

Online Student Interaction Tools

1. Using Jitsi

- a. [Start a meeting \(Computer Browser\)](#)
- b. [Join a meeting \(Computer Browser\)](#)
- c. [Start / Join Meeting \(Mobile Apps\)](#)

2. Using Skype for Student interaction in Distance Learning

Contact for Help:

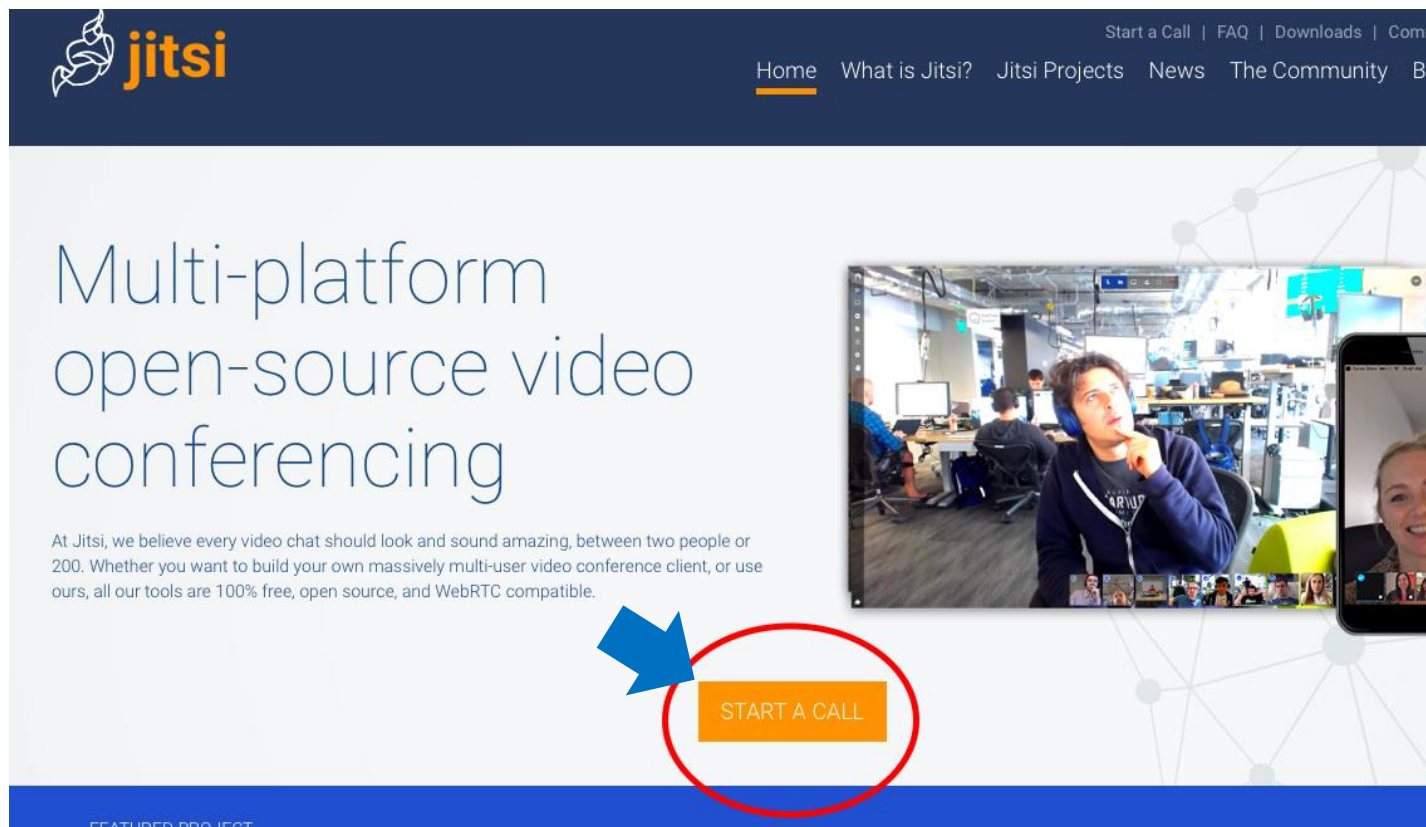
022-25764820, 9324470007, 9833237744, 8369758185, 8169298598,
9833490281, 9869510207

Using Jitsi

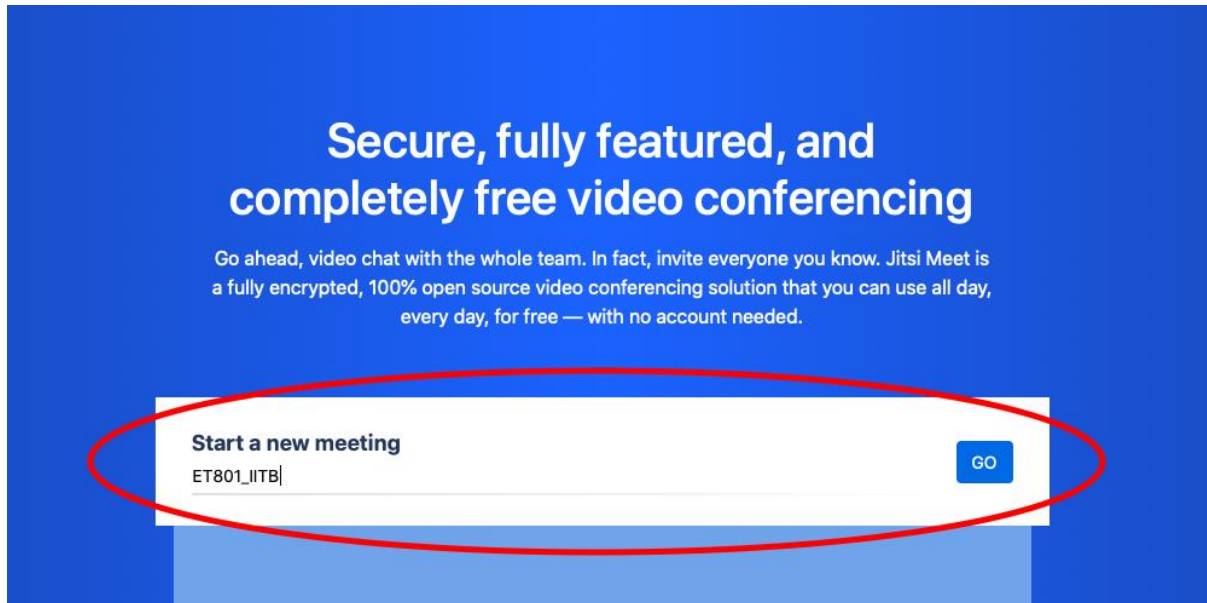
Jitsi is an open source platform and does not require account creation. Offers browser, desktop, and mobile based apps. This is a very simple to used and a minimalist application.

Start a Meeting (Computer Browser)

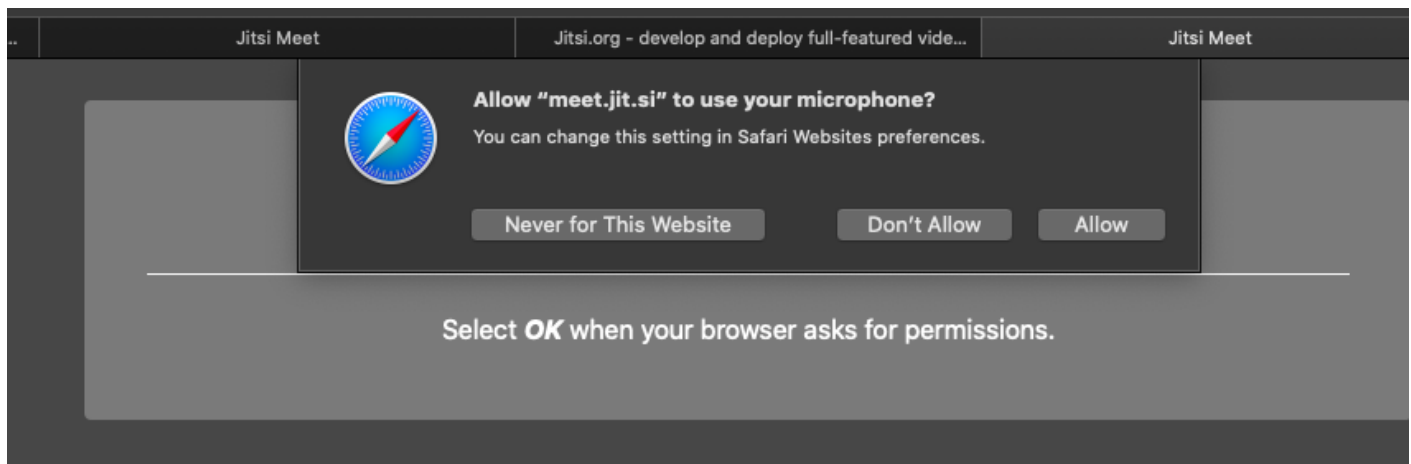
1. Visit <https://www.jitsi.org>, It works with any browsers but has been tested on Chrome and safari
2. Use the yellow “Start a call” button to start a call.



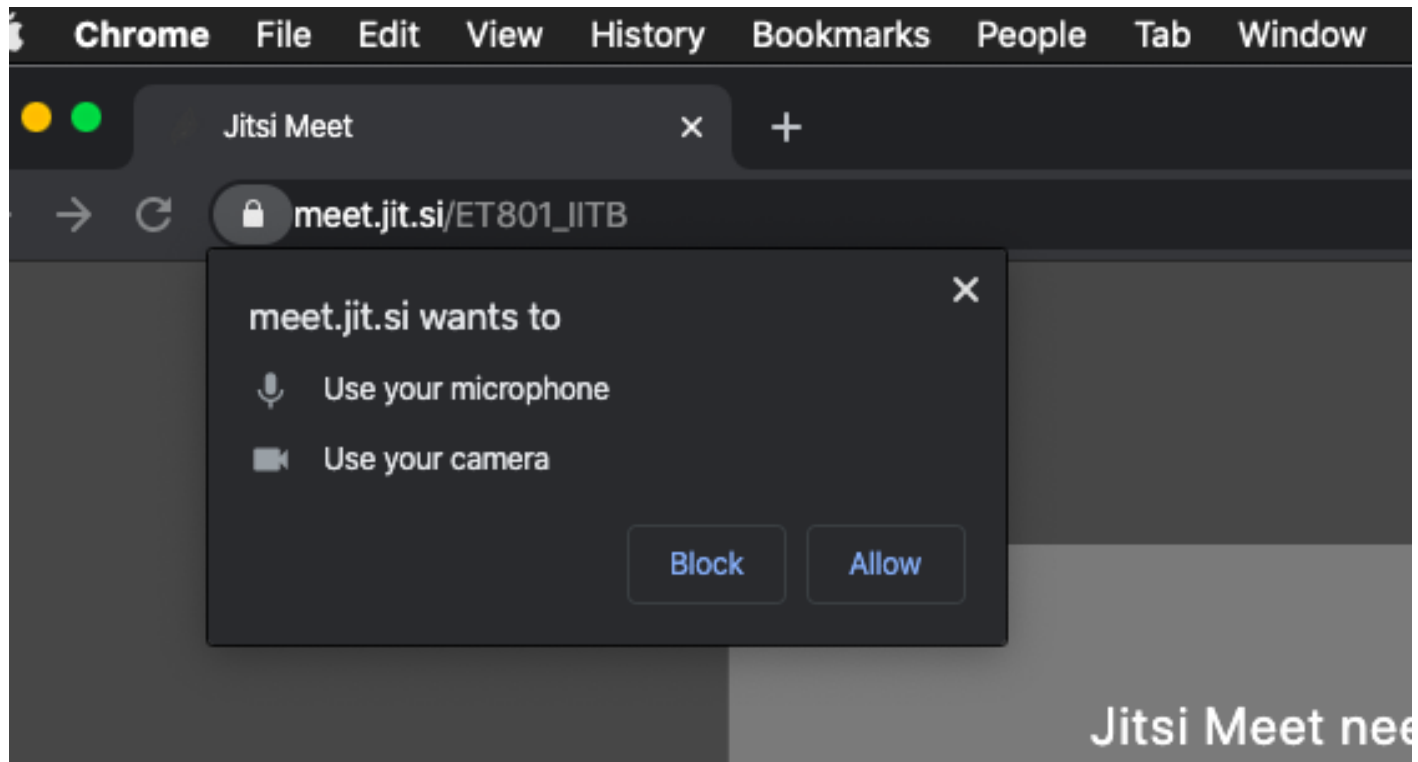
3. Enter a name for your meeting example, it could be your subject code, “ET801_IITB” or meeting Purpose, “ET Friday meeting”.
4. Try using simple and short names.
5. After you have entered a name for your meeting click on “GO”



