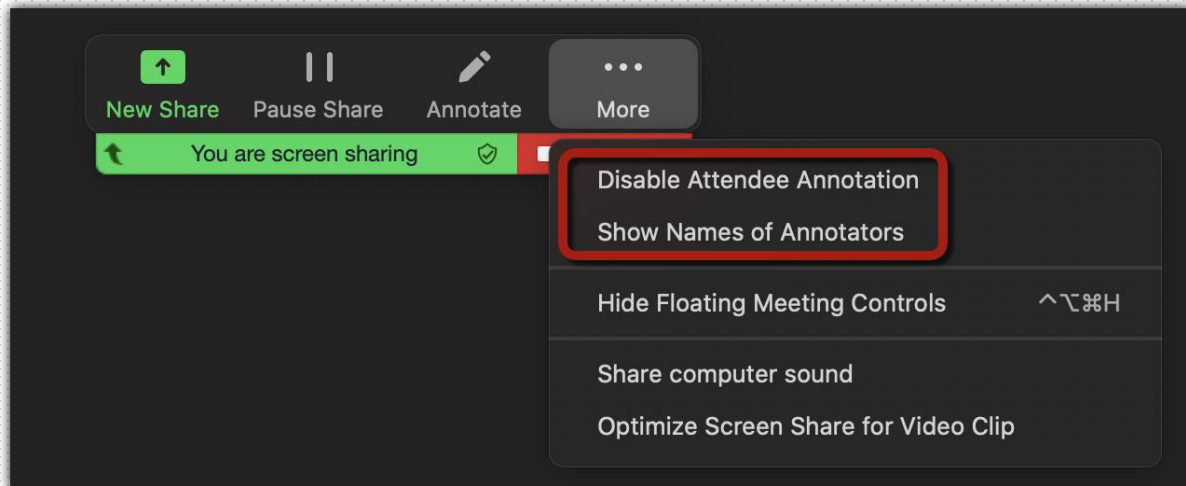


Annotating over your shared screen

Zoom allows you to add annotations when you are sharing your screen. Click the "Annotate" pencil icon on your screen sharing toolbar to bring up a set of annotation tools. Tools include a text tool to type text onto the screen, a hand-drawing tool, a stamp tool, and a spotlight tool for highlighting the location of your cursor.

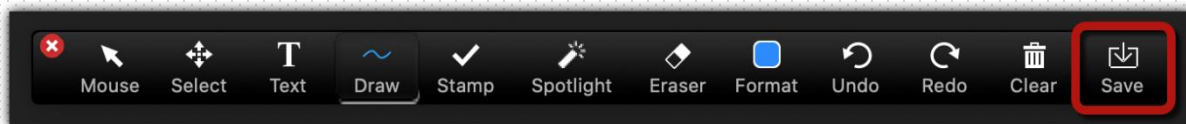


You can prevent participants from annotating by selecting “Disable Attendee Annotation,” and you can also add a label to show who is annotating where, by selecting “Show Names of Annotators.”



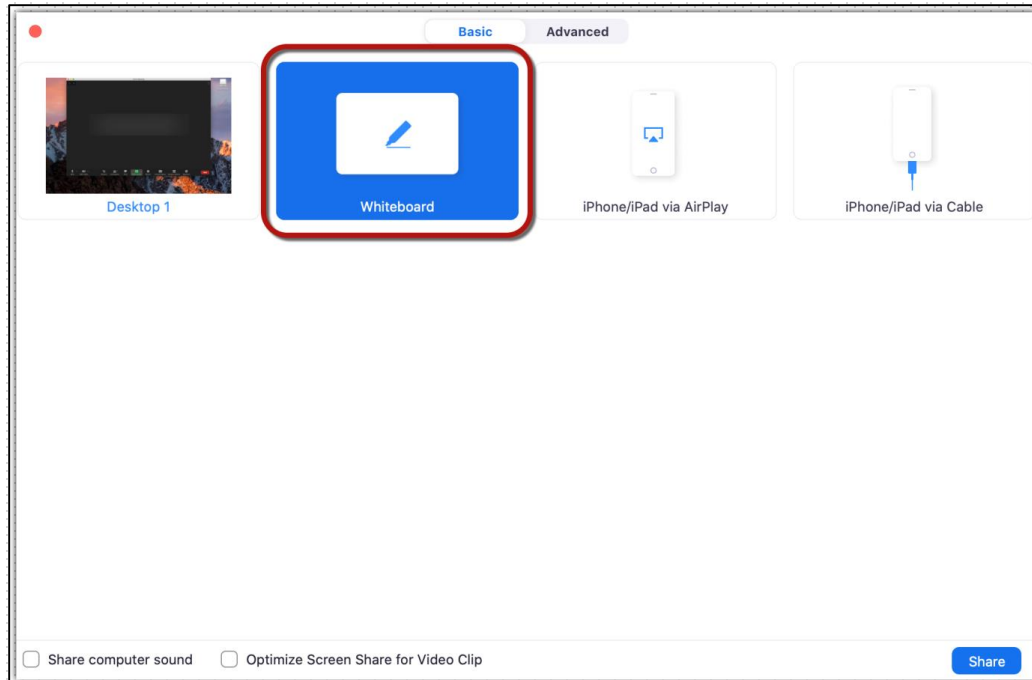
You can save your annotations to your computer at any point by pressing the “Save” button. The annotations will save as an image into your Zoom folder on your computer. The default location for your “Zoom” folder is:

- **PC:** C:\Users\User Name\Documents\Zoom
- **Mac:** /Users/User Name/Documents/Zoom



Zoom Whiteboard

If you would like to have a blank canvas with your students on which to add annotations, start a screen share and select “Whiteboard.” You can use all the above-mentioned annotation tools on the whiteboard, and can also save your whiteboards as images to your Zoom folder.



GOTO MEETING

Features

- Screen Sharing
- Conference Calling
- Video Conferencing
- Mobile Conferencing
- Meeting Recording and Transcription
- Conference Room Equipment

Enable the New GoToMeeting

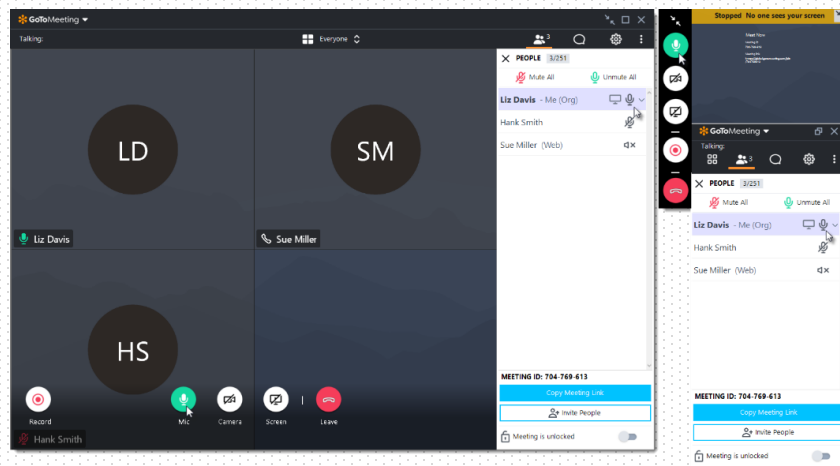
If you are a new customer joining after Oct. 1, you will automatically experience the New GoToMeeting. If you are an existing customer, you need to

opt in from your preferences. Provide feedback of the new GoToMeeting experience here.

- Log in to your account.
- Click **Settings** in the left menu and **New Experience**.
- Check the "Use the updated meeting design" box and click **Save**.
- The next time you host or join a meeting, you will run the New GoToMeeting.

Mute and unmute yourself

Control your audio using the Audio icon at the bottom of your Viewer, in the Attendee list, or Grab Tab. Your Audio icon glows green when you are unmuted and red when you are muted. You can switch between Computer and Phone audio by clicking the Settings icon.

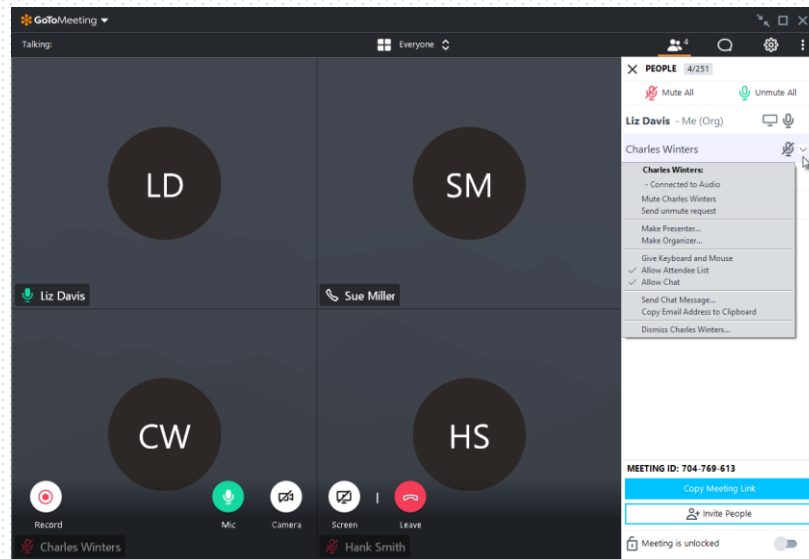


Manage Attendees

The people pane displays all your meeting participants and gives you access to GoToMeeting controls. Click the Arrow icon next to any participant's name to see all options, including the following:

- Mute their audio
- Promote them to Presenter or Co-organizer

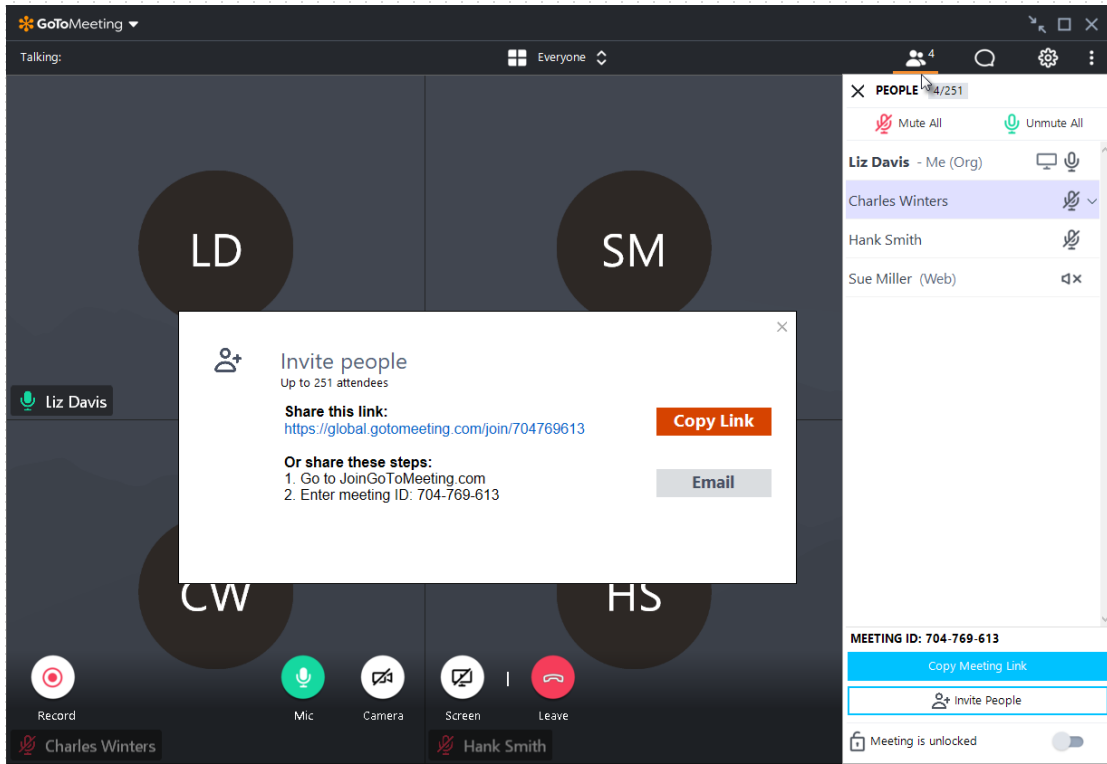
- Allow them to take keyboard and mouse control



Invite others

In order to join, your attendees need either the Join URL or the 9-digit meeting ID. You can easily find and copy these meeting details to send.

- Click the People icon.
- At the bottom of the People pane, click **Copy Meeting Link**. This will copy the join URL to your clipboard, making it easy for you to paste anywhere.
- At the bottom of the People pane, click **Invite People**. This will open the "Invite people" window where you can copy the URL or generate an email invitation.



Share your camera

Smile! You can start and stop sharing your camera using the **Camera icon** in the Viewer or Control Panel. Do you want to preview your camera first? Click the **Settings** icon. You will instantly see a preview of your camera feed.

Hide Camera Feeds

To help save some space on your screen or to help improve your internet speed, you can hide the cameras that are being shared. Click the Camera Feed drop-down menu in the Viewer or Control Panel and **Hide Everyone**.

Adjust Camera Preferences

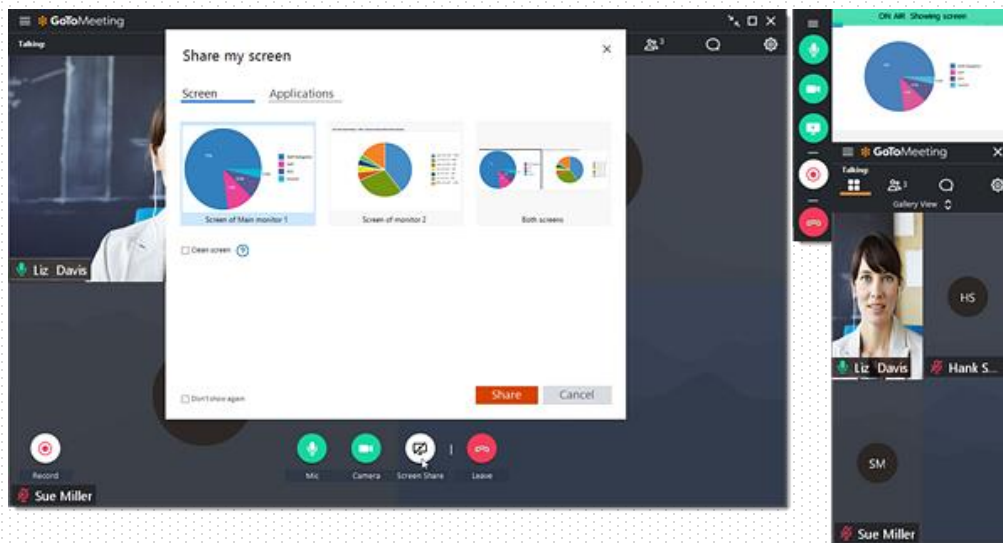
You can see advanced webcam options (zoom, brightness exposure) in the GoToMeeting Preferences window. Access the GoToMeeting Preferences and click **Webcam** in the left menu.

