

# HOW TO...



# Use Webcam Video in e-CLASSES

This document is intended for the following e-CLASSES users: leaders and co-presenters.

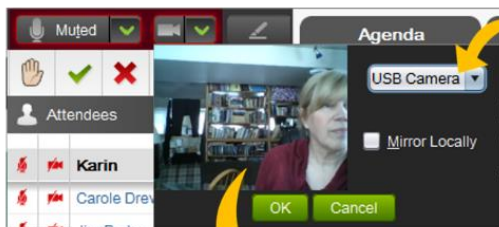
## Put a Face to the Voice with the Video Tool

Learn how you can make a more personal connection during introductions or closing remarks, see your participants, or enhance a panel discussion in your e-CLASSES session or e-Meeting using the Saba Video tool.

### Begin by Testing your Webcam

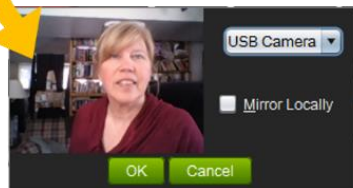
Before turning your webcam on you should use the Video wizard to ensure that the correct camera is selected and that it is positioned accurately. To open the Video Wizard, click on the Test video square (in Pre-Session) or the drop-down arrow beside the camera icon above the communication tools.

**Note** - Your webcam settings (e.g. zoom, focus, etc.) will need to be adjusted *outside* of Saba using your webcam's software.



If your webcam is not listed here it may not have been plugged in *before* you logged in.

Make necessary adjustments to camera view



**Note** - Others will not be able to see your webcam image while you are using the Video wizard. This is the best time to adjust your appearance, lighting, and check for embarrassing things in the background!

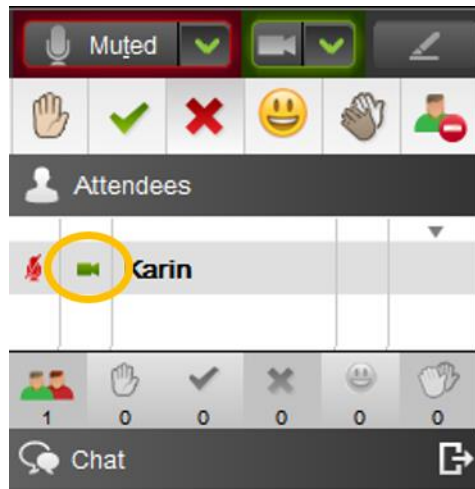
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## Turn on Your Webcam Video

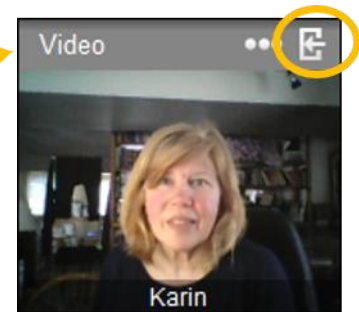
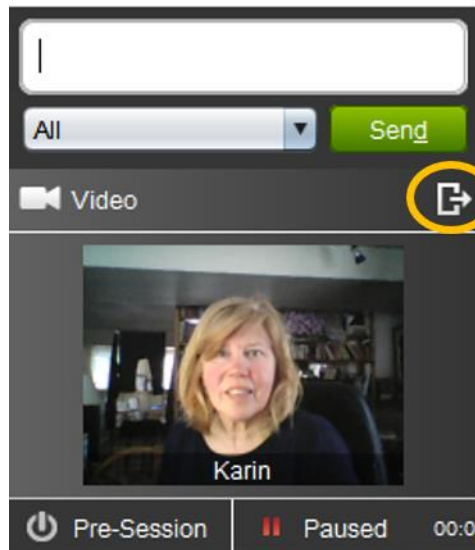
Click on the left side of the Camera icon to turn on your webcam. The icon will have a green border when it is turned on and your video will be displayed below the Chat area. You can also click the webcam icon beside your name in the Attendees list.



When your camera is on there will be a green camera icon displayed beside your name in the Attendees list.

You can undock the video by clicking on the undock symbol in the top right corner of the video area. When it is undocked, you can move the video image anywhere on the screen.

Dock the video again by click on the dock symbol.



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## Enable Participants' Webcams

If participants are equipped with a camera, there will be a camera symbol beside their name in the Attendees list. If the colour of the symbol is grey, you must enable their camera.

To enable everyone's cameras, right-click on the people icon in the area below the Attendees list and select "All Cameras On". To enable an individual's camera, right-click on their name in the Attendee's list and select "Give Camera Privilege" or click the grey webcam icon beside their name in the Attendees' list.

A red symbol indicates a camera is present and enabled, but the participant has not turned it on. A green symbol indicates that a camera is on and activated.

**Grey camera icon:** Participants are equipped with cameras, but cannot use them in the session until you turn it on.

**No camera icon:** Participant does not have a camera, or is attending from a mobile device.

**Red:** Camera is available, but participant has not activated it.

**Green:** Camera is on and activated.

### Note

- Webcams are not available in Breakout Rooms.
- Mobile users do not see webcam video.
- Desktop and laptop users without a webcam can generally see others' broadcasting webcams.

