

How to conduct a video conference

In this document we will learn how to schedule a video conference. Following are the steps:

Step (1): We will first need to schedule a Video Conference. Admin can schedule a video conference from the admin panel. First you will need to login to admin panel and schedule a Time-table for video conference by going to Create Time-Table section and clicking on Add New Timetable:

The Video conference can be conducted from Godhra with Anand users as participants or it can be conducted from Anand with Godhra users as participants. Following will be the cases:

(1) When Session is being conducted from Godhra use following data in the Time-table:

Add new Timetable ×

Subject Name

Professor Name

Classroom

Start Date End Date

Start Time

End Time

Frequency
 Mon Tue Wed Thu Fri Sat Sun

Livestream

(2) _When Session is being conducted from Anand use following data in the Time-table:

Add new Timetable



Subject Name

vc_anand

Professor Name

professor ait

Classroom

Virtual Classroom

Start Date

2017-06-05

End Date

2017-06-05

Start Time

16

00

End Time

17

00

Frequency

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Livestream

Save

You can use any of the professor names as follows as per their departments:

please enter the professor name

professor ait

professor anand

professor dairy

professor fpt

professor imba

professor krushibhavan

Please note: Classroom name should be Virtual classroom in case the session is being taken from Somebody's laptop. However, if session is being taken from the classroom camera which is installed then you have to select the classroom name in the classroom section.

Step (2): Professor will have to login using his ID if he is conducting Video Conference from his laptop i.e. (Virtual Classroom). Following are the login credentials:

For Video Conference from Godhra:

Login Id: professorgodhra

Password: password123

URL: a.impartus.com

For Video Conference from Anand:

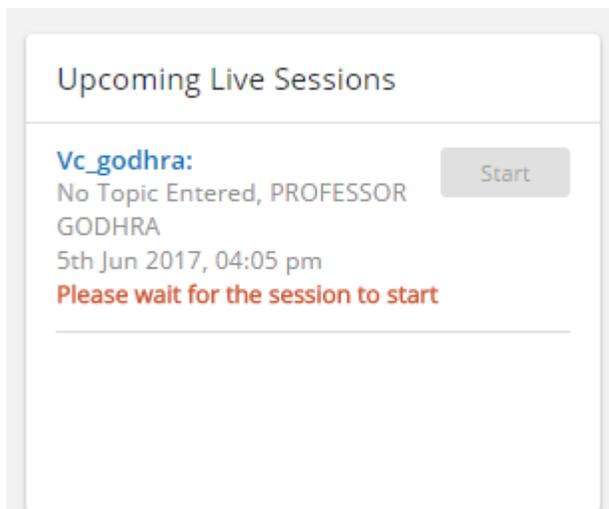
Login Id:

professorait/professordairy/professorfpt/professorimba/professorkrushibhavan/professorveterinary

