



Video Conferencing in the primary classroom

A FlashMeeting User Guide

What is FlashMeeting?

FlashMeeting is a powerful audio/video meeting application that enables users to meet “on-line” with other users from anywhere in the world. A simple to use classroom tool, FlashMeeting can support a wide range of speaking and listening activities that include:

- News Reporting
- Interviewing
- Improving language speaking skills
- Establishing links with other schools (Yr 6/7 Transition Projects)



Why is FlashMeeting an effective tool to use in the primary classroom?



FlashMeeting is a secure and reliable web-based application that can be quickly set-up for use in a primary classroom. Enabling teachers and children to record, and playback interviews, it can be used effectively by staff and pupils to gather information and review learning.

Other FlashMeeting tools to support learning include:

- An easy to use Broadcast button to start and stop recordings
- A simple queuing system to indicate when it your turn to speak
- An easy to use Text chat facility to talk to others while watching a broadcast
- A simple share URL option to enable all users to view a web page at the same time
- A vote and 'Emoticon' options to enable users to share their opinions and feelings
- A countdown timer to show the time remaining in the broadcast
- A simple booking procedure to manage all meetings
- The facility to record meeting for easy web replay

For further information about using FlashMeeting visit the FlashMeeting website:

<http://flashmeeting.e2bn.net/index.html>

Or contact:

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FlashMeeting is a simple to use videoconferencing system, designed by the Open University. It runs in a normal web page and can be used to communicate with other Internet users. FlashMeeting can be accessed from home or school.

How to Register

1. Log-on to the Making the News home-page:
http://kmi4schools.e2bn.net/segfl_central/
2. Select the link **Use FlashMeeting to Videoconference**
3. Register with Jeff Howson
jeffrhowson@gmail.com

The screenshot shows the 'MTN Support Pages' website. The navigation bar includes 'Home', 'Regions', 'Projects', 'News', 'Media', 'Partners', and 'Help'. The main content area is titled 'MTN and Flashmeeting' and contains the following text:

Flashmeeting is a simple to use videoconferencing system, designed by the Open University. It can be used to communicate with others over the world wide web and is especially useful for that essential interview. Flashmeeting can be accessed from home or school and the event can be recorded.

Please note, FlashMeeting (<http://flashmeeting.e2bn.net/>) may view any recordings made and use them as part of our research into this technology.

Register with Jeff Howson (jeffrhowson@gmail.com) and you will be sent an explanatory email. Also, why not register yourself with Multiclass? (<http://multiclass.e2bn.net/>), the one-stop-guide to videoconferencing in schools.

Contact Jeff Howson, MTN Project Manager, if you need additional information: jeffrhowson@gmail.com

Related Links:

- Flashmeeting

4. New users will receive an e-mail to confirm the registration process is complete. Following receipt of e-mail "log-on" to the FlashMeeting site:
<http://FlashMeeting.e2bn.net/>

5. To receive your **password** click on "book a session"
6. **Enter your e-mail** and select "e-mail a new password"

A new password will be forwarded to your e-mail account.

The screenshot shows the FlashMeeting interface. On the left, there are three informational boxes:

- FlashMeeting Booking Page**: Registered users can book meetings using a simple web form. The system automatically returns to you, the booking confirmation and 'ticket' you need to pass on to the people you want to join the meeting.
- FlashMeeting Demo**: This fully featured Demo allows you to try out FlashMeeting for a limited time period.
- FlashMeeting Memo**: Use FlashMeeting Memo to watch a recording of your FlashMeeting.

The main interface features the FlashMeeting logo and the slogan "The simple one-click video conference!". It includes a video feed of a participant named Peter, a list of other participants (Peter, Kevin, Jon), and a chat window. The chat window contains the following text:

Jon: What do you think of the new interface?
Peter: I think it is great.
Kevin: Things are much easier to get to using the new tabs.
Peter: Yes, and you can now have the chat window open and see the thumbnail views.
Jon: Yes that's a useful new feature
Kevin: It's now easier to organize the urls as well

At the bottom of the interface, there are several controls and instructions:

- Remaining time to the end of the meeting**: 0:19:31, Jon is next.
- See who is first in the queue**: 3 joined.
- Your audio level**: A volume control icon.
- Choose to view participants by a list of images or names**: A dropdown menu.
- Hand indicating position in queue**: A hand icon.
- Interrupt**: A red button with a lightning bolt icon.
- STOP BROADCASTING**: A green button.
- prefs / vote / urls / chat / about**: A row of buttons.
- Send**: A button at the bottom right of the chat window.

