Video Conferencing Tools | Text Transcript | Remote Teaching Support

[Narration by Bryn] Hey everyone, my name is Bryn and I'm a third-year computer science student at the University of Guelph. I'm currently a member of the College of Social and Applied Human Sciences student initiative to help faculty prepare for the winter semester. This presentation will give you a brief overview of video conferencing tools and their application to remote learning.

So, what are the advantages of video conferencing tools? Well, they provide better student engagement as they allow for synchronous lectures in which students can have the opportunity to participate in a variety of ways. They also provide a number of different presentation options including live video and document sharing. They can also be useful for virtual office hours.

There are a number of different video or web conferencing options including Virtual Classroom, Webex, Microsoft Teams, and Zoom. All professors at the University of Guelph have access to a Zoom Pro account which supports up to 300 participants at once, though special licenses can be obtained through the College of Social and Applied Human Sciences that allow up to 500 or even 1,000 participants.

I will now go through some of the basic tools available to you in Zoom. When you open up a new Zoom meeting you'll be presented with a screen that looks something like this. At the bottom of your screen you'll have a toolbar in which you have a number of options including audio settings, video settings, security, a participants list and chat which can be shown in the sidebar as in this picture or in their own floating windows, the option to share your screen, the option to record reactions; and you should also have polling, closed captions, and breakout room options.

I would highly recommend that you take some time to configure your settings before hosting your first zoom meeting. In particular, the general, video, and audio settings will be very important. Under the audio settings you have the option to test your speaker and your mic to ensure that they are working properly. You may also want to look under the recording tab if you plan on recording your lecture. This will tell you where the recording will go once you're finished.

So, what can I do for you? Our team will be happy to help with setup of web conferencing tools, any general inquiries, or video conferencing platform recommendations.

Thank you for your time and please feel free to contact our team for any support!