Unlock Cameras

Sometimes it's easier to focus if your webcams are on a separate screen. You can undock the camera feeds from your Viewer window and move them independently around your screen by clicking the **Undock** icon in the side toolbar of the Viewer.

Share your screen

You can share your screen or even a specific application with other attendees in the meeting. Use the Screen button in the Viewer or Control Panel to quickly start and stop sharing your screen.

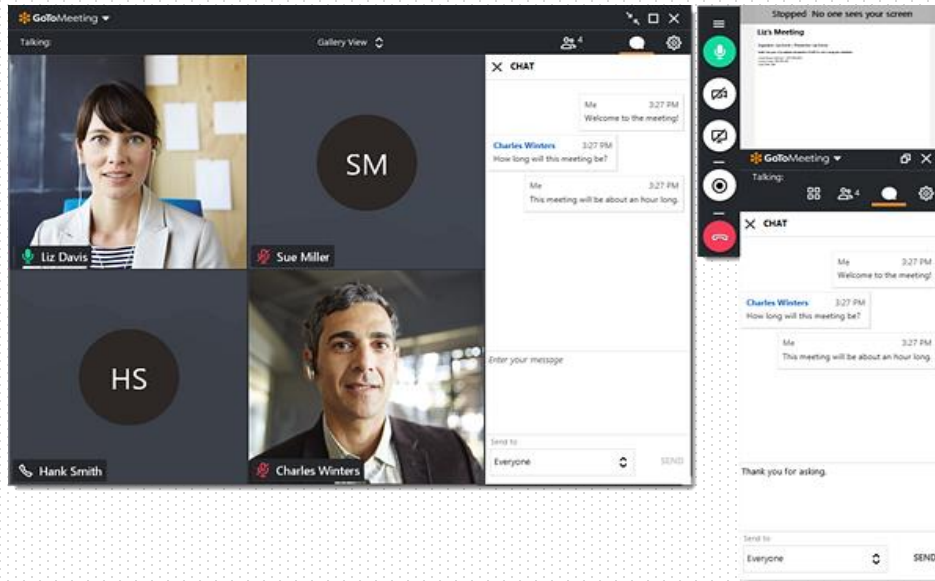


Chat with others

The Viewer and Control Panel includes a Chat pane where you can exchange messages with other participants. You'll be notified if you receive a chat and your Chat pane is minimized. Use the **Send To** drop-down menu to select your recipients:

- **Everyone** - Send a message to all meeting attendees
- **Organizer(s) only** - Send a message only to organizers and co-organizers.
- **Specific attendee** - Send a private message to just that person.

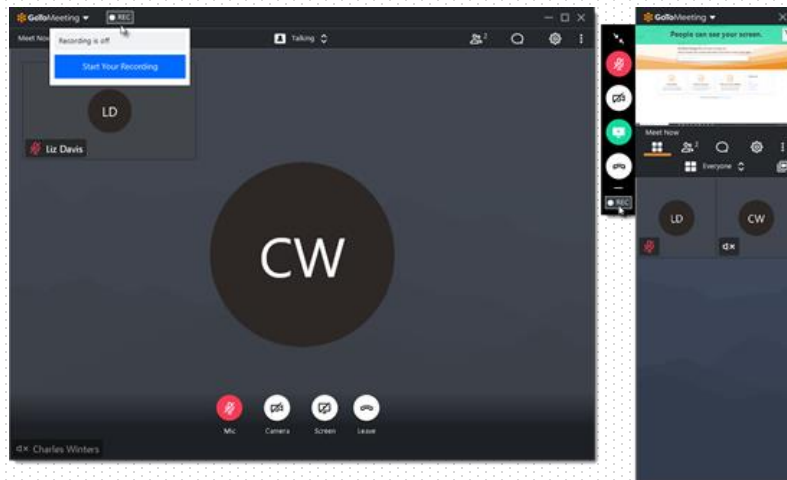
You can save a .RTF file of the chat log by clicking **GoToMeeting** in the top menu and **Save Chat Log**. When prompted, select a place on your computer to save the file and click **Save**.



Record your meeting

GoToMeeting allows you to record your meetings (including shared screens and audio) and convert them to a shareable format. This allows you to easily share past meetings with others.

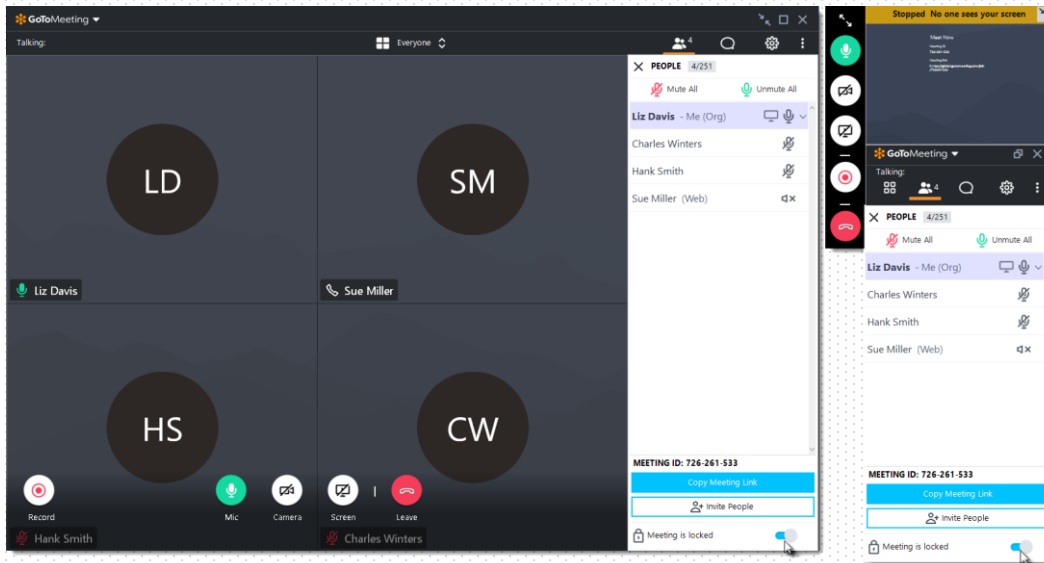
- A. Click the Record icon on the Viewer or the Control Panel.
- B. Access your recording in the following places:
 - If you're recording to the cloud, find your recording in your web account.
 - If you're recording locally, the Recording Manager will automatically prompt you to convert the recording.



Lock your meeting

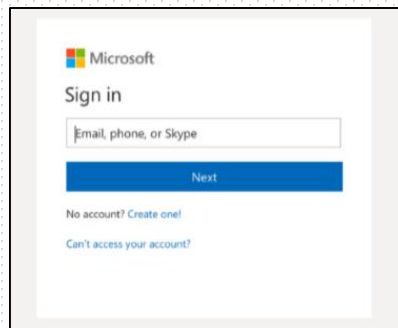
You can lock your meeting to prevent unexpected attendees from joining your current session. That means you no longer have to worry about being disrupted by additional attendees if the session goes over the scheduled time and you have back to back meetings.

1. Switch the "Meeting is locked" toggle to the on position.
2. The Lock icon will close, and you'll be notified when an attendee attempts to join your session.
3. To unlock and allow all waiting attendees to the meeting, switch the "Meeting is locked" toggle to the OFF position. The Lock icon will switch to an open lock.



MICROSOFT TEAMS

In Windows, click Start--> Microsoft Teams. On Mac, go to the Applications folder and click Microsoft Teams. On mobile, tap the Teams icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



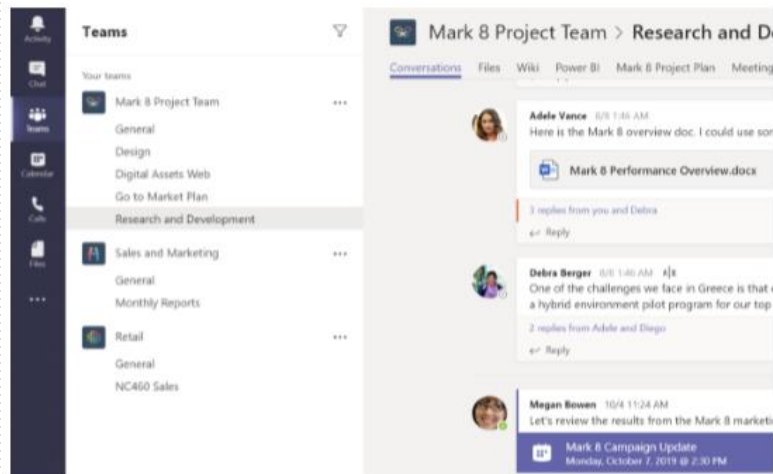
Start a conversation

With the whole team... Click Teams, pick a team and channel, write your message, and click Send .

With a person or group... Click New chat, type the name of the **person or group**.

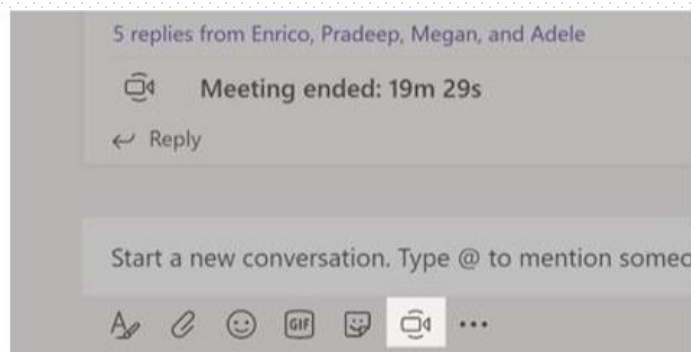
Pick a team and channel

A team is a collection of people, conversations, files, and tools—all in one place. A channel is a discussion in a team, dedicated to a department, project, or topic. Click Teams and select a team. Pick a channel to explore the Conversations, Files, and other tabs



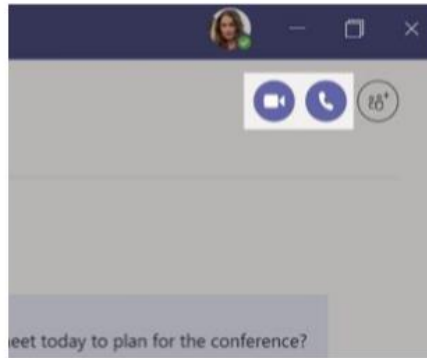
Start a meeting

Click Meet now under the area where you type a message to start a meeting in a channel. (If you click Reply, then Meet now, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



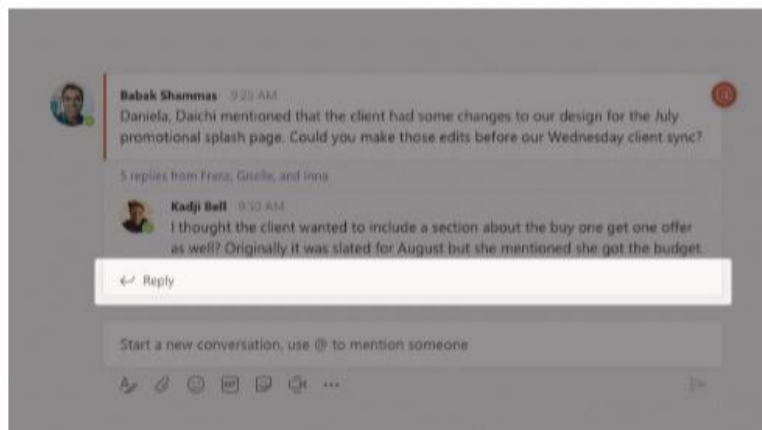
Make video and audio calls

Click Video call or Audio call to call someone from a chat. To dial a number, click Calls on the left and enter a phone number. View your call history and voicemail in the same area.



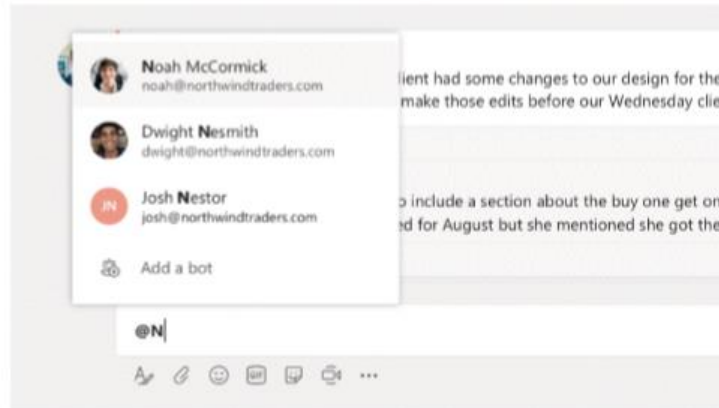
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click Reply. Add your thoughts and click Send.



@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type @team to message everyone in a team or @channel to notify everyone who favorite that channel.



Scheduling a Teams Meeting in Teams

There are several ways to schedule a meeting:

1. Select **Schedule a meeting** in a chat (this is below the compose box) to book a meeting with the people in the chat.
2. Or go to **Calendar** on the left side of the app and either select **New meeting** at the top right of the app, or select a range of time in your calendar and it will pop open a scheduling form.

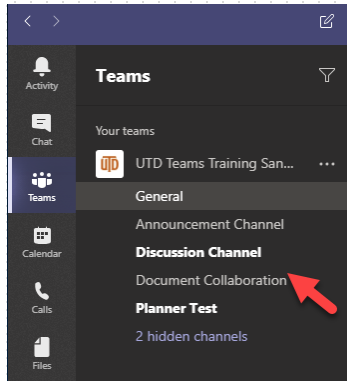
In the scheduling form is where you'll give a title to your meeting, invite people, and add meetings details.

On the right side of the scheduling form you will have the option to add a channel, individual people, or leave both blank to book yourself an appointment.