Additional instructions at the bottom of the interface:

- The Broadcast button - click to start, click again to stop (you will join the queue if someone else is already broadcasting)
- Choose the feature you require using the lower tabs

Viewing the “On-Screen” Demo

Ensure before commencing the demo that the Microphone and webcam are attached to your PC

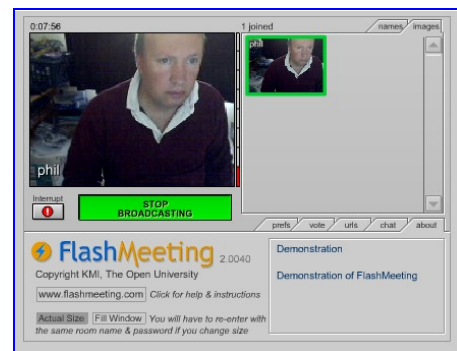
- Select the Demo option displayed on the homepage
- Select “**Allow**” to enable camera and microphone access



(You will now see the webcam image on the screen)

Size of Screen Image

To select the appropriate image size choose either **Actual Size** or **Fill Window**



(If you select Fill Window the program will ask you again to log-in before you can continue the conference)

Adjusting the Settings

How do you improve the quality of the sound or image?


How do I stop others viewing my videoconference?


How can I increase the size of my FlashMeeting web folder?


To adjust Adobe Flash Player Settings right-click on the webcam image displayed on the screen


The following box will appear

To change one or all of the Settings click the appropriate icon

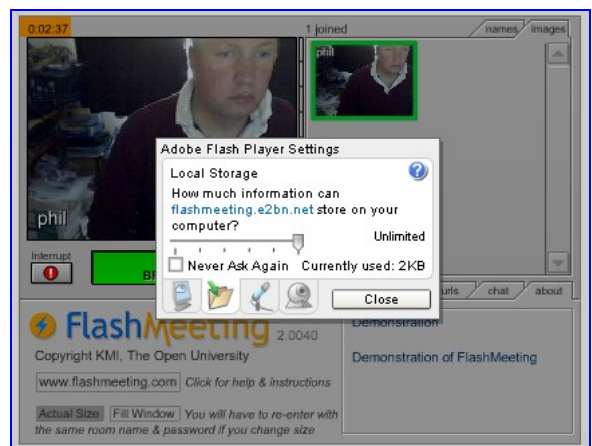
- 

Privacy – enables FlashMeeting To record your videoconference for you to view later
- 

Enables the user to increase/decrease The size of the FlashMeeting file on your computer
- 

Enables the user to adjust the level of the “on-screen” microphone
- 

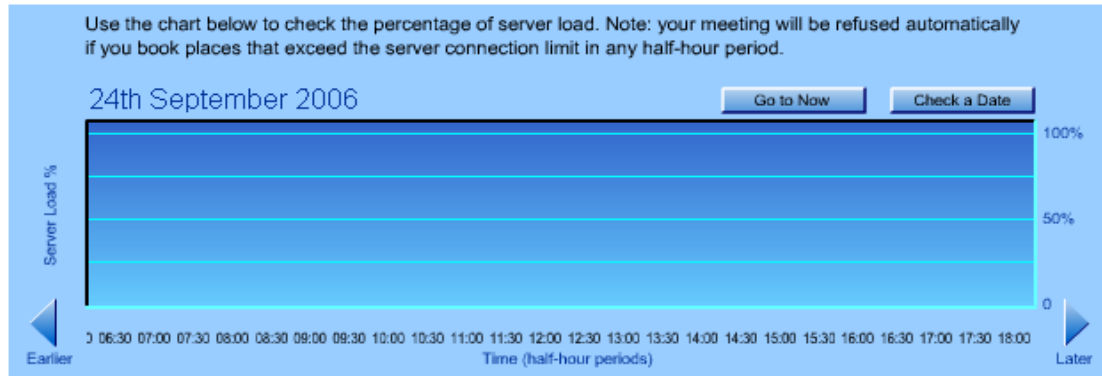
Enables the user to select a different webcam



Booking a Session

Before booking a Videoconferencing session we recommend that schools and teachers view the **Quick Start Guide** and “on-screen” **Demo**.

The FlashMeeting server only supports a certain number of individual places at any one time, so the bars on the chart below indicate the load on the server in any half hour period. The higher the bar the greater the number of places booked. If the bar is at 100% for part of the time period you want, then you will not be able to book a meeting.



To book a session the user must **complete** and **submit** the “on-screen” booking

Before submitting the application form the user must provide the following information

- Date and Time of planned Conference
- Number of participants
- Duration of session
- Booking Title (*name of meeting*)
- Description of Videoconferencing activity
- A request for the meeting be recorded for subsequent viewing
- Confirmation that the meeting can / can not be made public to other users

Booking date & time
Based on the server time which is BST +0100.
When this page was first displayed the time on the server was 12:37.