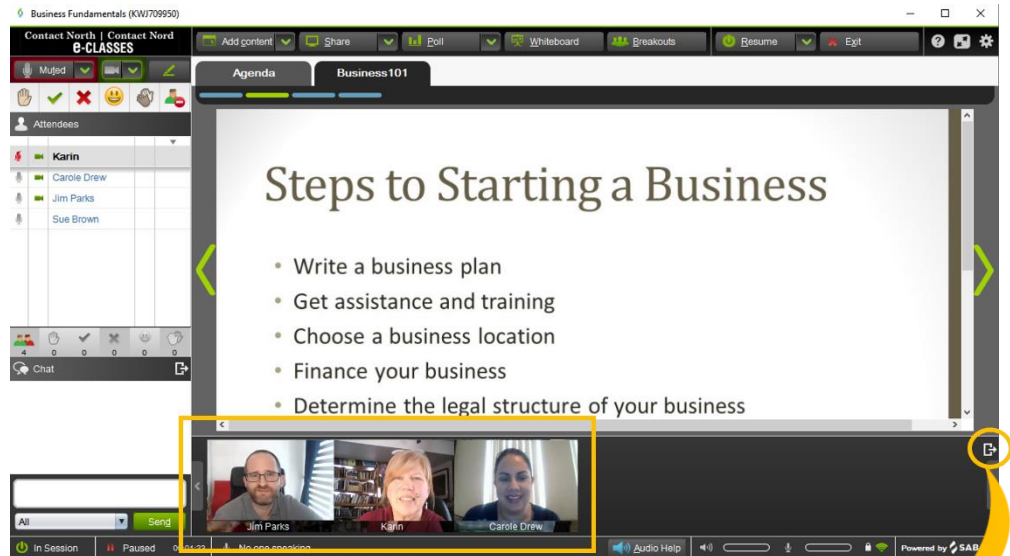
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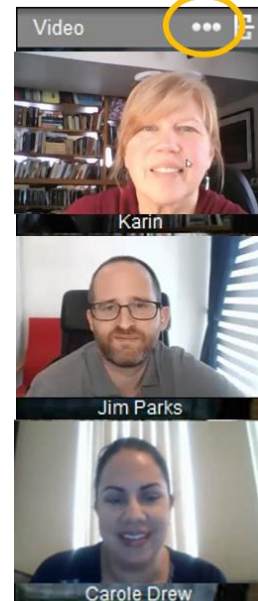
## Multi-Video

Up to eight webcams can be shown simultaneously *however* you will want to consider if your participants are on Wi-Fi or are not having a strong network connection.

By default, all camera images will be displayed at once. This is called “Multi-Video”. Images will be displayed along the bottom of the media window, however, they can be undocked and displayed as a separate window that can be reconfigured.

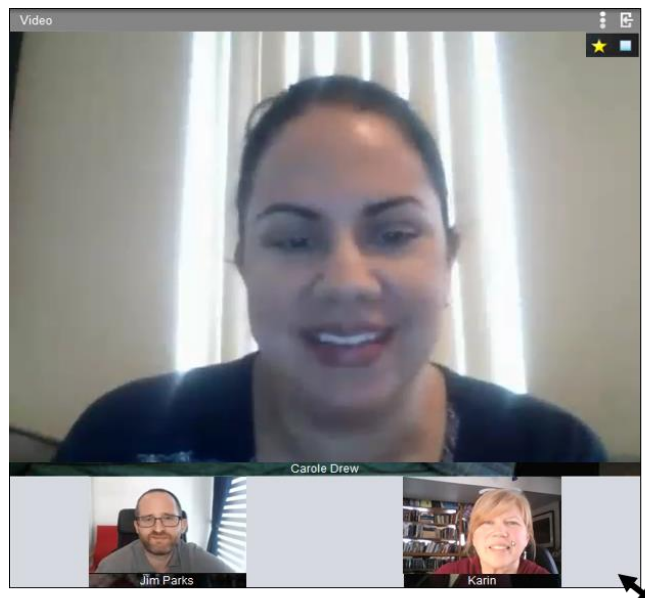


To reconfigure the multi-video display to horizontal, click on the three dots to the left of the dock icon.



## Primary Video

A leader or co-presenter can designate one video as Primary by clicking on the star icon in the top-right corner of that webcam image. The primary video size can be adjusted with the slider (while docked) or by resizing the undocked window.