Scheduling a Teams Meeting in a Channel

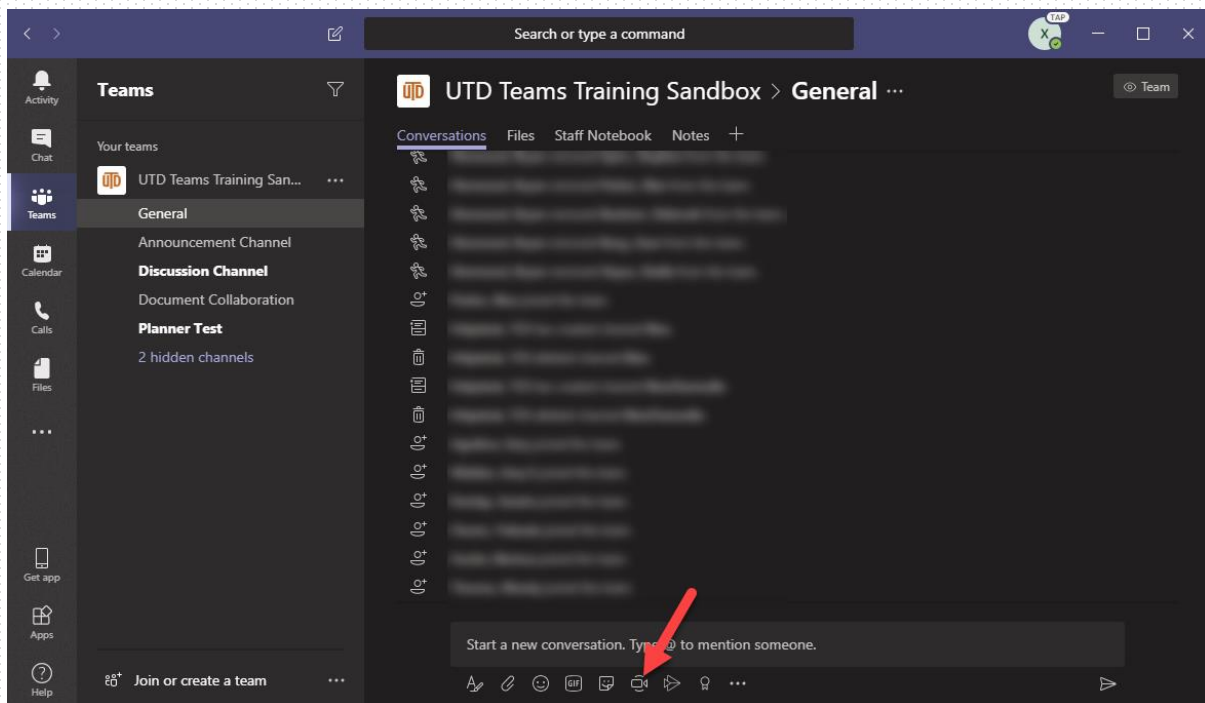
Step 1

- Select the Team tab on the left side bar and select the channel you want to schedule a meeting for.



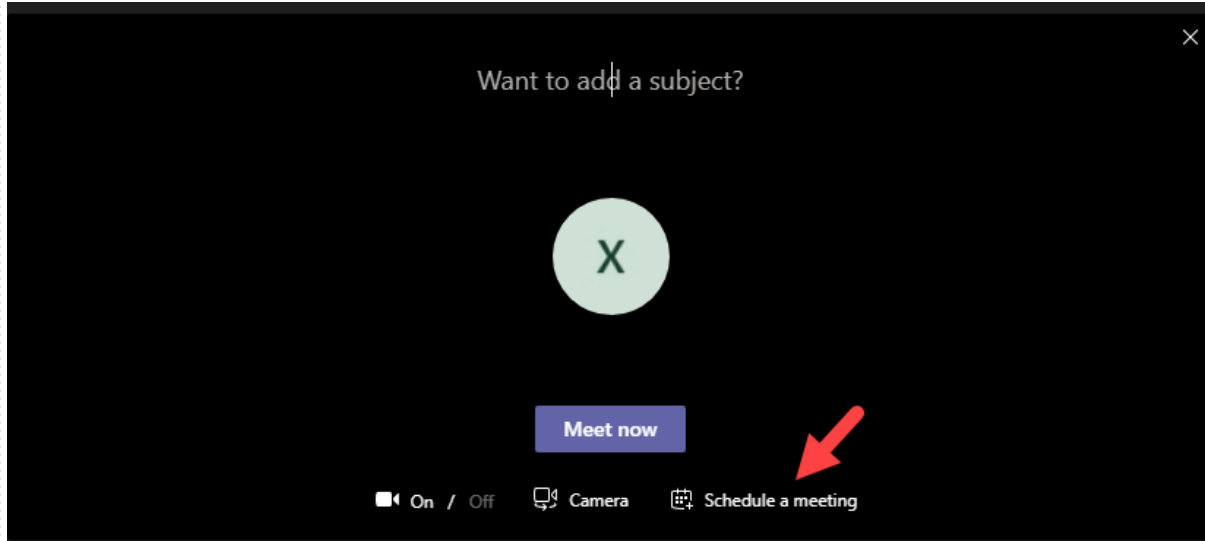
Step 2

- Select the **Meet Now** button at the bottom of the chat window.



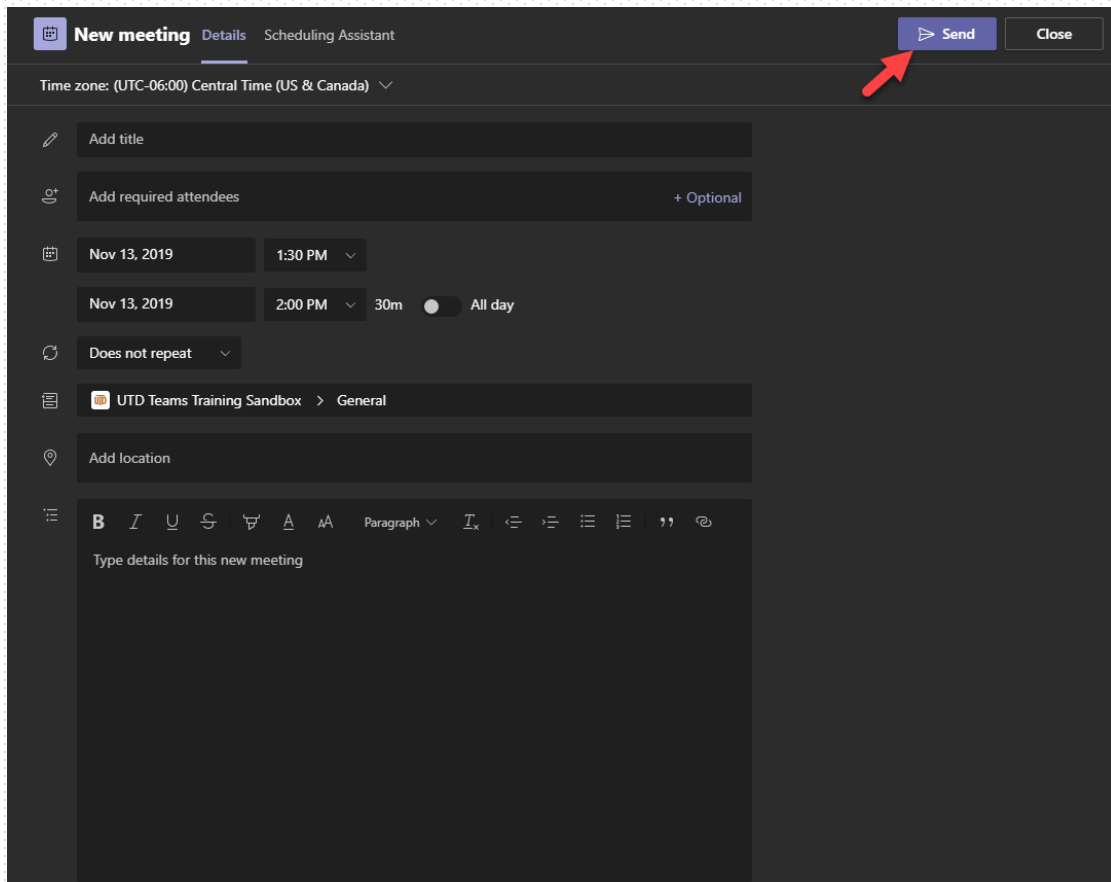
Step 3

- A window will open, select **Schedule a meeting** to begin the process.



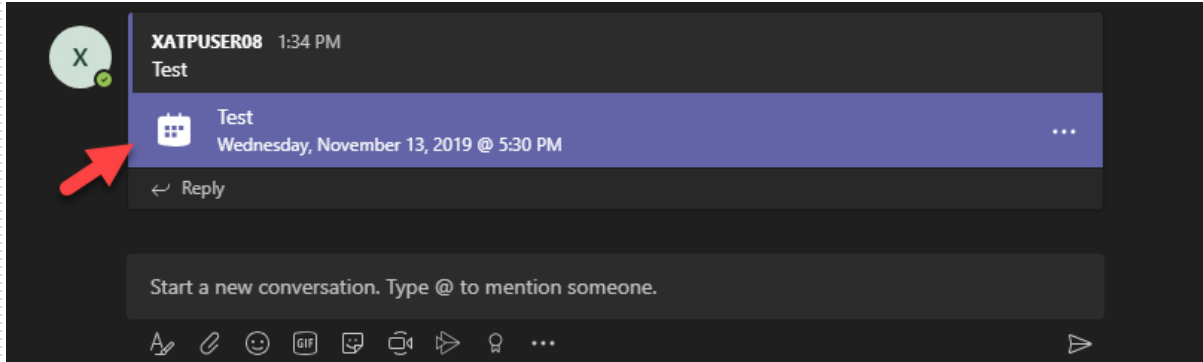
Step 4

- Fill out the form with all the necessary details of the meeting. Once the details have been filled out you can select **send** at the top of the page.



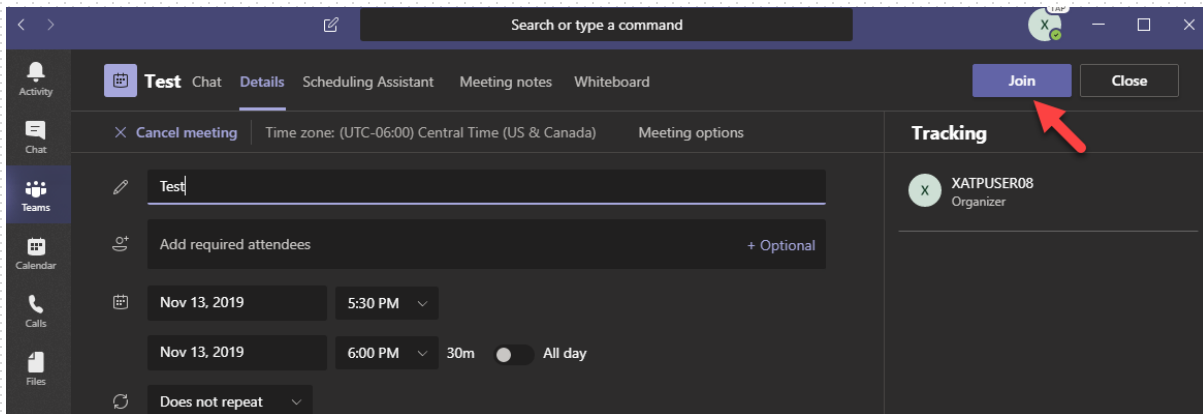
Step 5

- Once the scheduled meeting has been sent out all of the recipients will receive message with an embedded link that can be clicked on.



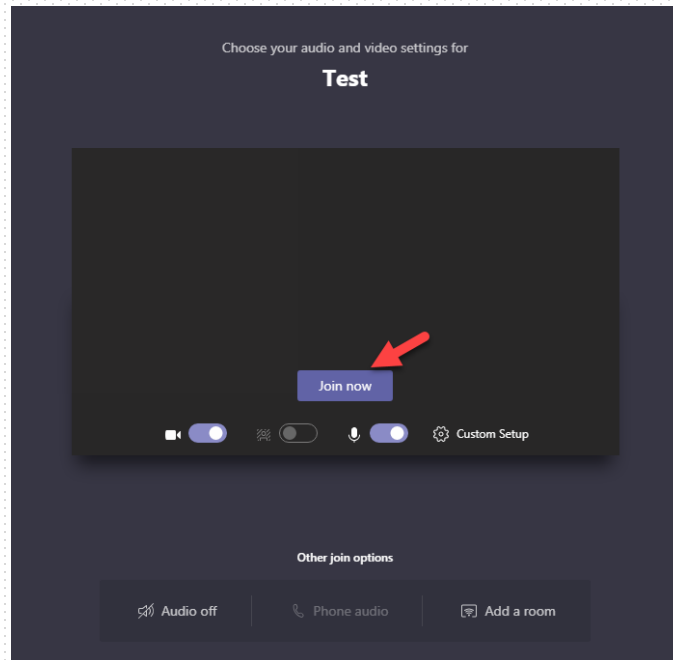
Step 6

- After the link has been clicked on, a page with the details of the meeting will appear along with the option to Join the meeting at the top right of the page.



Step 7

- Click the Join now button in the center of the screen.



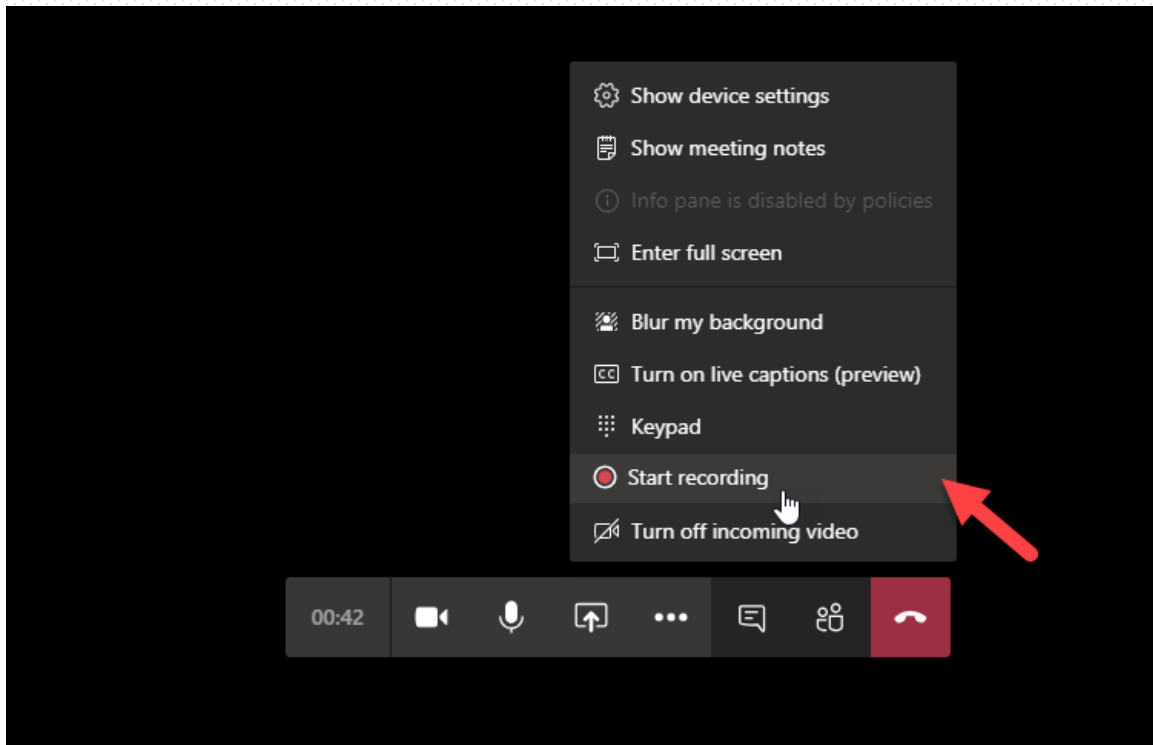
Record a Meeting or a Group Call

Step 1

- Start or join the meeting.