Date: 24 September 2006 Time: 12:30

Duration: 30 mins (29 mins)

Attendees: 2

Booking Title
This appears as a heading in the meeting

Description

Record the meeting: Yes

Make the meeting public: No

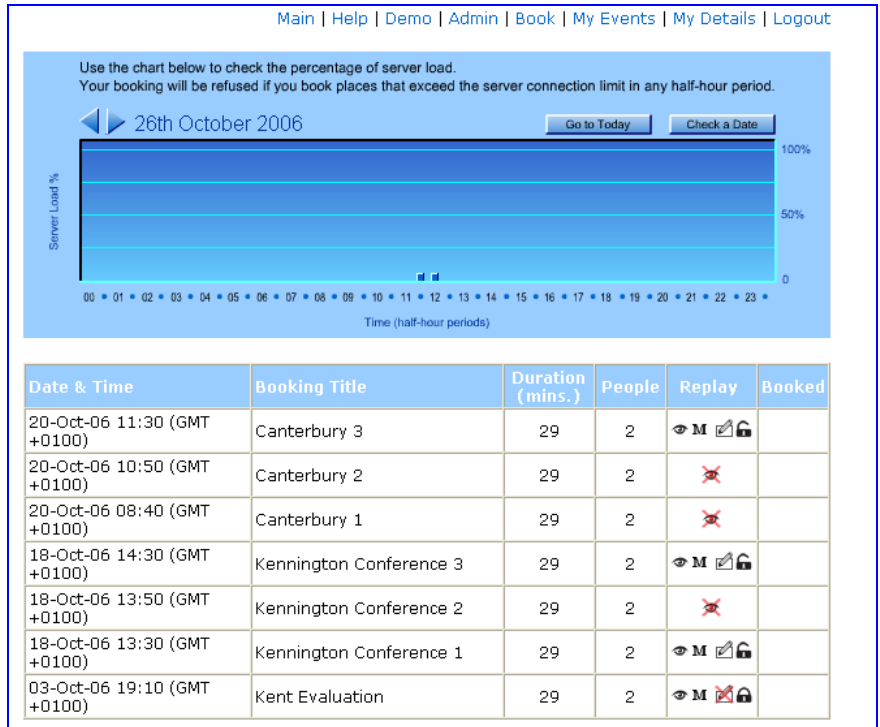
Note: Your Public Meetings are listed at the following web address <http://flashmeeting.e2bn.net/flashmeetings/330/> Entry to public meetings can be open, or require an access key for entry, and can be set on the 'My Details' page.

submit

Confirmation of Booking

To confirm your session is booked click on the **My Events** box at the top of the screen to list all your booked sessions.

The most recently booked session should appear at the top of the table.



The symbols in the Replay Box

These symbols enable the user to view and edit the recording of the videoconference and add their own written commentary



Replay video



View minutes of meeting



Edit replay (add own "on-screen" notes to meeting)



"lock" and "unlock" conference for other FlashMeeting users to view

E-mail confirmation

To enable other users to participate in the planned conference you will receive on receipt of the "on-line" booking form an e-mail confirmation.

Containing the unique URL addresses for the planned conference and playback option this message must then be forwarded to the other users you plan to invite to join the session

A booking has been made for 20-Oct-06 at 11:30 (GMT +0100) and lasting 29 minutes.
This booking is for 2 people to use the application FlashMeeting
To enter this event directly use the following address:
<http://flashmeeting.e2bn.net/fm/index.php?pwd=24eb62-673>

Alternatively you can use the following address
<http://flashmeeting.e2bn.net/fm/index.php>
and then type in the room name "fm673" and the password "24eb62-673" where requested

THIS MEETING IS SET TO BE RECORDED

Access to replay:

Once the meeting has been completed access to the recording is in a similar manner to the meeting itself i.e. via a web page.

The address for the replay will be:
<http://flashmeeting.e2bn.net/fm/memo.php?pwd=24eb62-673>

How to Conference using FlashMeeting

Ensure before the planned conference begins your camera and microphone are attached and working

- To commence the conference click on the URL Address stated in the confirmation e-mail
- *The following page will appear*
- Select the screen size (Actual or Fill Window)
- Enter the unique “Room Number” and “password”
- Click “Log-in”



- Click Allow to enable FlashMeeting to access your webcam and microphone



- To join the conference now click Enter
- Your webcam image and that of your partners will now be displayed on the screen

What must do I do to speak and be heard by others?