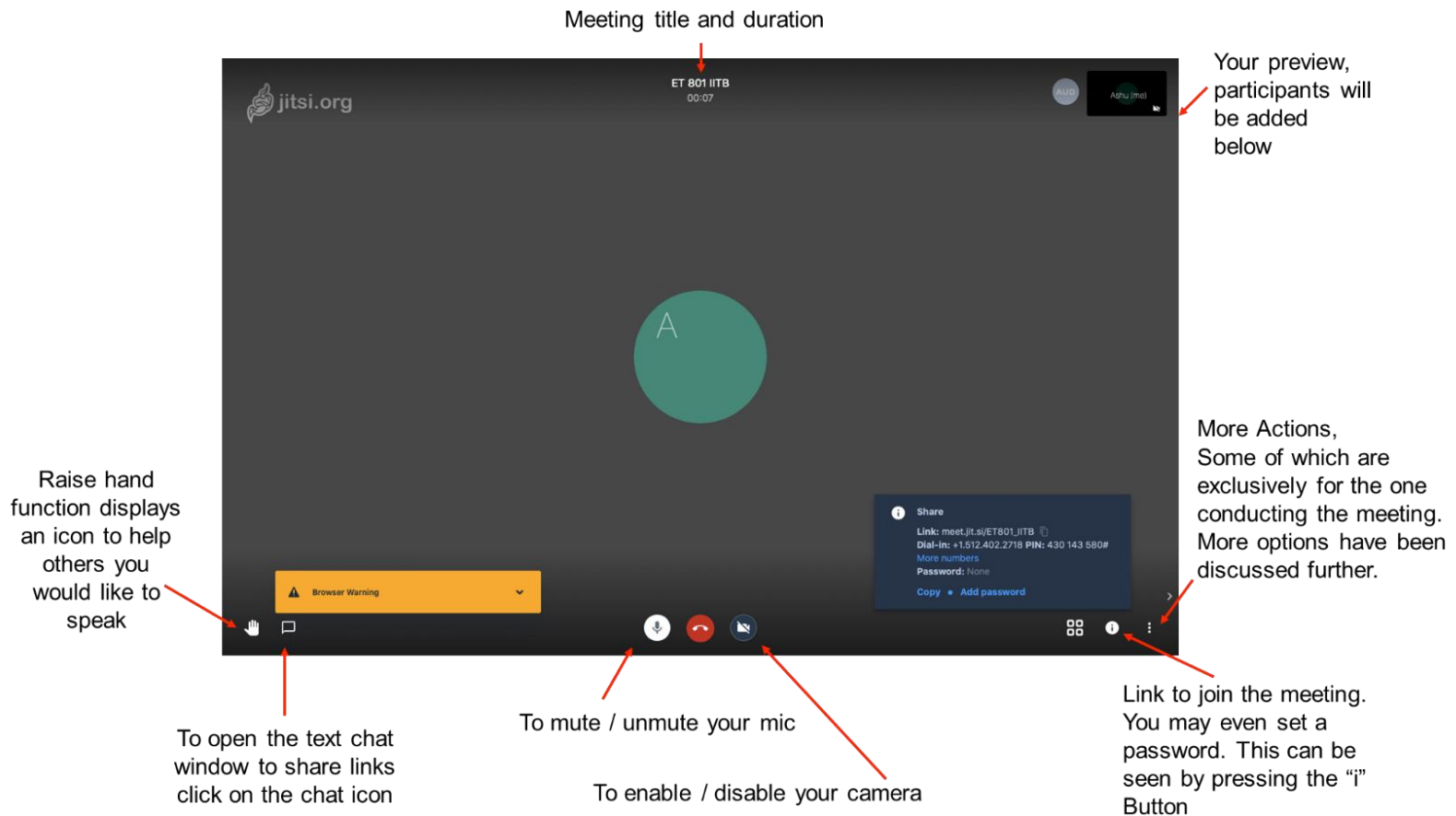
6. As soon as you click on go you will be asked for a permission to use your mic and webcam for the meeting. To allow click on “allow”.



7. We have shown the prompt for safari and google chrome. Note Different browsers will have different prompts.



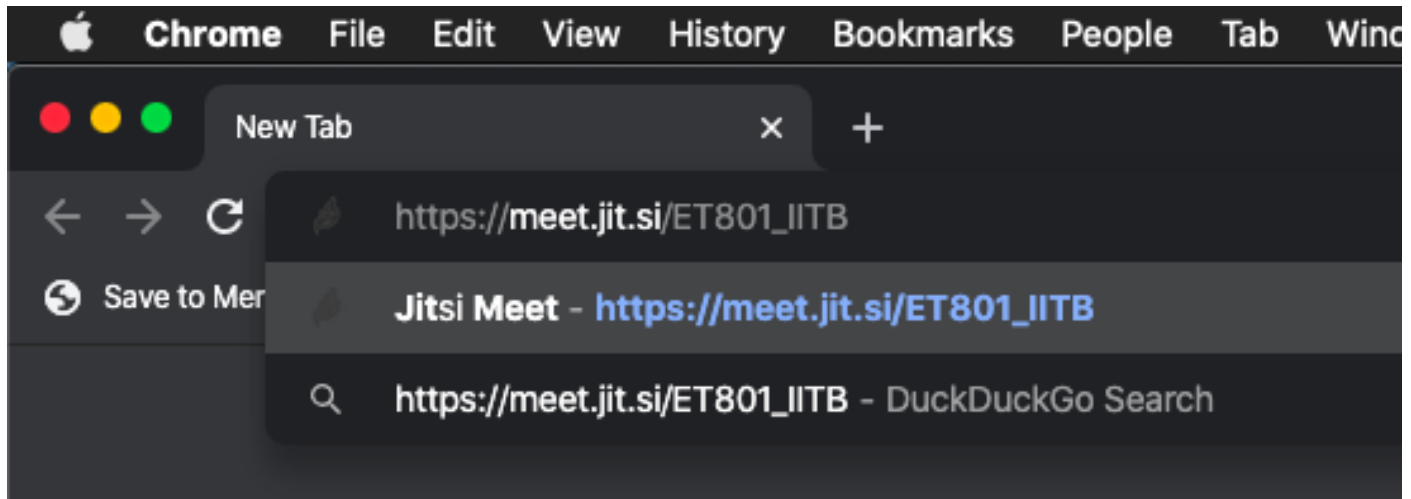
8. Your meeting is setup. You can see the meeting screen as seen here. To invite others just share the browser link. You can get the link from the “i” button on the bottom left corner. On the screen you have the following options, if the options are not visible just move your cursor a bit.



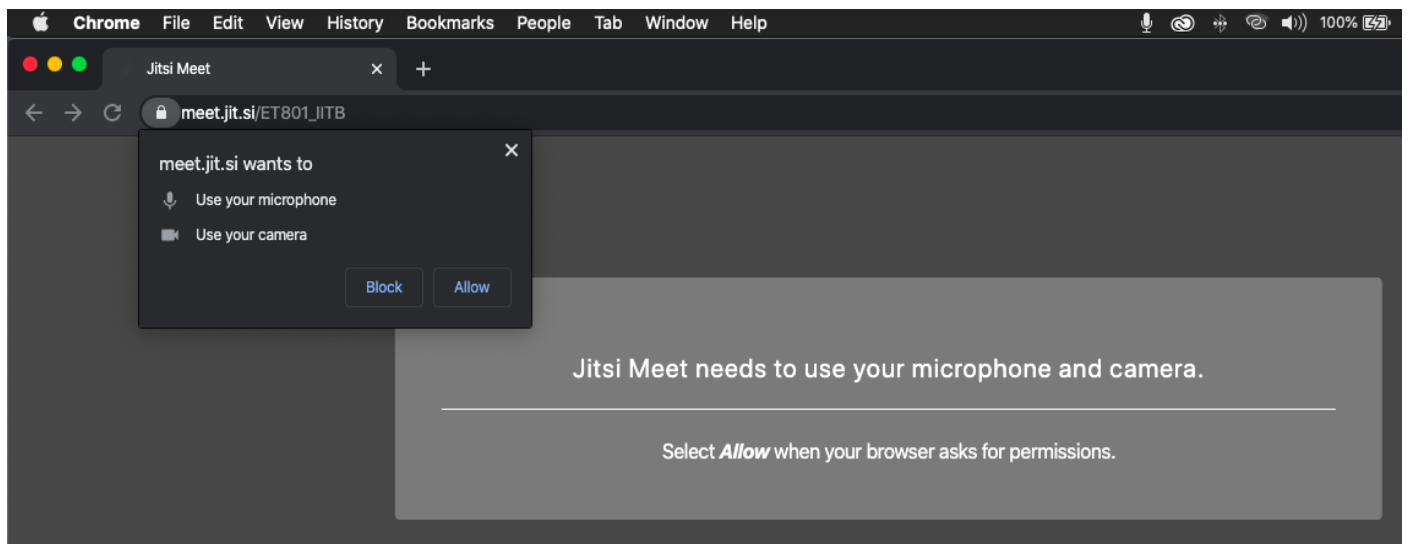
Note: Joining via phone is possible but no number for India are available. So calls will be international

Join a Meeting (Computer Browser)

