

How to use Zoom, Google Meet, MS Teams, and other tools...

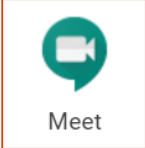
- DEMO OF SOME TOOLS FOR DIGITIZATION

This material is prepared by ILC Diliman

For questions and clarifications, please open a ticket at ILC Helpdesk (helpdesk.ilc.upd.edu.ph).

Options for Video Conferencing

Overview of Options

OPTIONS	HOW TO ACCESS?	Remarks / Limitations:
<p>*Zoom (Basic) <i>(Recommended)</i></p>	Sign up at Zoom.us . There's a basic plan (free).	<ul style="list-style-type: none"> Up to 100 participants, max 40 minutes per session only Unlimited no. of meetings, With option to record and download the video after session
<p>*Google Hangouts Meet</p> 	Accessible through our UP Mail Account (@up.edu.ph) . Check "Meet" application.	<ul style="list-style-type: none"> Up to 30 participants, No time limit, No recording, video chat is accessible to students without UP Mail (non-enterprise users) Up to 250 participants, With option to record video chat and save to Google drive (enterprise users) <u>Google announced that the advanced features of Hangouts Meet will be available to all G Suite users for free until July 1, 2020.</u>
*Microsoft Teams	The free Microsoft 365 A1 plus for UP Faculty includes the "Enterprise" version of Microsoft Teams. Go to office.com and log in using your *@outlook.up.edu.ph account.	<ul style="list-style-type: none"> Up to 250 participants, No time limit, and has option to record video. Recording is not downloadable; users need a Microsoft 365 premium account to View the video in Microsoft Stream. Recording will be deleted after 7 days. The "Enterprise" version is not included in Microsoft 365 Personal.
Big Blue Button	Accessible within UVLê or via BBB.upd.edu.ph . Please ask assistance through ILC Diliman Helpdesk (helpdesk.ilc.upd.edu.ph)	<ul style="list-style-type: none"> "Last resort" - Please inform ILC Diliman if you need BBB for video conferencing. ILC Diliman has limited resources. It can accommodate up to 150 participants only.

**Students may enter the video chat by invitation or shared link, even if they don't have an account in the application.*

More details in succeeding pages...

Schedule

Schedule the online meeting in advance (Ideally, at least 1 week before the target date – this gives students enough time to prepare. Please consider your students without devices.)



Share

Share the URL of the scheduled meeting via UVLe/online classroom and/or email.



Start

Start the meeting as scheduled.

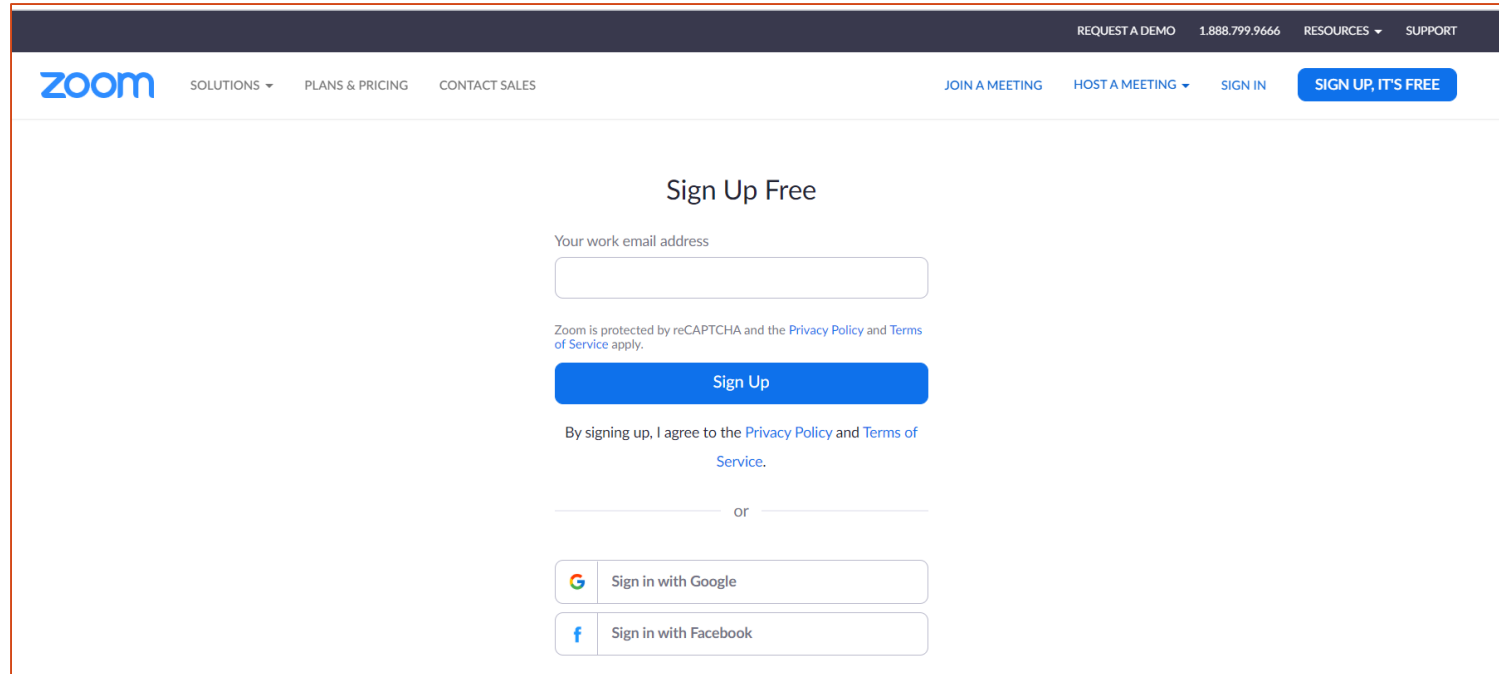
Recommended General Procedure FOR VIDEO CONFERENCING

How to use ZOOM?

THIS OUR PRIMARY RECOMMENDATION FOR VIDEO CONFERENCING

How to use ZOOM ?

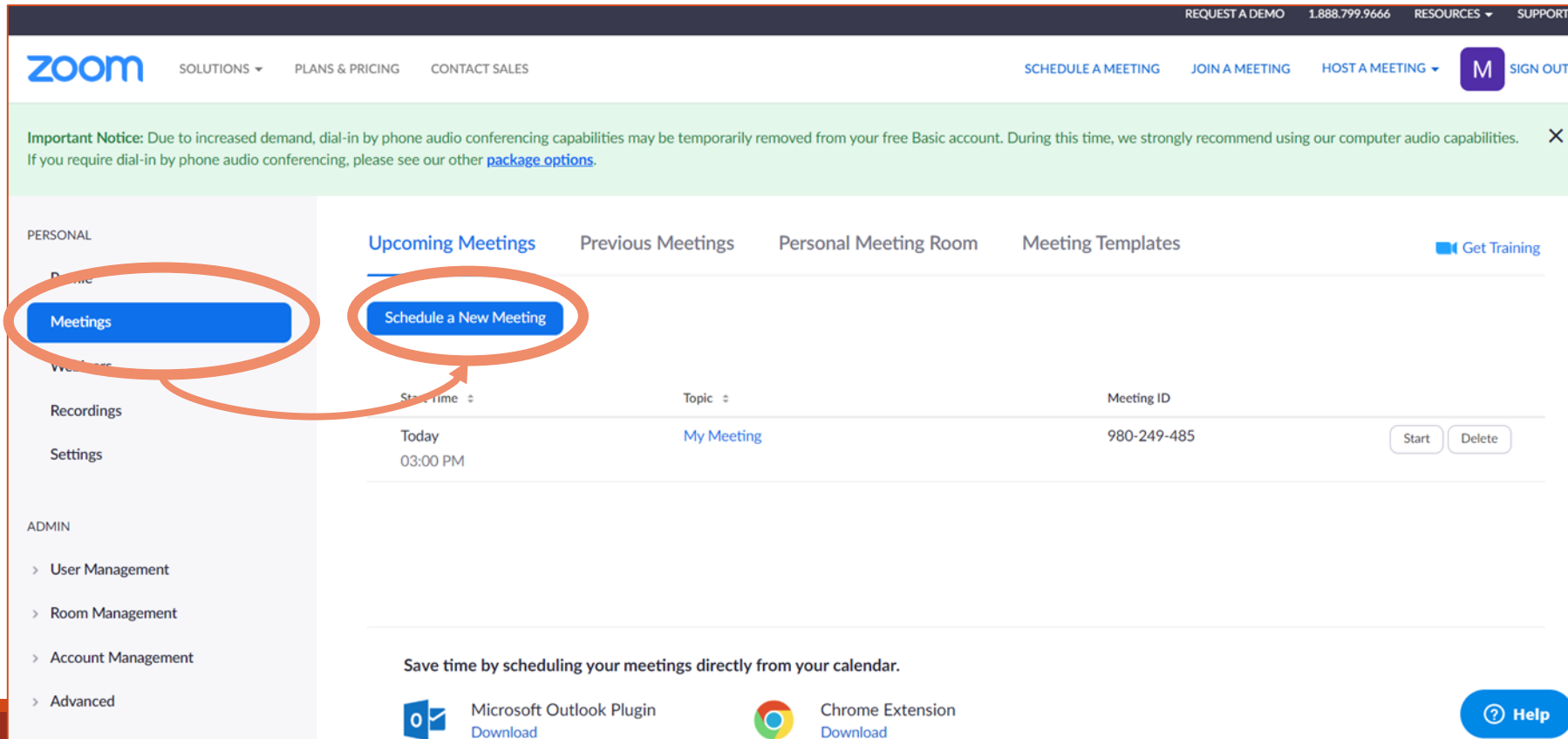
Step 1: Go to zoom.us and sign up for an account. You may sign-up using your GMAIL account.



The screenshot shows the Zoom website's 'Sign Up Free' page. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent blue button labeled 'SIGN UP, IT'S FREE'. Below the header, the main content area is white and features the heading 'Sign Up Free'. Underneath, there is a text input field for 'Your work email address'. A small disclaimer states: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Below this is a blue 'Sign Up' button. A line of text reads: 'By signing up, I agree to the Privacy Policy and Terms of Service.' Below this, there is an 'or' separator. At the bottom, there are two social login options: 'Sign in with Google' and 'Sign in with Facebook', each with its respective logo and a text input field.

How to use ZOOM ?

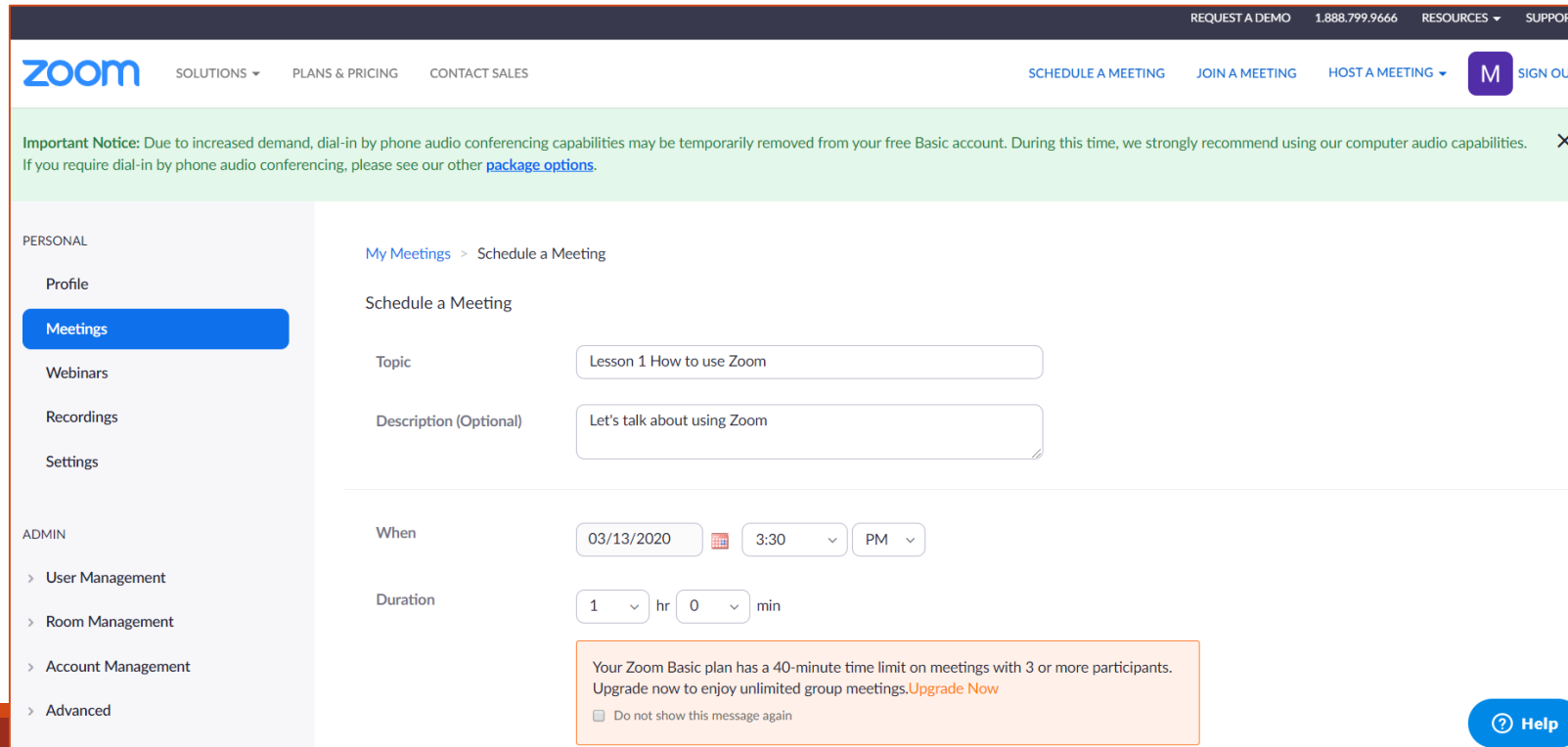
□ **Step 2: Click “Meetings” > “Schedule a New Meeting”.**



The screenshot displays the Zoom web application interface. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The main navigation bar features the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button with a user icon. A green banner below the navigation bar contains an 'Important Notice' regarding dial-in capabilities. The left sidebar is divided into 'PERSONAL' and 'ADMIN' sections. In the 'PERSONAL' section, the 'Meetings' button is highlighted with an orange circle. An arrow points from this button to the 'Schedule a New Meeting' button, which is also highlighted with an orange circle. Below the navigation, the 'Upcoming Meetings' tab is active, showing a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. A single meeting is listed with a start time of 'Today 03:00 PM', a topic of 'My Meeting', and a meeting ID of '980-249-485'. At the bottom of the page, there are links for 'Microsoft Outlook Plugin' and 'Chrome Extension', and a 'Help' button.