- Before speaking you must click on the Interrupt button (*the person speaking is always displayed in the large box on the left hand side of the screen. After you have spoken someone else will click the Interrupt button and then their*

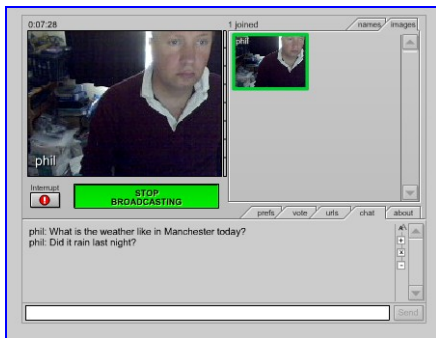
image will be displayed in the large box.)

Taking Turns to speak when there are more than two users - what does the Join Broadcast button do?

- The green “**Join Broadcast**” option enables users to manage a conference involving several parties
- Each time the **Broadcast button** is **clicked** a small box with the image of that user will be displayed on the right hand side of the screen
- Inside each box will be displayed a **numbered orange hand**
- When the person in the large box **stops talking** the **next numbered box** will open to enable that user to talk to the group



How can I use the web chat option?

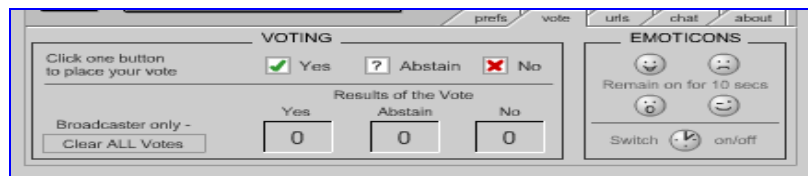


- To **access** the web chat option click on the **chat box**
- A **white bar** will appear on the screen
- Enter your **text message** and press **return**
- The text is now displayed on the screen for others to read

Other Videoconferencing Options

“On-Line” Voting

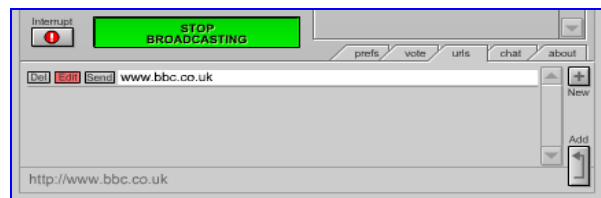
- To vote on an issue users can select the vote option



- To take part in an “on-line” voting activity each user should click either the YES, NO or ABSTAIN box. The total number of votes cast will then be displayed on the screen.

Do you want everyone in the conference to be able to view the same web page while you are talking?

- To enable all users in a conference to view the same web page the Broadcaster (person speaking) can select the URLS option from the “on-screen” menu
- *The following box will now appear*
- The Broadcaster (speaker) can now enter the chosen URL
- Pressing enter will now display the chosen web page on the screen of all users



How do I finish a conference meeting?

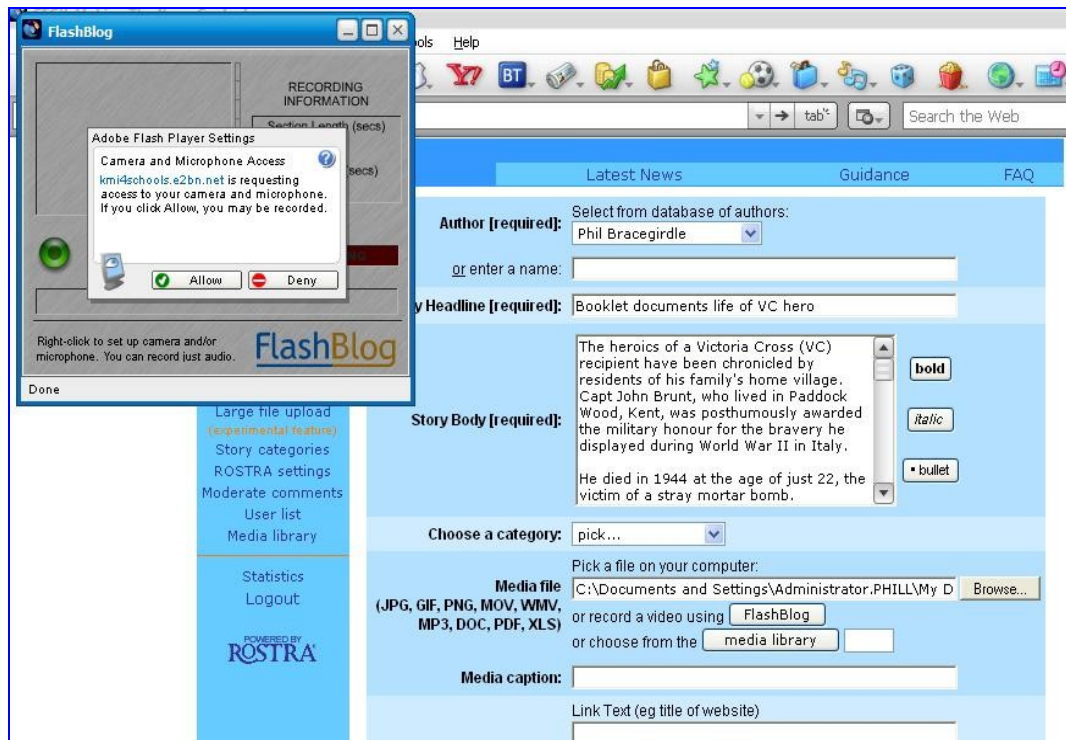
If a conference finishes early:

- Click the green Stop Broadcasting button
- Then click on file and select close to exit the application
- The conference can then be viewed by opening the URL address you received in the confirmation e-mail and typing in the room name and password



Using FlashBlog to add a video commentary to a Making the news report

FlashBlog enables the user to record a video message that can be viewed when a story is displayed on the screen. However before using this application and displaying images of children on the Internet schools must ensure parent/s are consulted and agree to there children taking part in such activities.



- Select **record a video**
- Select **“Allow”** to enable camera and microphone access
- The web **camera** will now **display** an image of the subject on the screen
- To **start, stop, view** and **save** a recording click on the buttons below



Click on the record button to commence



Stop the FlashBlog



View a recording



Save a recording

- **Please note:** Clicking on the **Save a Recording** button will **close** the FlashBlog window

- An account number will now appear in the **Media Library** box

or choose from the

- To view the FlashBlog click on the Save and Preview box at the bottom of the screen page

- *The story with accompanying video file will now be displayed on the screen*

The screenshot shows the MTN website interface. At the top, there are navigation links for 'Latest News', 'Guidance', and 'FAQ'. Below the navigation, there are two buttons: 're-edit story' (highlighted in red) and 'publish story' (highlighted in green). The main content area displays a news article titled 'Booklet documents life of VC hero' by Phil Bracegirdle, dated 24 Sep 2006. The article text describes the life of a Victoria Cross recipient, Capt. John Brunt, and mentions a booklet marking the VC's 150th anniversary. A small photo of a man is included with the caption 'Click movie to play East VC Hero'. At the bottom of the article, there are several quotes and a statement from Councillor Elizabeth Thomas.

- To view and listen to the FlashBlog click on the "on-screen" image

- Editing or Deleting a FlashBlog

- To delete a FlashBlog select re-edit story and delete the appropriate video

- To add a second FlashBlog select re-edit story and again select the FlashBlog option box

Notice for Teachers

- To publish a news story with a FlashBlog
- Select the manage a story option and then click Publish

The screenshot shows the 'Manage' section of the MTN website. It features a table titled 'Unpublished stories that are awaiting action:'. The table has columns for 'Headline', 'Author', 'Rating', 'Date', and 'Action'. Below the table, there is a 'Colour key' with options for 'current', 'expired', and 'forthcoming'. A 'Publish' button is visible at the bottom of the page.

Headline	Author	Rating	Date	Action
Booklet documents life of VC hero	Phil Bracegirdle	0	24.09.06	preview edit publish delete
Wow	Phil Bracegirdle	0	18.09.06	preview edit publish delete
ca	sfsa	0	09.05.06	preview edit publish delete

Colour key: current expired forthcoming

- The story can now be viewed on the school's own MTN web-page

Please note: parental consent must be given for photographs and videos of children to be published on the Internet

For further information about Internet safety click on the web-link below:

<http://www.kented.org.uk/ngfl/ict/safety.htm>



User Notes



Using FlashMeeting Presenter in the classroom

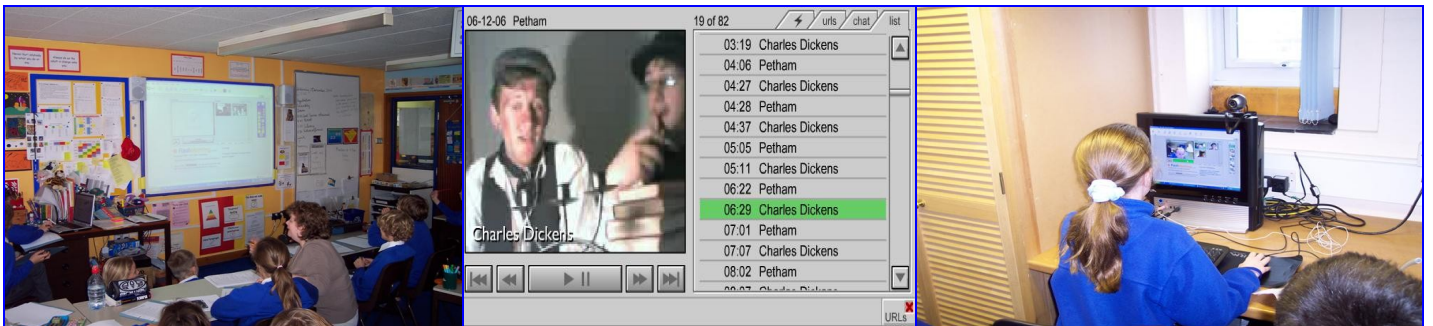
A Guide for Teachers

Flashmeeting is a low-cost, entry level Videoconferencing system developed by the Open University. While not suitable for all conferences it is an excellent introduction to videoconferencing as it requires few technical resources to set up and can be used for face-to-face meetings with multiple participants.