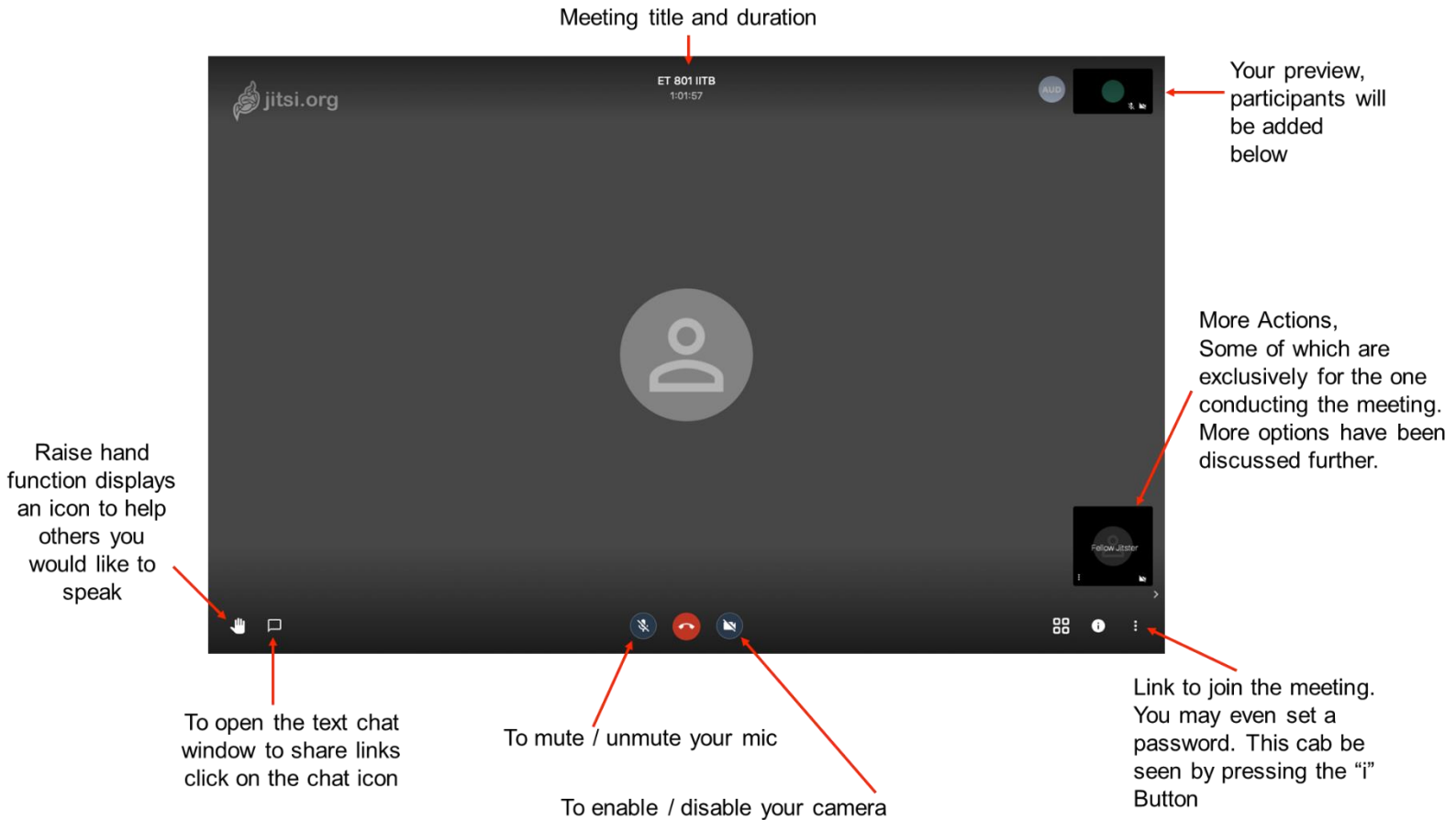
1. Visit the meeting link shared with you e.g.
[https://meet.jit.si/"your meeting name"](https://meet.jit.si/your_meeting_name)



2. You will be asked for a permission to use your mic and webcam for the meeting. To allow click on “Allow”



3. You have joined the meeting. You can see the meeting screen as seen here. To invite others just share the browser link. You can get the link from the “i” button on the bottom left corner. On the screen you have the following options, if the options are not visible just move your cursor a bit.



Start / Join Meeting (Using Mobile App)

Download the app from the respective stores.

For iPhone and iPad (App Store)

<https://apps.apple.com/us/app/jitsi-meet/id1165103905>

For Android (Play Store)

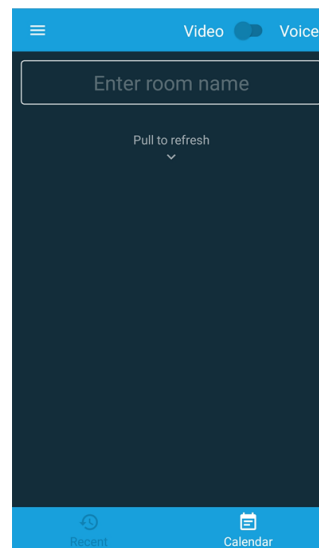
<https://play.google.com/store/apps/details?id=org.jitsi.meet>

Alternate Link from Jitsi website.

<https://jitsi.org/downloads/>

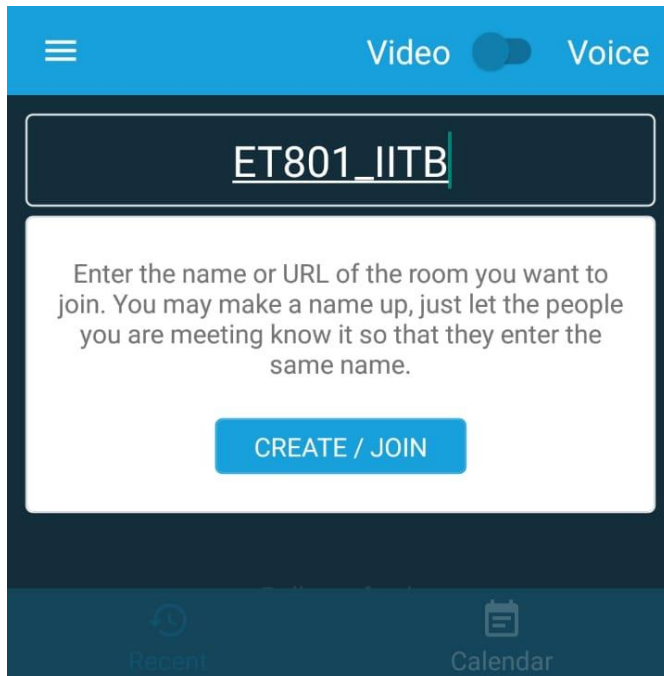
Common for both iOS and Android

For the first time the home page will have an option for entering a screen name. As you keep using the recent meeting name will also appear on the screen.

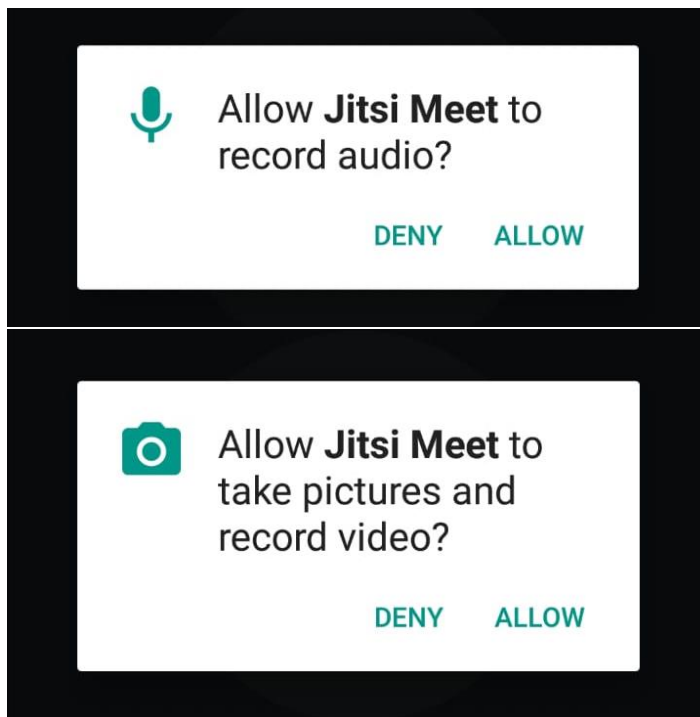


To start the meeting in video mode, keep the button on video or to start with just Audio move the button to Voice

1. If you are creating a new meeting enter a name of your choice If you are Joining a meeting, then enter the name of the meeting or just past the link for the meeting.



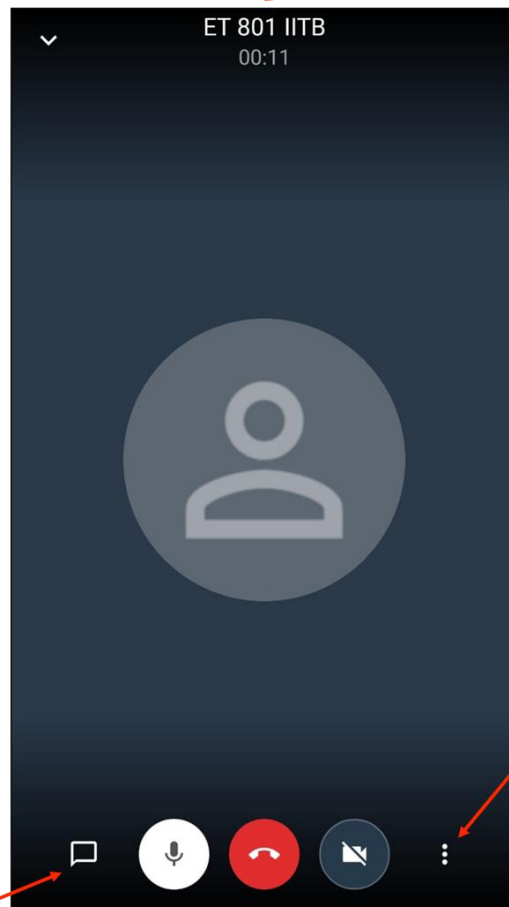
2. The App will ask for permission for Audio and Video, please click on Allow.



3. You have joined / created the meeting. You can see the meeting screen as seen here. To invite others just share the meeting name.

On the screen you have the following options.

Meeting name and duration
To mute / unmute your mic
To enable / disable your camera



Change camera (Front / back)
More options contains
•“Meeting Info” which has link to the meeting and can be shared via email messages etc
•Raise your hand and many more options that you may explore.

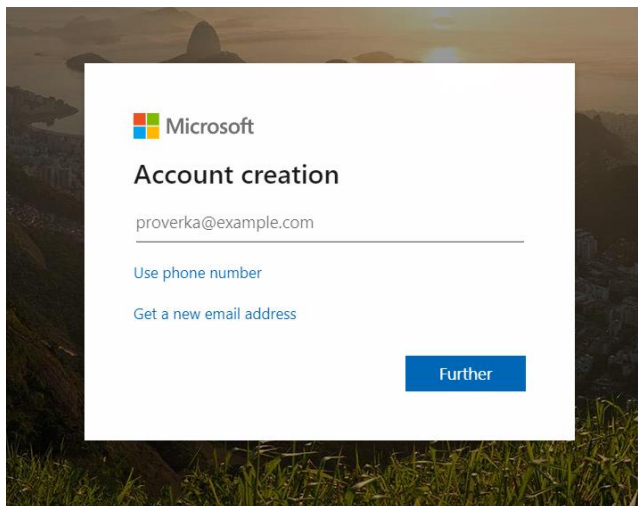
To open the text chat window to share links click on the chat icon

Using Skype for Student interaction in Distance Learning

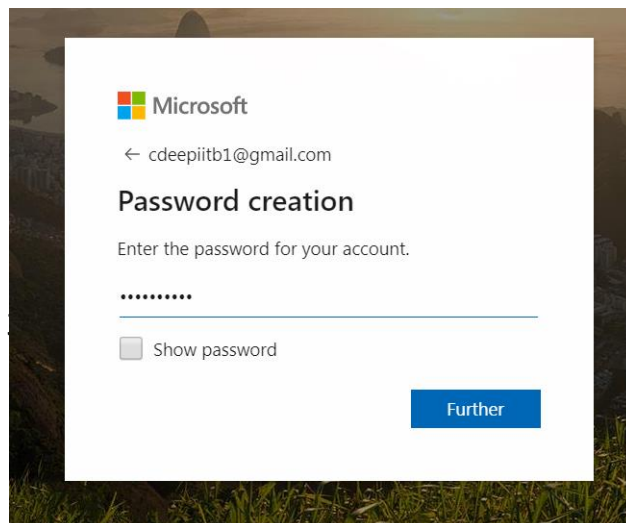
Installing Skype

Skype is a Microsoft product used for video conferencing and allows simultaneous video interaction with at most 25 people at a time. Provided the bandwidth is good the video and audio quality in Skype is optimal to serve the purpose of interaction with students.

