Lecture video distribution for online classes

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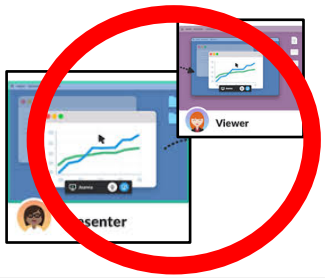
On delivering live classes using online conference systems.

Two video distribution styles

- **Technical Issues – High.**
- **Shooting and delivering classes in the classroom. Nice idea but . . .**

※ Students have difficulty seeing the

- **Recommendation**
- **Stream while sharing your PC screen in real time.**



Zoom is the key to live class distribution.

- Zoom is a service for online meetings and seminars.
- Easy to share slides on your laptop.
- Relatively small, less communication capacity (about 0.5GB in 90 minutes)
  - Skype video call is about 3GB in 90 minutes
- Meetings and Webinars
  - Meeting: Everyone can share screens, video and audio are on, see faces
  - Webinar: Host and panelists turn on video and audio, participants only watch
- There is also a free plan
  - Meetings of 3 to 100 people can be up to 40 minutes

zoom

[Until April 30] COVID-19 support “Never Stop Learning” Support program

- This program provides free services to educational personnel in Japan, until April 30.
- Up to 300 meetings and 500 webinars per session with no time limit and unlimited times can be accommodated.
- 20 accounts are reserved for campus distribution.
  - The number of accounts can be added.
- Even if you do not use the on-campus distribution account, you can use the unlimited time meeting for up to 100 people if you register with the ac.jp domain
- Paid after May (or use free plan)
  - Education version starts at ¥ 242,000 for 20 accounts
    - Meeting maximum of 300 people, webinar not available (additional charge)

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Zoom account creation procedure.

1. Access the home screen of zoom.us, enter your email address and click the free registration button.
2. Confirm Email Address.
3. Check your email and activate your account.
4. Set your name and password for Zoom in your browser
5. Skip the step of inviting friends and complete account creation.
6. Click "Start test meeting."
7. Install downloaded apps.
8. Set the name.
9. Run a conference test (speaker and microphone).
10. Click "Join audio on computer."
11. "Leave meeting" and end your session.

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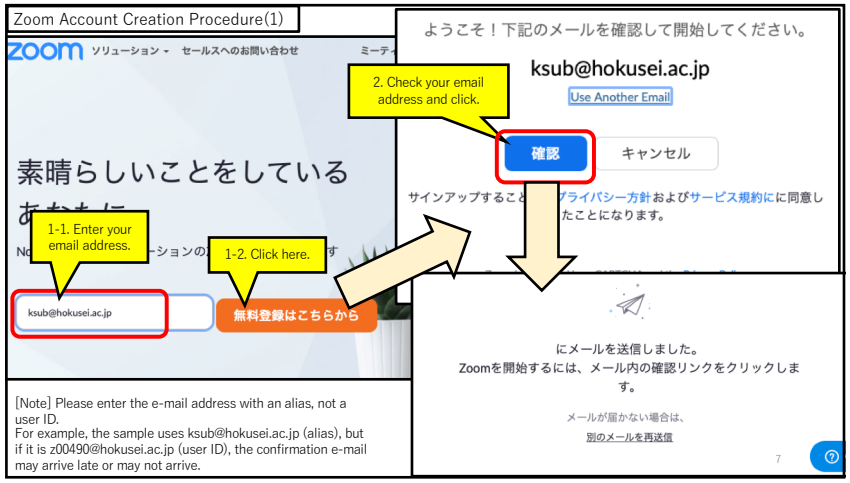
Zoom Account Creation Procedure(1)



[Note] Please enter the e-mail address with an alias, not a user ID.
For example, the sample uses ksub@hokusei.ac.jp (alias), but if it is z00490@hokusei.ac.jp (user ID), the confirmation e-mail may arrive late or may not arrive.

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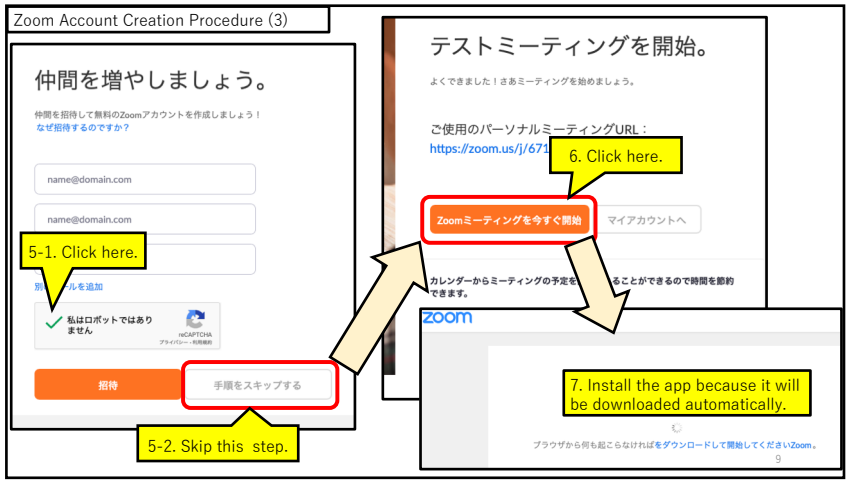
Zoom Account Creation Procedure (2)