FlashMeeting Presenter

Presenter enables users to create “slide Presentations” for participants to view during a conference. These Presentations” appear on the “screen” whiteboard which the host and participants (with a Flashmeeting log-in) can access to “post” annotated messages for others to read. A simple to use “free” web based application, FlashMeeting Presenter offers the opportunity for schools and learners to take part in a wide range of exciting collaborative projects.

Created for teachers the “The FlashMeeting Presenter Guide” provides step by step instructions on how to create and display presentations for others to view. However, for information about booking and participating in a FlashMeeting conference download the **Kent NGfL FlashMeeting User Guide** <http://www.kented.org.uk/ngfl/flashmeeting/Flash%20Meeting.doc> or visit the **FlashMeeting web-site** <http://flashmeeting.e2bn.net/> to view the “on-line” help pages.



Section 1	Using FlashMeeting and Presenter in the Classroom
Section 2	FlashBoard Presenter Tools
Section 3	How to How to create a new FlashBoard Presentation
Section 4	Adding images to a Flashboard Presentation

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Using FlashMeeting and FlashMeeting Presenter in the Classroom

Participants who 'Sign In' to a FlashMeeting can create content on the FlashBoard. Everybody sees and has access to the contents of the whiteboard although 'Guests' can only view it. The controls are situated at the bottom of the whiteboard window.

FlashMeeting and FlashMeeting Presenter are excellent “tools” to promote collaboration between schools and groups of learners. Teachers and children can use the application to support a wide range of activities that include:

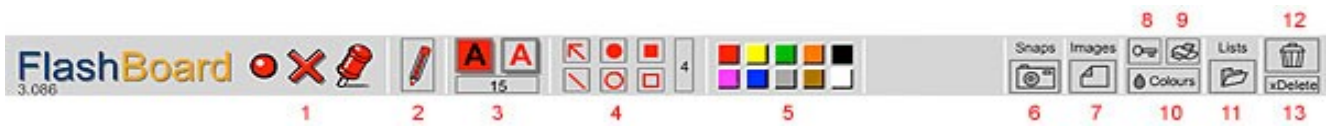
Peer Conferencing	Flashmeeting is an effective tool to promote 1-1 and small group discussion. Examples include using the application to develop children’s language speaking skills http://www.kented.org.uk/ngfl/flashmeeting/dover/index.htm and to foster “transition” links between primary and secondary schools.
“Ask an Expert”	An excellent opportunity for children to ask adults questions about their chosen subject http://www.kented.org.uk/ngfl/flashmeeting/dickens/index.htm . Children can later use the playback facility to review the conference and inform future learning.
Online Teaching	The Presenter Board enables teachers to display images and text on the screen for children to read and view. Children viewing the session can then use the “posting” and web text tools to ask and answer questions “online.”
Live Streaming	Use FlashMeeting to relay and record live events. Replaying earlier conferences enables children to then realise how materials and living things change in appearance over a period. Examples of live videoconferencing projects include: The SEGFL “Birdbox” Project http://www.segfl.org.uk/birdbox/ The Grid “ChickCam” Project http://www.thegrid.org.uk/learning/ict/ks1-2/research/goodpractice/casestudies/whitehill.shtml
Re-visiting the Past	Children can use FlashMeeting to interview historical figures about past events. Sessions might include an interview with a WW1 soldier http://www.nationalarchives.gov.uk/educationservice/ or a famous historical figure (e.g. Winston Churchill, Samuel Pepys or Florence Nightingale.)
Jobs and Occupations	Simple to set-up and use children can use FlashMeeting to interview and speak to members of the public about the work and roles they perform. Successful projects in the past have included interviews with Hospital, Highways Agency and Museums and Library staff.
Simulations and Events	Consider using FlashMeeting to create a problem for children to solve. Where in the town should the new “by-pass” or Community Centre be situated? Arrange for local professionals to record messages or participate in “online” discussions.