Password: password123

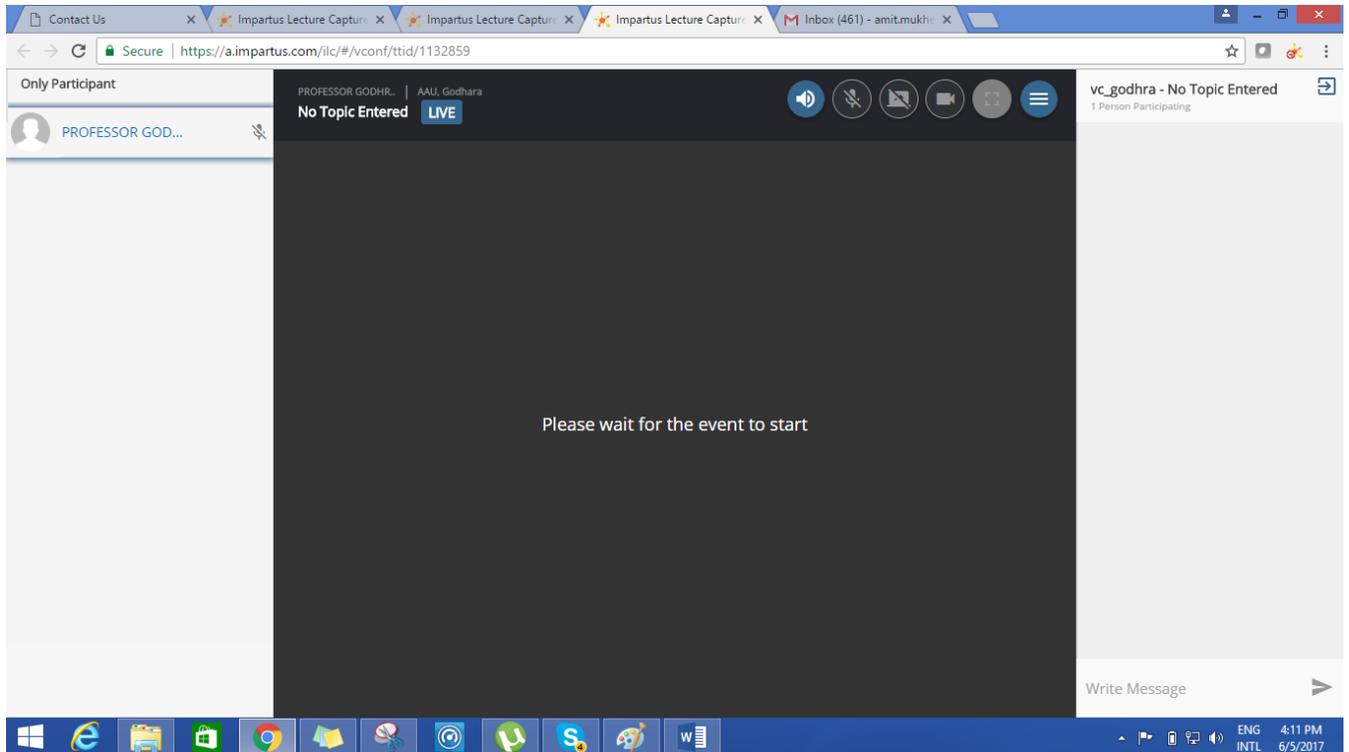
URL: a.impartus.com

Once professor logs in he will be able to see following notification at right hand side of his screen before the session starts:

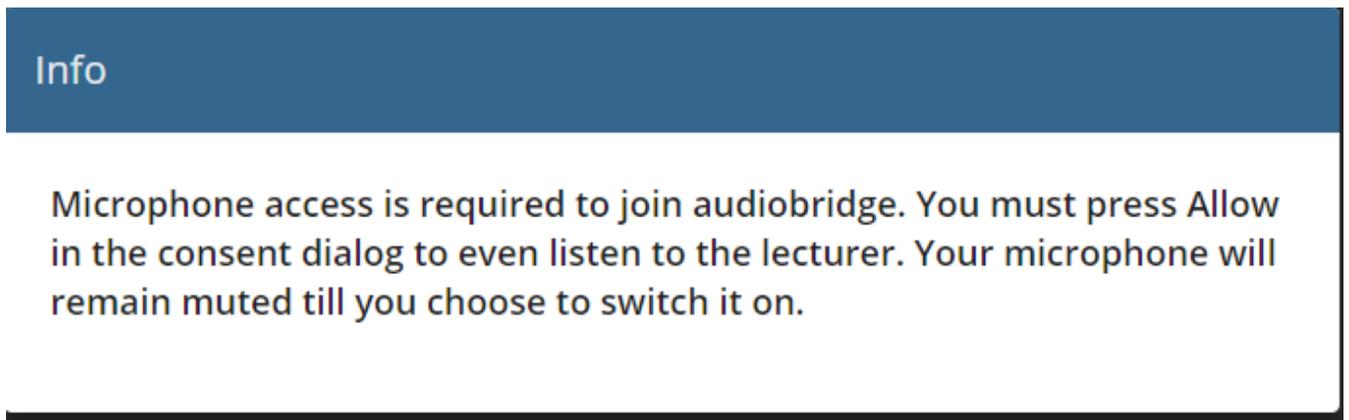


Once the session timing is reached, the start button will be enabled.