Zoom Account Creation Procedure (3)
仲間を増やしましょう。
5-1. Click here.
5-2. Skip this step.
テストミーティングを開始。
6. Click here.
7. Install the app because it will be downloaded automatically.
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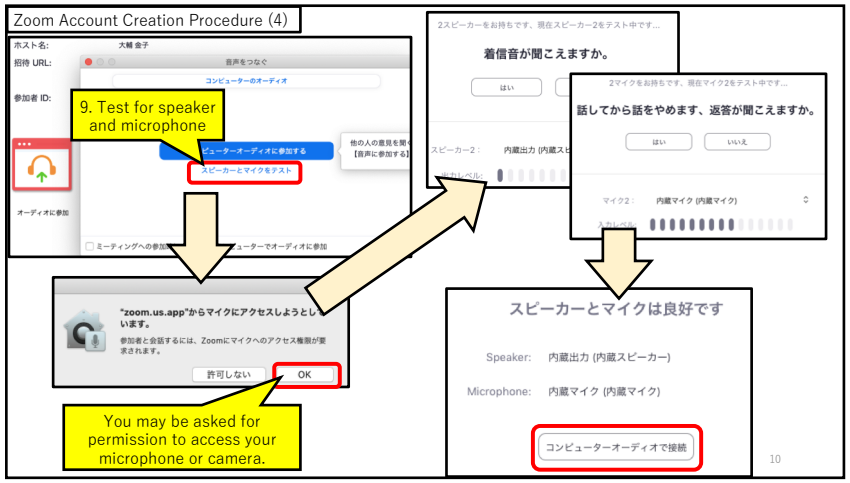
Zoom Account Creation Procedure (4)
9. Test for speaker and microphone
You may be asked for permission to access your microphone or camera.
着信音が聞こえますか。
話してから話をやめます、返答が聞こえますか。
スピーカーとマイクは良好です
Speaker: 内蔵出力 (内蔵スピーカー)
Microphone: 内蔵マイク (内蔵マイク)
コンピューターオーディオで接続
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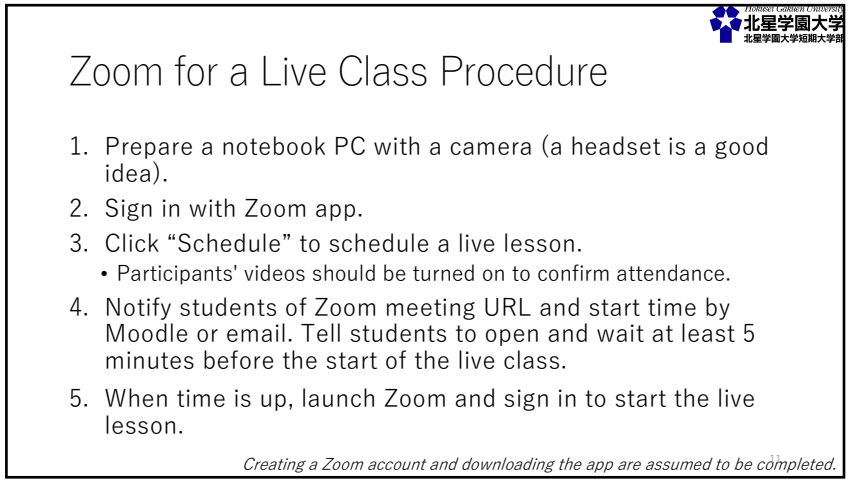
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Zoom for a Live Class Procedure
1. Prepare a notebook PC with a camera (a headset is a good idea).
2. Sign in with Zoom app.
3. Click “Schedule” to schedule a live lesson.
• Participants' videos should be turned on to confirm attendance.
4. Notify students of Zoom meeting URL and start time by Moodle or email. Tell students to open and wait at least 5 minutes before the start of the live class.
5. When time is up, launch Zoom and sign in to start the live lesson.
Creating a Zoom account and downloading the app are assumed to be completed.
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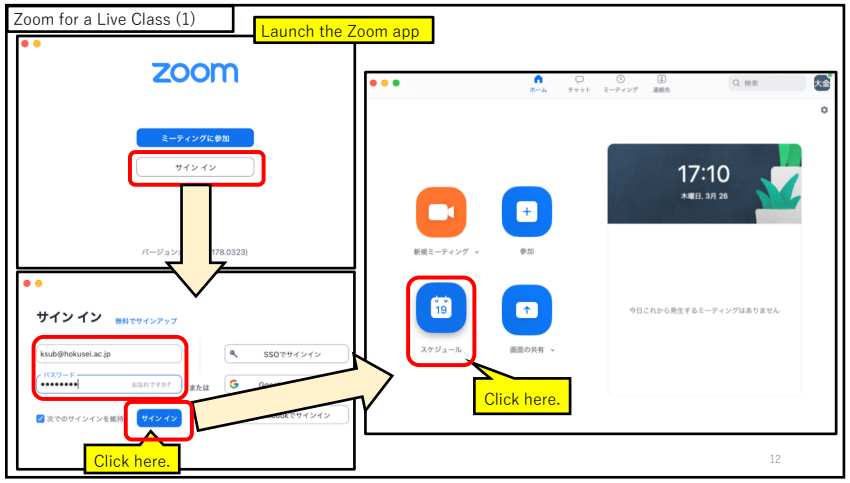
Zoom for a Live Class (1)
Launch the Zoom app
zoom
ミーティングに参加
サイン イン
Click here.
Click here.
17:10
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Live Class Implementation Procedure