How to use ZOOM ?

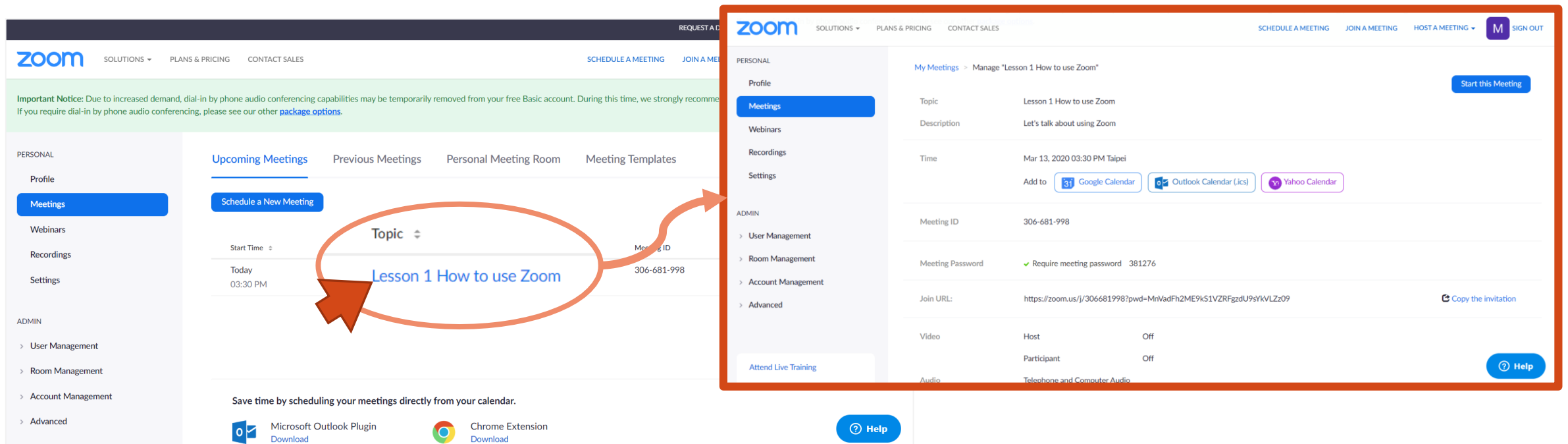
□ **Step 3:** Set-up the details of the meeting (description, when, password, etc.). Don't forget to click **Save**.



The screenshot shows the Zoom web interface for scheduling a meeting. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. The main navigation bar features the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button with a user icon 'M'. A green notification banner at the top states: 'Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be temporarily removed from your free Basic account. During this time, we strongly recommend using our computer audio capabilities. If you require dial-in by phone audio conferencing, please see our other [package options](#).' The left sidebar is divided into 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The 'Meetings' section is active. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields: 'Topic' (Lesson 1 How to use Zoom), 'Description (Optional)' (Let's talk about using Zoom), 'When' (03/13/2020, 3:30 PM), and 'Duration' (1 hr 0 min). A warning box at the bottom states: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)'. A 'Do not show this message again' checkbox is present. A 'Help' button is located in the bottom right corner.

How to use ZOOM ?

Step 4: Invite your students to the meeting. Click the scheduled meeting under “Topic”

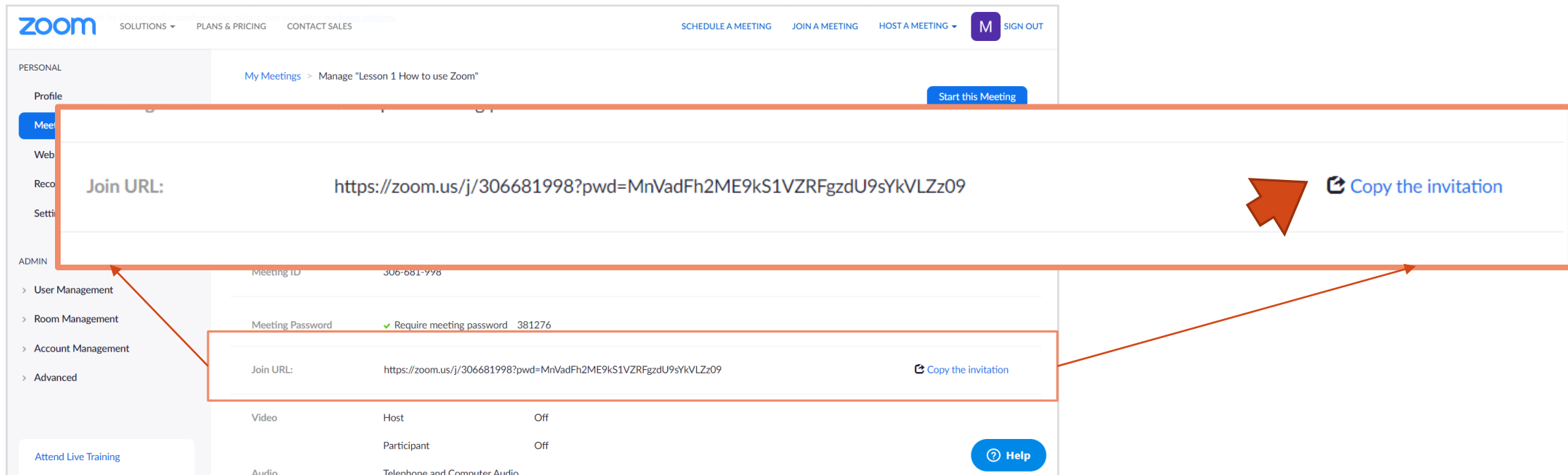


The screenshot displays the Zoom web interface. On the left, a sidebar menu includes 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', 'Settings', and 'ADMIN' (with sub-items: User Management, Room Management, Account Management, Advanced). The main content area is titled 'Upcoming Meetings' and features a 'Schedule a New Meeting' button. Below this, a table lists meetings. The first entry is circled in orange and has an arrow pointing to it from the right. The table has columns for 'Start Time', 'Topic', and 'Meeting ID'. The entry shows 'Today 03:30 PM' for the start time, 'Lesson 1 How to use Zoom' for the topic, and '306-681-998' for the meeting ID. To the right of the main content, a detailed view of the meeting 'Lesson 1 How to use Zoom' is shown, including its description, time, and join URL. A 'Start this Meeting' button is visible in the top right of this view. At the bottom, there are links for 'Microsoft Outlook Plugin' and 'Chrome Extension', and a 'Help' button.

Start Time	Topic	Meeting ID
Today 03:30 PM	Lesson 1 How to use Zoom	306-681-998

How to use ZOOM ?

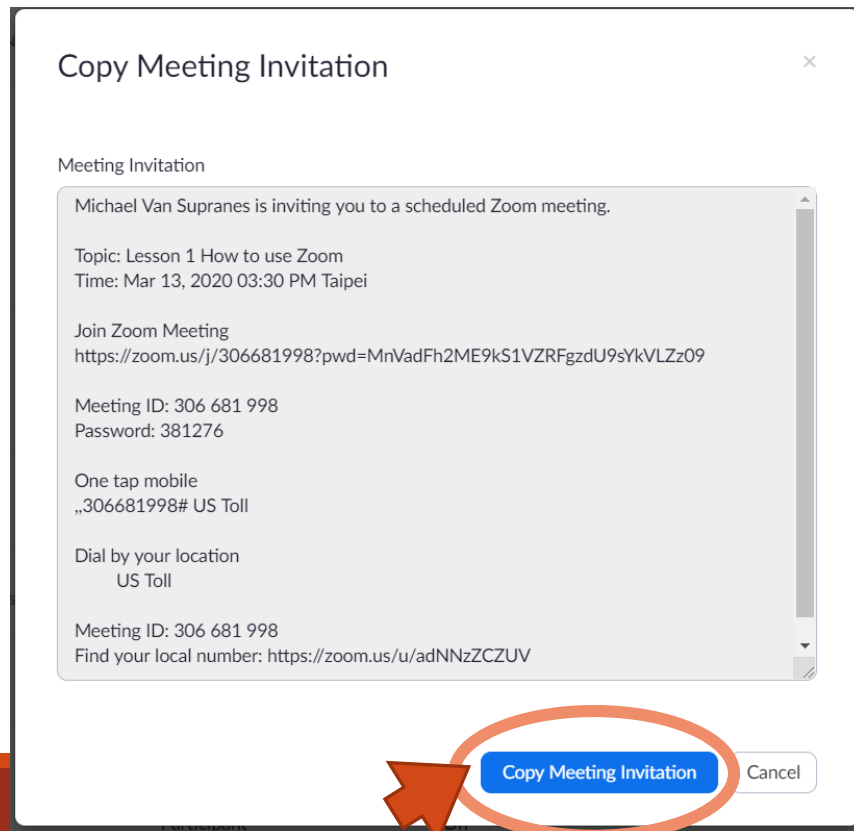
Step 4: Invite your students to the meeting. Click the scheduled meeting under “Topic” > Look for “Join URL” > Click “Copy the Invitation”



The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and a user profile icon with a SIGN OUT button. The main content area is titled "My Meetings > Manage 'Lesson 1 How to use Zoom'" and features a "Start this Meeting" button. A table lists meeting details, with the "Join URL" field highlighted by an orange box. The "Join URL" is <https://zoom.us/j/306681998?pwd=MnVadFh2ME9kS1VZRFGzdU9sYkVLZz09>. To the right of the URL is a "Copy the invitation" button. An orange arrow points from this button to another "Copy the invitation" button located in the "Meeting ID" field of the same table. The "Meeting ID" is 306-681-998. Below the "Join URL" field, the "Meeting Password" is shown as "Require meeting password 381276". The "Video" section shows "Host" and "Participant" both set to "Off". The "Audio" section shows "Telephone and Computer Audio". A "Help" button is visible at the bottom right of the interface.

How to use ZOOM ?

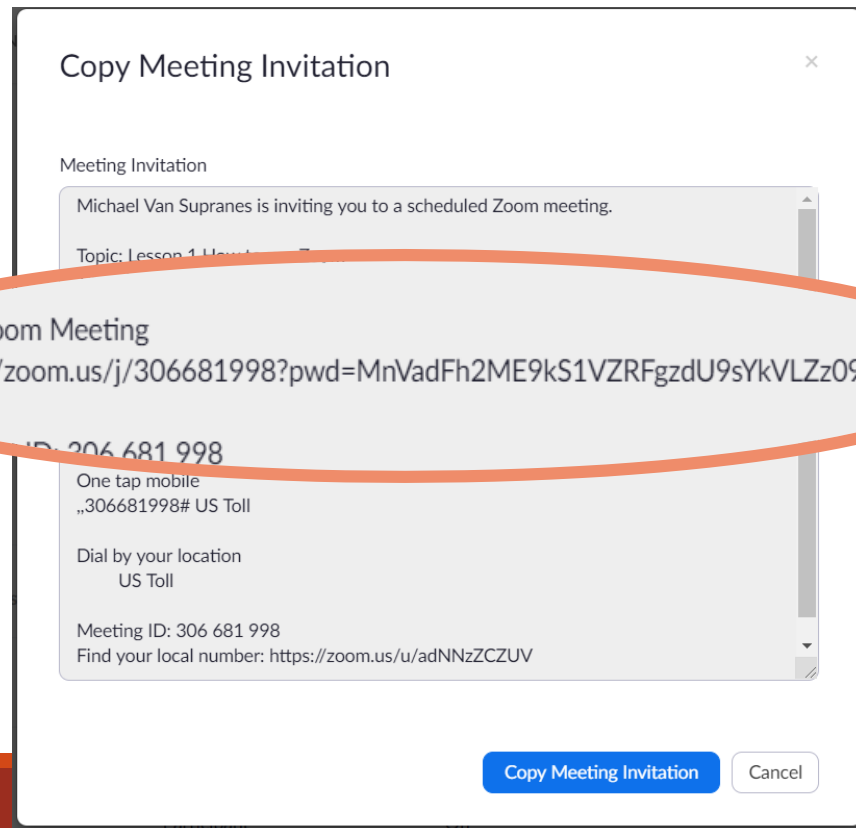
Step 4: Click “Copy Meeting Invitation” and share it to your students through UVLê/online classroom or email.



Share this via UVLê, online classroom, or e-mail

How to use ZOOM ?

