# ZOOM WEBINAR MODE

Webinar mode is intended for larger more formal presentations. It restricts the audio and video capability of "**attendees**" with <u>microphone and web cam access not provided by default</u>.

Attendees can interact with the Panelist/Presenters through the **Q&A** chat window for formal questions to the presenter or the **Chat** window for informal communication between participants and panelists. "Raise Hand" will alert the host in the participant window.
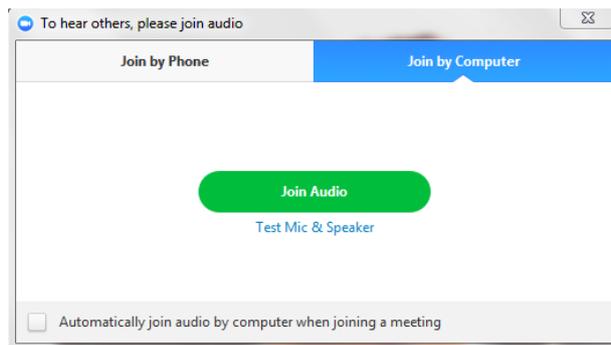
The controls are at the bottom of screen.
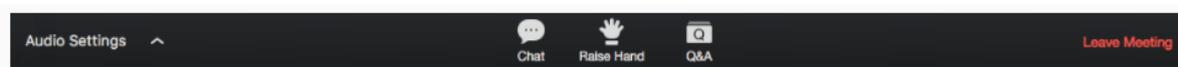
ZOOM MEETING MODE

Meeting mode is for smaller meeting groups where particpants have immediate access to microphone and web cam functionality.
On entering the session you will be presented with this screen:

Select and test your speaker and microphone by accessing "**Test Mic & Speaker**" or just "**Join Audio**" directly and set your media devices at the bottom left of screen. Click the up arrow.

You should then enter the conference screen. Look for your controls along the bottom of the screen.
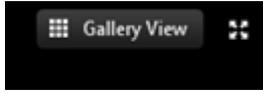

Mute & Unmute (toggle) microphone	**Participate in back channel chat with participants**
Switch camera on & off (toggle)	**Take a local recording of your session**

Controls in top right corner of screen

Screen dominated by current speaker with thumbnails of others

Participant windows given equal space and positioned across screen

Advice for classroom access to Virtual excursion and expert lesson

Alias - Please use your school's name when entering the session not your personal name. This aids the presenter when directing questions to the various school groups seen on screen in Gallery view.

- **Audio (Microphone)**
  There is no doubt that offering these high level collaborative experiences through a desktop client reduces the quality of audio experience compared to both ends having an expensive encoder device and peripherals. That acknowledged, we need to look at procedures that minimise the issues. An echo cancelling microphone is the best option for a desktop computer. Without this, an inadequate microphone on the logged-in computer will lead to poor pickup of voices in the room or sound loop. If you are a teacher running a session from a desktop with a poor microphone please try to following:
  - Keep your microphone muted at all times except when a member of your student group wishes to make comment or answer a question posed by the presenter
  - Remember to mute the microphone as soon as your interaction has finished
  - Act as a voice relay for your students
    ie position yourself close to the microphone and repeat the student answers and comments
  - In cases where audio microphone is very week or non-existent, use the chat facility and the host can relay the message to the presenter
- **Audio (Speakers)**
  - Obviously connection to room audio or strong external speakers will be required so all students can hear comfortably
- **Vision (Screen/Camera)**
  - In most cases it is hoped that schools will have a projector or large screen available for ease of viewing from whole room
  - The quality of the image coming to you from the presenters should be high as they are using high end cameras at their end on a dedicated encoder device
  - Most decent web cameras should give a good enough visual representation of your student group to allow decent identification and communication within the room. A webcam with digital zoom and a "pan" function is best.