1. To use skype first you need to have a Microsoft or Outlook Account. Go to <https://signup.live.com/> to create one. You can use your Email ID to create one.



2. Create a secure password for your account and never share your password with anyone.



and date of birth to complete the

Microsoft
← cdeepiitb1@gmail.com

What is your name?

To complete the setup of your account, you need some more information.

IIT Bombay

CDEEP

Further

Microsoft
← cdeepiitb1@gmail.com

What is your date of birth?

To complete the setup of your account, you need some more information.

Country or region
India

Date of Birth
Day Month Year

Further

4. You will be asked to verify your Email ID so an OTP will be sent to your Email ID. You will need to verify that email ID and agree terms and conditions.
5. You're now ready to use Microsoft services.

Microsoft | Account Your info Privacy Security Payment & billing Services & subscriptions Devices Family Search Cart CDEEP

CDEEP IIT Bombay
cdeepiitb1@gmail.com
More actions

Set up a way to pay
Payment & billing
Set up

Manage your devices
Devices
Add a device

Subscriptions

Try Office 365 for free!
Be more productive - try Office 365 including Powerpoint, Word, Excel, OneNote, and more.
[Start your free trial >](#)

Family

One happy connected family
Share stuff, stay organized, and keep kids safer online.
[Add a member >](#)

Devices

Get support for your device
Update your software, schedule repairs, and more.
[Connect a device >](#)

Discover

Discover Microsoft Services
Access the full lineup of free Microsoft products and services with your Microsoft Account.
[Learn more >](#)

6. Now you will need to install Skype. Reach to this website to download and install Skype, <https://www.skype.com/ru/get-skype/>.

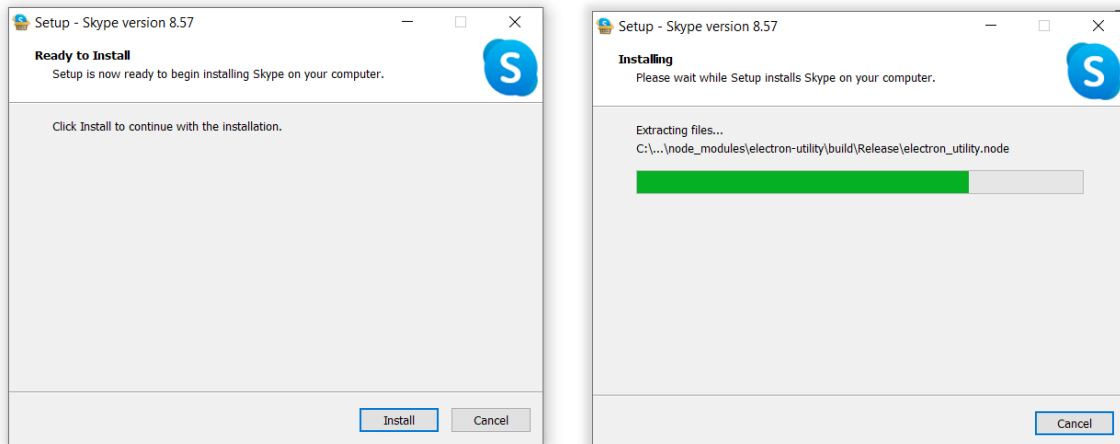
Skype for computer

Available for Windows, Mac OS X and Linux.

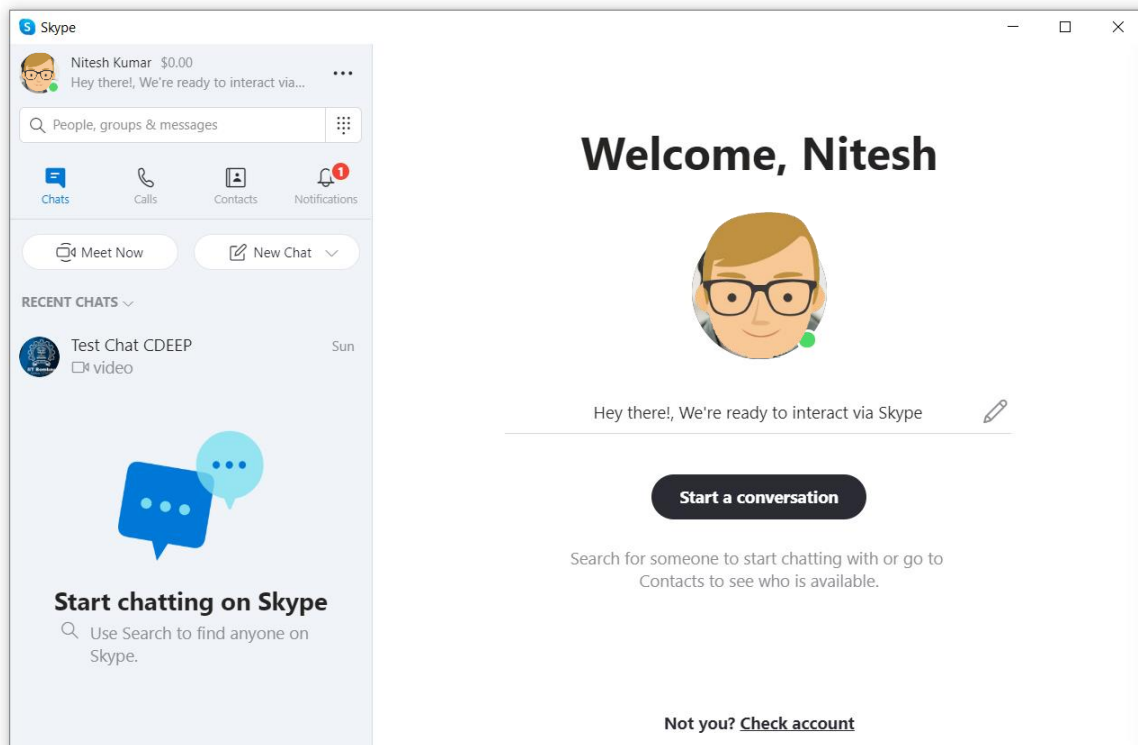
By downloading Skype, you accept the [Terms of Service](#) and the [Privacy and Cookie Statement](#).

Download Skype for Windows

file to install Skype to your computer.

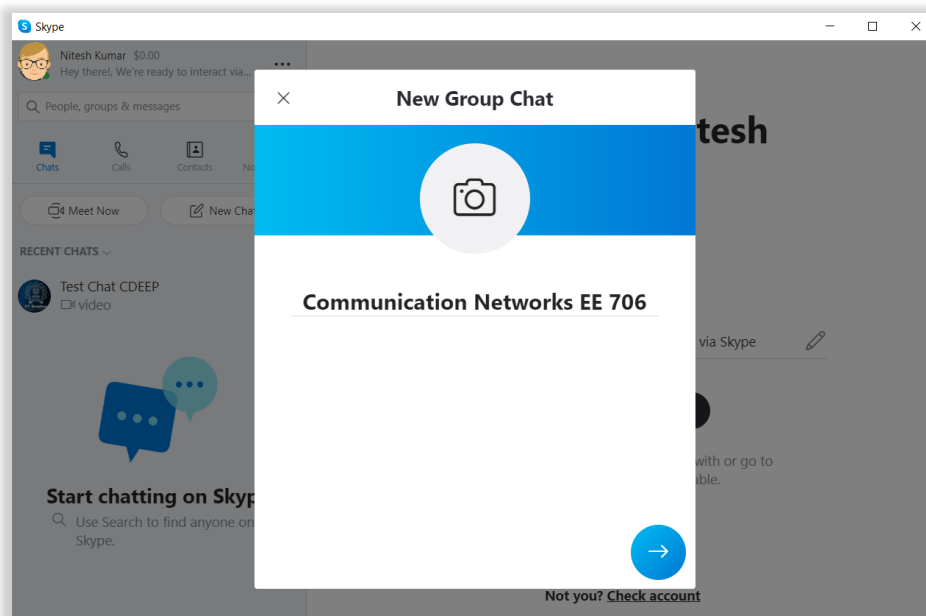


8. Once installed you will have such window and ready to go with Skype Communications.

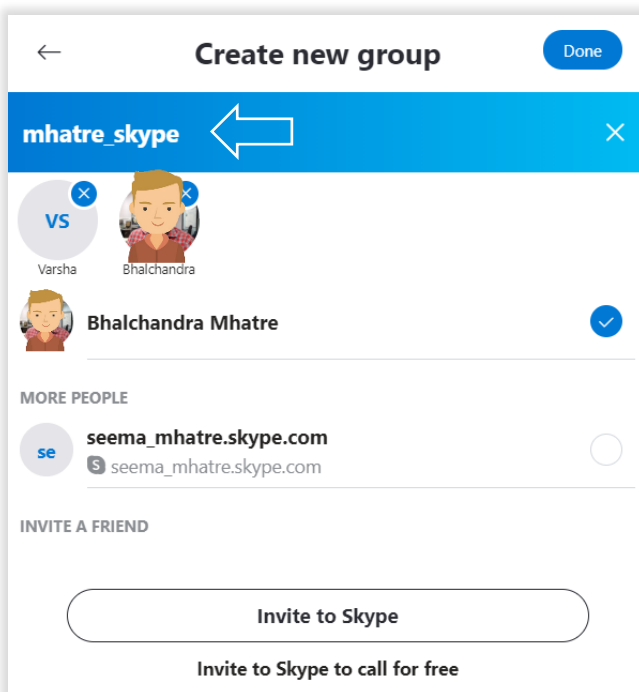


Using Skype

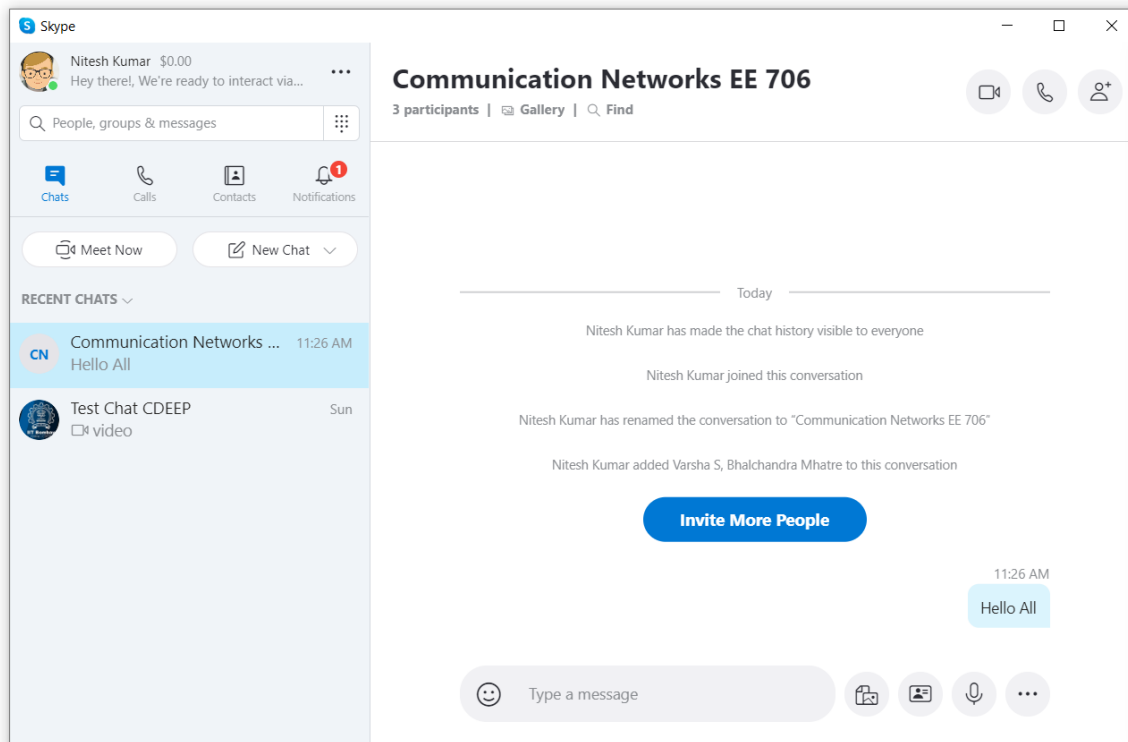
1. Once installed you will need to create a new Group Chat, give it a name suitable to your course. Then click on next.