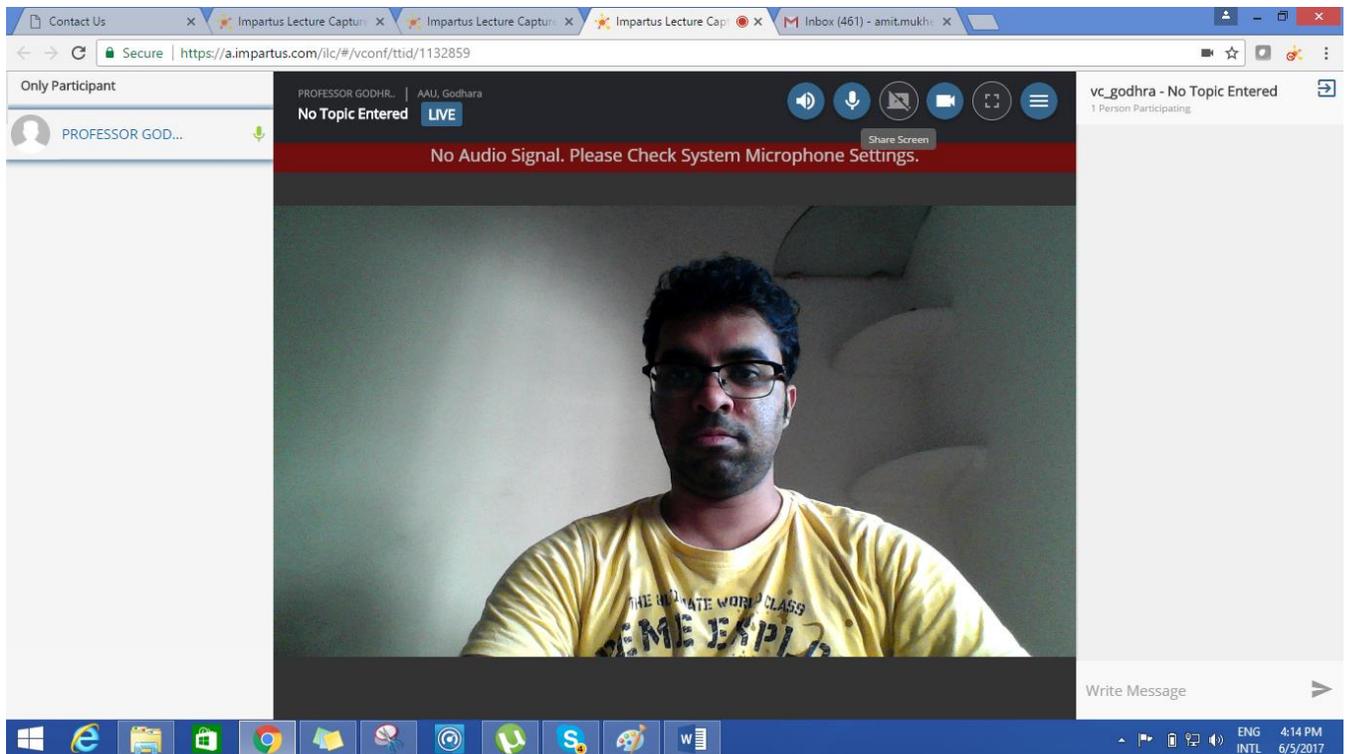
Step (3): After clicking on start, video conference is to be carried out as follows:



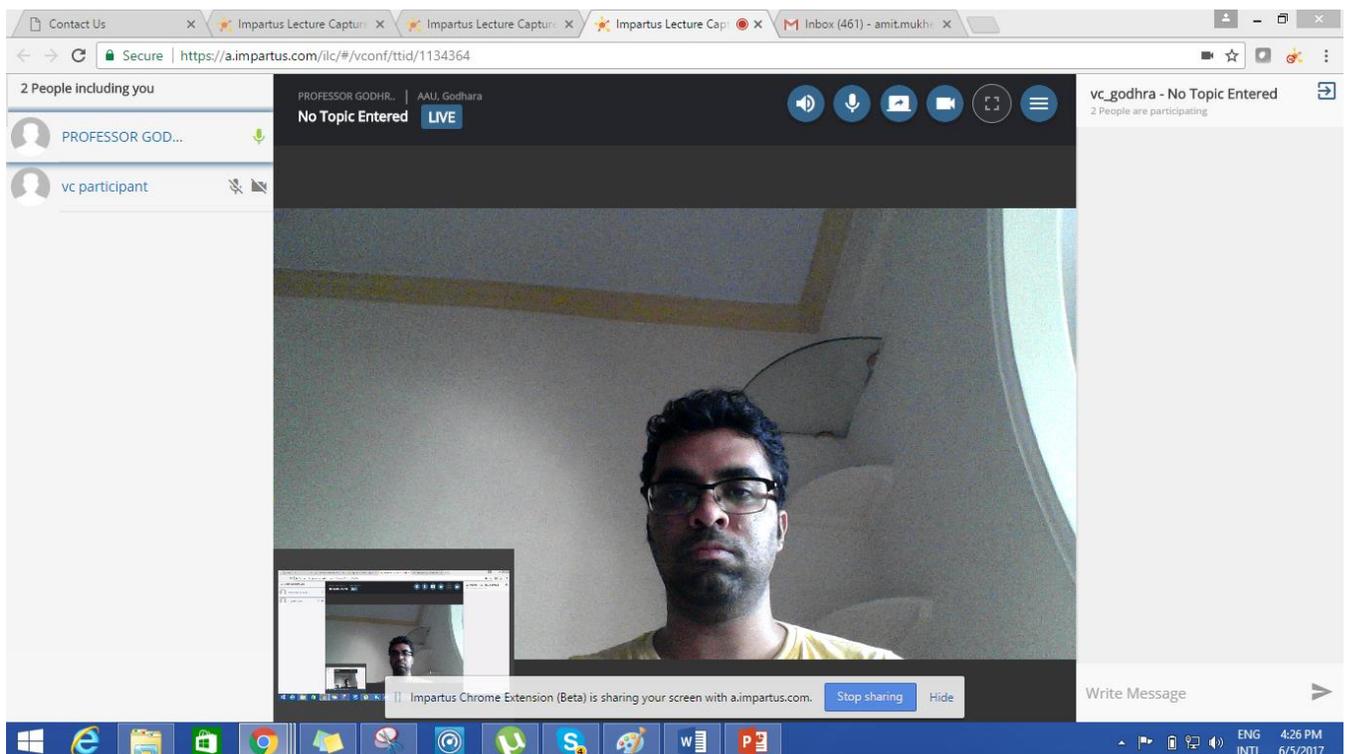
Click on the second button to enable your microphone. You will get following message, please press escape button on laptop:



Click on the fourth button to enable your webcam:



Click on the third option to share your screen and then select the entire screen option. Any document, PPT, etc. can thus be shared:



The shared screen will be visible to the VC participant/student as follows:

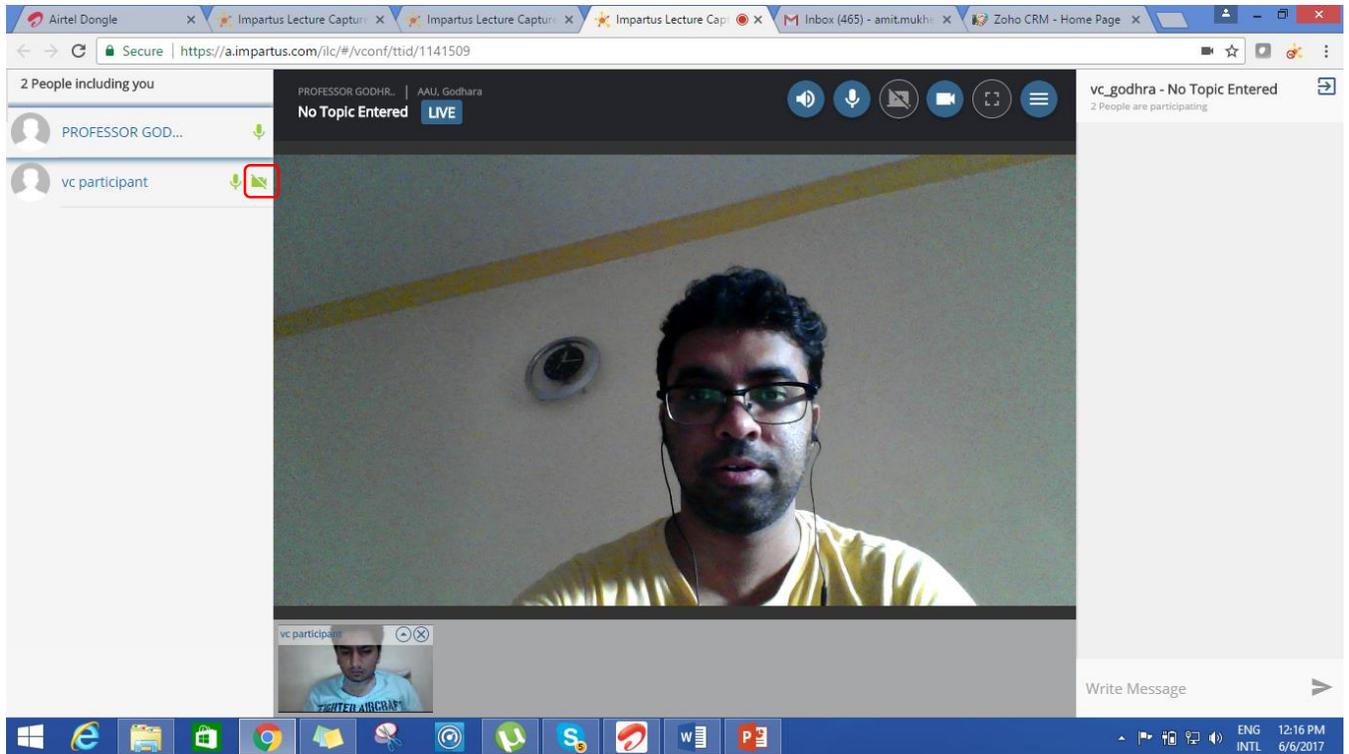


For Both Godhra and Anand, following User ID is created for anyone who wants to attend the VC:

Login ID: vcparticipantgodhra, vcparticipantanand

Password: password123

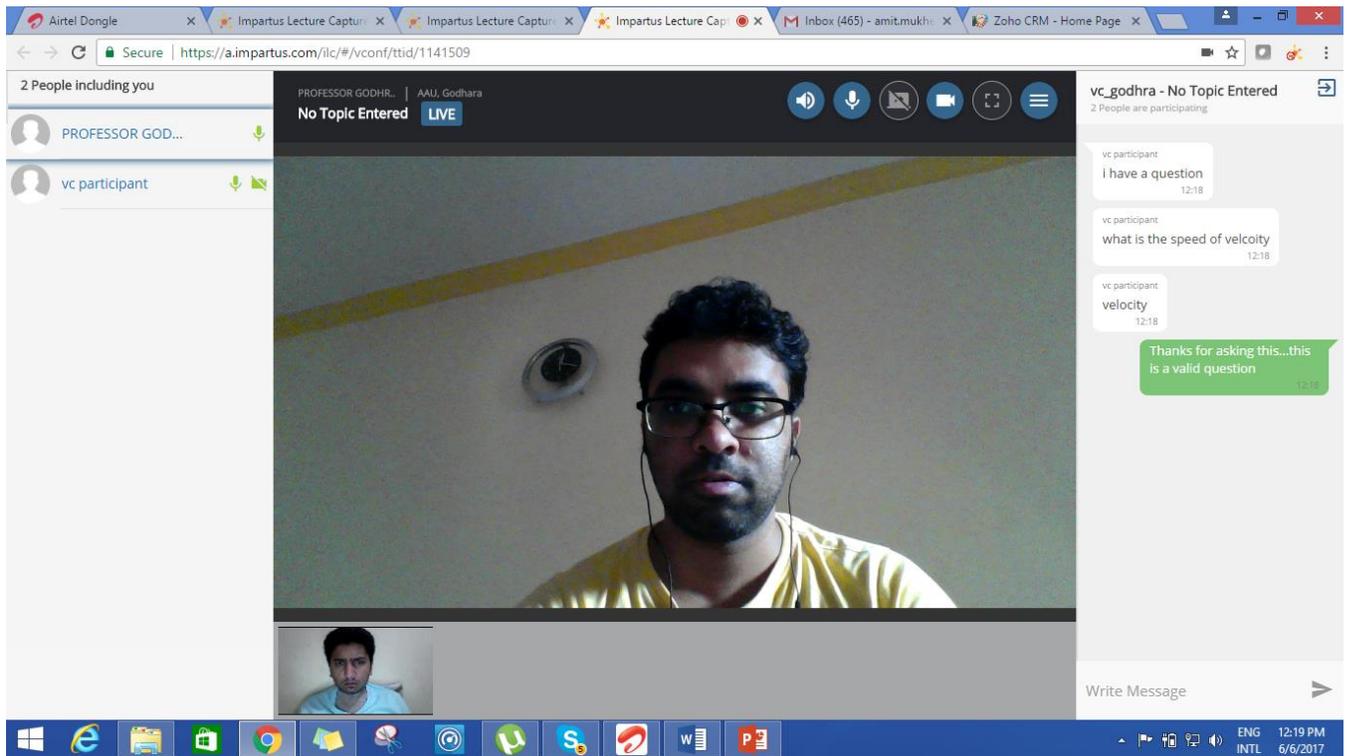
Click on the camera option beside the VC participant name. This will enable the professor to see the video of the participant at the bottom of the page.