Step 2

- To start recording, go to the meeting controls and select **More options** >>> **Start recording**.
 - Everyone in the meeting is notified that recording has started and is posted to the chat history.
 - You can't make multiple recordings of the same meeting at the same time. If one person starts recording a meeting, that recording will be stored on the cloud and available to all participants.

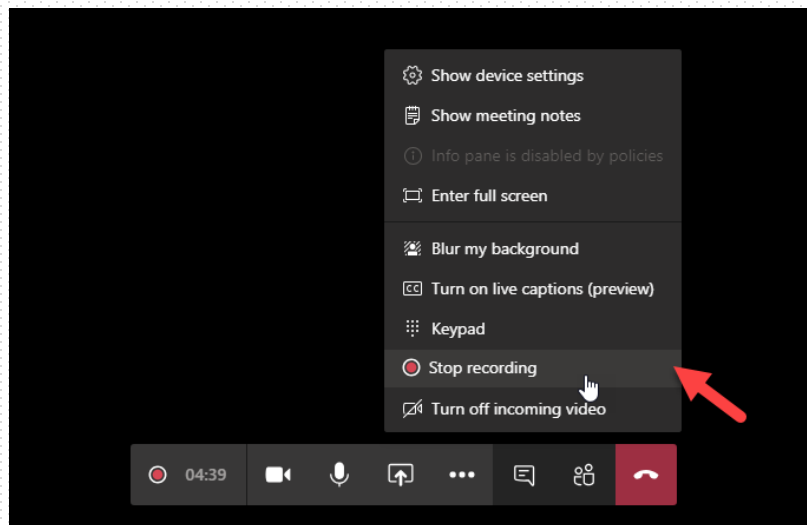


Step 3

- To stop recording, go to the meeting controls and select **More options** >>> **Stop recording**.
 - The recording is then processed (which could take a while) and saved to Microsoft Stream, and then it's ready to play.
 - The person who started the recording receives an email from Microsoft Stream when the recording is available. It also shows up in the meeting chat—or in the channel, if you're meeting in a channel.
 - **Note:** In addition to storing the recording on Microsoft Stream, Microsoft will provide a link to the recording in the meeting chat which is available for seven days. Anyone who participated in the meeting can access this link and download the recording.

Notes:

- Recording continues even if the person who started the recording has left the meeting.
- The recording stops automatically once everyone leaves the meeting.
- If someone forgets to leave the meeting, the recording automatically ends after four hours.



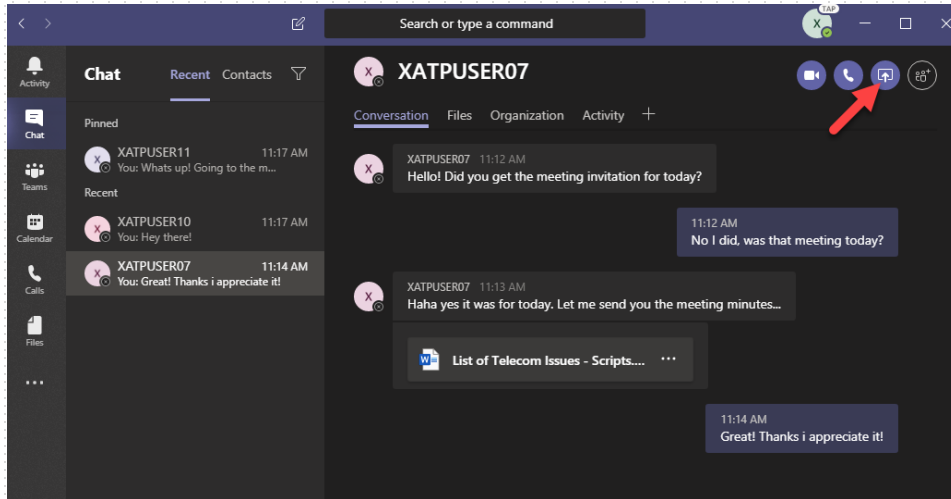
Screen Sharing in Teams

Step 1

- Open up a chat with the person you would like to screen share with.

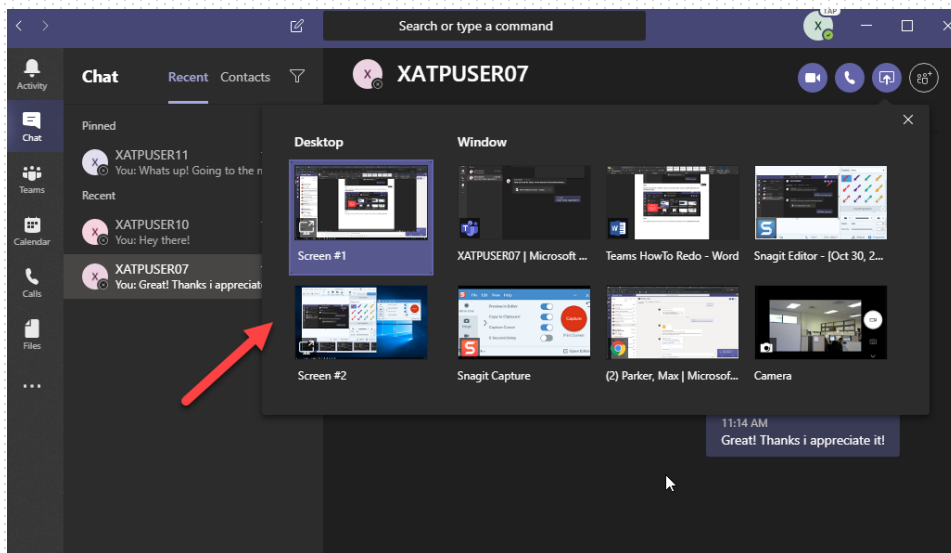
Step 2

- Click the screen share button at the top of the chat window.

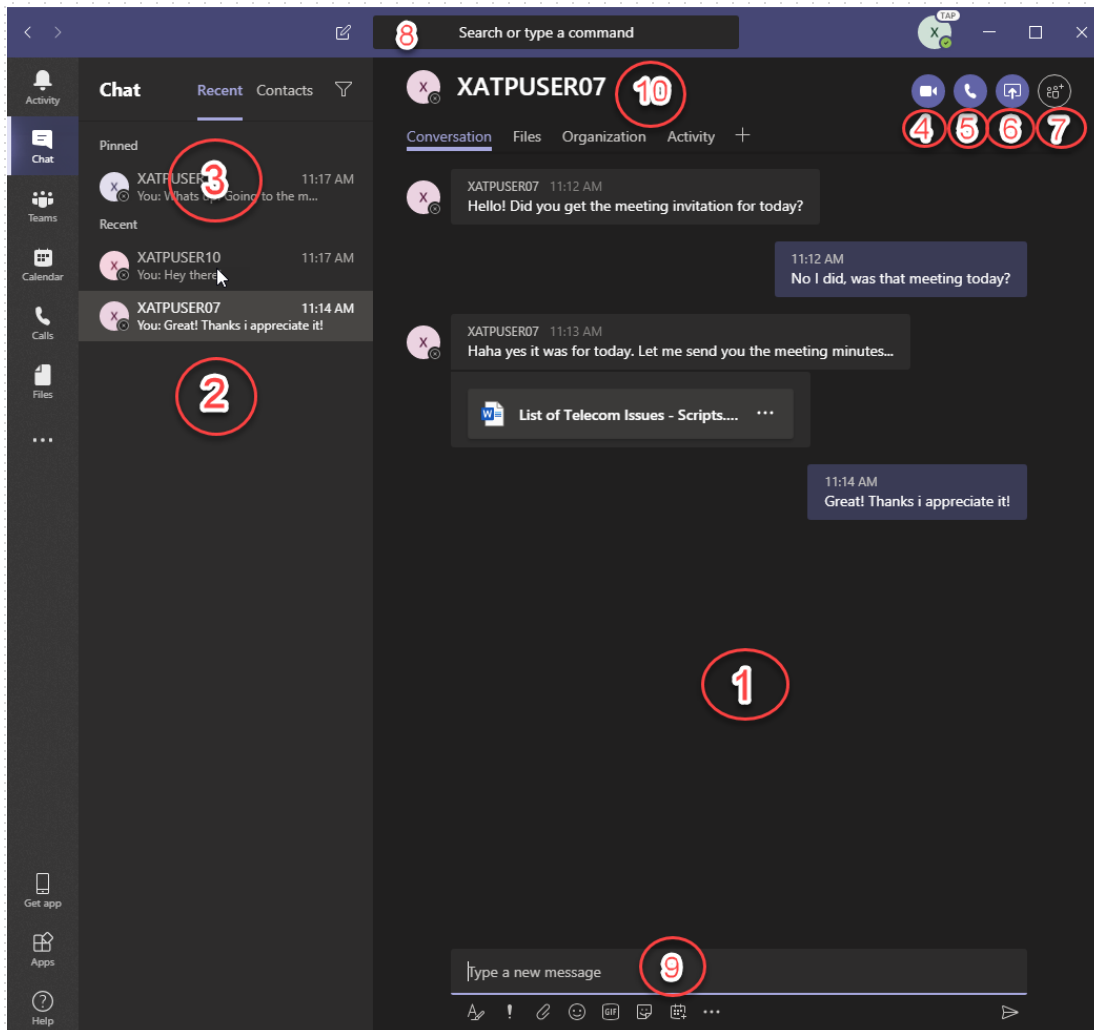


Step 3

- Select a screen that you would like to see



Teams Chat Basics

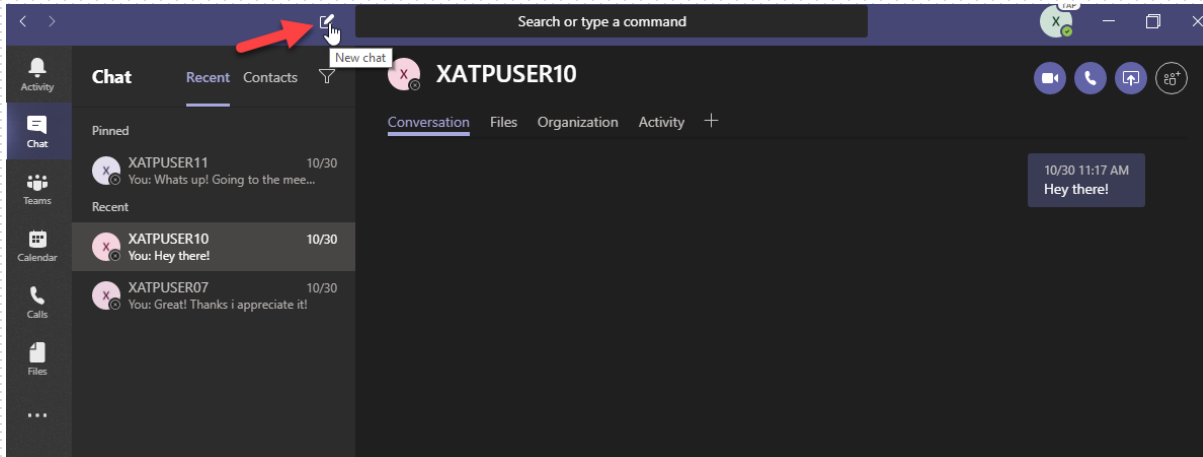


- 1 – Chat Window
- 2 – Recent Chats
- 3 – Pinned Chats
- 4 – Video call
- 5 – Audio call
- 6 – Screen Share
- 7 – Add people to chat
- 8 – User and group search
- 9 – Message box
- 10 – User or group name

Create a Group Chat

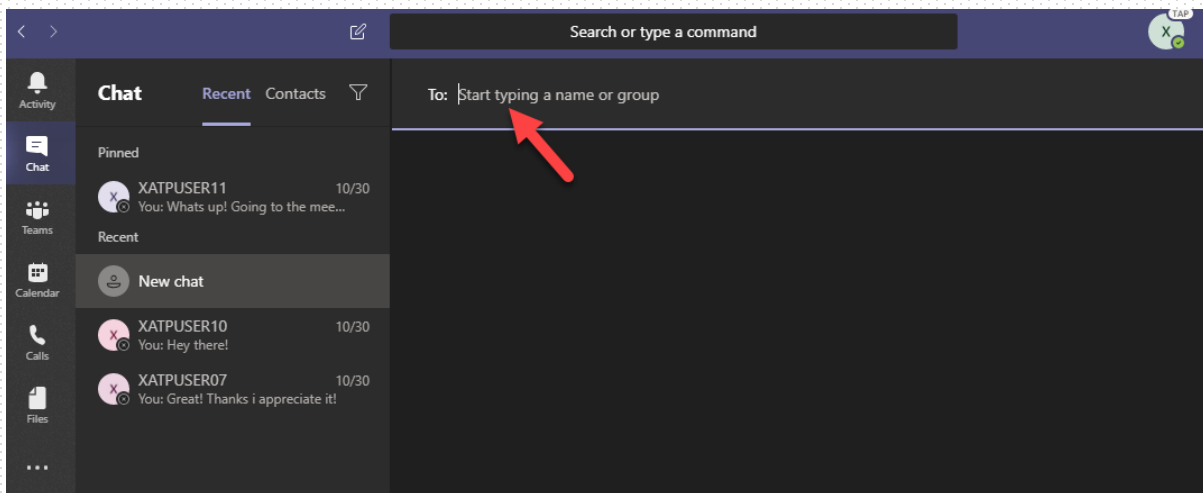
Step 1

- Click the **new chat** button at the top of the page.