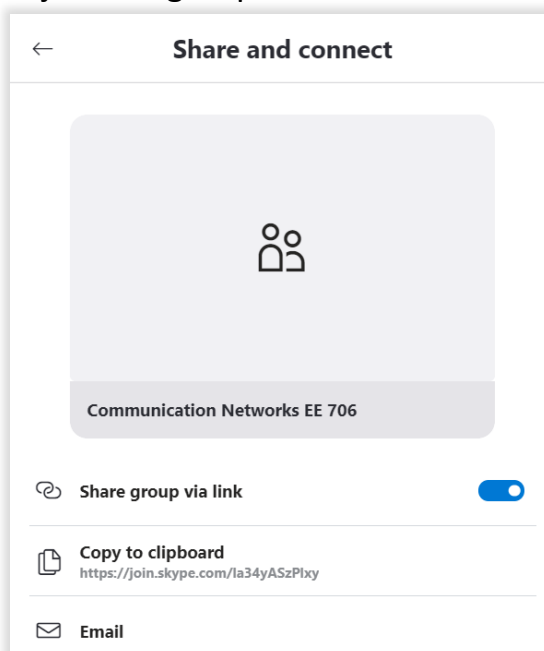
2. As a first start you can add some participants, students or TAs to your Group by typing their Skype ID like one given below pointed by arrow.



- Once done you're ready with your group chat, and it looks like this. You can start sending your first message, click on Camera to start a video conference. Click on add participants to add more number of participants to your Skype group.



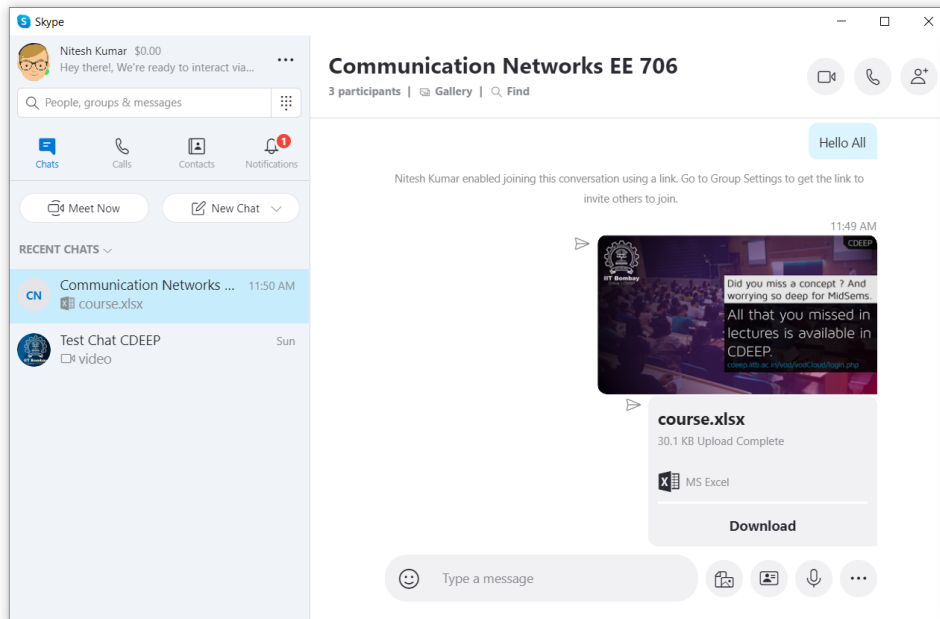
- You can make your participants add to your group chat just by sharing a group link. Click on the group name, scroll down and enable "Share group via link". Then scroll up you will find a group link. You can share this group link via Moodle, Email, WhatsApp or Skype itself to make other participants join the group. Free version of skype allows up to 25 participants.



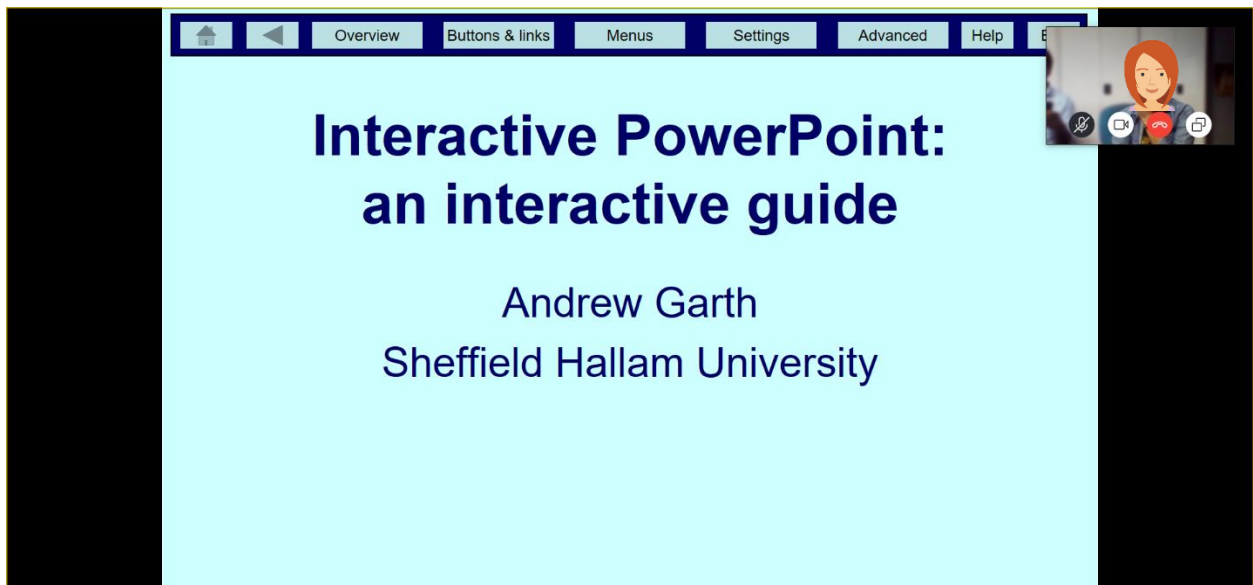
You can share this group ID to make people join the group chat.

Facilities on Skype

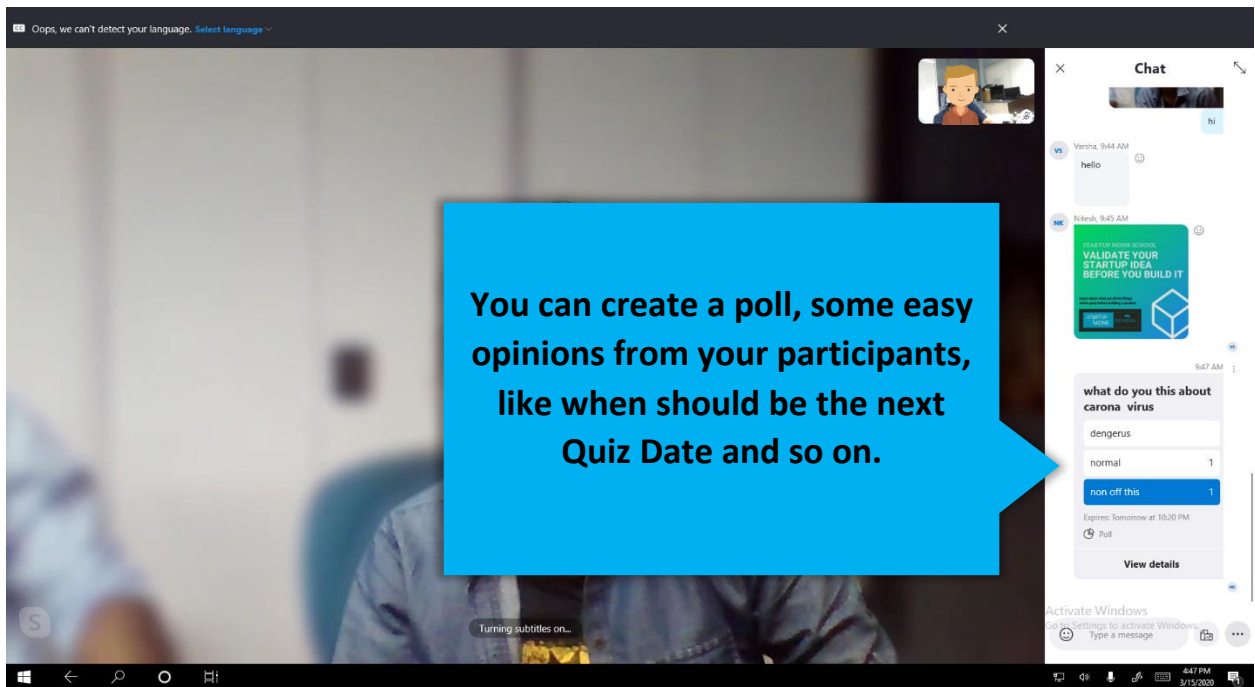
1. **Sharing Files** like Pictures and files like Excel Sheet, PDF, PPTX, DOCX etc. is possible in Skype. Just click on Add file and share the one.



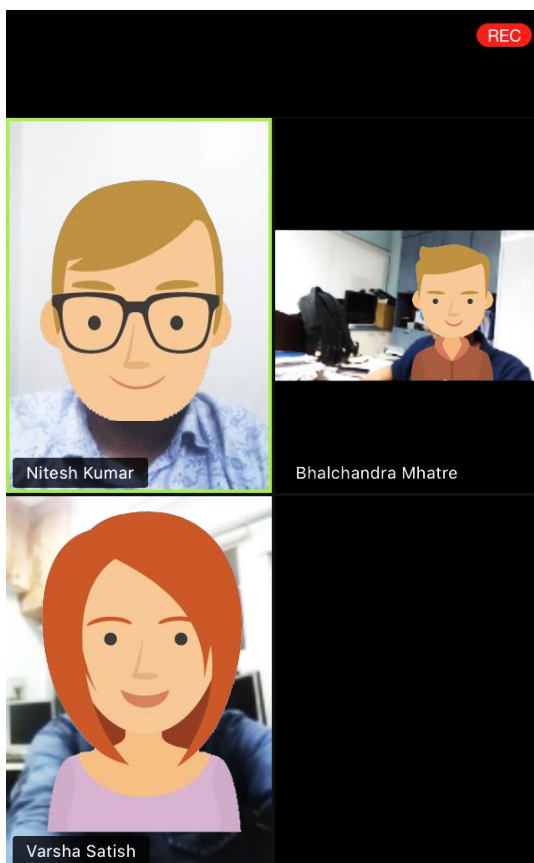
2. **Sharing your own screen** having the course slides is possible live. Just click on share the screen.



