

Contact North | Contact Nord

Ontario's Distance Education & Training Network
Le réseau d'éducation et de formation à distance de l'Ontario

Instructor / Leader Preparation for Videoconferencing

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contactnorthca

Topics

Videoconferencing

- ✓ Technology
- ✓ Environment
- ✓ Preparations
- ✓ Presentations
- ✓ Resources



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Videoconference Services

- **Videoconference equipment varies:**
Polycom HTX 7000; EX90; PVX desktop software; CloudAXIS
- **Locations are linked by videoconference bridges typically managed by Contact North | Contact Nord IT & Web Services.**
- **Contact North | Contact Nord videoconferences are scheduled using the Contact North | Contact Nord Online Booking Tool (OBT).**



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Videoconferencing Sessions

- **Live video images and audio are transmitted between 2 or more locations during a videoconference.**
- **Allows all participants to interact as if they were in the same room.**



Prior to your videoconference session always become familiar with the videoconference equipment you will be using.

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Video Compression

- **Compressed digital signals transmit information to each location.**
- **Large data signals are pushed over low bandwidth.**
- **Fuzziness and blurriness would be due to available bandwidth at the sending site.**



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Questions?

Any Questions?

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Videoconference Environments

- **Dedicated Room**

e.g. Polycom HDX 7000



- **Desktop**

e.g. EX90



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System Components

Polycom HDX 7000

- **Remote Control**

Use remote control to:

- call/hang up
- adjust volume
- adjust settings of cameras and display screens

Using the Remote Control

You use the remote control to place calls, adjust the volume, rearrange screens, and select options.



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System Components cont'd

- **Microphone**

- **30 foot (9 meter) range** - provides automatic gain control, noise suppression, and echo cancellation.

- **Muting via the remote or the microphone button.** When the **MUTE** button is lit you are muted.



- **Additional microphone(s) used for larger rooms.** System supports a maximum of two microphone pods daisy-chained together.

Note: When using 2 microphones, ensure the longer cable connects to the HDX 7000 and the shorter cable is connected to the second microphone.

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System Components cont'd.

- **Monitor(s) and Speakers**

- Contact North | Contact Nord HDX 7000 locations have a dual monitor setup.
- Sound is provided by the television monitor speakers.
- 2 sound controls regulate the sound: *one on the video unit and another on the monitor itself.*



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Desktop Videoconferencing Options



EX90



PVX software

- **EX90 desktop units:** dedicated video equipment for videoconference transmission.
- **PVX licensed software:** loaded on a PC; uses a webcam camera to transmit.
- **CloudAXIS:** Polycom client download access that only requires PC or Mac with webcam and microphone.

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Videoconferencing Specifics

Types of Videoconferences

- **Point-to-point**

Point-to-point conferences are direct or utilize a video bridge.


- **Multi-point**

Video bridge is used for multi-point conferences.



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Videoconferencing Specifics cont'd

- Camera view in multi-point conferences is managed by **sound prompts**.
MUTE microphones when not in use. 
- **PowerPoint** presentations can be delivered via videoconferencing by connecting a laptop, PC or Mac to the videoconference system. Prior notice is required should adaptors be required.
- Always hang up (turn off) unit when a conference is finished.
- Contact North | Contact Nord staff alerts video bridge operator when disconnecting from videos at unscheduled times.

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Videoconferencing Specifics cont'd

- Contact North Centre staff provide students at Contact North | Contact Nord Online Learning Centres with an overview of videoconference equipment use.
- All laptops to be used for videoconference content must be **pre-tested** at least ½ hour in advance of use for compatibility with Contact North | Contact Nord's videoconferencing system.



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Preparation prior to Class

- Identify special needs to your institution in advance.
- Videoconferences are connected prior to start time of session.
- Alert Technical Hotline if you are not able to connect before start time:
(Call Contact North | Contact Nord Technical Hotline).
1-888-850-4628 or 807-346-3113 (VoIP 8499)

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Classroom Protocols

- Instructor sets protocols for session(s).
Establish protocol at the beginning of the session (e.g. questions at the end; raise hand to speak; state name before speaking; etc.)



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Clothing Guidelines

Clothing on-camera

- Avoid red, white, and black.
- Bright colours may appear blurry.
- Best choices are blues, purples, greens, gray, and soft pastels where contrast is desired.
- Solid colours; patterns should be avoided.



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Planning & Preparation of Visual Materials

Check Readability (can you see this?)

- ❑ Fonts: simple = best
- ❑ Sizes: larger = better
- ❑ Colours: light fonts on dark backgrounds



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Location Preparations

Location

- Uncluttered
- Light coloured but not white
- Windows draped
- Keep light sources out of camera view
- Avoid wearing same colour as background



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Camera Preparations

Camera

- Instructor centered
- Zoomed-in so image fits comfortably on screen.
- Close enough so facial expressions are seen.
- Use presets to eliminate the need to adjust views during a session.



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Presentation Tips

Presentation Tips

- Look directly into camera.
- Address all locations equally.
- Use variety to alter pace of class.
- Pause for questions often.
- Speak in complete sentences - *camera shifts in multi-point connections are triggered by sound.*



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Troubleshooting



If problems arise, instructors and participants should:

1. Inform Contact North | Contact Nord staff immediately.
2. If issues can not be resolved locally call:

Contact North | Contact Nord IT & Web Services' technical hotline at:

1-888-850-4628 or **807-346-3113 (VoIP 8499)**

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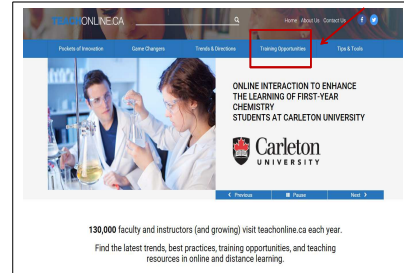
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TEACHONLINE.CA

Videoconferencing Resources



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PDF Resources

PDF Resource Documents



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Additional Resources

Contact North | Contact Nord Instructor Training Resources

Go to Contact North | Contact Nord's website to access **video tutorials** and additional resources at:



<http://teachonline.ca/training-opportunities/contact-north-videoconferencing-training-resources>

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Thank you

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