1. Prepare a notebook PC and headset.
2. Scheduled meeting opens 5 minutes before class begins.
3. Start class when it's time. Take attendance as needed.
   - Ingenuity is required for attendance (for example, call student's name and raise their hand).
4. The teacher turns on the video and the microphone. Students turn on the video. Microphone is off. (If you want to see reactions like nodding, keep the microphone on.)
5. Screen sharing starts after the slide show starts. Turn off the video if you don't need the teacher's face image
6. End meeting after class

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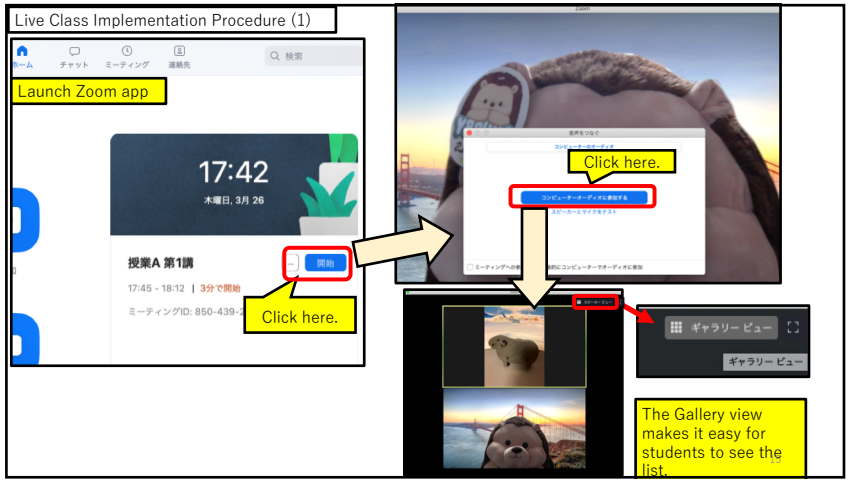

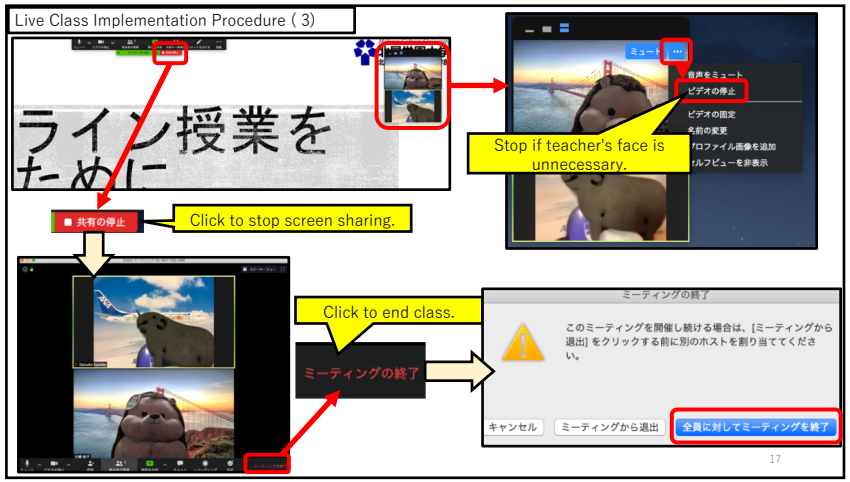

Instructions for Students.