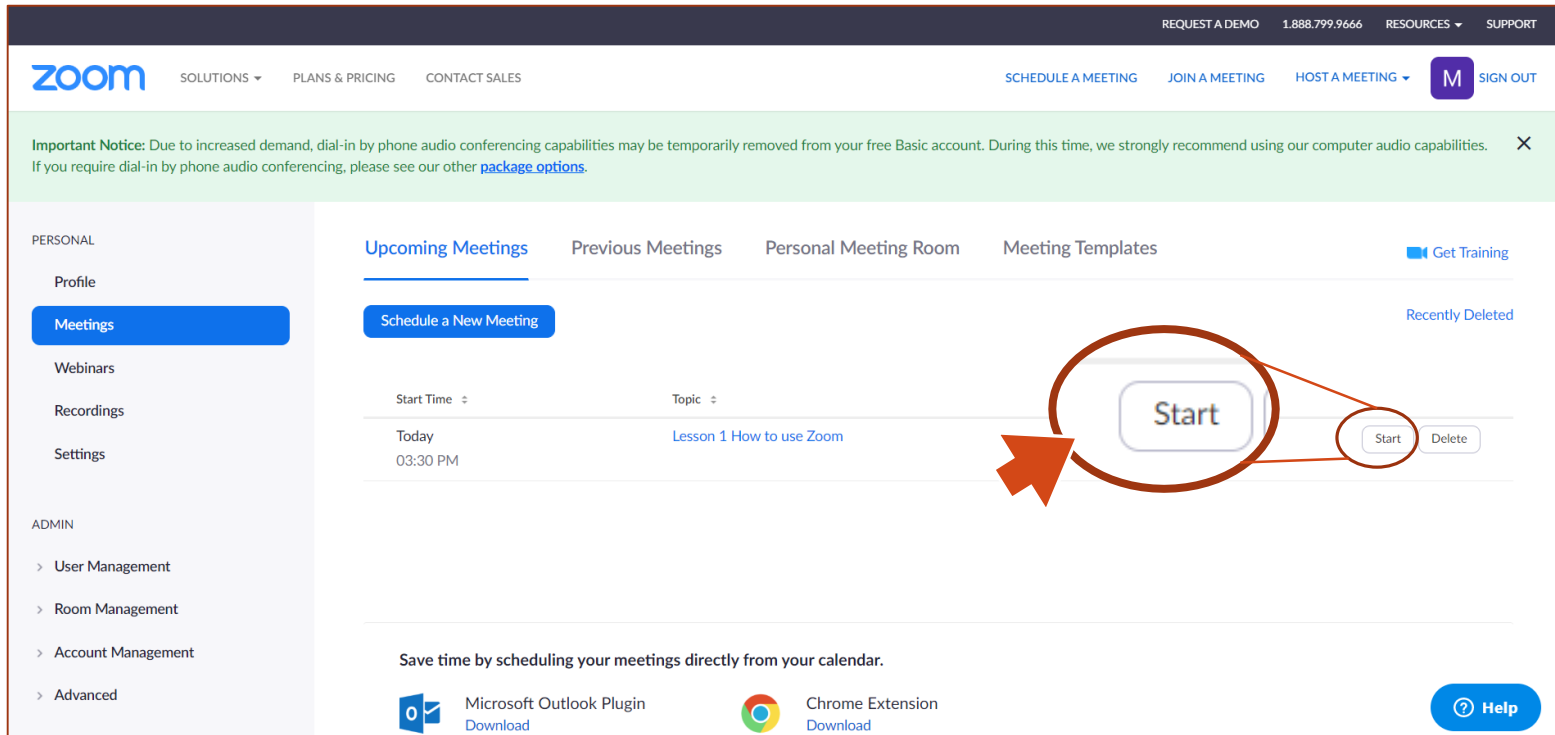
Step 4: Click “Copy Meeting Invitation” and share it to your students through UVLê/online classroom or email.



Post the link your UVLê page via URL Resource.

How to use ZOOM ?

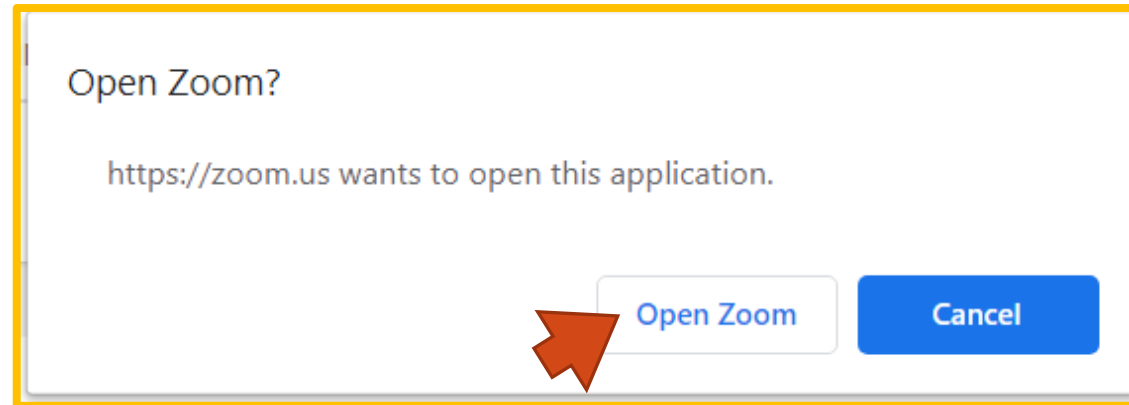
❑ **Step 5:** Start the meeting as scheduled. Go to “Meetings” > click the corresponding “Start” button.



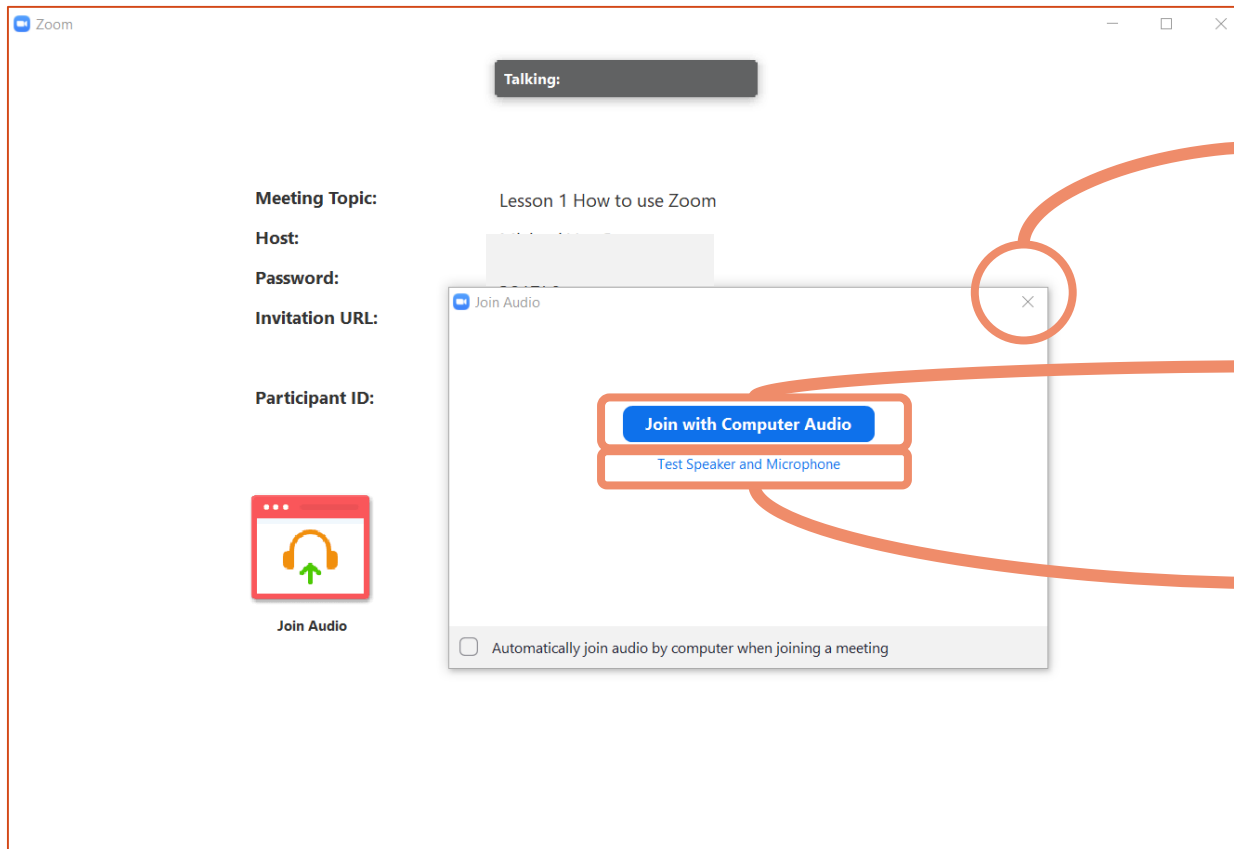
The screenshot displays the Zoom web interface. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this, the Zoom logo and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' are visible. The main navigation area contains 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button with a user icon 'M'. A green banner at the top contains an 'Important Notice' regarding dial-in capabilities. The left sidebar lists 'PERSONAL' options (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' options (User Management, Room Management, Account Management, Advanced). The 'Meetings' section is active, showing 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. A 'Schedule a New Meeting' button is present. A table lists an upcoming meeting: 'Today 03:30 PM' with the topic 'Lesson 1 How to use Zoom'. The 'Start' button for this meeting is circled in orange with an arrow pointing to it. Other buttons for 'Start' and 'Delete' are also visible. At the bottom, there are links for 'Microsoft Outlook Plugin Download' and 'Chrome Extension Download', along with a 'Help' button.

How to use ZOOM ?

- ❑ **Step 5:** Start the meeting as scheduled. Go to “Meetings” > click the corresponding “Start” button. > Click “Open Zoom”



Video Conference in Zoom



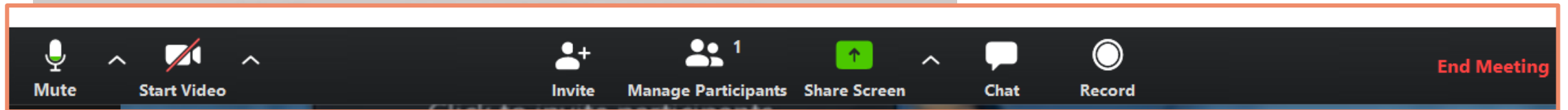
Close the pop-up window (click “x”) when you’re ready.

Click “Join with Computer Audio” if you want to share the audio/sound received from the microphone.

Click “Test Speaker and Microphone” to check the quality of speaker and microphone.

Video Conference in Zoom

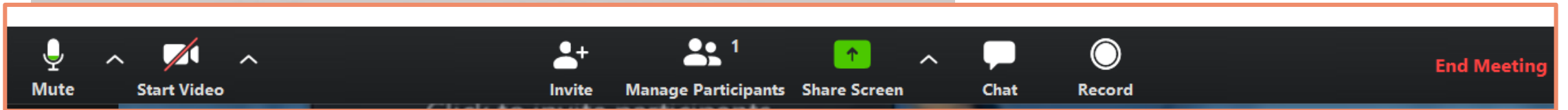
If you don't see these buttons in the lower portion of the chat window, hover your mouse pointer at the bottom part of the chat window.



Video Conference in Zoom

Click this to turn on/off your microphone

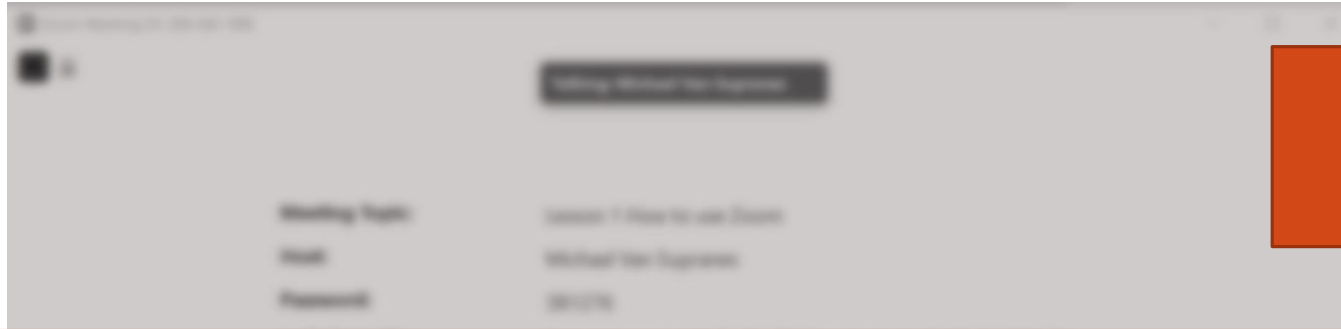
Click this to share a window screen (e.g. slides or pdf file) in your laptop



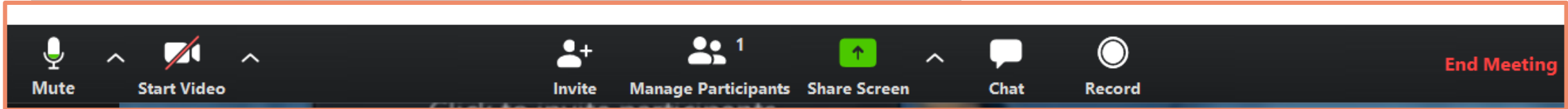
Click this to turn on/off your webcam

Click this to open the chat thread at the right side of the screen

Video Conference in Zoom



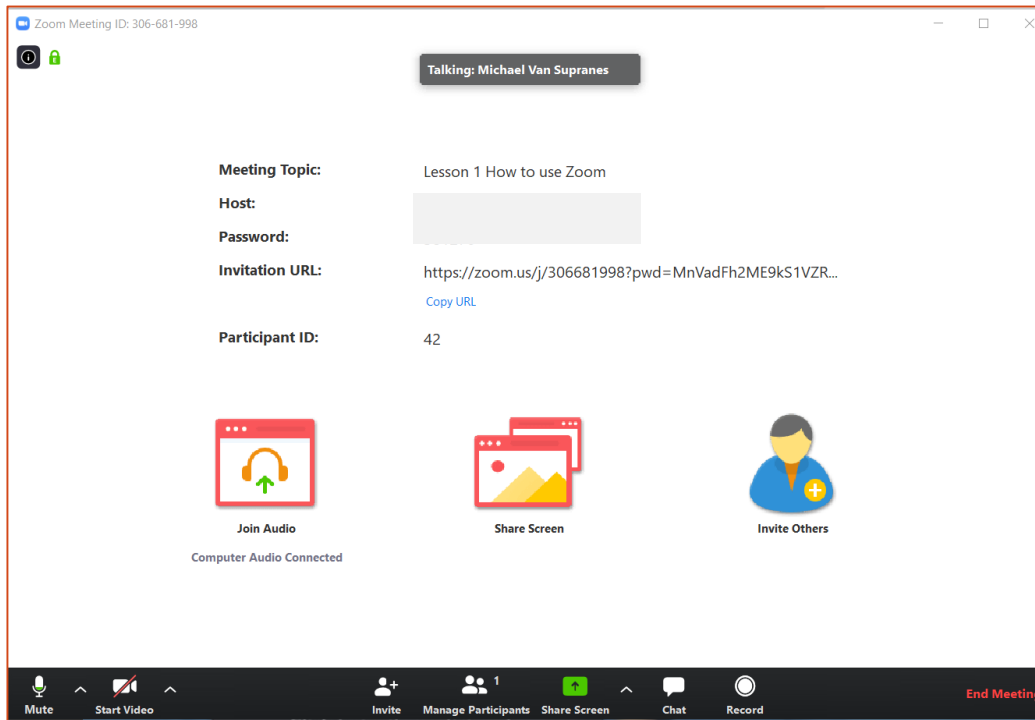
Click this to start/stop recording the online meeting




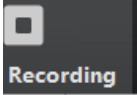
Click to End the Meeting



How to download the recording?