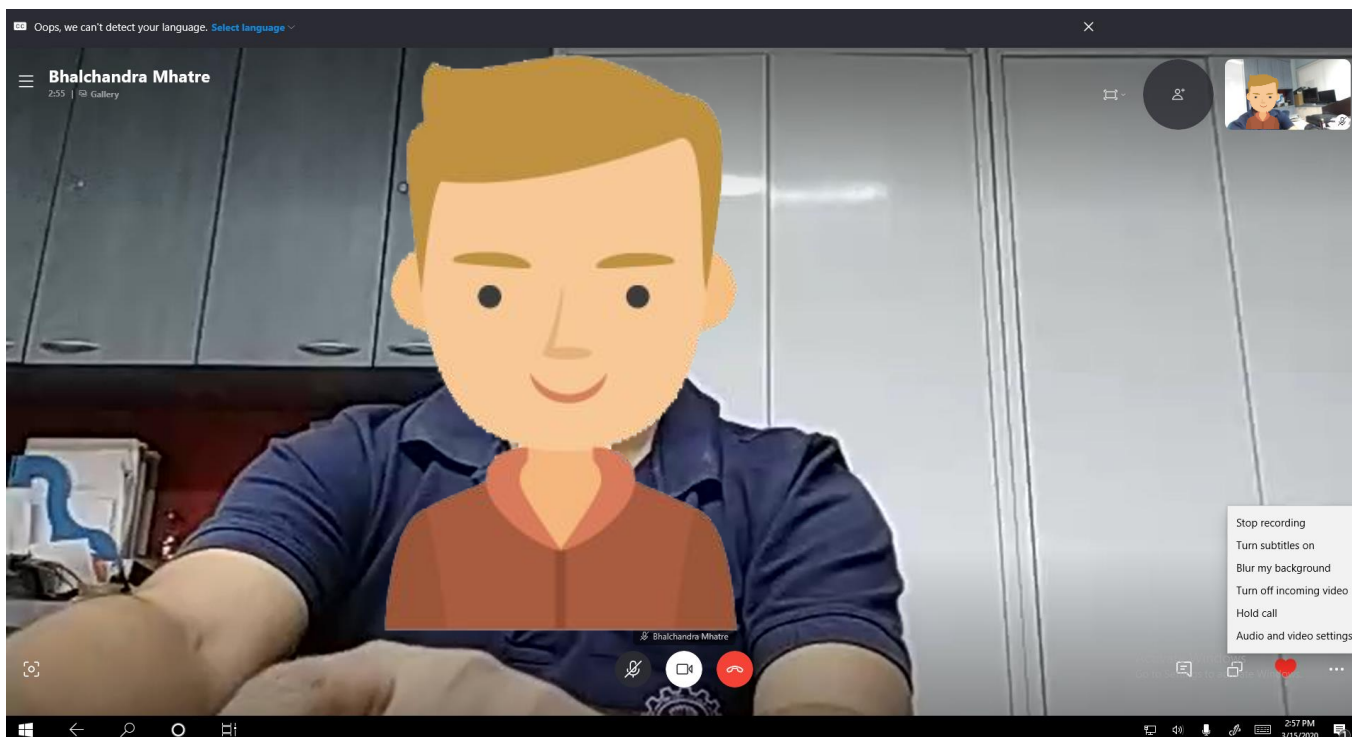
3. Creating Polls



4. Video Chatting with multiple participants, up to 25 at same time.



5. Recording the video sessions for later sharing.



6. Multiplatform and Multi Device support, skype can be used on your phone, tablet computer, laptop and even desktop while on the go or at your office. You just need to have an account, install skype and its ready. Thus offering ease of accessibility as well.

For additional help contact CDEEP, IIT Bombay

Help on Video Recording: https://www.cdeep.iitb.ac.in/vdo_help.pdf

Help on Uploading Video to YouTube: https://www.cdeep.iitb.ac.in/upload_vdo.pdf

Help on Online Interaction: https://www.cdeep.iitb.ac.in/Online_student_interaction.pdf

Help on Google Hangouts: <https://cc.iitb.ac.in/page/online meetings>

Contact for Help:

022-25764820, 9324470007, 9833237744, 8369758185, 8169298598,
9833490281, 9869510207

Email - cdeepiitb1@gmail.com

CDEEP, Indian Institute of Technology, Bombay



Video Conferencing Services

Google

Video Conferencing Service

The following services allow you to conference and chat online with audio, video and even screen sharing. These are commercial services hence have some limitations on creation of meeting, number of user who can join a meeting.

Google meet -

Allows 250 participants for video conference, requires login to create a meeting . It can be broadcasted to around 1,00,000 viewers.

To create a meeting in google meet one requires an email account running on G-Suit.

(If the email service for your organisation powered by gmail then you are a G-Suit member)

Google Hangout -

Allows 25 participants for video conference and 150 for text, requires a gmail account.

Google Meet

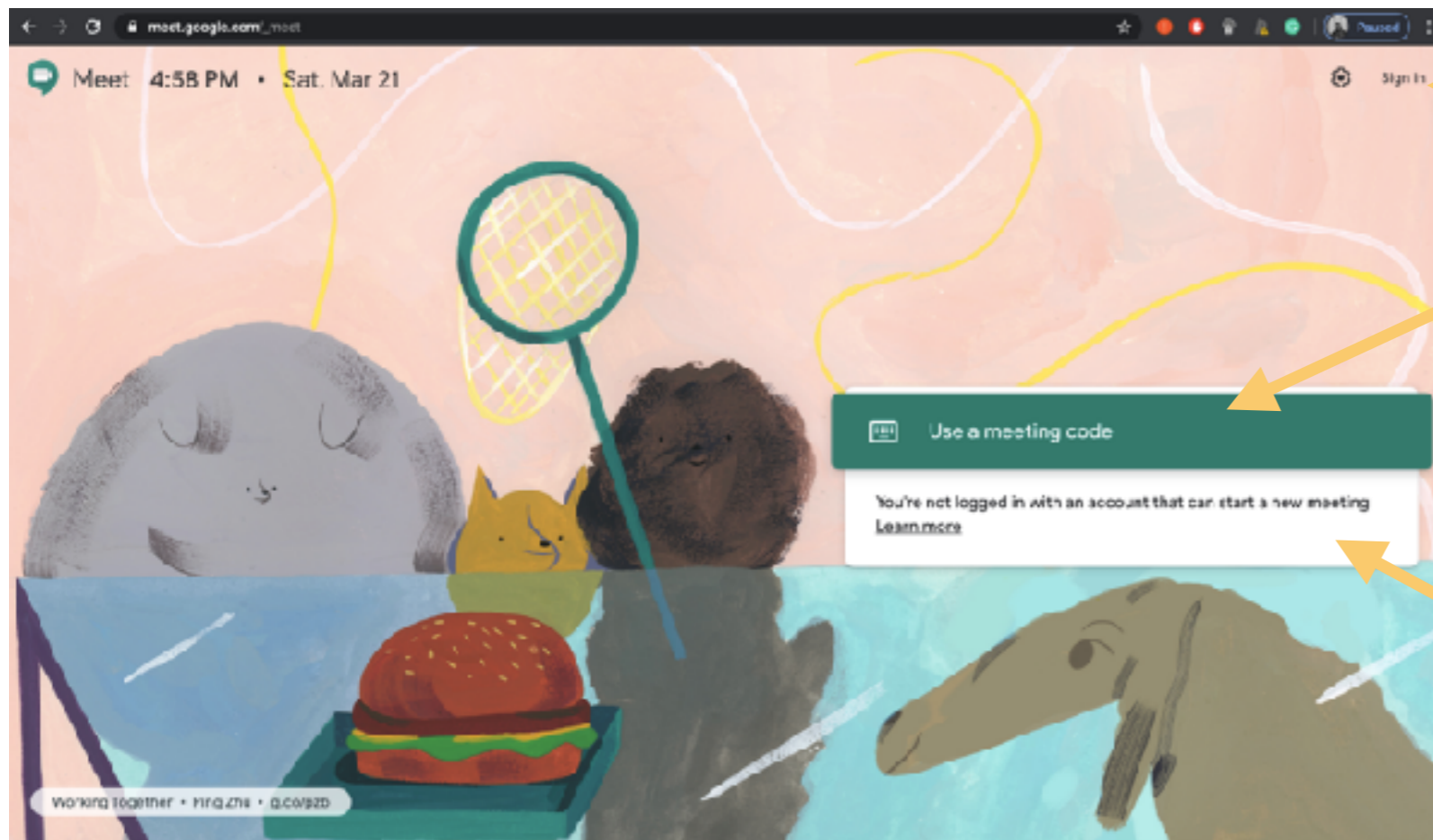
Starting / Joining a Meeting (Computer Browser)

Browse to meet.google.com

NOTE: To create a meeting in meet.google.com one needs to have an G Suit account. If the email service of any of the organisations you are a part of run on a gmail like platform then they are most likely using G Suit.

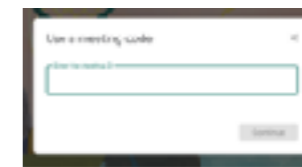
e.g. if you are an IEEE member you are eligible for creating a @ieee.org email id which is powered by G-Suit. We will be using an [ieee.org](https://www.ieee.org) id as an example

Any one can join a meeting.



You will have to sign-in to a GSuit based email it. Click on sign in to login

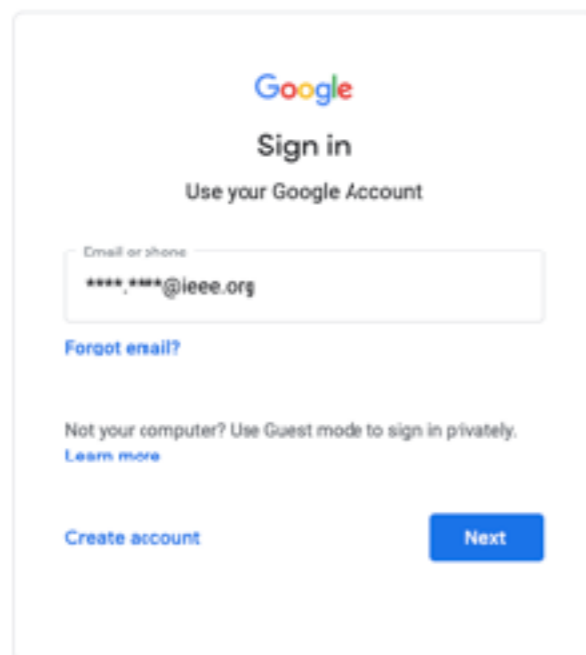
To Join a meeting click on the green bar and a popup will show up to enter the meeting ID



If you are not logged in to a G-Suit based account or logged in with a google account you will only be able to join a meeting using the meeting code.