- Refer to the Zoom Quick Start Guide and post to students preparing to attend Zoom.
  - Post a QR code if necessary.
  - Use moodle, mail, etc.
- Post a scheduled meeting ID or URL to students.
  - If a password is set, post the password
- 5 minutes before the start of the live lesson.

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Detailed Documentation on Zoom

- Zoom Perfect Manual (in Japanese)
- https://zoomy.info/zoom_perfect_manual/

zoom Academy Japan アカデミージャパン

- In addition, there is a lot of information when you search on the net.

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Asynchronous Distribution of Videos Previously Recorded on a PC

Asynchronous: Students take lessons at a time convenient for them instead of at the same or scheduled time.

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Recording a Video for Asynchronous Distribution

- There are several ways to record lecture videos using a personal computer.
- Add narration and selfie videos to PowerPoint and export as video
  - See https://douga-tec.com/?p=20053 etc.
  - Cannot be used with PowerPoint 2016 on mac.
- Use dedicated recording software.
  - It is also possible to teach operation by using screen capture software etc.
  - Details omitted.
- Record a "one-person online lecture" with Zoom.
  - How to explain at this time is as follows.
  - If you record an online meeting that only you have participated in, you can easily create lecture videos including self-portrait videos.

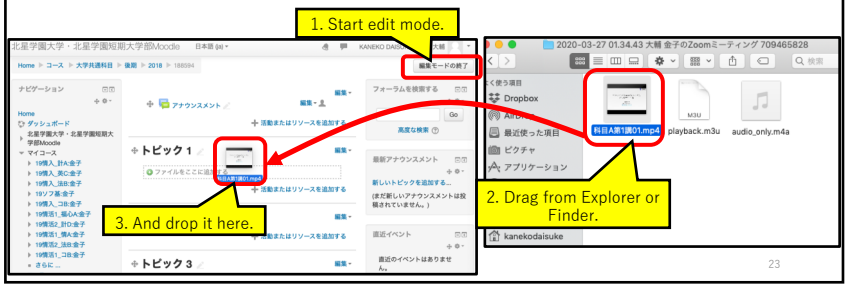
Recording a "One Person Online Meeting with Zoom

- Normal or ordinary time
  - Click the recording button

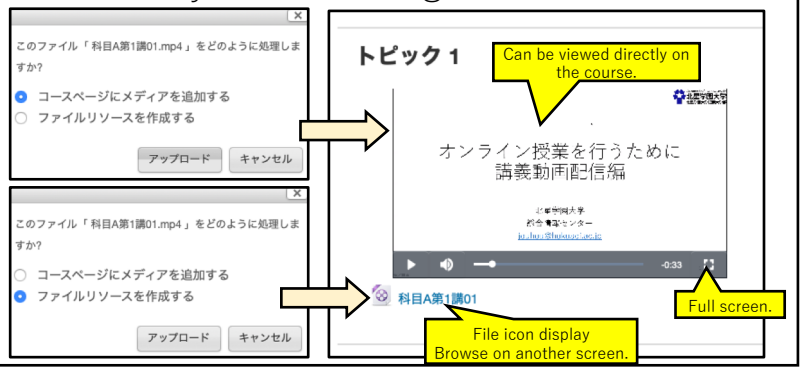
- Screen sharing
  - Move the mouse cursor to the top center of the Zoom window to display a menu
  - "…" From the menu → "Recording" from the pull-down menu
- Pausing during the recording is also possible.
- You movie file zoom_0.mp4 is saved when the meeting ends.
  - Under the folder "Documents (windows) / Documents (mac)> Zoom"

Asynchronous Lecture Video Distribution Method

- zoom_0.mp4 should be changed to a name that is easy to understand.
- Upload to Moodle so students can view it.



The Way of Showing Changes Depending on the Way of Processing



Notes on Classes using Asynchronous Delivery

- Delivery of lecture videos alone is not recognized as a class
  - It is recommended to use Moodle to conduct asynchronous lessons not just for videos.
- Check whether each student has achieved the goal by imposing quizzes and assignments on Moodle, and carefully checking the student's answers and submissions.
  - (Example) Have students read a specified range of a textbook, view a lecture video, and then students submit a file containing a summary of the content and a question.
  - Accept questions from students in the Moodle forum. However, it is not always necessary to answer individually, but it is also possible to present materials that answer similar questions collectively.
  - Present the exercises and submit them as a report, then provide quick feedback.
- One video should not be too long.
  - One indication is around 10 minutes. It is hard to see if it is long, but it is also hard to record.

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In Conclusion

- This document is a material prepared by the University Education Center, University of Yamanashi Educational International Promotion Organization, adapted to the University.
- If you have any questions or comments, please let us know.
- Please refer to "Moodle-Asynchronous-Tutorial-for-online-lessons" for asynchronous lessons.
- There is no need to stick to video distribution.
  - Audio (like a radio show), text instructions, etc., are also available.

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