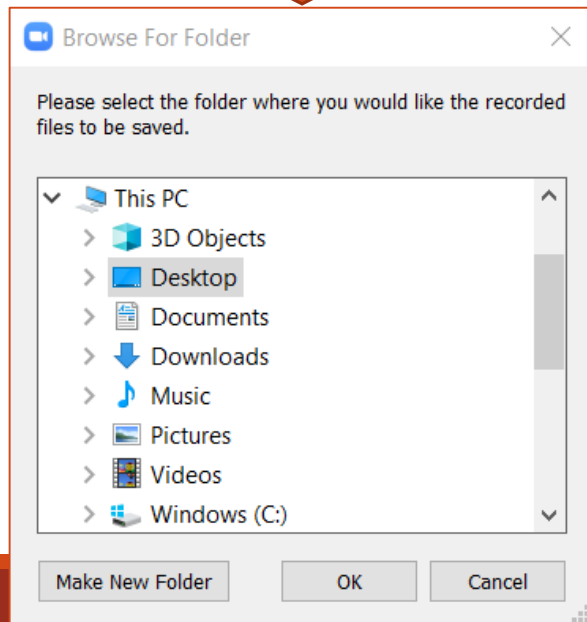
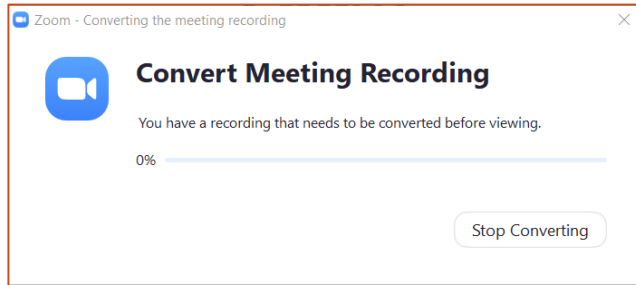


1. Click Record  right before the meeting starts.

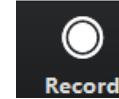
2. Click Stop  at the end of the meeting.

3. Click End Meeting 

How to download the recording?

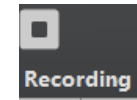


1. Click Record



right before the meeting starts.

2. Click Stop



at the end of the meeting.




3. Click End Meeting

End Meeting

4. Wait for video processing to finish. Then, choose the folder where you will save the recording. Longer meetings may result to longer processing and downloading time.

DONE!


TIP: Share the Recording !

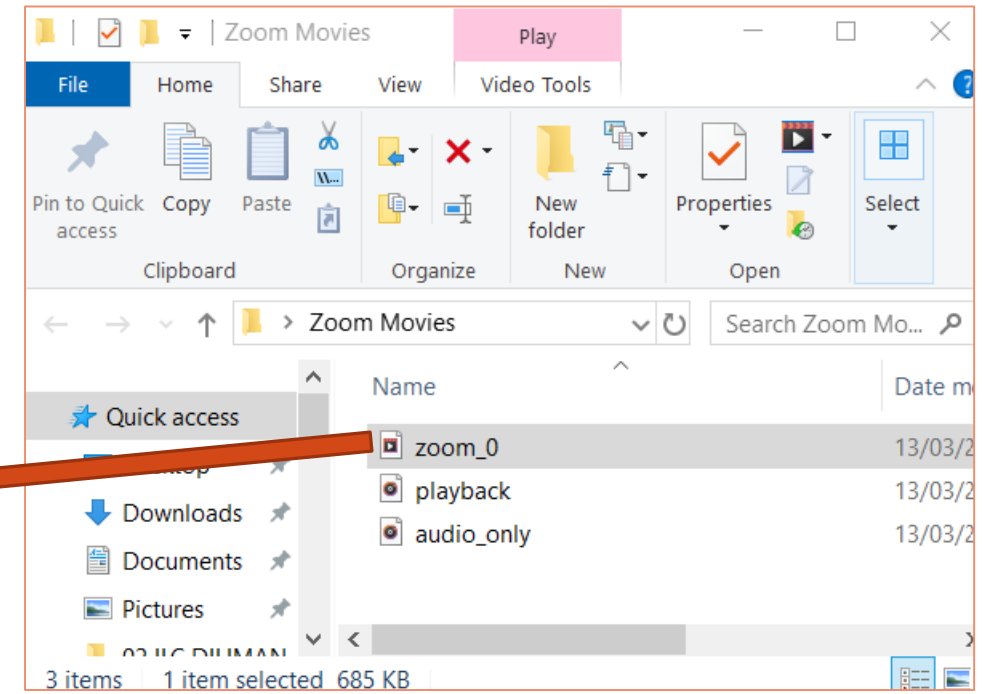
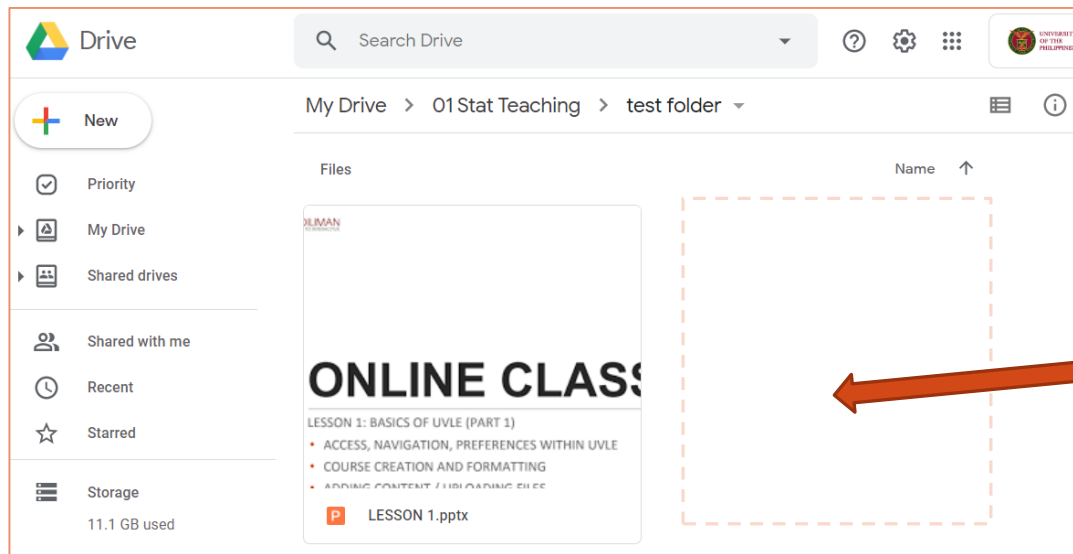
Name
 zoom_0
 playback
 audio_only

3 Files will be downloaded every conference session.

Then, upload the MP4 (video) file to your UVLê course page. If the file is more than 50 Mb, upload it in the Google drive, adjust the privacy settings, and share the link of the file in your UVLê course page.

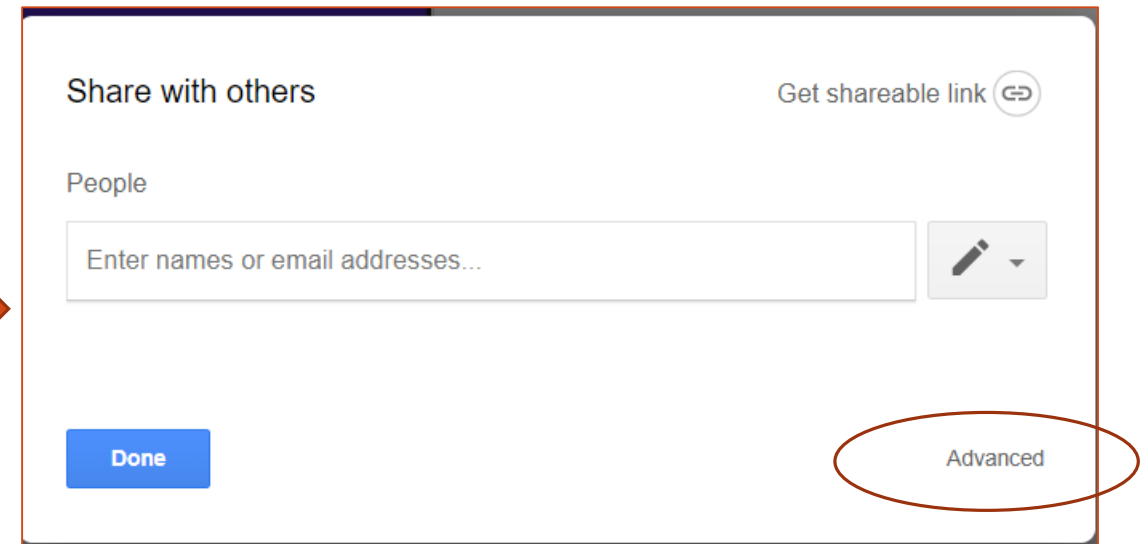
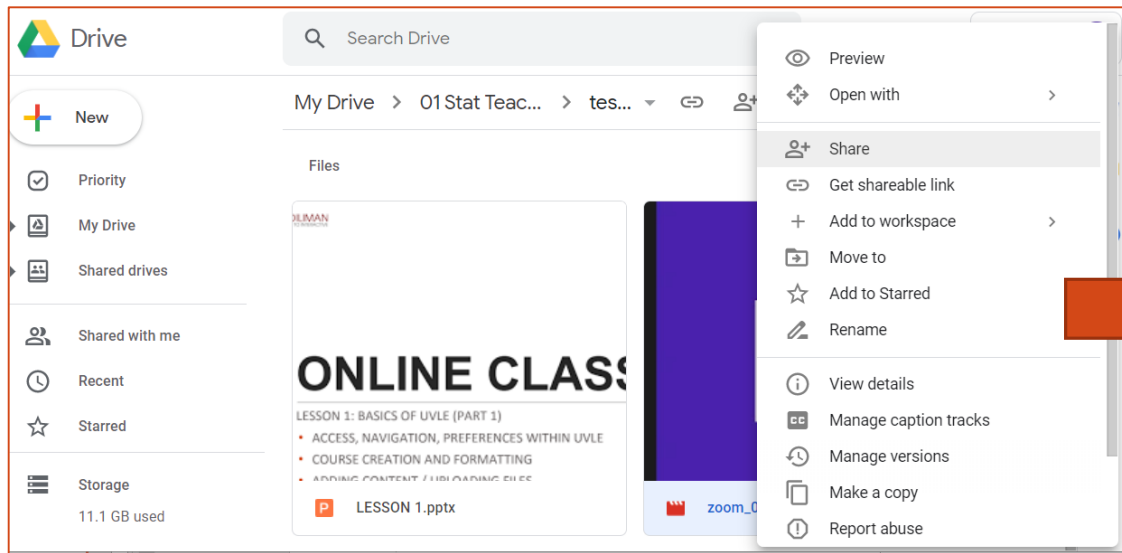
If the file is large, share it via Google Drive

- ❑ Sign-in to your UP Mail account
- ❑ Open the  Google Drive App > Open a Folder where you want to upload the file
- ❑ Drag-and-drop the file to the Google Drive Folder



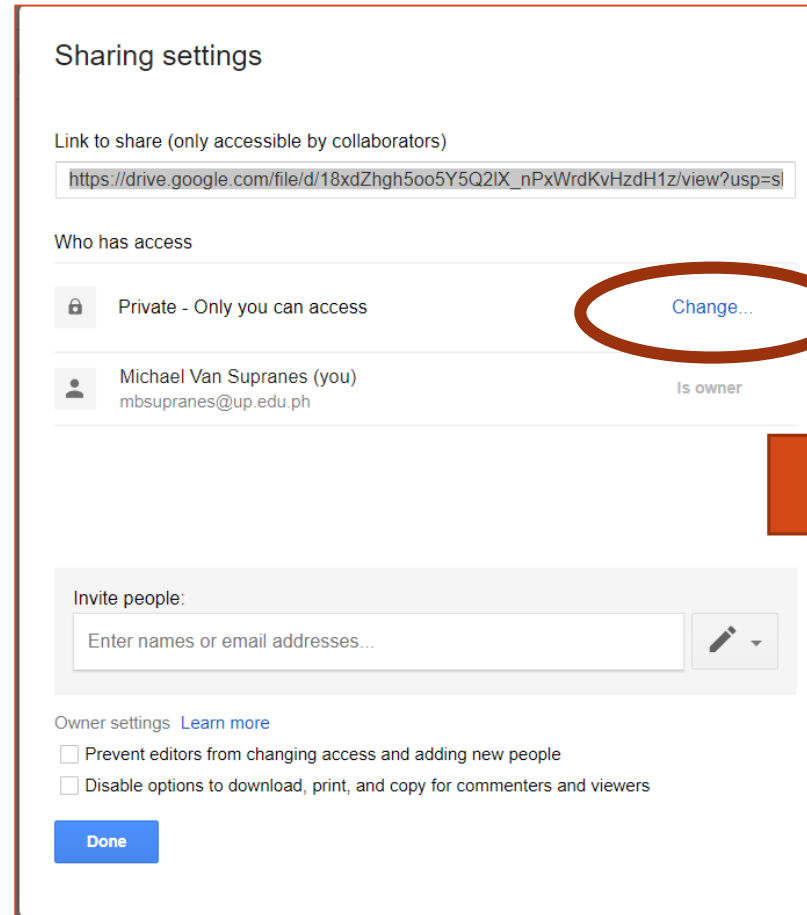
If the file is large, share it via Google Drive

☐ Share the uploaded file. Right click the file > Click “Share” > Click “Advanced”



If the file is large, share it via Google Drive

- ❑ Share the uploaded file. Right click the file > Click “Share” > Click “Advanced”
- ❑ Click “Change...” > choose “Anyone with link” > click “Save”
- ❑ Then, share the link in your UVL course page or online classroom.