For more resources and information about using FlashMeeting contact:

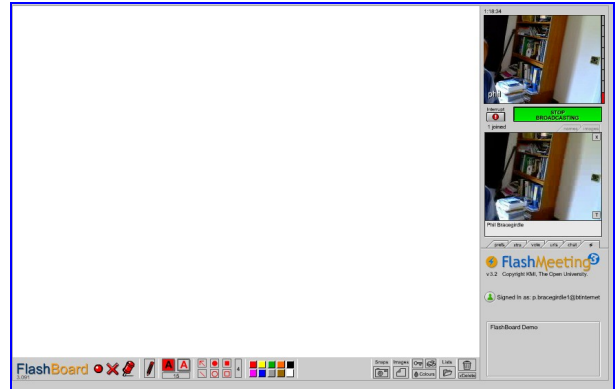
Philip Bracegirdle Advisory Service Kent “Hands on Support” ICT Consultant

E-mail: philip.bracegirdle@kent.gov.uk

FlashBoard Presenter Tools



The Presenter Tools are located at the bottom of the screen. The tools can be used during a “live” videoconference by both the “host” and any participants who have “signed in” using their FlashMeeting log-in. Participants who do not have a log-in can view the Presentation but can not use the tools to record any comments on the whiteboard.



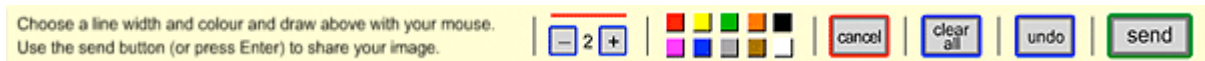
List of FlashMeeting Presenter Tools

1. Pins

There are three types of pins. These can be dragged and positioned anywhere on the Whiteboard to highlight a word or image.

2. Freehand Drawing

Select the freehand drawing window to draw lines with your mouse. Any drawings will not be seen by other participants until you press the Send button.



Users can change the colour or thickness of the line by clicking on one of the colour boxes or the + and – keys.

3. Text Boxes

To add texts drag either the coloured or clear Text box on to the screen. The size of the text can be changed by clicking on the + and - keys positioned above the box.

4. Shapes

Click on the chosen icon before dragging the mouse on to the whiteboard to add a line or shape.

5. Colour Pallet

Use the pallet box to change either the colour in a Text box or the colour of a shape.

6. Snaps

The “Snaps” option enables participants to capture and store jpeg images of the Whiteboard for viewing at a later date and sharing with others.

7. Images

Click the Image button to select and display on the Whiteboard a jpg stored on your computer. Images when loaded and displayed on the whiteboard will appear beneath any text or objects.

Note: Only one background image can be loaded at a time. Jpeg images should not exceed 800x600 pixels.

8. Local Lock

The “Local lock” option ensures that text; images and lines on the Whiteboard can not be accidentally moved or deleted.

Note: Selecting the “local lock” option does not prevent other participants from being able to move and delete objects you have created.

9. Print

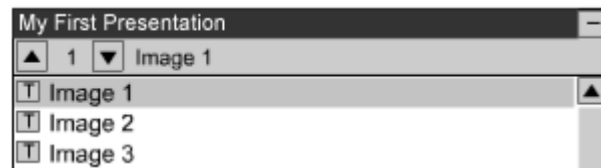
Select this option to print all information displayed on the Whiteboard.

10. Colours

This option enables users to create additional colours using the “floating” palette. All new colours are stored in the empty boxes next to the mixing pallet.

11. Lists

This option enables users during a conference to load and display slides from a Flashboard presentation they have created.



Note: The “T” next to each image enables the user to independently view the slide without showing it to other participants.

12. Delete

The delete option enables the user to delete a selected object.

13. Delete all objects

The **xdelete** option enables the user to instantly delete a group or all objects.

How to create a new FlashBoard Presentation

Presentations consist of **slides** that have been **uploaded** and **saved** in the users **FlashMeeting "Work Area."**

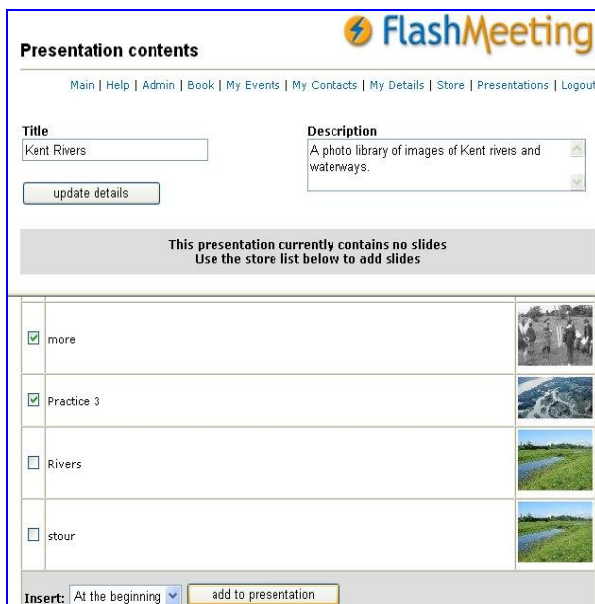
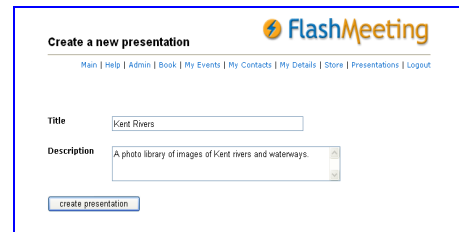
Click on **Store** to display the **FlashBoard Store** page.