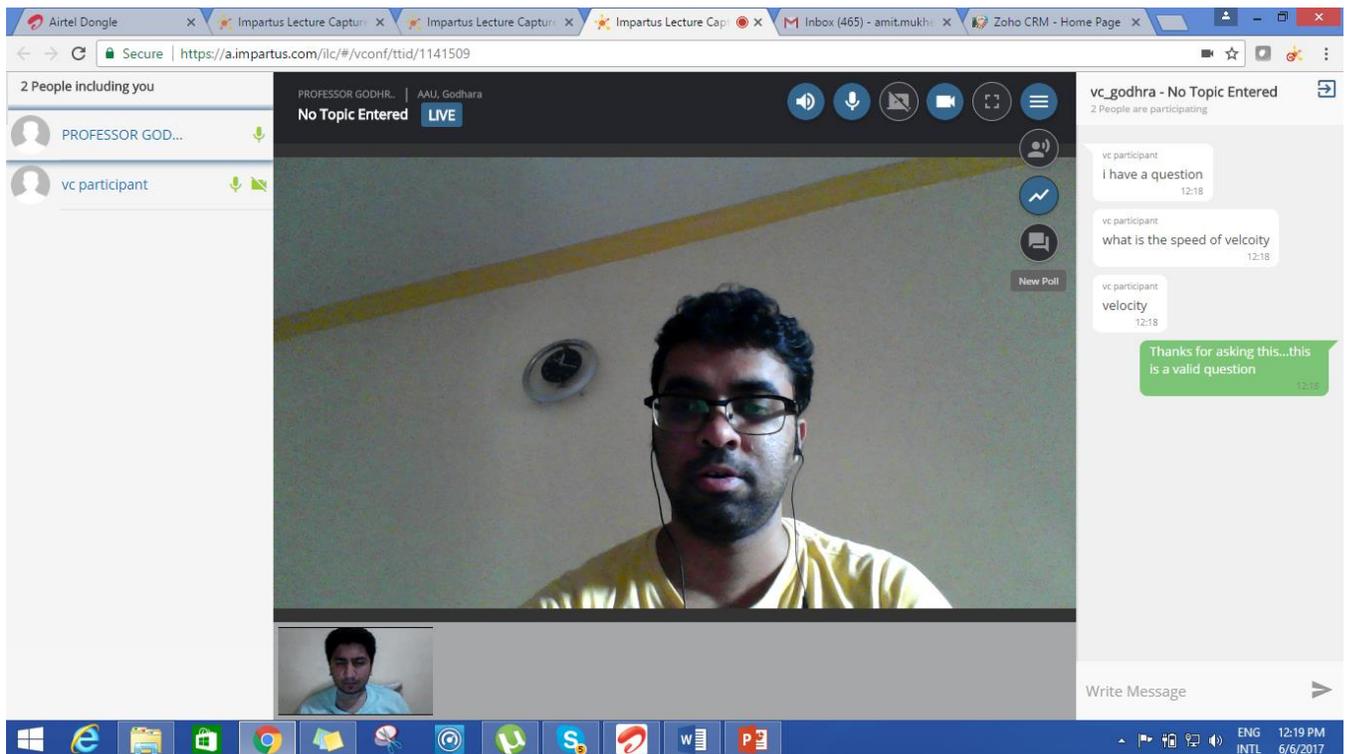
When you click on the small arrow option near the VC participant's face, you can maximize his video size.



The professor and the participant can also chat as shown in the chatbox. In this way participants can ask questions to the professor.



The last option is to mute all participants, ask poll to the participants, and view the poll results.



When you click on Poll option, you can create a poll with a specified time limit as shown.

New Poll ✕

Poll *	Timeout (SEC) *
How did you like the session	10

Very Good

Good

Option * +

Needs Improvement

CANCEL ASK

The participant can answer the poll as follows:

The screenshot shows a Zoom meeting window with a poll overlay. The poll question is "How did you like the session" with a 10-second timeout. The poll options are "Very Good" and "Good", with "Good" selected. The poll is titled "Poll" and has "Time Left: 6" seconds. The meeting interface shows two participants: "PROFESSOR GODHRA" and "vc_godhra". The chat window on the right shows a message from "vc_godhra" asking "what is the speed of velocity" and a response from "PROFESSOR GODHRA" stating "Thanks for asking this...this is a valid question".