



Video Conferencing

Making the most of video and audio

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Connected Learning Advisory - April 2020



Video

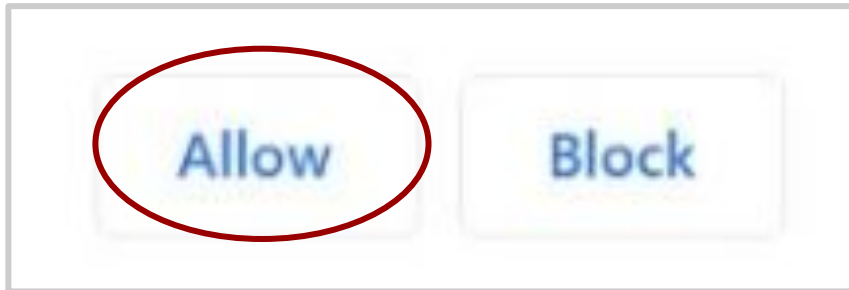




“Allow” Video and Audio

The first time you use a Video Conference tool it is likely to ask you to “allow” or “block” the tool from using video and audio.

Select “Allow”





Open with or without Video

Video makes a more personal and connected experience

- BUT only if you are prepared (you will get a view of yourself before opening so check carefully)
- You can turn on video later if that's easier/safer
- Keep video on if connection is good or by group agreement





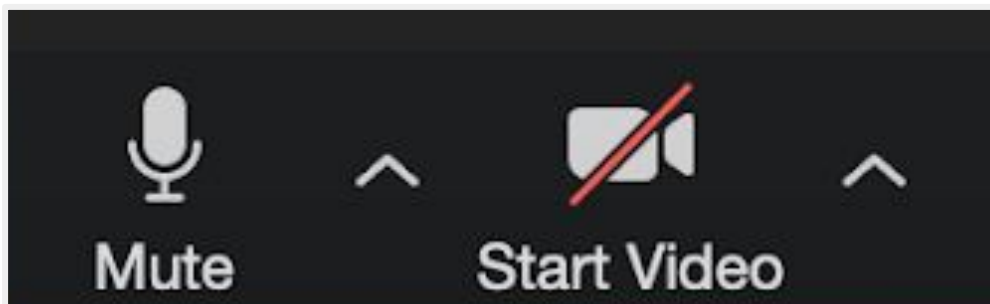
If video or audio quality is low ...

Turn off video

Google hangouts/meet



Zoom





Come in close

Remember you are probably a small square of many on the screen





Position yourself on the screen

Position in the centre/upper part of the screen





Position camera in line or above

Filming from below is very unflattering





Consider lighting and background

Think about the what's behind you and the impression you want to give.

People, pets, movement and dirty washing are all very distracting!

Light your face and avoid too much backlight





Consider privacy for yourself and your students

With video on people can “see” into your home

Make decisions about what you want people to see and how to maintain personal and whānau privacy

Consider safe spaces for students - balancing privacy and cybersafety





Be aware of body language

It may feel like you are alone but you should assume someone is focussed on you and behave as you would in a face to face meeting.





When speaking

Address the camera not the picture on the screen



Audio





Mute

- Allow audio if requested
- Mute
 - as you enter
 - when you are not speaking

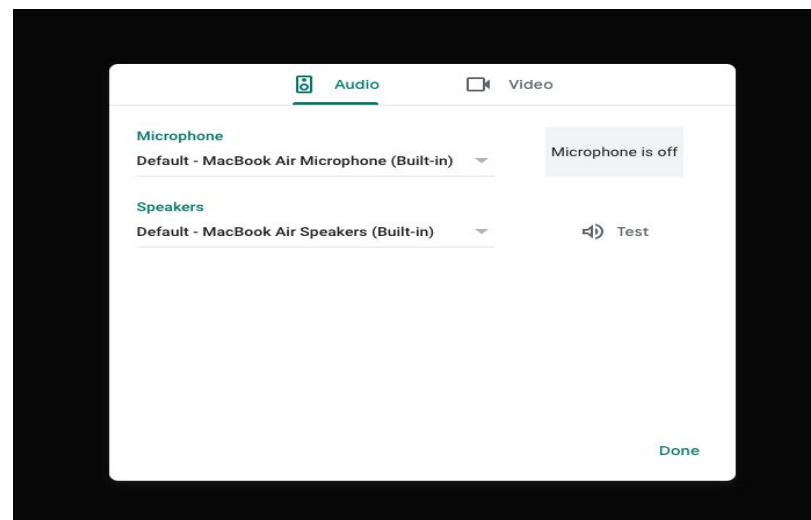
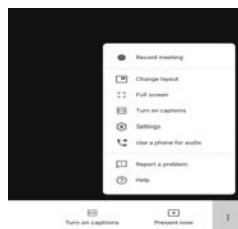
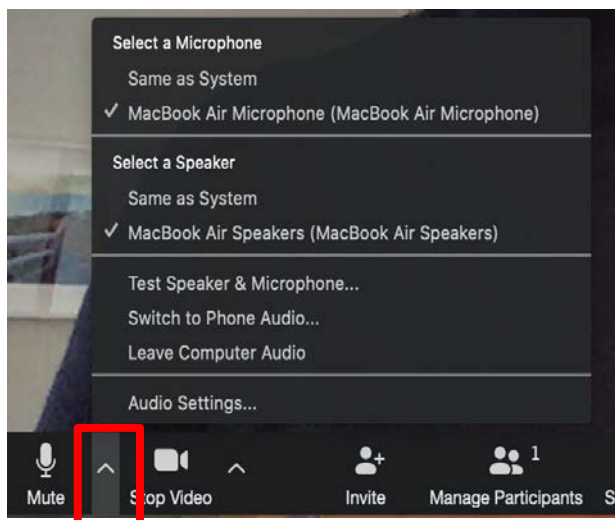




Audio settings

If you can't hear them or they can't hear you....

1. Check your settings
2. Try leaving and rejoining the video conference
3. Restart your device
4. Get help...





Audio Headsets

- recommended at all times
- essential in noisy/shared environments
- not essential if you are in a quiet space on your own



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With support from

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