- Now select the **Presentations** folder displayed at the **top of the screen**.

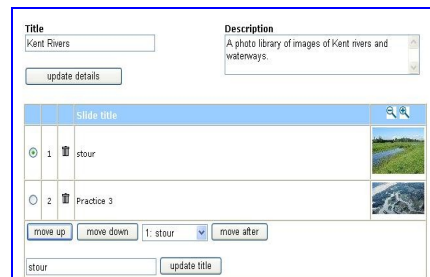


- The **Presentation library folder** will now be displayed
- To **add a new Presentation** to the library select **create new presentation**

- Proceed to add details to the boxes **Title** and **Description**
- Now click on **Create Presentation**




- The **Contents** window will be displayed
- To **add an image/s** to the new **Presentation** highlight the chosen image and **click on add to Presentation**
- The **selected images** will now appear at the **top of the screen** in the **Presentation**



- To add **further images** to the **Presentation** repeat the process by selecting other images from the Image Library

Editing a Presentation

- To **edit** a previously created **Presentation** open the **Presentations folder**
- Select the **Presentation** to be **edited** by clicking on the **Edit icon** 



- The **Contents page** will now be displayed on the screen

Changing the position of a slide in a Presentation

- To change the position of any slide simply **highlight the slide** to be moved and click on **Move Up** or **Move Down** box to reposition the slide



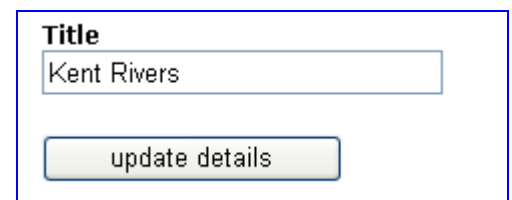
To delete an image from a Presentation

- Click on the **waste bin next** to the chosen image 

- The selected image will be immediately removed from that Presentation (*note: clicking on the waste bin next to the image while removing that image from the Presentation will not remove the slide from the Image Library.*)

How to save an edited Presentation?

- To save an edited Presentation click on **update details**



Adding images to a Flashboard Presentation

Before **adding images** to a **Flashboard Presentation** the user must first **upload** and add the images to their **Image Library**.

To add images to your image library **“log-in”** and select **store**

Booking Form



Main | Help | Admin | Book | My Events | My Contacts | My Details | **Store** | Logout

- The **FlashBoard Store** page will now be displayed on the screen
- **Click on add new item** to add a new image to the library
- The page below will now be displayed on the screen

You currently have 20MB of free space available

File	Created/modified	File size		
flour	23-Jul-07 20:55	42KB		
flour2	24-Jul-07 14:03	69KB		
more	24-Jul-07 14:04	24KB		
Practise 3	23-Jul-07 20:48	57KB		
Rivers	10-Aug-07 12:40	59KB		
stour	24-Jul-07 14:48	59KB		

FlashMeeting

FlashBoard Store

Main | Help | Admin | Book | My Events | My Contacts | My Details | Store | Presentations | Logout

Add a new image file

Title for this item

Description

Image file (must be a JPEG image)

- Proceed to **select and upload an image** from your PC, laptop or flash pen
- **Name the selected image** and provide a **brief description**
- Click on **add an image to upload** and add the image to your **image library**

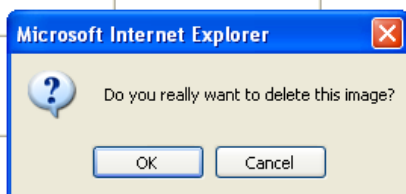
- The **new image** will now appear in the image library

Little Stour	10-Aug-07 13:18	59KB	
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- To **add additional images** to the library repeat the process. Users can store up to 20 megabytes in their Image library.

How to edit or delete an uploaded image

- To **edit the title or change the description** click on the **pen icon** next to the image
- Proceed to **Edit the entry** and click on **update** to save all changes
- To **delete an image** click on the **waste bin icon** adjacent to the selected image



- The following box will appear on the screen
- Select OK to **confirm** your selection and to **remove** the image from the **Image library**