

Using the dimdim video conferencing room

1. Before participating in a video conferencing session, you must sign up to your respective conferencing room. To sign up click on the icon that pertains to your group. You will be presented with a widget which shows the time at which the conferencing session occurs. Sign up by entering your e-mail address into the box provided. Once you have signed up, an e-mail will automatically be sent to your inbox which gives the time and date of the meeting. The e-mail will confirm the time and the date of the conference. On the day of the meeting simply follow the link in the e-mail.
2. The link will take you to the dimdim website where the meeting takes place. You will be presented with a message from dimdim.com requesting access to your microphone and webcam, grant this access. Once you have granted access to dimdim, you are ready to go, and the meeting will begin.
3. Once in the meeting, all the members of the group will be categorised as 'viewers' or 'attendees'. The 'presenter' or 'host' role will be taken by your teacher, who will host the meeting. In the meeting, you need to give a name that you want to be identified by. You can fill in your name by selecting 'enter your name' from the drop down menu.
4. There is only one active webcam screen which will display the host (teacher). You will be able to see her but she will not be able to see you at this stage. If a member of the group wants to be seen in the webcam, for example, to take hold of the discussion, then the teacher can change the settings and allow the student's webcam to be broadcast to the rest of the group.
5. In terms of the microphones, three viewers and a host will be able to talk at the same time. In order to allow all members of the group to communicate at the same time, the host can assign their role to one of the students. The teacher will still be able to hear the conversation. When the teacher wishes to contribute, she will either communicate with the group through the chat function, or will ask the assigned host to give her access to the microphone.

To get more information on using DimDim web meeting room go to:
<http://onlinehelp.dimdim.com/Audio-Video/Camera.html>

Video and audio tips

1. If there are windows in the room, close any drapes or blinds. Daylight is a variable light source and can conflict with interior room lighting.
2. Use natural gestures when you speak.
3. Speak in your normal voice, without shouting.
4. Ask the people at the other site if they can hear you.
5. Mute the microphone before moving it during a meeting.
6. Since the audio has a very slight delay, you may want to pause briefly for others to answer you or to make comments.

Schedule for video conferencing

Video conferencing time gives you a chance to see and communicate in real time with your group and teacher. The topic of discussion each week will pertain to the weekly task. Thus it is advised that you reflect on you and your group's engagement with the task. Looking at your project diary before the meetings may also help you reflect on your weekly performance. At the end of the meeting, you will have the opportunity to voice any questions about the project.

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