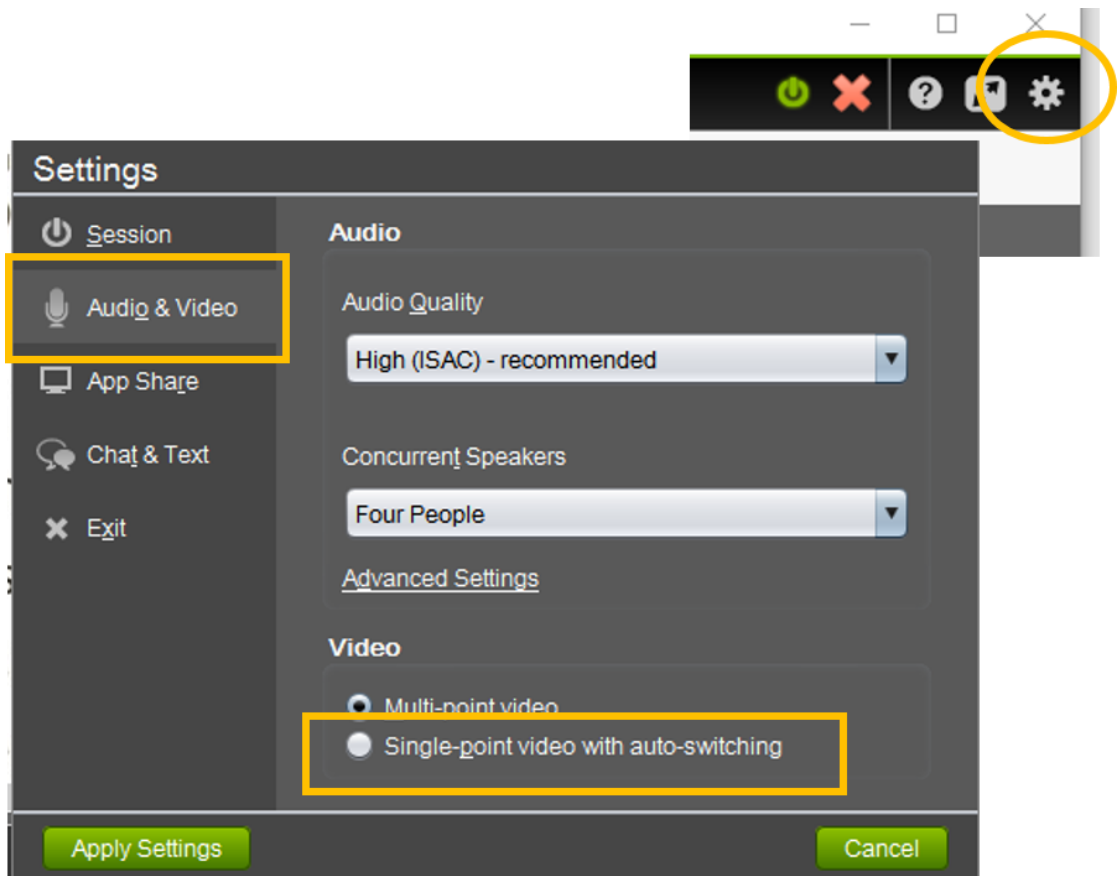
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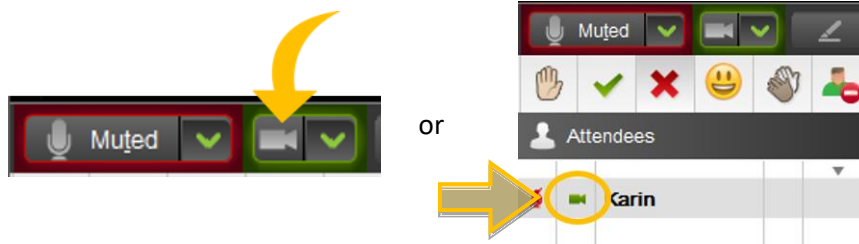
## Auto-Switching

To automatically switch video control (the displayed webcam) to whoever is currently speaking, go to **Settings > Audio & Video** and select **“Single-point video with auto-switching”**> click **Apply Settings**. When a person with a webcam turned on turns on their microphone their webcam image will display. When the next person turns on their microphone, their webcam image will be displayed. The session leader will have priority and be able to override participant webcams.



## Turning off Your Webcam

To stop broadcasting your webcam image, click on the green camera icon again.



## Webcam Tips

- Webcam images can be affected by the Internet connection, as well as the upload speed not being as high as the download speed.
- If the Internet connection gets slower, the video will either degrade or disappear completely and could cause sites with slow connections to disconnect.
- Remind participants that if they can see their webcam image in the area below the chat window, or in an undocked window (i.e. NOT in the Video Wizard), then others can see their image as well.
- By default, webcam images will be displayed during recorded playbacks, however one must open the left side bar in the playback interface.

**For a video tutorial of this document visit:**

[https://youtu.be/BeQNe1bazSM?list=PLxHgKWfhDtisPDMRlbdxfUrn\\_u2puP8Sj](https://youtu.be/BeQNe1bazSM?list=PLxHgKWfhDtisPDMRlbdxfUrn_u2puP8Sj)

**For more training resources visit:**

[www.teachonline.ca/training-opportunities/contact-north-web-conferencing-training-resources](http://www.teachonline.ca/training-opportunities/contact-north-web-conferencing-training-resources)