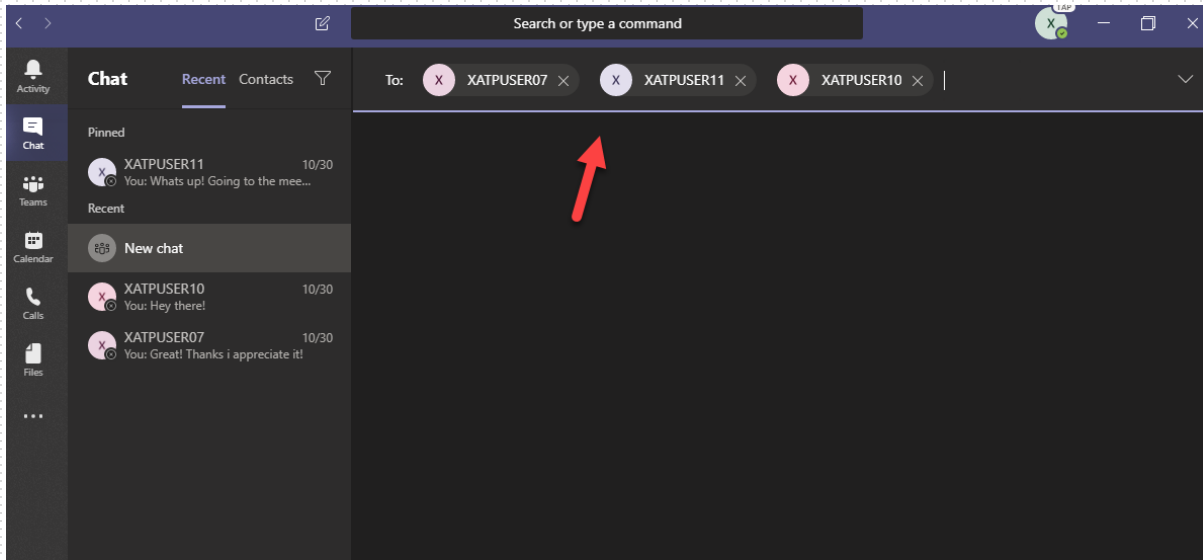
Step 2

- A new chat will be created and a **recipient** field will appear at the top where you can add users to the chat.



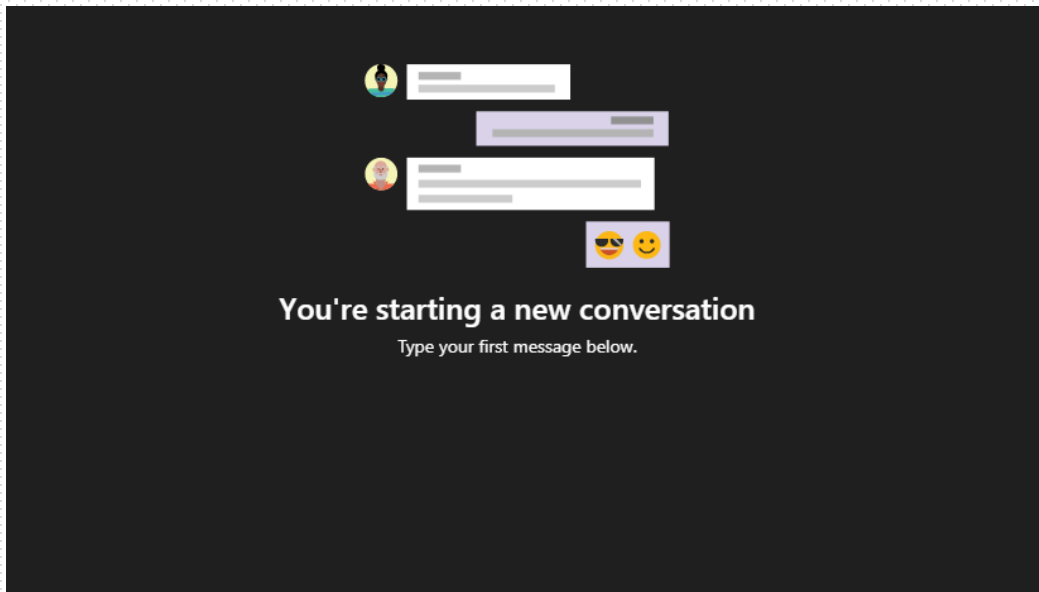
Step 3

- Add one or multiple users to the chat by typing either a name or group.



Step 4

- Once you have added all the users you want to the chat you can begin sending a message at the bottom of the page.



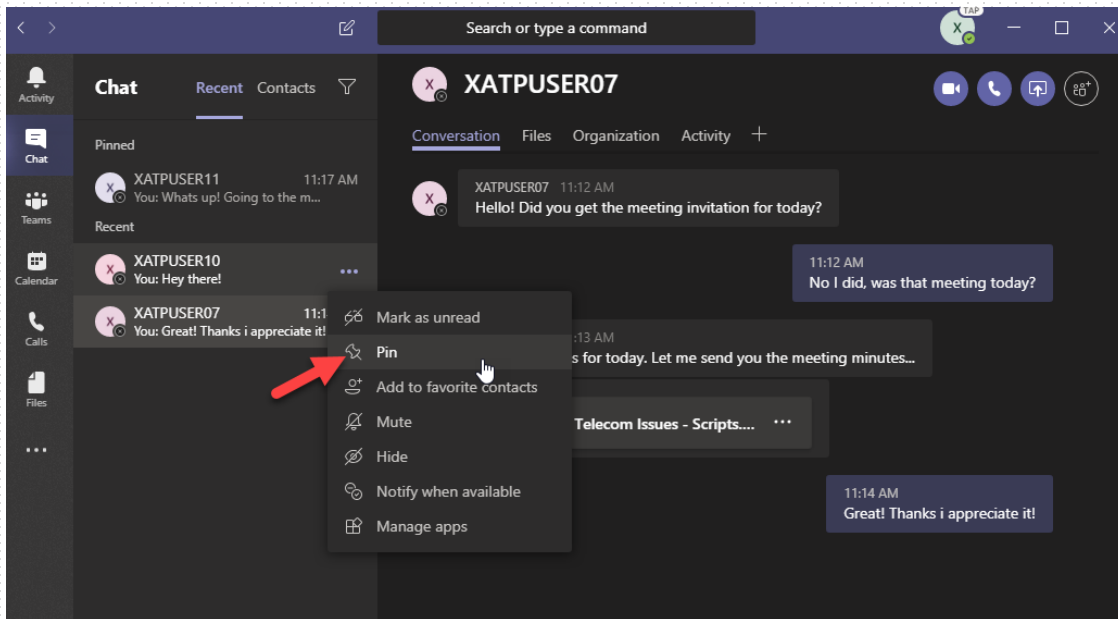
How to Pin a Chat

Step 1

- Click on the **Chat** tab in the in the left menu pane on the left side of the page.

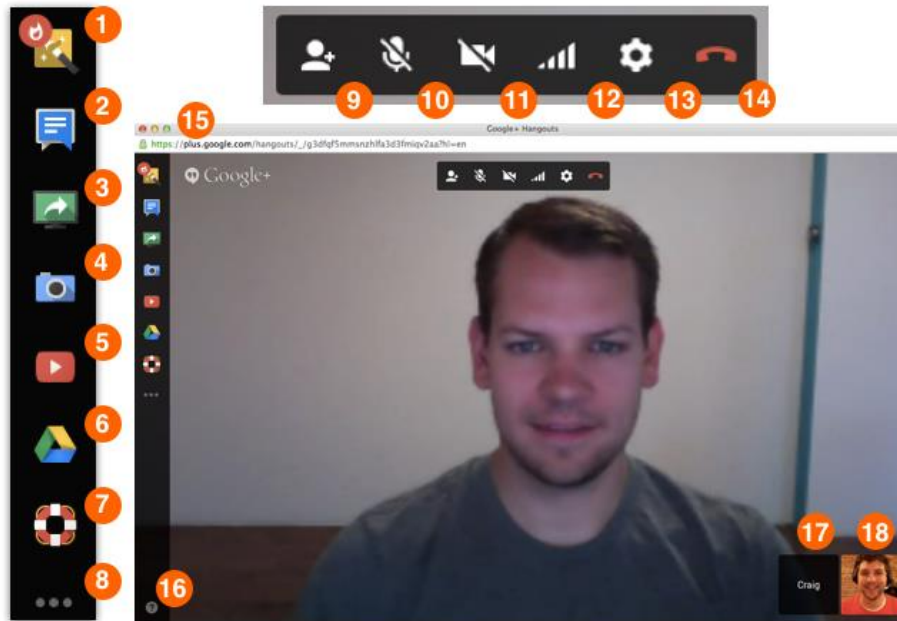
Step 2

- Right click** on an available chat and a menu will appear. **Click the pin option**, the chat will then be pinned to the top of your chats list. (Pinned section).



GOOGLE HANGOUT

Take a Quick Tour of the Hangouts User Interface. So, what does a Google Hangouts video call look like anyway? If you haven't yet participated in one, here's a quick tour of the what you'll see on your first call. Each aspect will be discussed later in the guide.



Note: Google is constantly changing its Hangouts design, so your first glimpse could be slightly different.

- **Google Effects** - Hangouts app that lets you add silly hats, mustaches and more to your video
- **Chat** - Opens a sidebar that lets you chat with other participants
- **Screenshare** - Share your screen, with options to show a specific window, full desktop or certain app
- **Capture** - Take a screenshot of the hangout
- **YouTube** - Google Hangouts app that lets you watch YouTube videos with other hangout participants
- **Google Drive** - Hangouts app to collaborate on existing Google Docs or start a new one
- **Google Effects** - Hangouts app to let the other participant control your computer remotely (with permission of course, Google states)
- **Add Google Apps** - Opens Hangouts app store
- **Invite People** - Add participants
- **Mute Microphone** - Mutes your microphone
- **Turn Camera Off** - Turns your camera off

- **Limit Bandwidth** - Allows you to manually control your video quality so you can adjust bandwidth usage
- **Settings** - Opens settings for camera, microphone and speakers
- **Leave Call** - Exits you from the video call
- **Google Hangout Room URL** - The unique URL for your current Hangout
- **Help, Keyboard Shortcuts and Send Feedback** - Click here for links or quick references of each
- **Hangout Participants**
- **You**

Add the Google Hangouts Chrome Extension

If you're using Chrome - if not, skip this step-download the Google Hangouts extension to make initiating and joining Hangouts more convenient.

The browser add-on makes Hangouts its own app, meaning now longer do you need to go to Gmail or Google+ to start a video call. If you use a Hangouts mobile app, too, it also syncs your history and notifications across devices.

How to Invite Participants

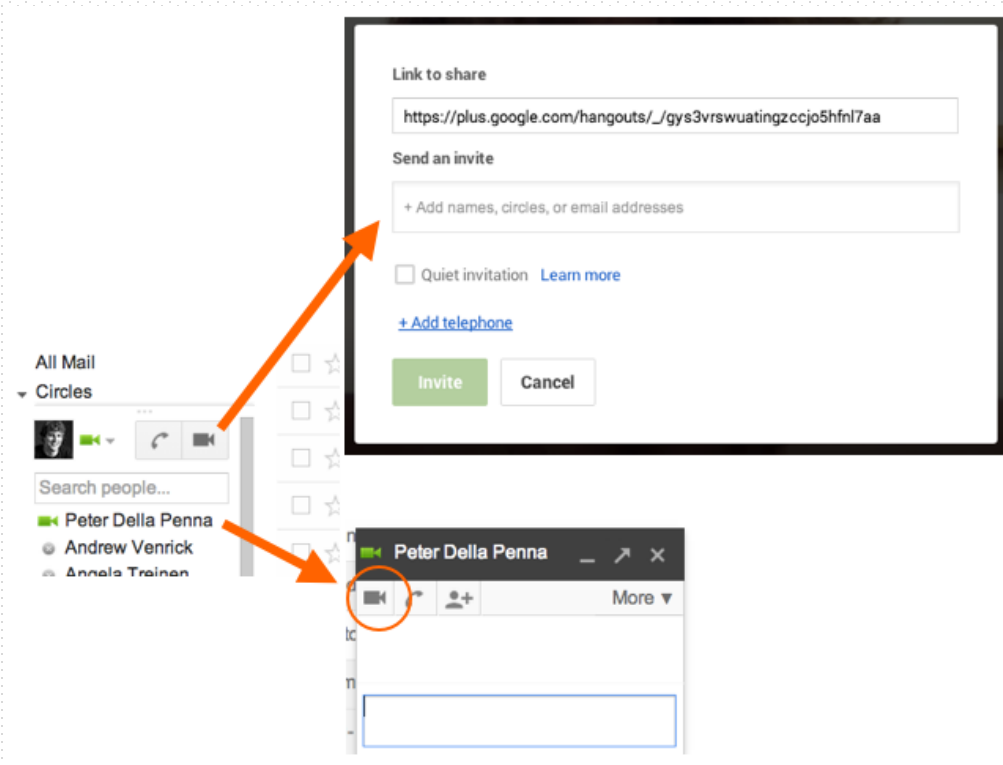
With a few of the basics covered, now comes the most important part of a Hangout: hanging out!

You're able to invite as many attendees as you'd like, but Hangout Video Chat limit is **10 participants** (the first 10 in), unless you have a Google Apps for Business or Google Apps for EDU account, in which case it's increased to **15 participants**. If you fall in the latter category, make sure you've activated Google+ premium features for your Google Apps account to take advantage of the higher limit.

There are a variety of ways to invite others to a Hangout.

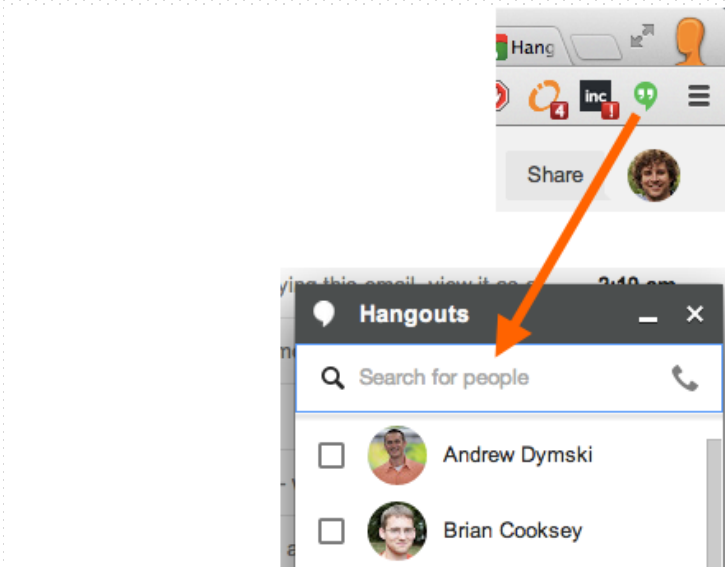
Invite in Gmail (without Chrome Extension)

Click on the Hangouts either on top of your Google chat bar to open a new window that offers invitation by either sharing a link, sending an email invitation or adding a telephone number.