Once you click on Sign In you will be redirected to the Google page where you have to enter your G_Suit ID,

In this example we are using an ieee.org id

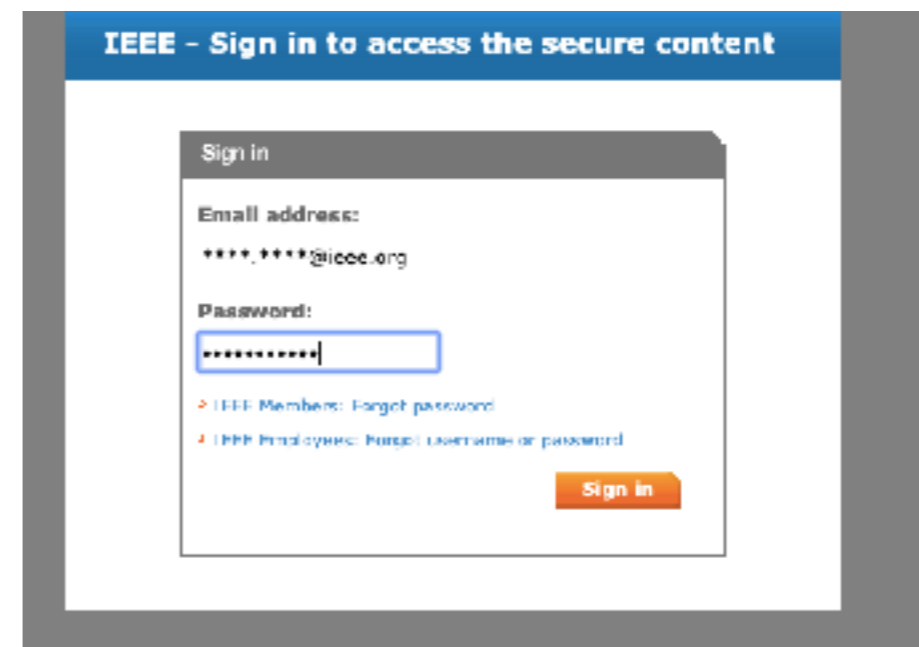


The image shows the Google Sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the text "****.****@ieee.org". To the left of the input field is a link "Forgot email?". Below the input field is a link "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".



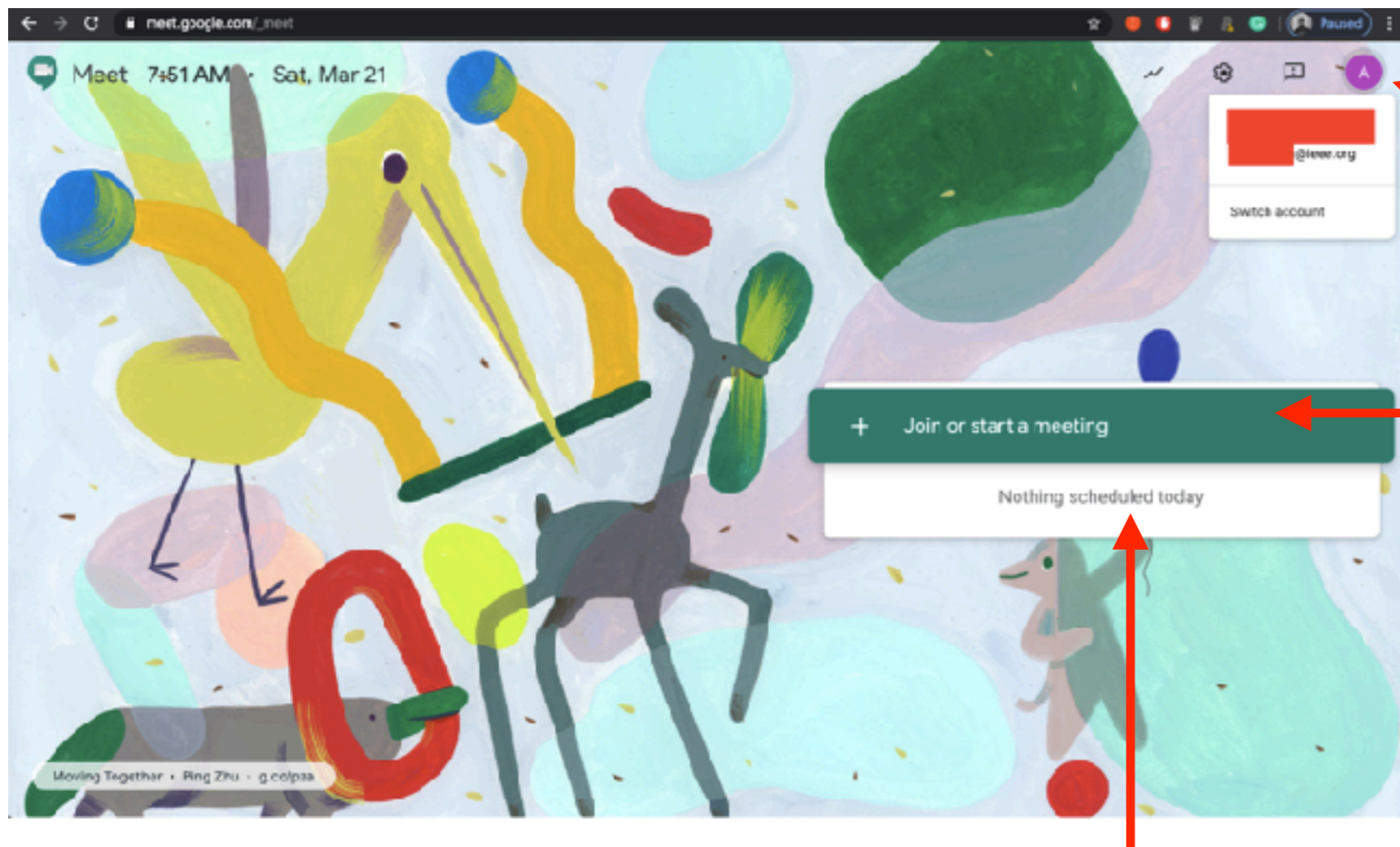
When you click next, you will be redirected to the login page of your organisation.

In this example we are sent to the ieee.org page



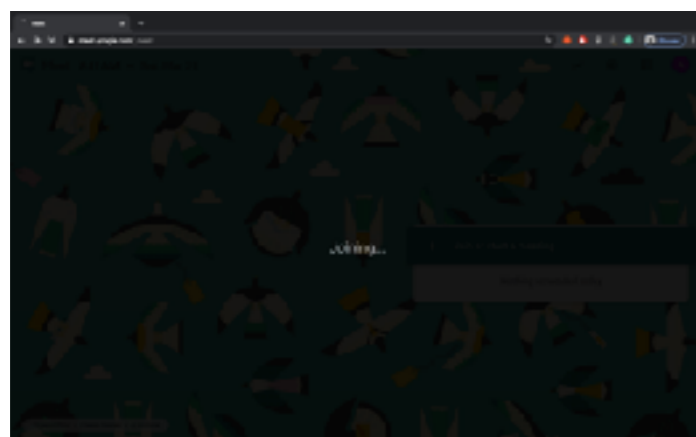
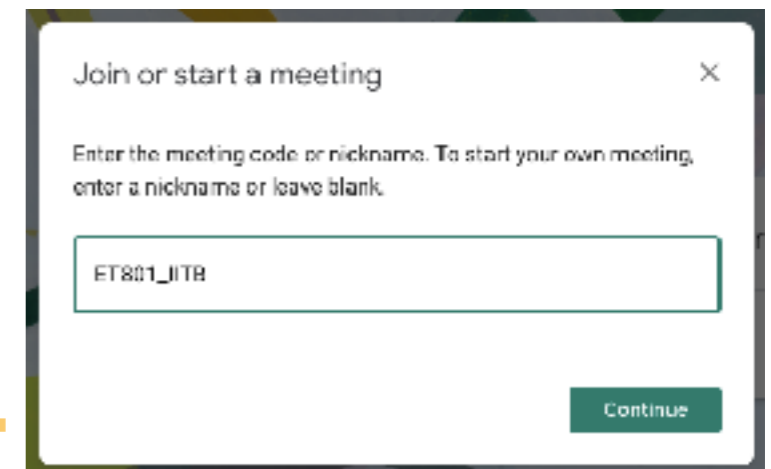
The image shows the IEEE Sign-in page. At the top is a blue header with the text "IEEE - Sign in to access the secure content". Below this is a white box with a grey header labeled "Sign in". Inside the box, there is a text input field labeled "Email address:" containing the text "****.****@ieee.org". Below this is a text input field labeled "Password:" containing a series of asterisks. To the left of the password field are two links: "IEEE Members: Forget password" and "IEEE Employees: Forget username or password". At the bottom right of the box is an orange button labeled "Sign in".

Now that you are logged in to with a GSuit Account you will see the option “Join or Start a meeting”

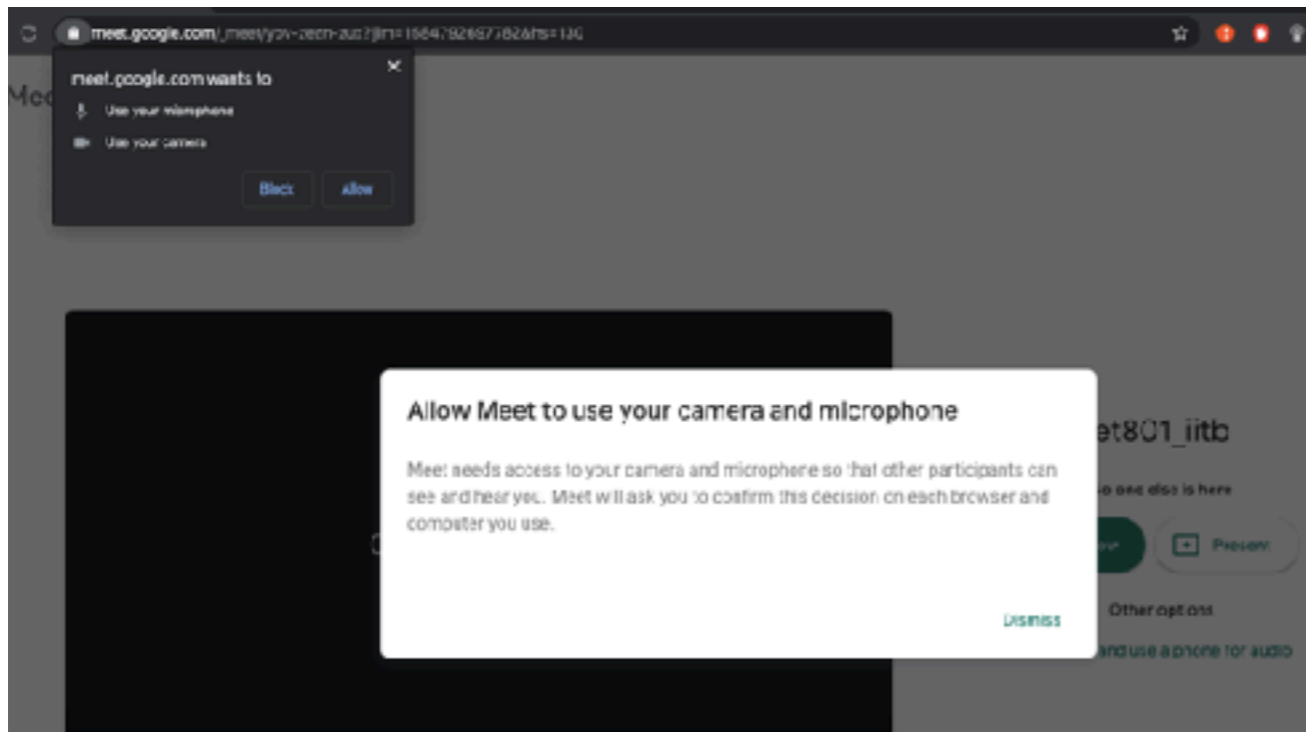


To start / Join a conference. Click on the green bar.

If you have a calendar associated with this account, all your meet meeting will show here.