Sharing settings

Link to share (only accessible by collaborators)

https://drive.google.com/file/d/18xdZhgh5oo5Y5Q2IX_nPxWrdKvHzdH1z/view?usp=s

Who has access

Private - Only you can access [Change...](#)

Michael Van Supranes (you)
mbsupranes@up.edu.ph is owner

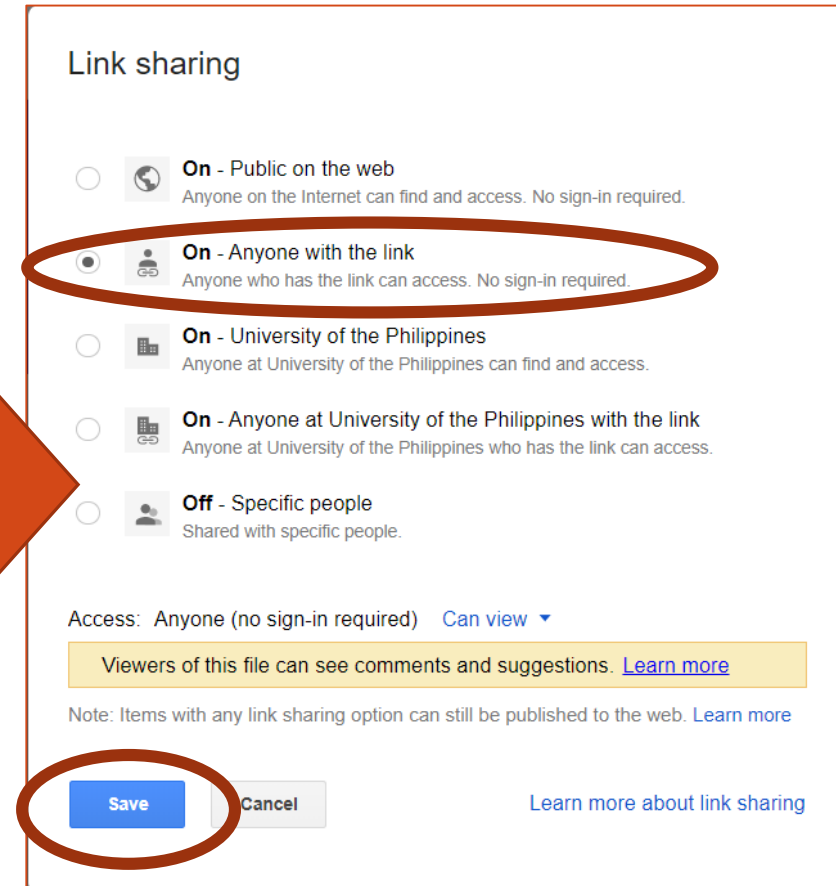
Invite people:

Enter names or email addresses...

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

[Done](#)



Link sharing

- On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- On - University of the Philippines**
Anyone at University of the Philippines can find and access.
- On - Anyone at University of the Philippines with the link**
Anyone at University of the Philippines who has the link can access.
- Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) [Can view](#)

Viewers of this file can see comments and suggestions. [Learn more](#)

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)

What if Zoom is not available?

ALTERNATIVE VIDEO CONFERENCING APPS

What if Zoom is not available?

- ❑ If you have a UP Mail account, consider **Google Hangouts Meet** as your next option for video conferencing.
- ❑ If you have the free Microsoft Office 365 A1 Plus subscription from ITDC or any Microsoft Office 365 Premium, consider **Microsoft Teams**.
- ❑ If you really need a video conferencing tool and the applications above are not available, ask assistance from ILC Diliman through helpdesk.ilc.upd.edu.ph. We'll try to aid you using the **Big Blue Button** feature in UVLê.

GOOGLE HANGOUTS MEET

DEMO

GOOGLE HANGOUTS MEET

Extending Hangouts Meet premium features to all G Suite customers through July 1, 2020

March 3, 2020

Quick launch summary

As more employees, educators, and students work remotely in response to the spread of COVID-19, we want to do our part to [help them stay connected and productive](#) with G Suite.

All G Suite customers can use Hangouts Meet today for easy-to-join video calls, but we'll soon enable free access to more advanced features, including:

- Larger meetings for up to 250 participants per call
- Live streaming for up to 100K viewers within domain
- Record meetings to Google Drive

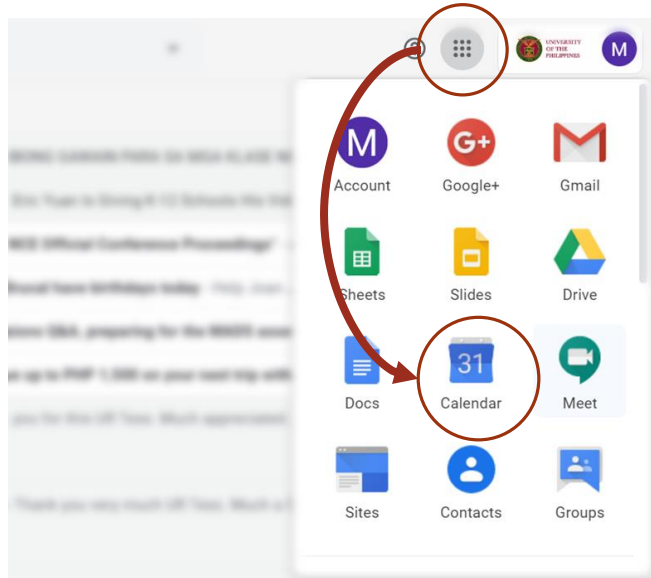
These features are typically only available in the [Enterprise](#) and [Enterprise for Education](#) editions of G Suite, but they'll be available to all G Suite editions at no additional cost until July 1, 2020.

Take note: The premium features will be extended to **G Suite customers only.**

Ordinary GMAIL accounts may not benefit from the free upgrade.

GOOGLE HANGOUTS MEET

SCHEDULE AN ONLINE MEETING



❑ Step 1: Log in to your UP Mail account (@up.edu.ph)

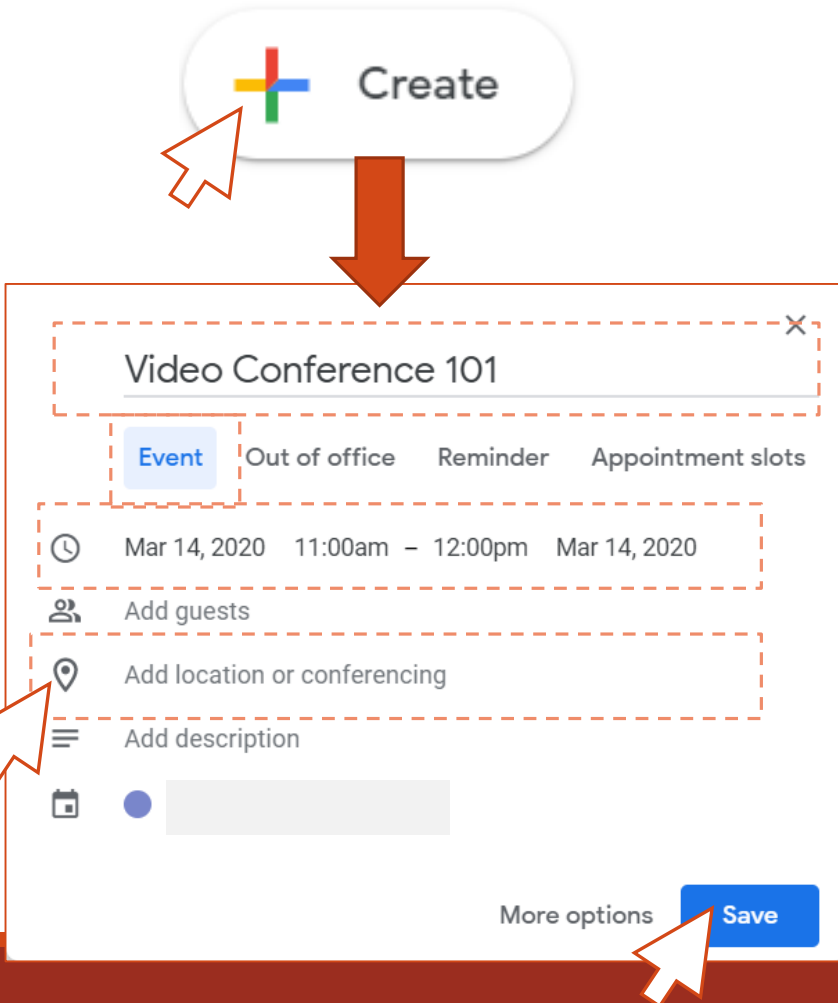
❑ Step 2: At the upper right corner, click this

button  and click “Calendar”  .
Calendar

GOOGLE HANGOUTS MEET

SCHEDULE AN ONLINE MEETING

- ❑ Step 3: Click **“Create”** and input the details of the meeting.
- ❑ Step 4: Click **“Add location or conferencing”**. Then, Click **“Add conferencing”**.
- ❑ Step 5: Click **“Save”**.

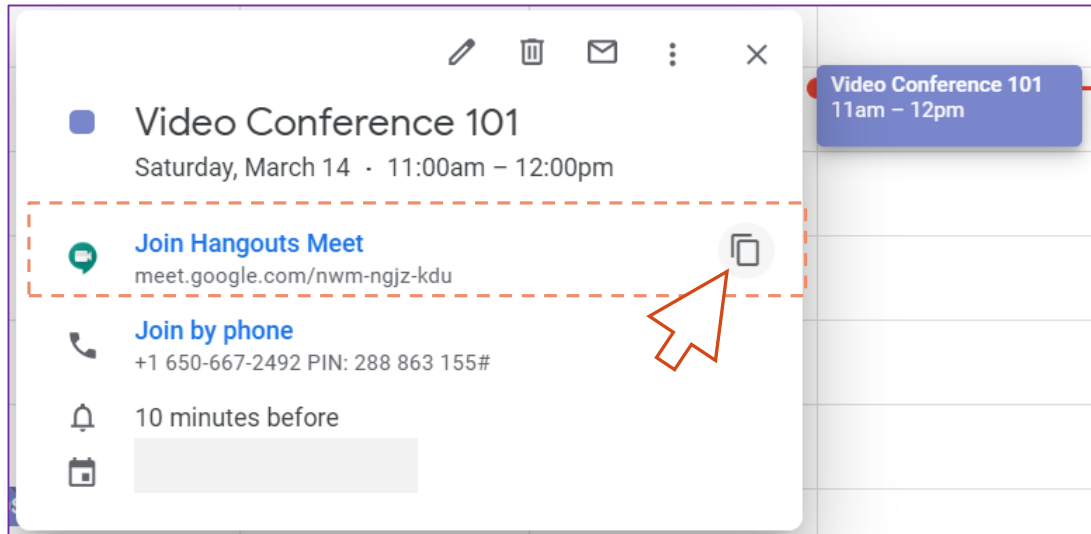


The screenshot shows the 'Create' dialog box for a Google Meet. A red arrow points from the 'Create' button to the dialog. The dialog is titled 'Video Conference 101' and has a close button (X) in the top right corner. Below the title, there are four tabs: 'Event' (selected), 'Out of office', 'Reminder', and 'Appointment slots'. The 'Event' tab is active, showing the following fields:

- 🕒 Mar 14, 2020 11:00am – 12:00pm Mar 14, 2020
- 👤 Add guests
- 📍 Add location or conferencing
- 📄 Add description

At the bottom of the dialog, there is a 'More options' link and a blue 'Save' button. A mouse cursor is pointing at the 'Save' button.

GOOGLE HANGOUTS MEET



SHARE THE LINK TO YOUR STUDENTS

- Click the event you just created.
- Click the copy icon beside “Join Hangouts Meet”.
- Share the link to your students.