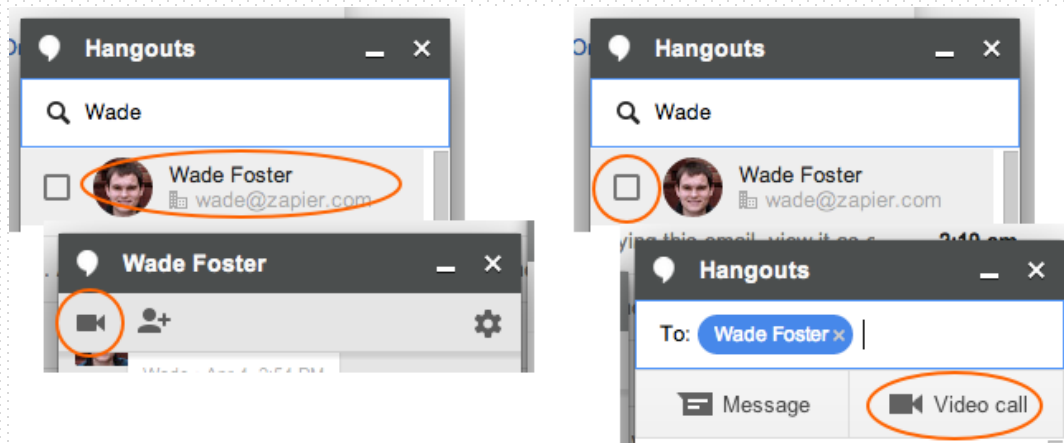
Invite via Chrome Extension

Regardless of what page you're on, just click the Hangouts icon on the browser toolbar (or on a Mac, in the menu bar, too) to open the stand-alone app.



From there, you have two options:

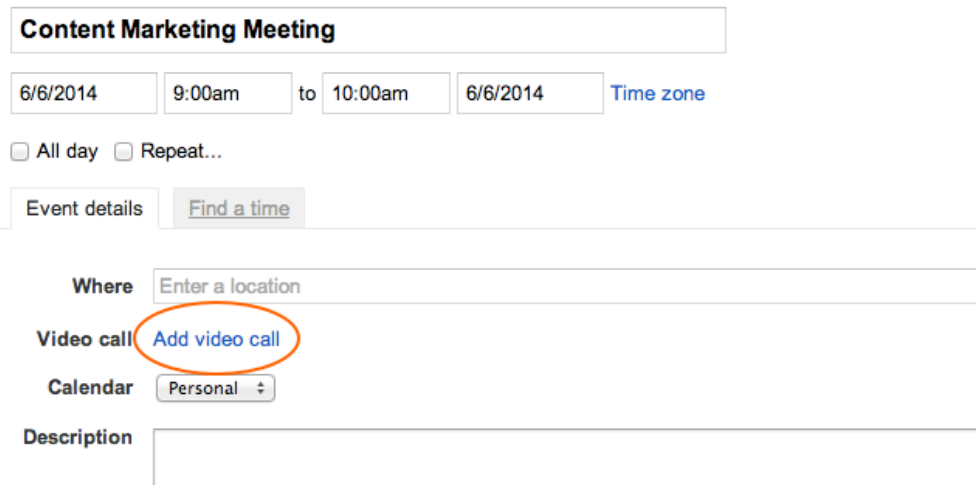
- Click on contact name (or search for contact and click on contact name) to bring up new Hangouts message window, then click the Hangouts icon
- Search for contact or Google+ circles, click on check box to the left of name to add to group call and repeat until ready to click "Video Call"



Invite within a Google Calendar Event

Extending a video call invitation can be done ahead of time, as well, by employing Google Calendar.

When creating a new event, click "Add video call" (in my Google Apps for Business account, this action is now selected by default).



Content Marketing Meeting

6/6/2014 9:00am to 10:00am 6/6/2014 [Time zone](#)

All day Repeat...

Event details [Find a time](#)

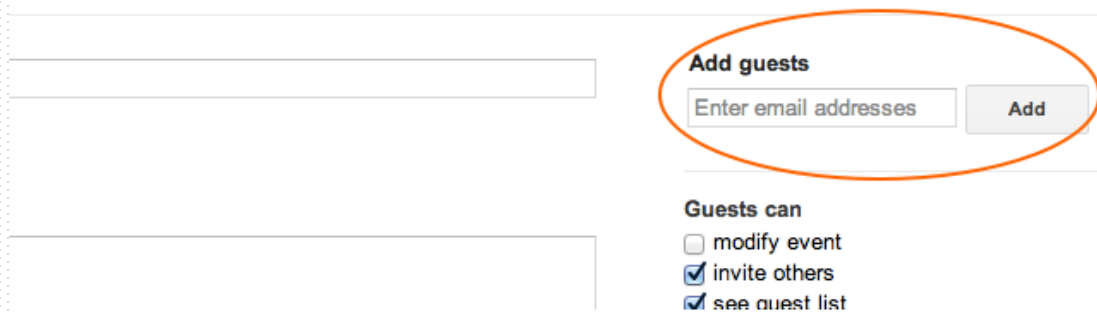
Where

Video call [Add video call](#)

Calendar

Description

Add attendees in the "Add guests" field.



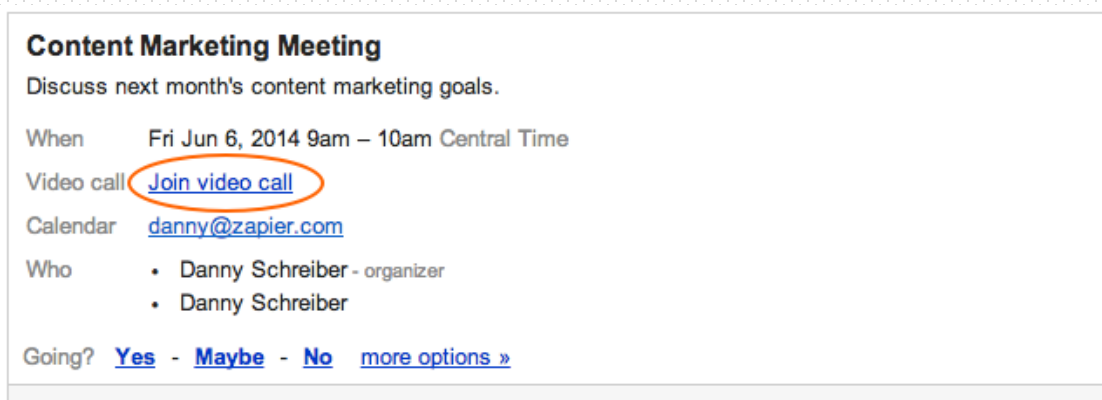
Add guests

Guests can

- modify event
- invite others
- see guest list

"Save" the new event and an invitation will be sent.

Here's what the invited attendee sees:



Content Marketing Meeting

Discuss next month's content marketing goals.

When Fri Jun 6, 2014 9am – 10am Central Time

Video call [Join video call](#)

Calendar danny@zapier.com

Who

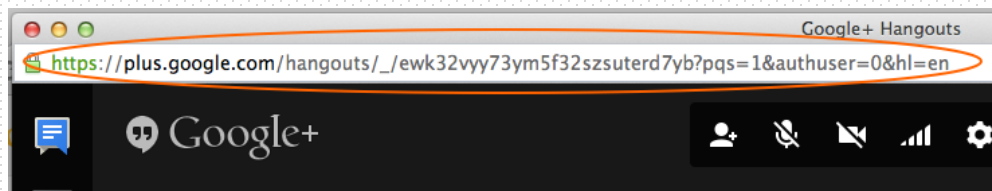
- Danny Schreiber - organizer
- Danny Schreiber

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Google also recommends that you send a quick email or chat message to attendees 10 minutes before the meeting with the video call URL. This way your participants will be reminded it's a Hangouts video call and they won't need to go searching for the URL of it at the last minute.

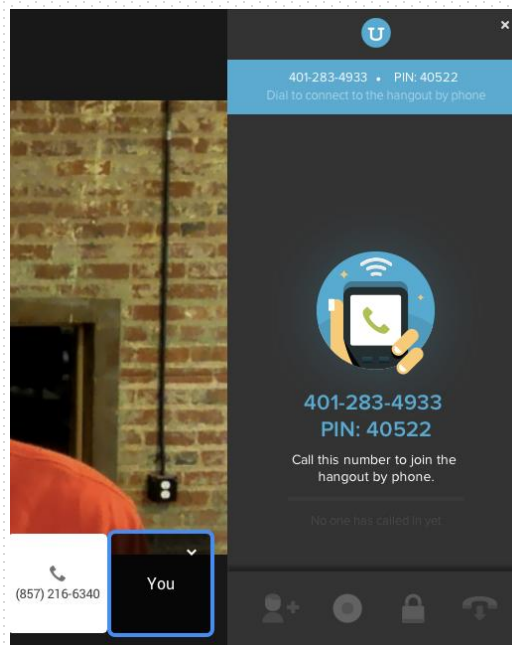
Invite by Sharing the URL

As a last resort, just share the link. To invite someone into the same Hangout room as you, all that's needed is a link (and one of 10 or 15 spots, of course). To do so, go to your browser's address bar, copy the URL of your Hangout and share it with them via chat or email.



Add a Dial-In Phone Number

Add the UberConference Hangouts app-apps will be discussed below-to enable a dial-in number for your Hangout.

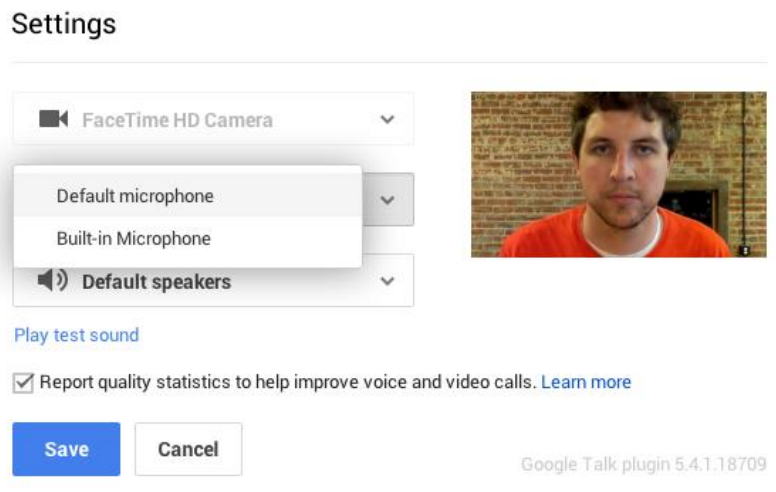


How to Record a Video Call

Not so fast. As promising as this headline sounds, it must be admitted upfront that Hangouts video chat doesn't currently offer this functionality. But that, of course, doesn't stop the Internet from doing so.

If You Can't Hear or See, Check Your Settings

Click on the gear icon on the top tool bar to make sure you're using the correct camera, microphone and speaker. Even as a heavy Hangouts user, I'll stumble on this issue myself.

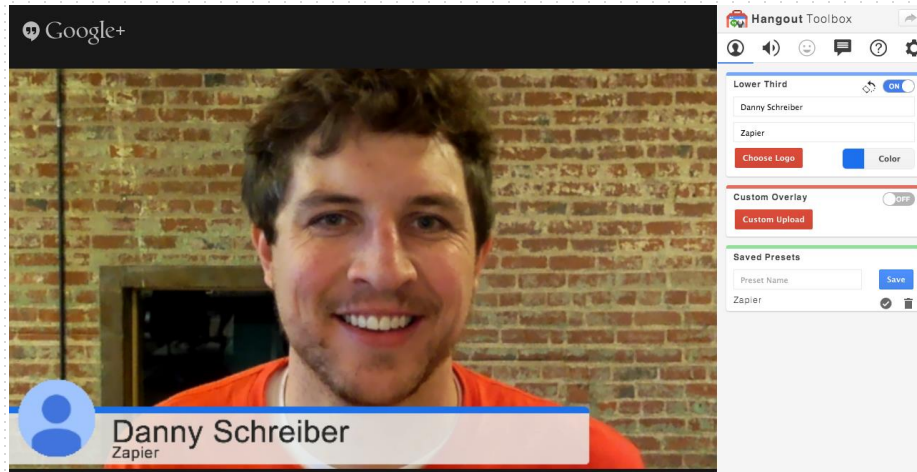


Get a Good Headset, too. A quality headset goes a long way when you're on Google Hangouts video calls.



Add Lower Thirds:

Use the Hangout Toolbox Hangouts app to add lower thirds to your video output. This can be very helpful for conference calls of five or more people.



Select Participant to Cement Camera

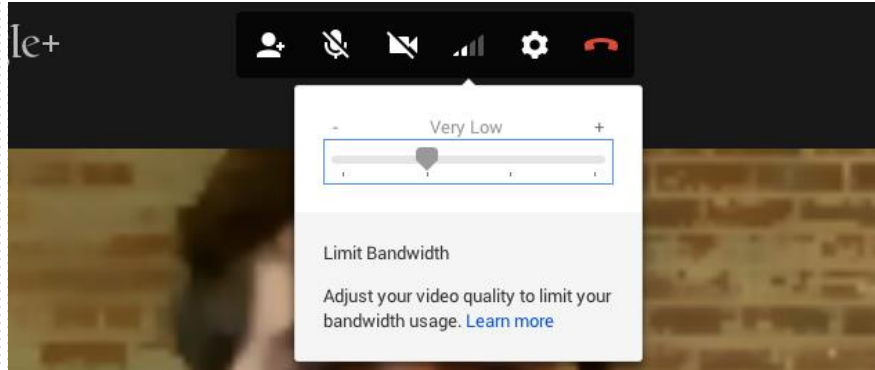
Google Hangouts will automatically switch the main video feed to the person currently speaking. But if you want to keep the camera on one person, maybe that's the participant with a SlideShare presentation, you can click on their box at the bottom of the Hangouts window, which outlines it in blue and keeps it there. Click on it again to go back to the default automatic switching.

