

**VIDEO CONFERENCE viz-a-viz ONLINE TEACHING PLATFORMS**

Video conferencing platforms help online teachers interact with their students more efficiently via microphone and camera.

There are many such 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

With a video conferencing solution, your teams can work together or with customers and clients effectively, no matter where they're located. Given below are some of the platforms to choose from which are being used by teachers and students.

- True Conf Online
- Piazza
- Zoom
- Skype
- Google Classroom
- Face Book live
- YouTube live
- TCS Digital Classroom
- Easy Class etc...

Some of these are specific to Classroom teaching while others serve both the purposes - as online video conference and as a virtual class room. Almost all apps offer both free and paid versions. In fact most of the teachers are already making use of online media for their online education.

*Zoom* is a video calling app that allows virtual classrooms of up to 100 students at a time. It is truly is the simplest and cheapest platform that allows you to start a presentation and online teaching where you have full control over the viewers' experience.

**GUIDELINES TO CONDUCT ONLINE MEETING / CLASS TEACHING WITH ZOOM**

The Zoom application truly is a free video conferencing platform that allows one to conduct Online Class Teaching for a class of 40 minutes duration. The faculty / staff may visit <https://www.zoom.us/> and sign up for free.

**1. STEPS FOR CONDUCTING AN ONLINE CLASS ON ZOOM (Free Version):**

- I. The faculty may download the Zoom and make an ID on the Zoom using his/her official Email ID. For signing-up, please visit <https://zoom.us/>. This is a one-time process.
- II. Schedule the class as a Scheduled Meeting on the date and time as per your timetable for each course taught by you. Thus, the number of meetings schedules would be equal to the number of courses being taught by the faculty.
- III. After the meeting schedule is successfully saved, a Meeting ID and password is created automatically.
- IV. Click on the invite option in zoom meeting and click on the 'copy the invitation' tab.
- V. Now the invitation has been copied. This invitation contains a link to the meeting, meeting ID and password.
- VI. Create a WhatsApp group or a Google group for all the students of a class and the teacher.
- VII. Ask the students to download and install Zoom client, if not done earlier. Visit Google Play Store to install client for Mobile. Client for laptop/ PC may be downloaded from <https://zoom.us/download>.
- VIII. The meeting invitation, copied in step V, can now be pasted and sent to the students via WhatsApp/mail groups.
- IX. The faculty may now start the Class Teaching on the Zoom for the particular day and time by clicking the “Start” button.
- X. The students can now open the link and enter the meeting ID and password to join the meeting. Alternatively, they can open Zoom, click on ‘Join’ and enter the meeting ID and password.
- XI. In the free version of Zoom, a meeting can be conducted for a maximum of 40 minutes. After 40 minutes, the meeting will end automatically. Hence, plan your Class accordingly.
- XII. The faculty can start a new meeting again by following the above steps.
- XIII. There is also an option of ‘Share Screen’ (green button) in zoom through which the faculty can share the screen with the participants/students. This option is quite useful while running a PowerPoint presentation.
- XIV. Share screen also has an option of Whiteboard which can be used to draw/write for better understanding/explanations.
- XV. The record option in the zoom meeting can be clicked to record the whole meeting for evidence or for any other purposes.
- XVI. Chat option can be used to chat with the whole class or an individual.

**2. STEPS FOR CONDUCTING ONLINE MEETINGS ON ZOOM (Licensed Version):**

- I. Install Zoom application on PC/laptop and sign up at <https://www.zoom.us/>. Visit Google Play Store to install client for Mobile.
- II. The Host / Convener of the Meeting sends the meeting details i.e. – a) Name of the Meeting; b) Date and time; c) Agenda Items; and d) List of participants with their Email ID to the Director, CIT at [dir.cit@manuu.edu.in](mailto:dir.cit@manuu.edu.in).
- III. Zoom meeting schedule is created by the CIT. The Meeting Invitation link is sent to the Host/Convener by the CIT along with Meeting ID and Password.
- IV. The Meeting Invitation can then be pasted and sent to the participants via WhatsApp or eMail by the Host.
- V. The Host then logs onto Zoom and starts the meeting by clicking the ‘Start’ button
- VI. To join the meeting, participants can open the meeting-link and enter the meeting ID and password. Alternatively, they can open zoom, click on ‘Join’ and enter the meeting ID and password.
- VII. There is an option ‘Share Screen’ (green button) in the Zoom app through which the Host / participant can share his/ her screen with the participants. This option is quite useful while running PowerPoint presentations.
- VIII. Share Screen has an option of whiteboard also which can be used to draw/write for better understanding/explanations.
- IX. The record option in the zoom meeting can be clicked to record the whole meeting for evidence or other purposes.
- X. Chat option can be used with the whole meeting or individual participant.

For tutorial videos, please visit the following Zoom Support site:

<https://support.zoom.us/hc/en-us/articles/360029527911>

<https://www.weareteachers.com/zoom-for-teachers/>

For any further clarification, the CIT may be contacted at [dir.cit@manuu.edu.in](mailto:dir.cit@manuu.edu.in).

Director CIT, MANUU  
mkamil@manuu.edu.in