GOOGLE HANGOUTS MEET

Start the meeting as scheduled

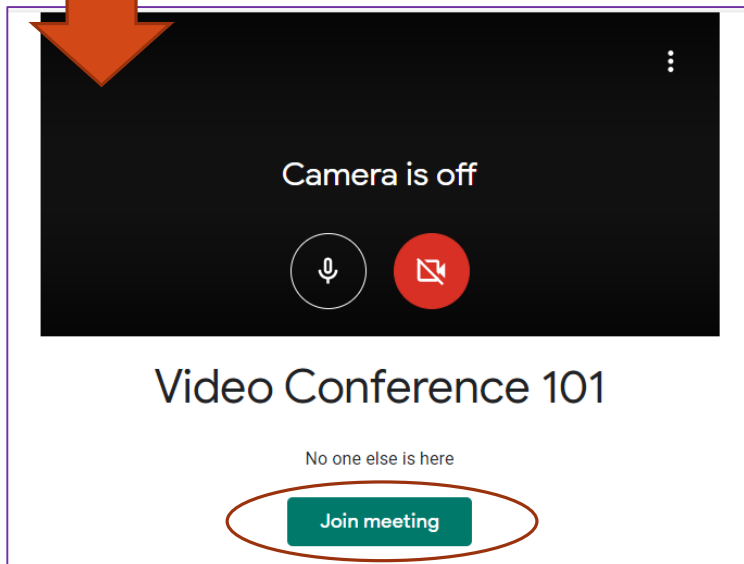
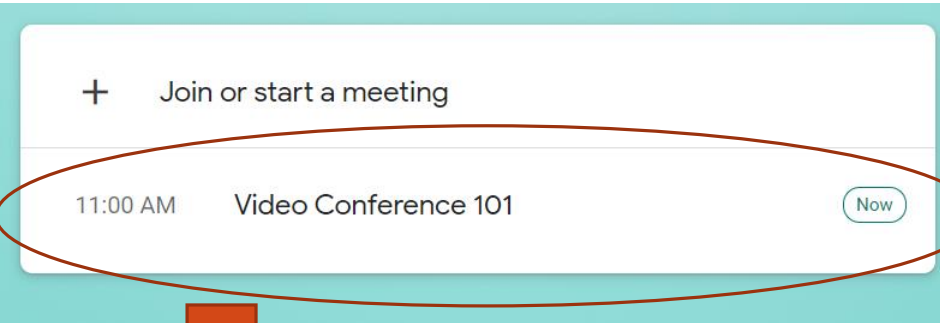
❑ At the upper right corner, click this button  and click “Meet” .



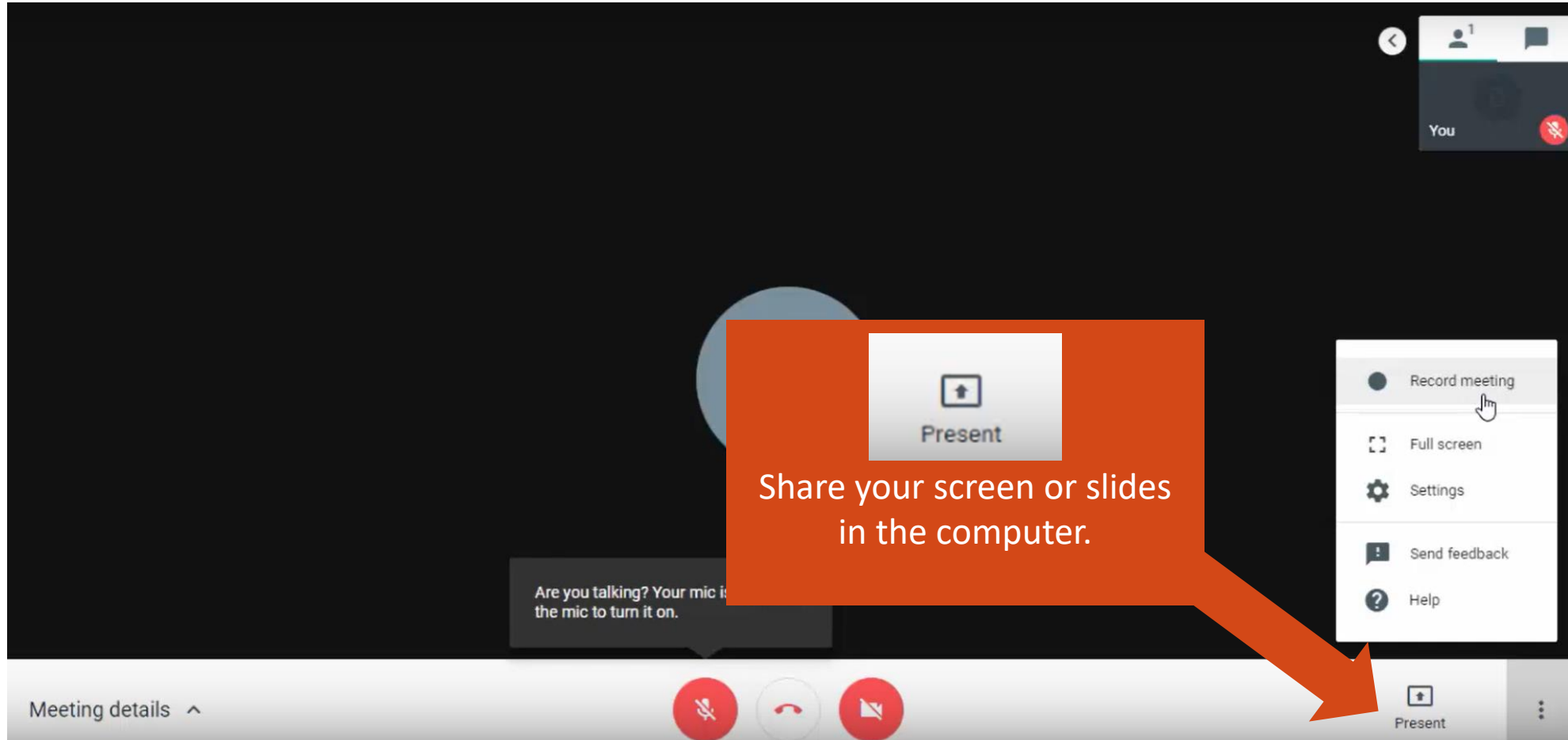
Meet

❑ Click the scheduled meeting.

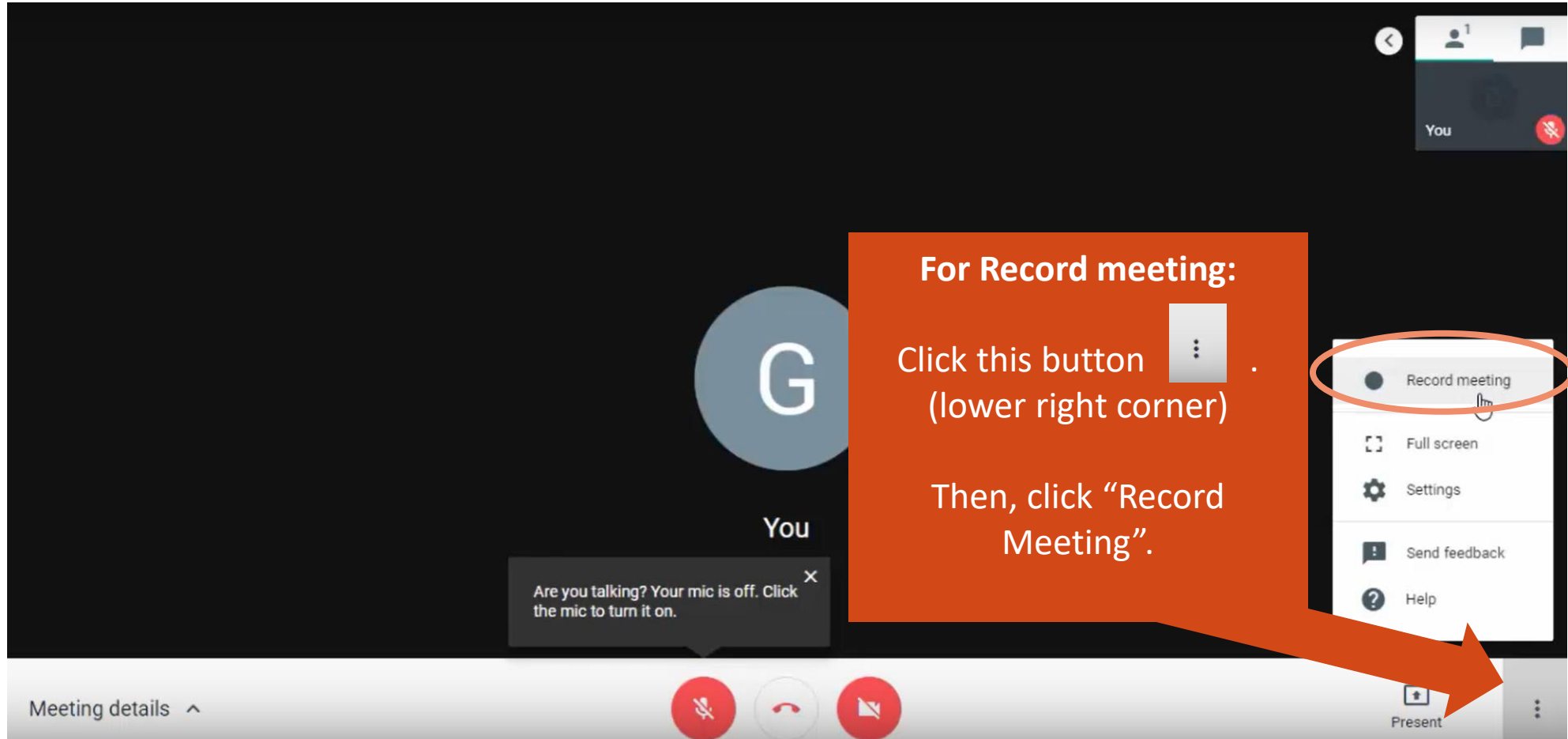
❑ Click “Join Meeting” to start the video conference.




GOOGLE HANGOUTS MEET



GOOGLE HANGOUTS MEET



For Record meeting:

Click this button  (lower right corner)

Then, click "Record Meeting".

Record meeting

Full screen

Settings

Send feedback

Help

Meeting details ^

Present

Are you talking? Your mic is off. Click the mic to turn it on.

MICROSOFT OFFICE TEAMS

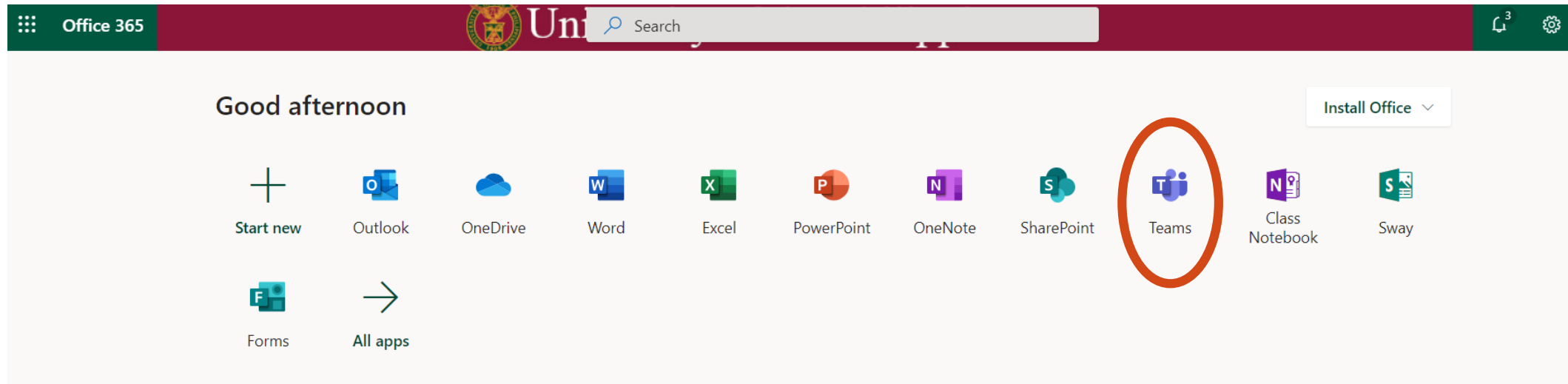
DEMO

MICROSOFT OFFICE TEAMS

- ❑ **IMPORTANT:** You will need Microsoft Office 365 to access this application. MS Office 365 Personal has a “free” version of MS Office Teams, which does not have video conference and recording features.
- ❑ The free Microsoft Office 365 A1 Plus for Faculty has MS Office Teams and Stream, which are needed for video conferencing and viewing recorded videos.