Send a "Quiet Invitation"

A couple months ago Google added a "Quiet Invitation" option to allow you to turn off the ringing sound when notifying the participant of the invitation. They'll still get a notification in their Hangouts list in Google+, but they won't be interrupted. Adjust Bandwidth or Turn Off Camera to Fix Poor Quality

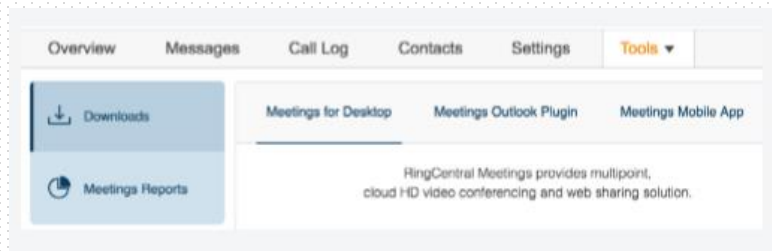
If your fellow participants are telling you your video is choppy or not coming in, you have two options:

- Turn off your camera and only use voice—just click the camera icon on the top toolbar
- Manually adjust your bandwidth by clicking on the icon that resembles mobile phone reception bars. For a detailed overview of what bandwidth is best for your connection, see the Hangouts bandwidth settings support page.



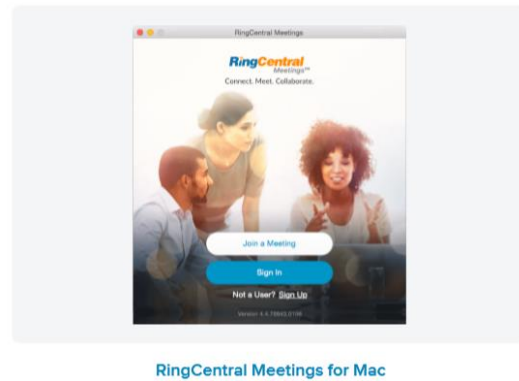
RINGCENTRAL

- Download and install
- Computer Log in to your RingCentral online account. Select Meetings from the Tools menu.
- Download and install RingCentral Meetings for desktop and/or for Outlook® Plugin.



Start RingCentral Meetings

Computer Launch RingCentral Meetings. Click Sign In and enter your email or RingCentral phone number/extension and password. Select Join a Meeting and enter the meeting ID to join as a participant



HD video conference Meet online from anywhere for easy collaboration and communication with colleagues and clients.

Computer



- Mute, unmute, and set up audio.
- Start, stop, and set up video (camera).
- Invite people to join meeting via email or SMS (mobile).
- View participants.
- Share screen, file, or an app.
- End or leave the current meeting.
- Chat with an individual or address the entire group.
- Record the current meeting.

Screen sharing

Optimize productivity by sharing your presentation, file, screen, or whiteboard with other participants. Click Share Screen from the Meeting Control menu.



- Mute/unmute audio.
- Start/stop video (camera).
- View participants.
- Share a new window, file, or whiteboard.
- Pause/resume shared screen.
- Annotate content with tool to highlight or markup shared content.
- Remote Control a participant's mouse and keyboard.
- Chat with an individual or group.
- Send a meeting invitation via email.
- Start recording the meeting.
- Enable/disable a participant's annotation capability.
- Show/hide your video.
- Switch the audio selection between dial-in or in-app audio.
- Access settings to configure video and more.

- Optimize for full-screen video sharing to other participants.
- End the meeting.

Meetings Settings

To optimize the use of RingCentral Meetings, admins and users can enable or disable features directly within their online accounts at any time.

Admin settings: Below are the features that can be managed only by those with admin privileges. Once these features are enabled, they will be available to all the users within the company.

Integration	
Google calendar	<input checked="" type="checkbox"/>
Google drive	<input checked="" type="checkbox"/>
Dropbox	<input checked="" type="checkbox"/>
Box	<input checked="" type="checkbox"/>
Microsoft (One Drive)	<input checked="" type="checkbox"/>
HTML Email Template	
Use HTML format email for Outlook plugin	<input type="checkbox"/>

Settings	Default
In Meetings (Basic)	
Robust encryption	<input type="checkbox"/>
Chat	<input checked="" type="checkbox"/>
Private chat	<input checked="" type="checkbox"/>
Feedback to RingCentral	<input checked="" type="checkbox"/>
Co-host	<input type="checkbox"/>
Allow host to put attendee on hold	<input type="checkbox"/>
Allow users to share Meetings windows in desktop sharing in their client settings	<input type="checkbox"/>

Settings	Default
In Meeting (Advanced)	
Q&A in webinar	<input checked="" type="checkbox"/>
Breakout room	<input type="checkbox"/>
Closed caption	<input type="checkbox"/>
Virtual background	<input type="checkbox"/>
Only show default email when sending email invites	<input type="checkbox"/>
Peer to peer connection while only 2 people in a meeting	<input checked="" type="checkbox"/>
Local recording	<input checked="" type="checkbox"/>
Allow users to select only signed-in users can join meetings in their settings	<input type="checkbox"/>
Email Notification	
Email Notification	
When attendees join meeting before host	<input checked="" type="checkbox"/>
When a meeting is deleted	<input checked="" type="checkbox"/>
Audio Options	
Allow users to select stereo audio in their client settings	<input type="checkbox"/>
Allow users to select original sound in their client settings	<input type="checkbox"/>
3rd party audio conference	<input type="checkbox"/>

Microsoft Outlook Plugin

Start or schedule a video conference or online meeting directly from Microsoft Outlook. Available for Windows® and Mac®.

1. Schedule an Outlook event with meeting access and dial- in information.
2. Instantly start a video conference.
3. Start an instant online meeting with web sharing.



RingCentral Rooms

An add-on HD video conference room solution lets you connect to other RingCentral Meetings participants who join from desktops, smartphones, and tablets.



- Mute/unmute microphone.
- Start/stop video.
- Share content via Wi-Fi, AirPlay® Mirror, proximity signal, or wired HDMI devices.
- Display speaker/gallery view.
- Switch camera during a meeting (when multiple cameras are available).
- Control camera in the conference room.
- View participants.
- Send meeting invitations via email.
- Configure audio and video settings.
- Leave the meeting.

System Requirements

RingCentral Meetings: RingCentral Office® editions; Broadband internet; iOS 9.0 or later; Android 5.0 or later; Mac OS X® 10.10 or later; Windows 7 or later; webcam (for video), microphone, speaker; 1 GHz or better processor.

See RingCentral Meetings User Guide for details. RingCentral Rooms: Apple iPad® or iPad mini™ with iOS 9.0 or later (as a control); monitor(s); camera(s); audio and video system; Mac computer with OS X 10.9 or later; Windows computer with Windows 7 or later. Recommended 2.8 GHz Quad-core Intel Core i7 or higher processor. See RingCentral Rooms User Guide for details.

CHAPTER 6: ENGAGEMENT STRATEGIES

Why is engagement of students important? This is a question most faculties already know the answer to. But how do we engage the students, especially online? Should we engage students in these untested waters? Become the most important second question, the following stand as the reason for engagement according to research conducted by *Thijs & Verkuyten, 2009 & Connell, Spencer, & Aber, 1994

- Increased involvement in academic activities.
- Listened better in classroom
- Achieve higher marks
- Expressed positive emotion towards learning

GAMIFICATION

The use of game elements and game design techniques in non-game contexts.

Game Elements

- Points
- Badges
- Leveling
- Leaderboards
- Progression bars
- Certificates
- Game Coins
- Story
- Countdowns & Timers
- Avatars

- Daily/Weekly Challenges
- Streaks

Psychology of Gamification

- Works on Pleasure-Pain Principle
- Drives Sense of achievement (Dopamine)
- Faculty set Goal Driven approach
- Healthy Competitive Behaviour

Examples

Here are some examples where Gamification was implemented to get their products or services used more.

Starbucks:

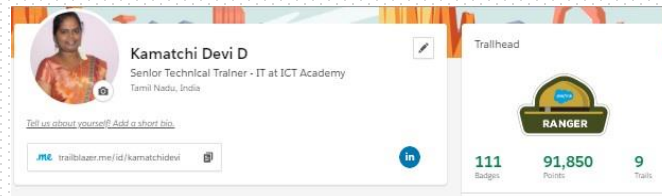
Every day, we go to work hoping to do two things: share great coffee with our friends and help make the world a little better. It was true when the first Starbucks opened in 1971, and it's just as true today. Our mission to inspire and nurture the human spirit – one person, one cup and one neighbourhood at a time.

Implemented Gamification

- Earn 1 Star every time you spend INR 300.
- **5 Stars** puts you in the **Green level**,
- Collect **25 Stars** within **12 months** for **Gold level**
- 1 Tall Drink on your Birth month.
- Get discount for walking in with your own Mug

Salesforce

The badges and points they have to promote learning was out of the word experience. Even people who are not read/write learners are visual learners will also have fun learning in this website because the dopamine release when you earn the badge or superbadge is out of the world.



Use gamification to strategies your classroom for developing discipline or to promote learning and education.

MICROCASTING

Video streaming is one of the increasingly popular, as well as demanding, with the increased use of YouTube and other video streaming apps especially with students. A faculty can choose a subtopic from their expertise and deliver a short 5-minute explanation on the same. This will entice student because of its simple and short nature. Faculties will also find it challenging as they have to deliver a power packed speech on a topic instead of spending hours to explain a concept.

GUIDED DOUBT CLARIFICATION (FAQs)


Very rarely do students ask questions in classroom, but a faculty always knows if there is a doubt clarification session thing could be clearer. Go to your class with FAQs prepared for the topics, if students do not ask questions ask one yourself to yourself, answering the same will clarify students better.

MAKE TIME FOR HUMOR

This is one of the greatest engagement strategies, faculties who have humor in their classroom are more successful with students. Developing a humor sense is difficult but not impossible, listen to standup comedians and watch lot of comedy scenes and think how certain dialogues in your class can be made better. These will help develop your humor sense.

THINK-PAIR-SHARE

Think, Pair, Share

What's the issue/ question / topic?	What do I think about it?	What does my partner think?	What will we share?
			

COLLABORATE LEARNING

Online group study is one the greatest ways to develop learning in students. Discussion group and the previously discussed think-pair-share are some of the greatest methods to focus on Interpersonal Learners and make show more interest in learning.

AUGMENTED REALITY

Simply put augmented Reality is Graphics or Recorded video overlaying on a Live Video. Requirements for AR includes:

- An Internet connection
- Mobile devices (i.e. smartphones or tablets)
- AR apps (especially one tailored for education)
- "Triggers" or "Markers" (i.e. images, objects, locations and/or actions that trigger an action on the device screen via the AR app)

CHAPTER 7: EVALUATION METHODOLOGIES

Evaluation is a systematic determination of a subject's merit, worth and significance, using criteria governed by a set of standards.

- Exams
- Assignments
- Quiz

Here are some of evaluation methodology to be conducted online along with some tools

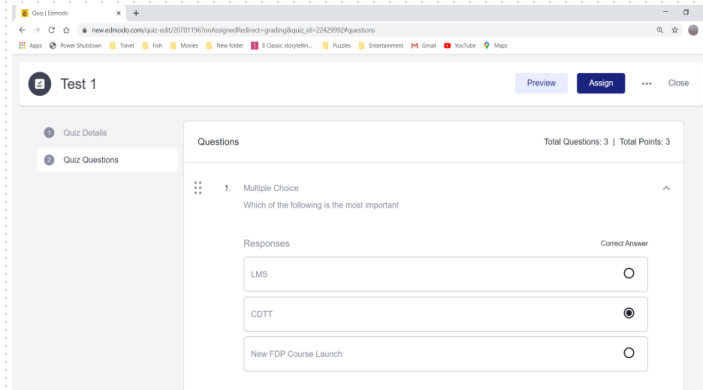
ONLINE FORUMS AND DISCUSSIONS

Create online forums and initiate discussion and observe students thinking about the online training. Give a list of topics for students to prepare in advance for online discussion which will be guided by a faculty to empower the student's knowledge.

LIVE SURVEYS/POLLS/QUIZ

Most live session online tools have poll options which can be utilized for better use to find students understanding of the concept. There are online tools which also help faculty to ask question to students, some of those tools even provide automated grading system which makes the life of faculty easier and students will get immediate grading.

In Edmodo website the quiz results can also be shared with the student's parents if the teacher give permission.



BRANCHING SCENARIOS

In this method of evaluation, the students will be given choices on how they would like to learn the subject and based on majority the branching scenario will give decision points that lead online learners down different paths. Every choice will bring them one step closer to the learning outcome.

CASE STUDIES

One of the greatest ways to learn is to apply the recently learnt concept. Case study is the easiest method to implement what we learnt and helps faculty immensely in the online scenario as the requirement for the case study is very less.

PAPERS

Asking student to share their thoughts in the form of words typed down in a micro blogging sites or a full-fledged blogging site which empower them to develop p their writing skills.

PRESENTATION

Students presenting instead of the teacher is a great way to engage and evaluate students at the same time. This will help students to also make their stage fear go away and help develop their spoken English skills.

CHAPTER 8: AN IDEAL DIGITAL CLASSROOM

The need for a digital classroom has risen wildly, what goes into the making of an ideal digital classroom? This chapter answers the above question and helps faculties and college principal to prepare the ideal online classroom set up both at a faculty home and at college.

HARDWARE TOOLS

- System with a high-end configuration
- Genuine MS office package
- Browsers with the updated version
- A good broadband connection with good upload and downloads speed.

Camera/video recording tools

Many cameras are available for faculty to pick from, with the technological development they are clear 720p webcams available. Web cameras are now available with built in high end noise cancellation microphones which are much better than the Laptop Built-in Microphones.



Commonly used high end web cameras

- Logitech C920 HD Pro,
- Microsoft Lifecam HD-3000,
- Logitech C310 HD webcam,

- Canon EOS 80D etc

Headset/Headphones

- Good Noise Cancelling Capability
- Wired/Wireless options available
- Non-Bulky Style Preferred
- Preferred headsets with the Mute Feature

Examples: Logitech H800 Bluetooth Wireless Headset, Microsoft LifeChat LX-3000 Headset, Plantronics PLNAUDIO478 Stereo USB Headset etc.

Store device

Lots of storage devices are there from the simplest in-built Harddisk to the complex cloud storage. USB Driven small storage devices (Pen Drive) are the easiest portable available devices, but now the need of the hour are cloud storage providers like Google Drive, OneDrive, Evernote Dropbox, AmazonDrive, Microsoft 365 etc.