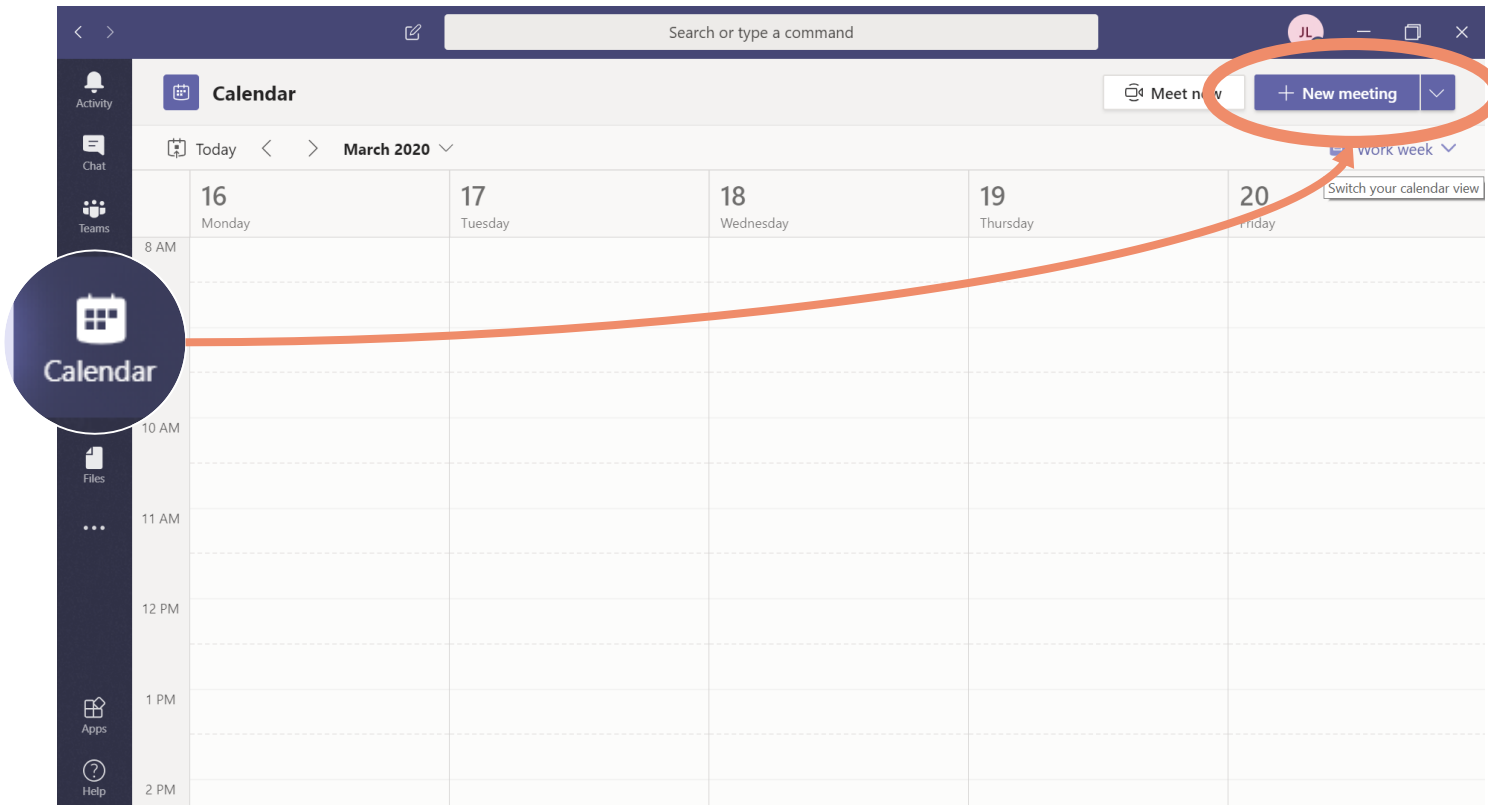
MICROSOFT OFFICE TEAMS

- ❑ **Step 1:** Go to office.com and log in to your Microsoft 365 account (@outlook.up.edu.ph)
- ❑ **Step 2:** Download MS Teams desktop app, or open in your browser.



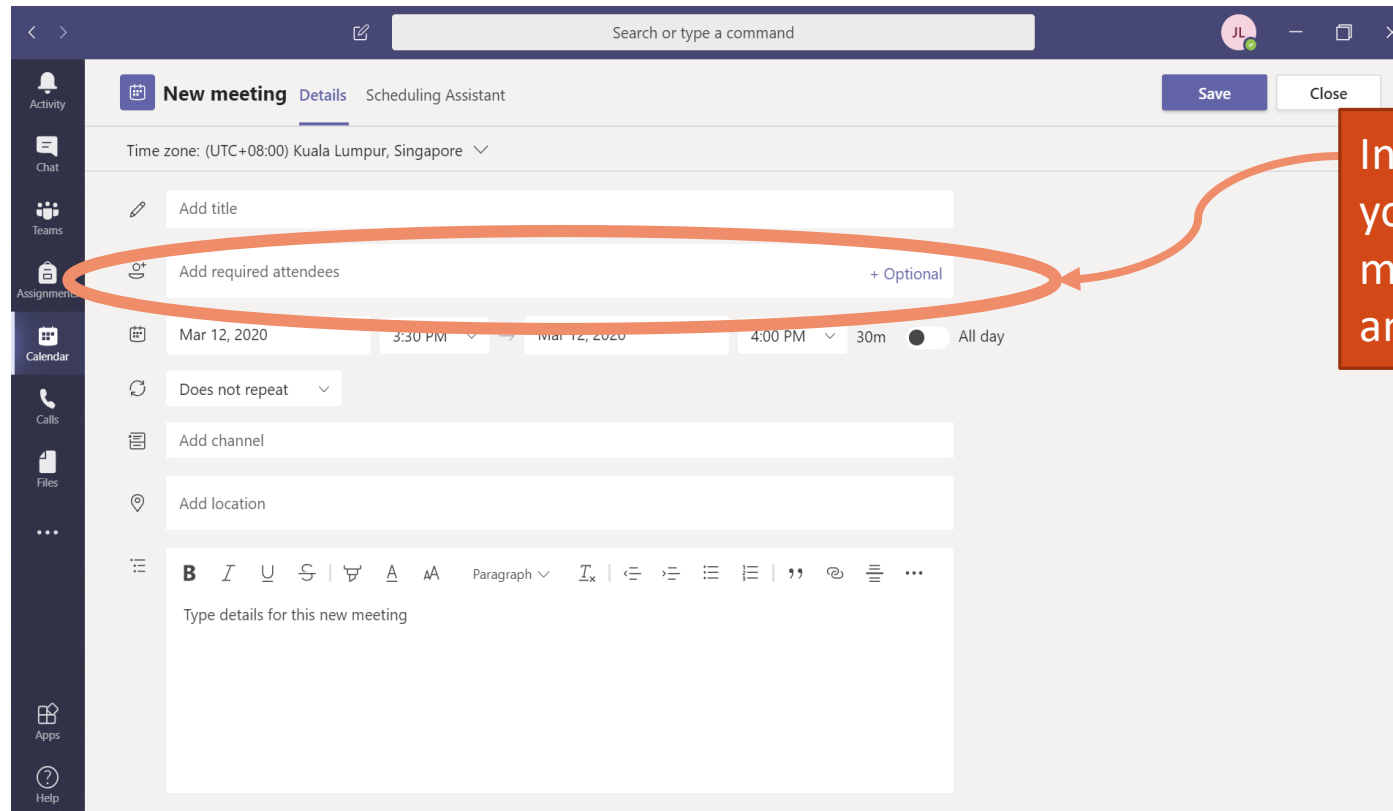
MICROSOFT OFFICE TEAMS

 **Step 3:** Go to calendar, and add new meeting



MICROSOFT OFFICE TEAMS

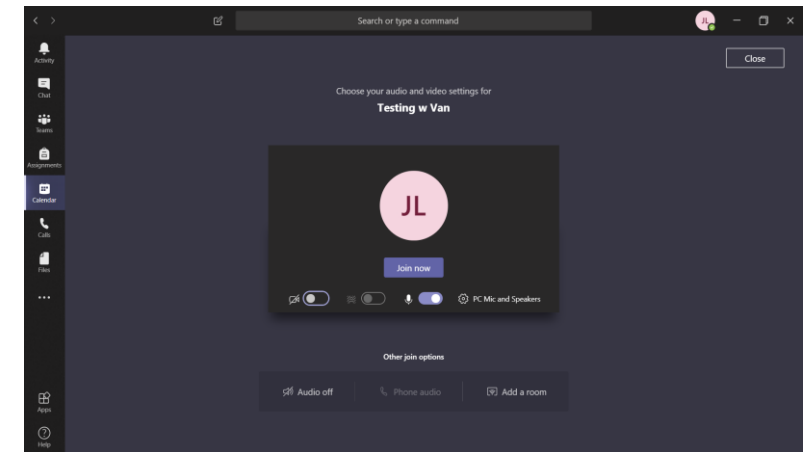
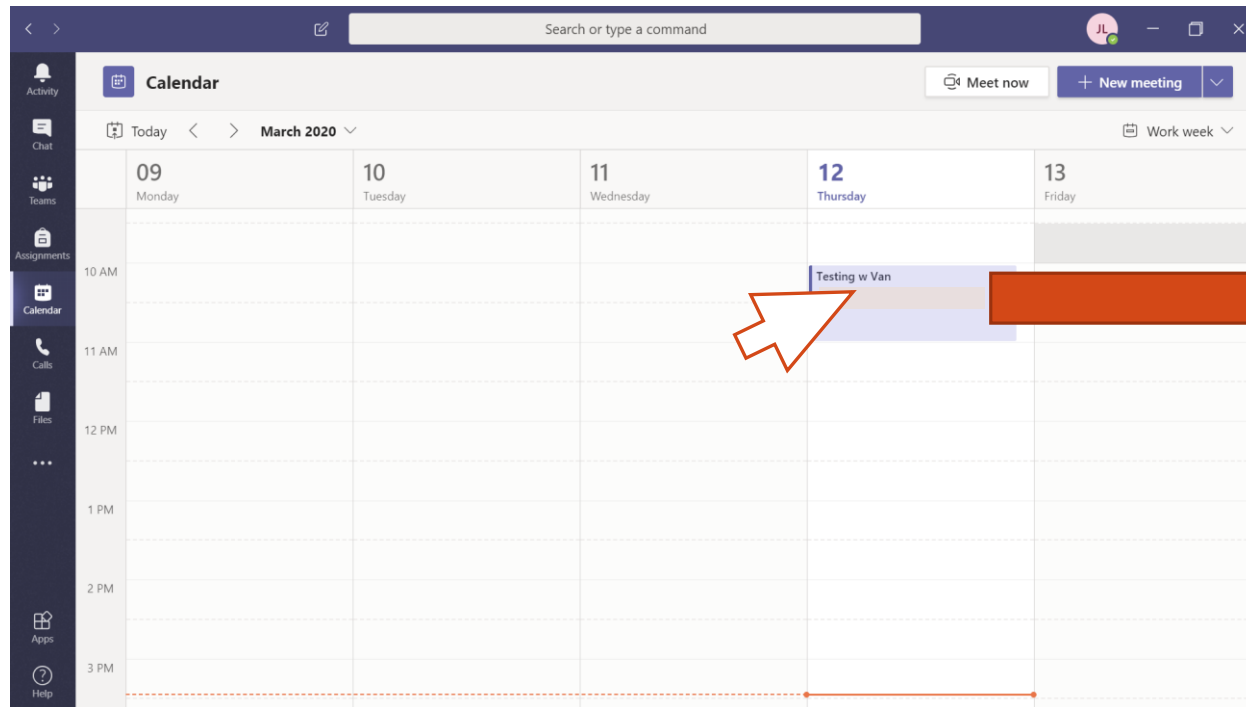
□ Step 4: Add details, and save



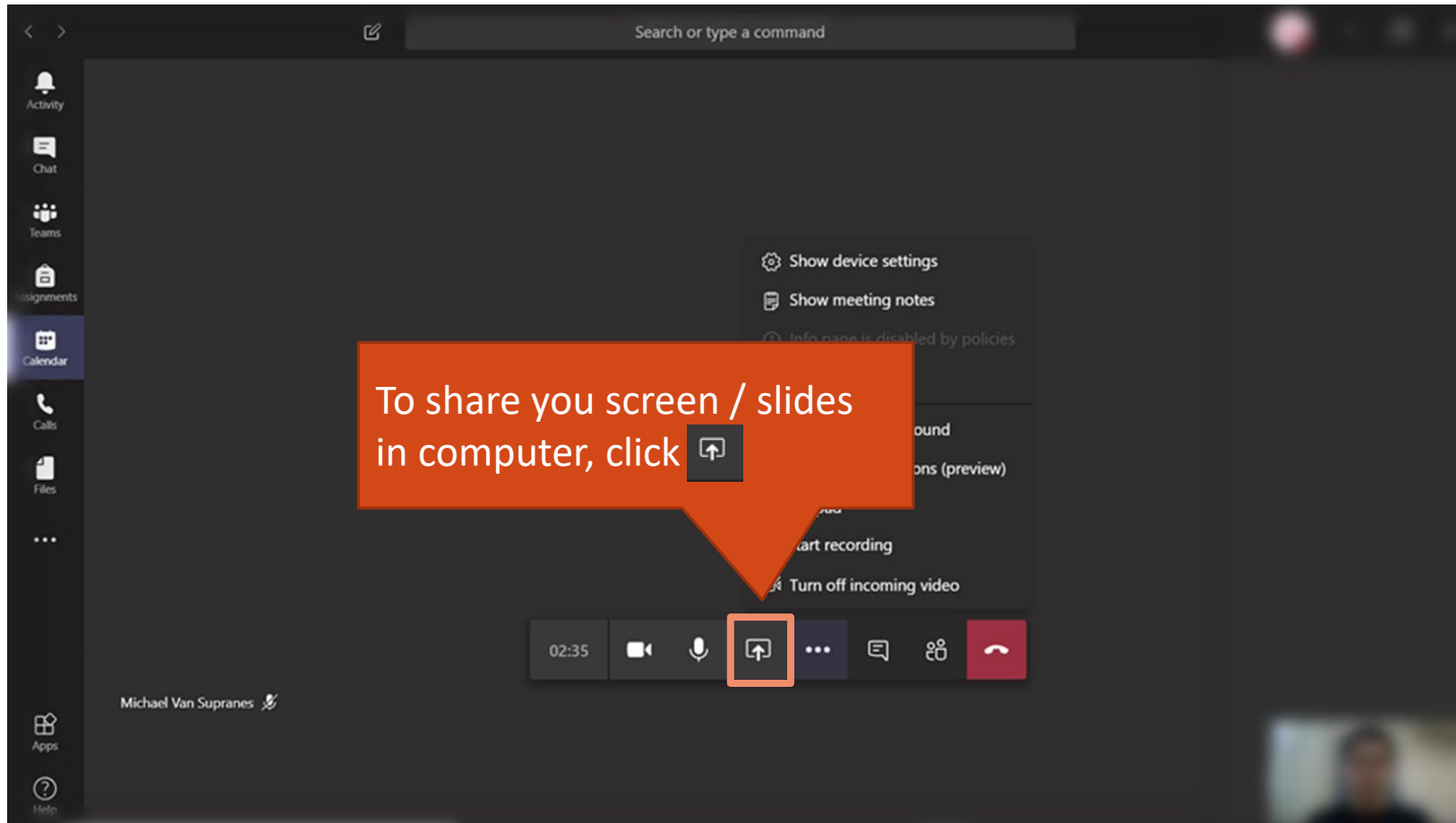
Include the email addresses of your students to notify them via e-mail. The email doesn't have to be an outlook account.

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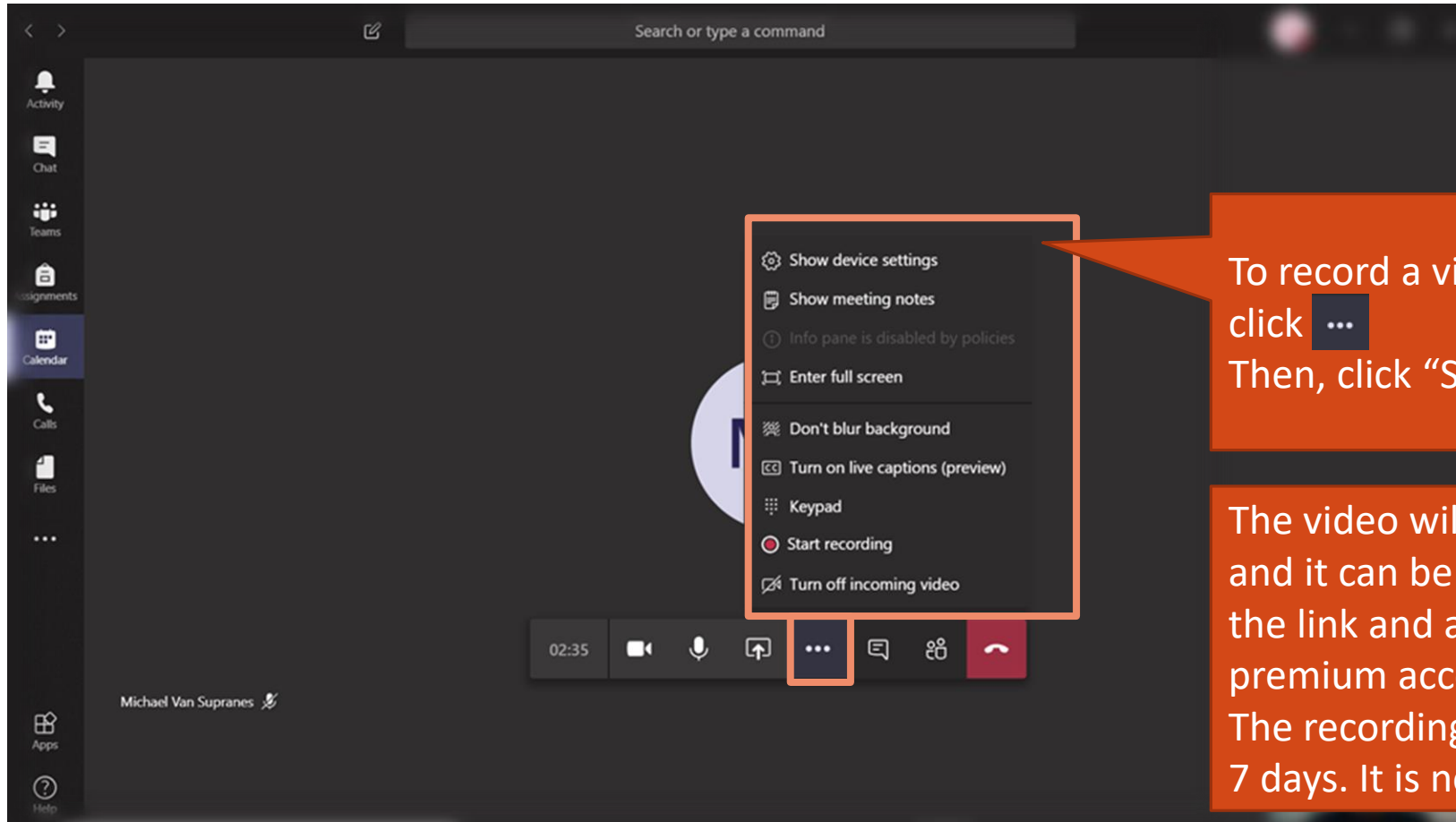
Step 5: Click the scheduled event to start the meeting. Then, click Join now.




MICROSOFT OFFICE TEAMS



MICROSOFT OFFICE TEAMS



To record a video conference, click  Then, click "Start recording"

The video will be saved in MS Stream, and it can be viewed by anyone with the link and a Microsoft Office 365 premium account. The recording will only be available for 7 days. It is not downloadable.

Apps for Screen Recording/Video Lecturing

OFFLINE SCREEN RECORDING APPLICATIONS

Save Your PowerPoint as Video

- ❑ This is not exactly screen recording.
- ❑ But if a PPT file with voice over is already sufficient for your class, then you should optimize MS PowerPoint!



Save Your PowerPoint as Video

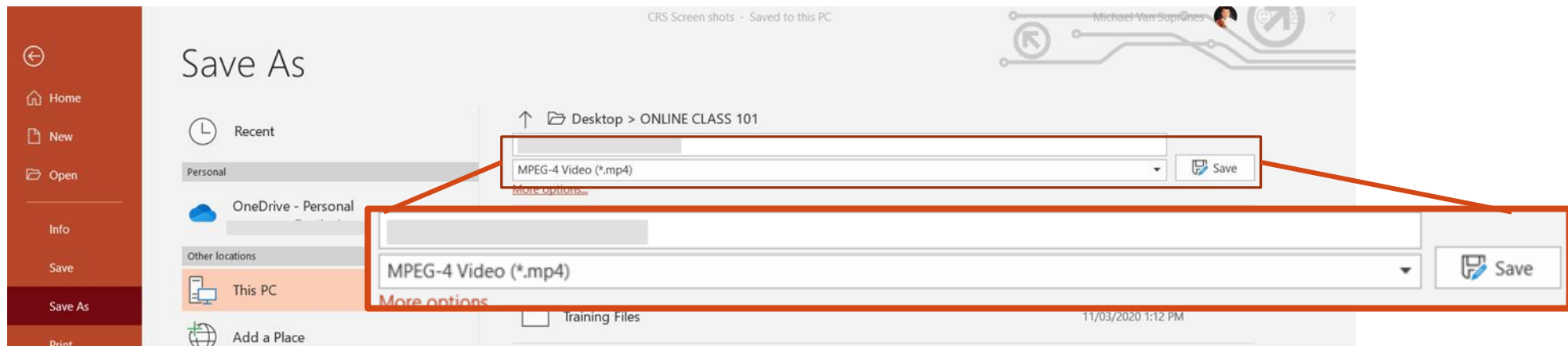
- ❑ How to embed “voice over” and/or “web cam video” in your PowerPoint?
- ❑ Open your MS PowerPoint.
- ❑ Open the “Slideshow” Ribbon > Click “Record Slide Show”
- ❑ Don’t forget to save the PPT file after recording



Save Your PowerPoint as Video

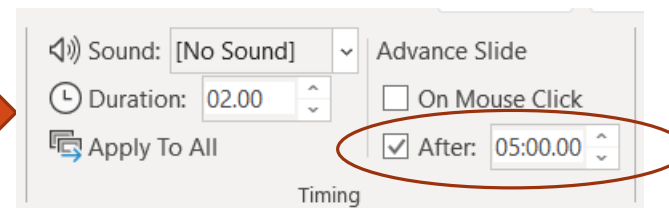
How to save your PowerPoint as video?

- Click “File” > click “Save As”
- Change the file format to “MPEG-4 Video (*.mp4)”



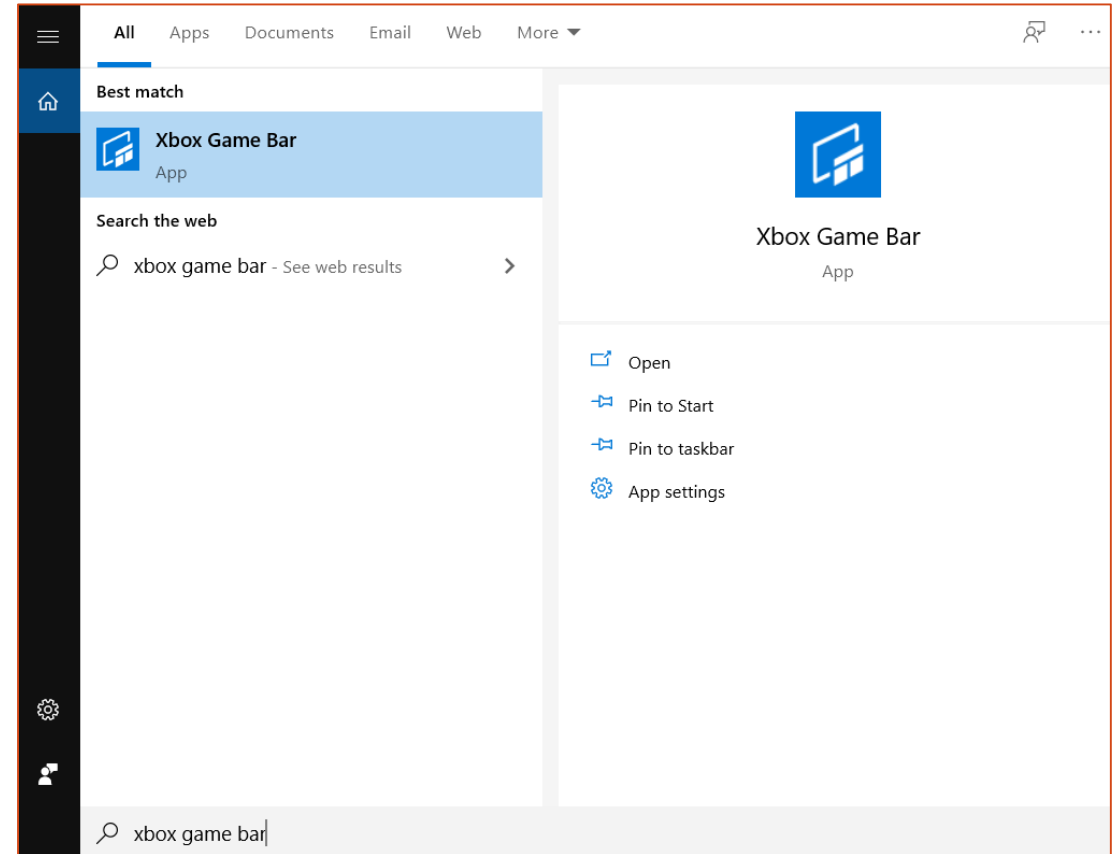
TIP: Set the delay between slide transitions. It determines duration for each slide in the video

GO TO: Transitions Ribbon > Timing



Xbox Game Bar

- ❑ If you're working on a relatively new Windows 10 laptop/desktop, Xbox Game Bar is most likely installed in your computer.
- ❑ It can be used as a screen recorder. It only captures the screen of a single application (one at a time – no switching of windows).
- ❑ Search “Xbox Game Bar” to check.



Xbox Game Bar

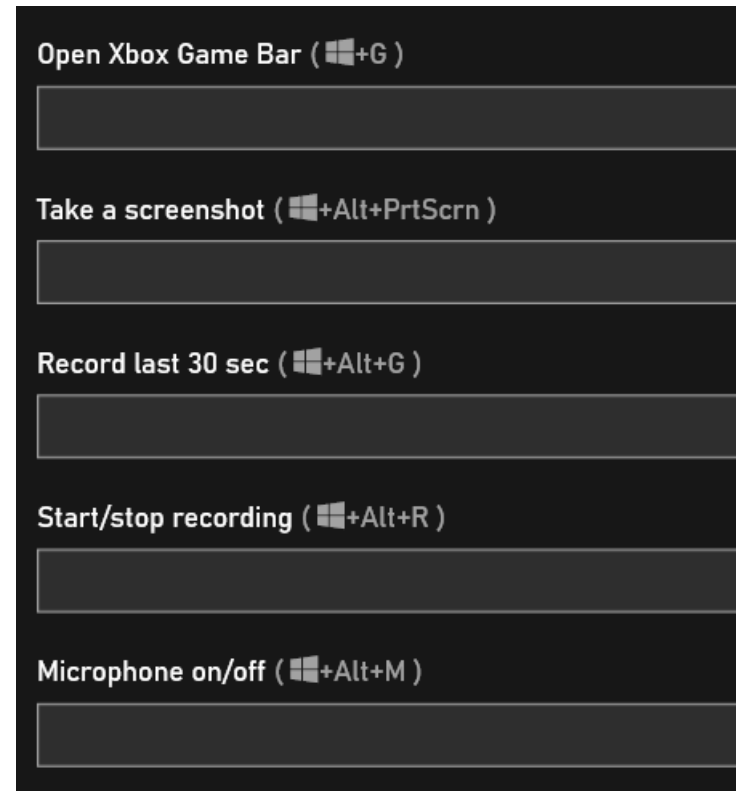
To start/stop recording of your screen with voice over and/or web cam video:

Press the shortcut:

Start/stop recording ( +Alt+R)

By default, Videos will be saved in
“Videos Folder > Captures”

Take note of other keyboard shortcuts



Other tools and YouTube Links

Screen Recording Tools	Description	How to links or website
Xbox Game Bar	It has a screencasting feature and is available in Windows 10.	https://tinyurl.com/wgx44zk
Quicktime Player or equivalent	For Mac users.	https://www.cnet.com/how-to/record-your-computers-screen-with-audio-on-a-mac/
Screencast-O-matic	Free version – 15 minutes max per video.	https://screencast-o-matic.com/screen-recorder
MS Powerpoint	You can record your presentation.	https://tinyurl.com/vkp6bbm
	You can save ppt as MPG (video file).	https://tinyurl.com/tz96ur7
Camtasia	A video recording and video editing software. It has a 30 day trial.	https://www.youtube.com/watch?v=x1s5GWW4vll
Open Broadcasting Software (OBS)	It's a free and open source software for video recording and live streaming.	https://obsproject.com/