SOFTWARE TOOLS

The many software tools required to be a successful online teacher are

Video Conferencing Tools

- Cisco Webex
- Zoom
- Google Meet
- Adobe Connect
- Livestorm

Digital Library

- WordPress
- DSpace,

- Omeka
- EPrints,
- Flickr etc.
- World digital library: <https://www.wdl.org/en/>

Social Networking

- Facebook
- Twitter
- Instagram
- LinkedIn and
- WhatsApp etc.

Podcasting

- Auphonic
- WriterDuet
- Freesound
- Audacity/GarageBand
- Buzzsprout etc.

Video Editing Tools

- Animoto
- Hyperlapse
- Adobe Premiere Clip
- Giphy
- Powtoon etc.

CREATING THE ENVIRONMENT

Things to keep in mind while creating an amazing teaching environment

The Power of Lighting

- Light quality that refers to how harsh or soft the light is.
- There's a vast difference in the image when you use a harsh light versus a soft light.



Changing harsh light into a soft light

- With a lamp dimmer and dimmable bulbs you can have the ultimate lighting control.
- If the light is too harsh on its own, put some diffusion material in front of the light.

Examples of Bad Lighting



Setup with three lights



Avoid Glare of Self/Background



Background Checklist to Avoid



- Wardrobe
- Doors
- Plug Points
- Cloth Hangings
- Bright Light
- Cluttered Things in Lofts

CHAPTER 9: ETHICS FOR THE DIGITAL WORLD

Digital Ethics is the study of how to manage oneself ethically, professionally and in a clinically sound manner via online and digital mediums.



Ethics in E-Learning

E-Learning environments require policies balancing different expectations of participants and considering how the users perceive ethics during online learning.

Ethical Conduct of E-Learners

- Inappropriate assistance on examinations
- Misuse of sources on papers and projects
- Disrespecting the work of others
- Breaches of computer ethics
- Lack of adherence to copyright and copy-protection

Ethical Conduct of E-Teachers

- Maintaining the quality of the educational process.
- Full disclosure of academic regulations and standards for e-Learners.
- A whole new layer of educational infrastructure must be addressed.

- Protect against “softlifting” and illegal use of electronic resources.
- Ethical issues related to research.

Ethical for Technology Use in the Classroom

- Explore appropriate and safe sites for learning and research
- Copyright law, always give credit to original source
- Take care of technology equipment
- Help prevent cyberbullying
- Make use of netiquette

Plagiarism

- **Plagiarism** refers to using some other person's ideas and information without acknowledging that specific person as the source.

Creative Commons (CC) License

- Creative Commons licenses give everyone from individual creators to large institutions a standardized way to grant the public permission to use their creative work under copyright law.

Different (CC) License Options

- CC BY (Attribution)
- CC BY-SA (Attribution-Share-Alike)
- CC BY-ND (Attribution-No-Derivatives)
- CC BY-NC (Attribution-Non-Commercial)
- CC BY-NC-SA (Attribution-NonCommercial-ShareAlike)
- CC BY-NC-ND (Attribution-NonCommercial-ShareAlike-NoDerivatives)

How to Acknowledge CC Licenses?

- Credit the creator,
- Provide the title of the work,
- Provide the URL where the work is hosted,
- Indicate the type of licence it is available under and provide a link to the licence, and
- Keep intact any copyright notice associated with the work.

Fighting the Academic Fraud in Online Programs

Ways of ethical misconduct

- Improper citing or paraphrasing on the research papers, case studies, homework and on discussion boards.

Our Recommendation

- Focus on prevention by intensifying student-teacher communication in the Forums.
- Arrange for a solid academic plagiarism checker technology.

Ways of ethical misconduct

- Writing assistance of another person on behalf of a Student.

Our Recommendation

- Examine the student work carefully and pay attention to the student's writing style.
- Check the date of creation of document as a listed by MS Office.
- Ask student to present the paper in a webinar.

Ways of ethical misconduct

- Providing username and password to a third person who contributes in the discussion forums on their behalf.

Our Recommendation

- Pose similar questions from discussion forums on the test.
- Pay attention to the student's writing style.

Ways of ethical misconduct

- In case of an online test, a student may browse the Internet to find the correct answers or someone else may take the test on the student's behalf logging under student's name.

Our Recommendation

- If online test is the only way, block the possibilities of opening another window on student's computer.
- Have a large test bank of questions so that the students' questions are unique. Ask open ended questions.
- Ask student to arrange a 360 web camera.

CHAPTER 10: THE ART OF ANSWERING ONLINE

Traditionally answering involves the following steps

- Listen
- Understand
- Communicate and involve
- Respond
- Follow-up questions

One like answering is no different, it is the same with some minor tweaking and most of them are about using technology and following the same steps.

1. Majority of the video conferencing tools will give you the option to download the chat, read them and find questions and answer them through other modes like WhatsApp or Email or even SMS.
2. If possible have one student who will be a faculty assistant and will keep an eye on the chats and read out selected questions in the end of the class to the faculty who can answer them and clarify the question.

CHAPTER 11: ANALYSIS OF PERFORMANCE

Performance analysis was a separate data entry and data management process but with computer and internet as part of our classroom analysis of student performance become easier. By analyzing the students' performance specific feedback can be given to the students for their development and they growth can be monitored and shared easily with the students.

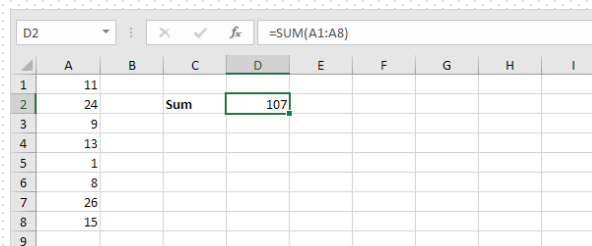
In this chapter we will discuss analysis tools which we can use to understand our student's performance better.

EXCEL

Microsoft Excel has been around for a very long time, here are some simple tools which will be useful for the faculties

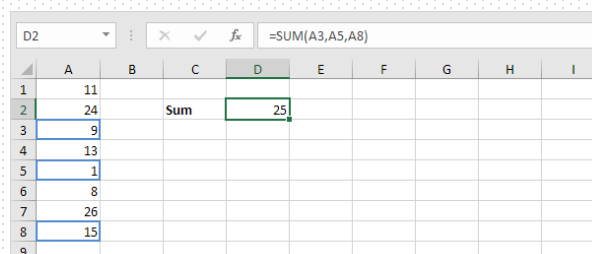
Summation (Addition)

Method 1:



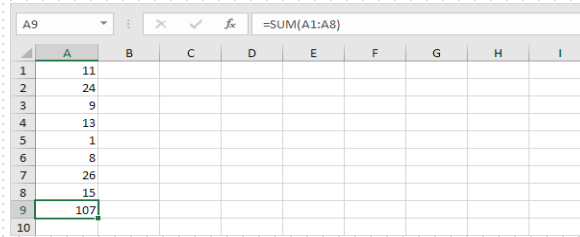
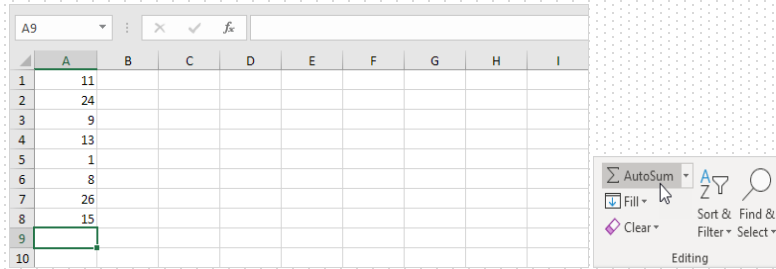
	A	B	C	D	E	F	G	H	I
1	11								
2	24		Sum	107					
3	9								
4	13								
5	1								
6	8								
7	26								
8	15								
9									

Method 2:

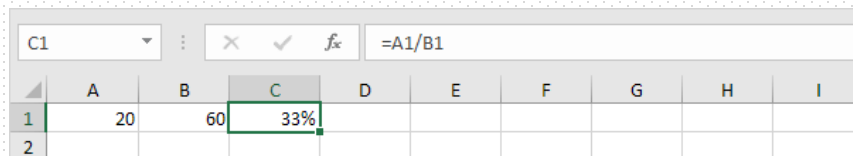
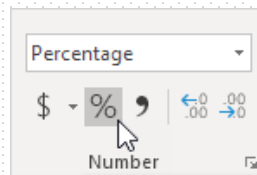
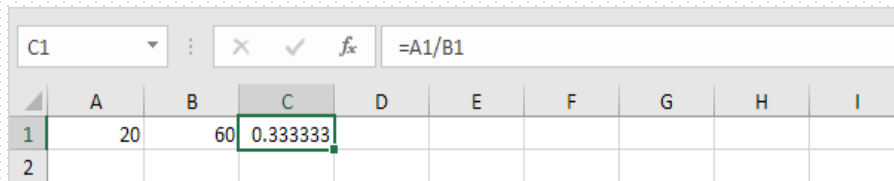


	A	B	C	D	E	F	G	H	I
1	11								
2	24		Sum	25					
3	9								
4	13								
5	1								
6	8								
7	26								
8	15								
9									

Method 3:

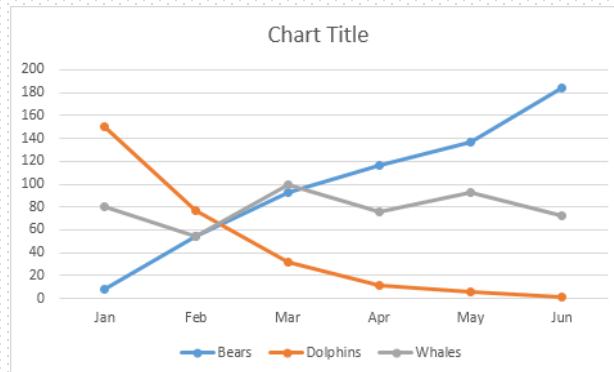
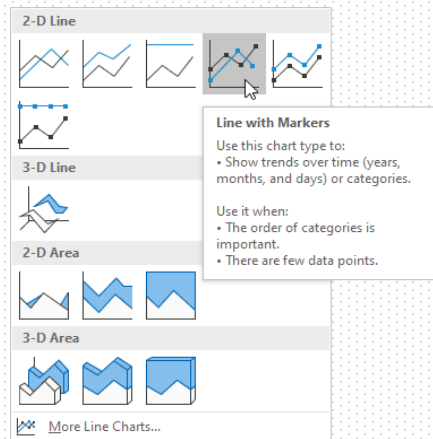
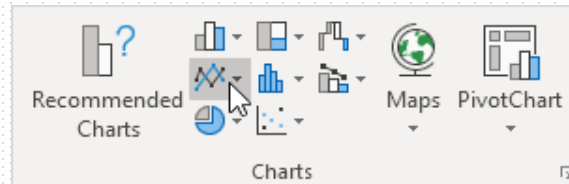


Average

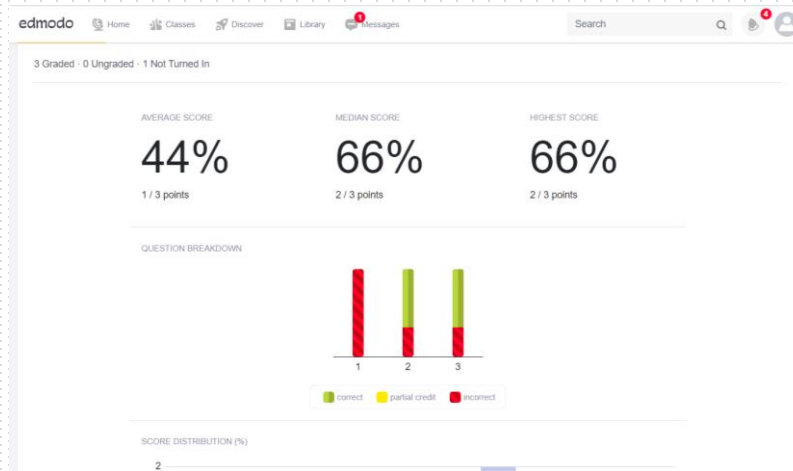
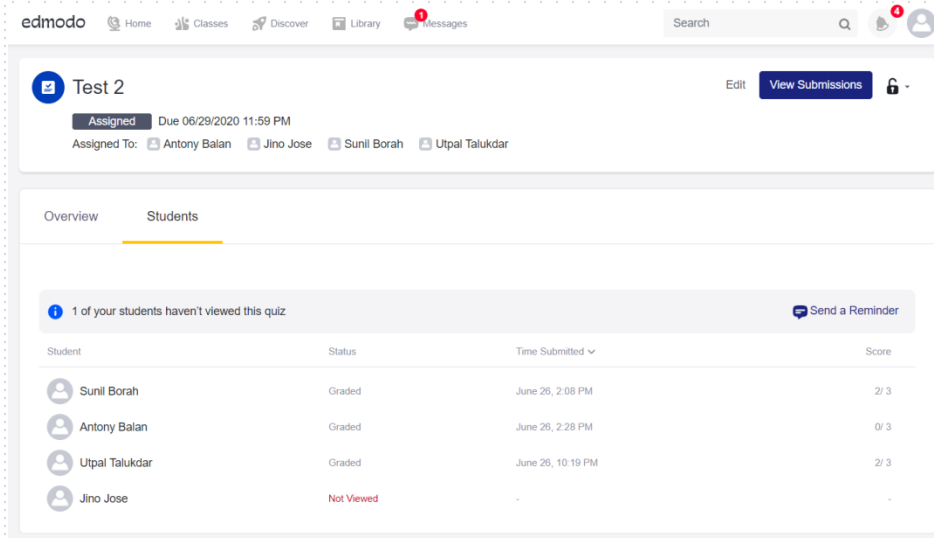


Charts

	A	B	C	D	E
1	Month	Bears	Dolphins	Whales	
2	Jan	8	150	80	
3	Feb	54	77	54	
4	Mar	93	32	100	
5	Apr	116	11	76	
6	May	137	6	93	
7	Jun	184	1	72	
8					



Edmodo

Test 2 Edit [View Submissions](#) 🔒

Assigned Due 06/29/2020 11:59 PM

Assigned To: 👤 Antony Balan 👤 Jino Jose 👤 Sunil Borah 👤 Utpal Talukdar

Overview **Students**

1 of your students haven't viewed this quiz 🗨️ Send a Reminder

Student	Status	Time Submitted	Score
👤 Sunil Borah	Graded	June 26, 2:08 PM	2/3
👤 Antony Balan	Graded	June 26, 2:28 PM	0/3
👤 Utpal Talukdar	Graded	June 26, 10:19 PM	2/3
👤 Jino Jose	Not Viewed	-	-