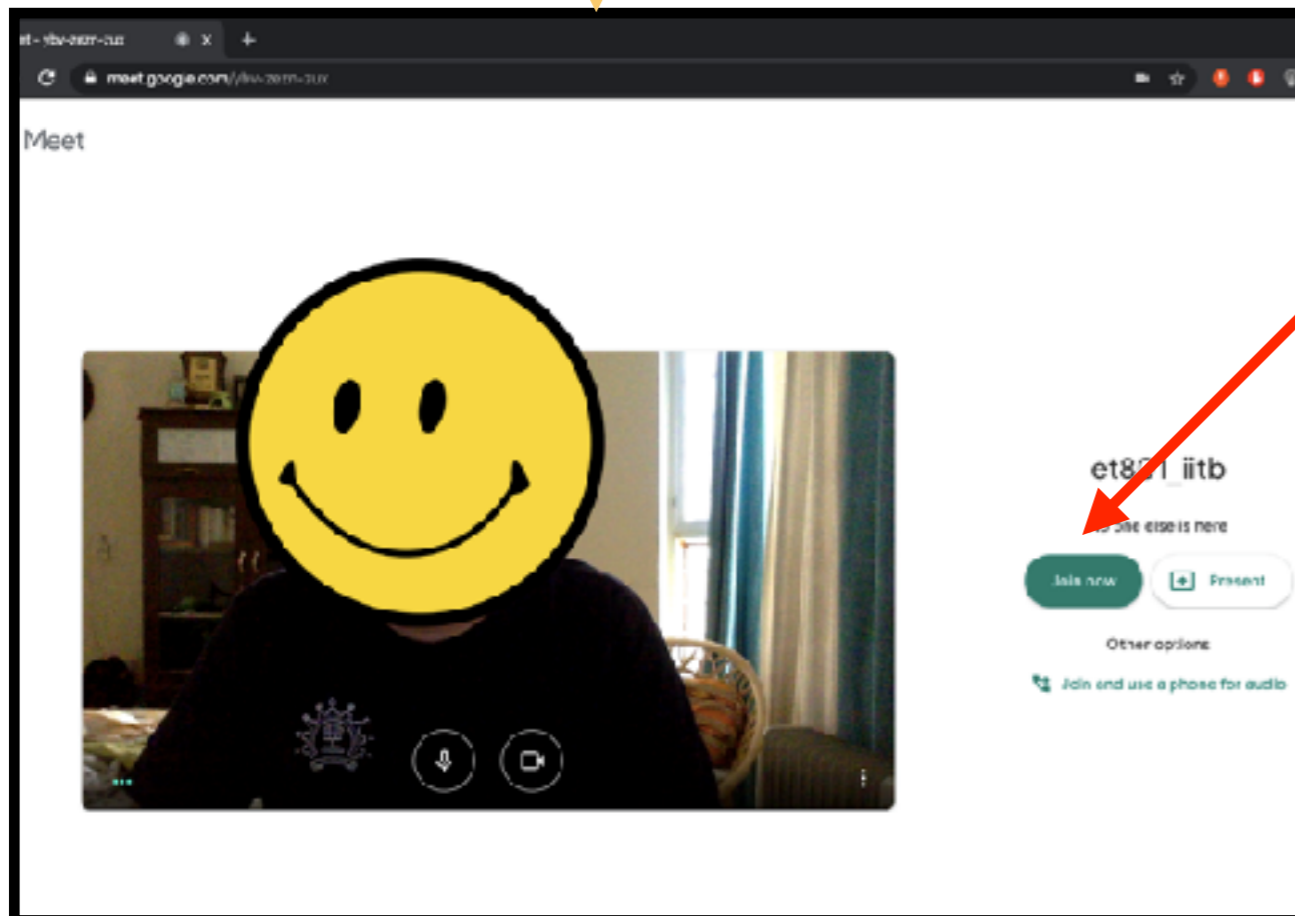
Once you click on the green bar a pop up window will open. To create a meeting enter a name for your meeting. Here we have used “ET801_IITB”. Then click on continue. Your meeting will start setting up



Once the meeting is setup your browser (Chrome/safari etc.) will request permission for using your webcam and mic. Click on allow.

NOTE: You will have an option to later disable them as and when you required

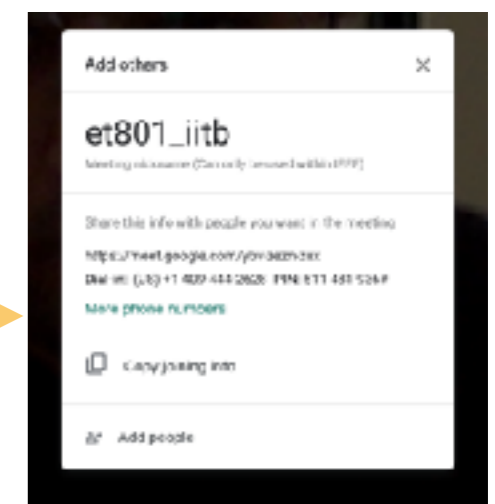
Once you have allowed the use of mic and camera you will be sent to the meeting start page.



Your meeting page meeting page is set. You could test your mic and camera as they will be activated on this page. You may even disable your mic and camera before starting the meeting.

To start the meeting Click on “**Join Now**”

You will be on the meeting page and the information to add or invite others will be shown in a pop up. This can be viewed again from the meeting screen.



You are now on the meeting screen of google meet-up, the person currently talking will be shown with the top 10 people who are talking.

The screenshot shows the Google Meet interface with several annotations:

- Opens the chat:** Points to the chat icon in the top right corner.
- View the participants:** Points to the participants icon in the top right corner.
- More Actions and settings regarding the meeting:** Points to the three-dot menu icon in the bottom right corner.
- Allows you to share your screen, you may choose between a specific window or the current screen:** Points to the 'Present now' button in the bottom right corner.
- To mute / unmute your mic:** Points to the microphone icon in the bottom center.
- To enable / disable your camera:** Points to the camera icon in the bottom center.
- Opens the meeting joining information page. You may send joining information and links from this section:** Points to the 'et801_itb' dropdown menu in the bottom left corner.

Inset images show the chat window, the participants list, and the 'Present' dialog box.

Download the app from the respective stores.

For iPhone and iPad (App Store)

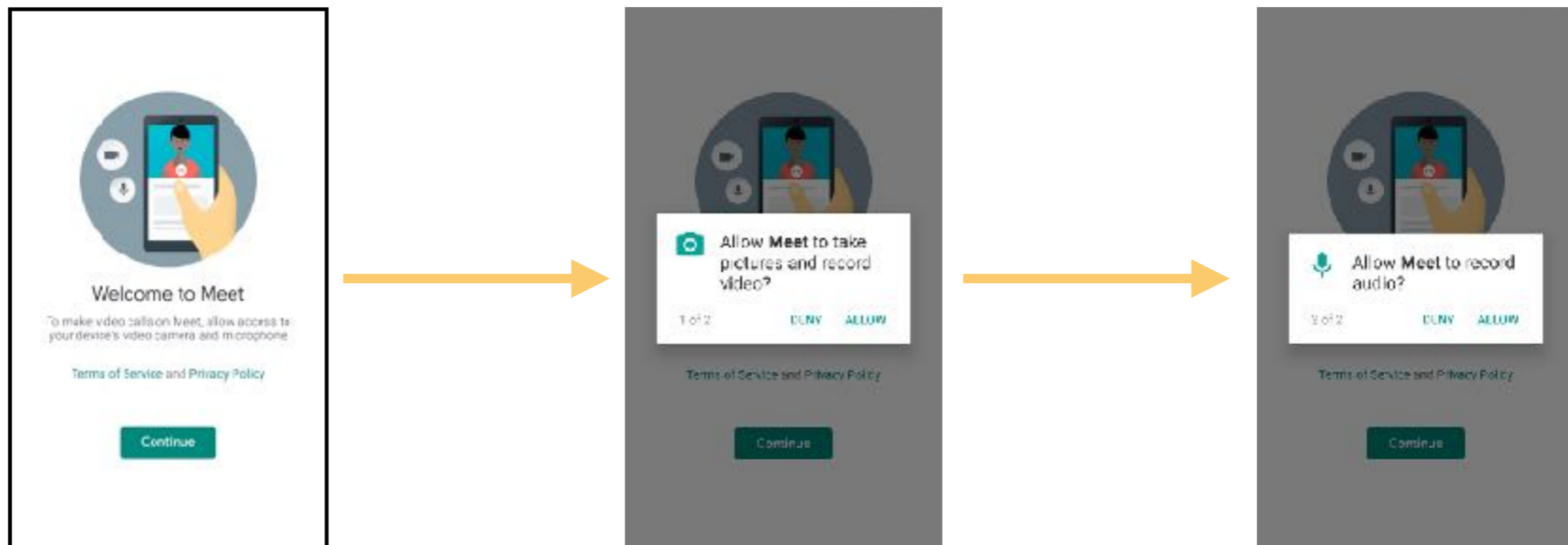
<https://apps.apple.com/in/app/hangouts-meet/id1013231476>

For Android (Play Store)

https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en_US

Google Meet Starting / Joining a Meeting (Mobile App)

Common for both iOS and Android



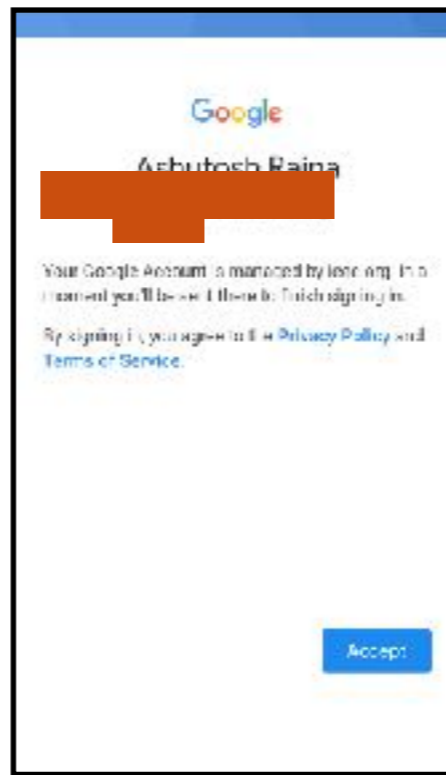
Open the Meet app once installed and click on continue

App will request permission to use camera to record video, allow it.

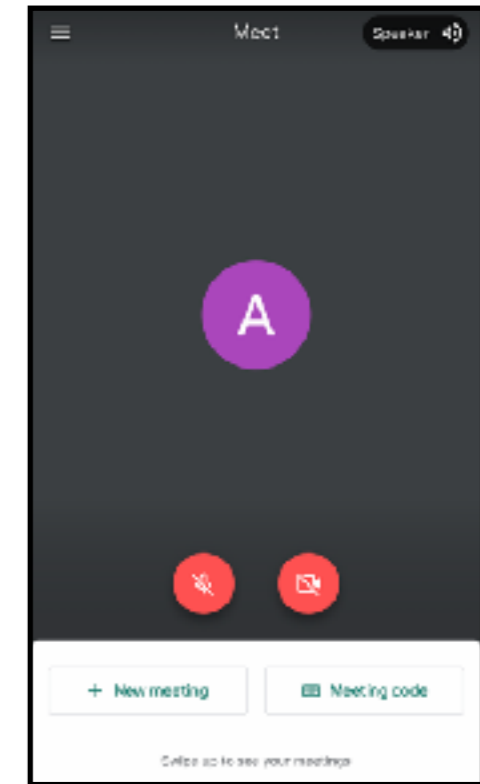
App will request to use audio, allow it to record



If your email id using G-Suit is already set on your phone then select it else enter your email that uses G Suit.



Once you log in to you email ID that uses G Suit accept the terms of using it for Google meet.

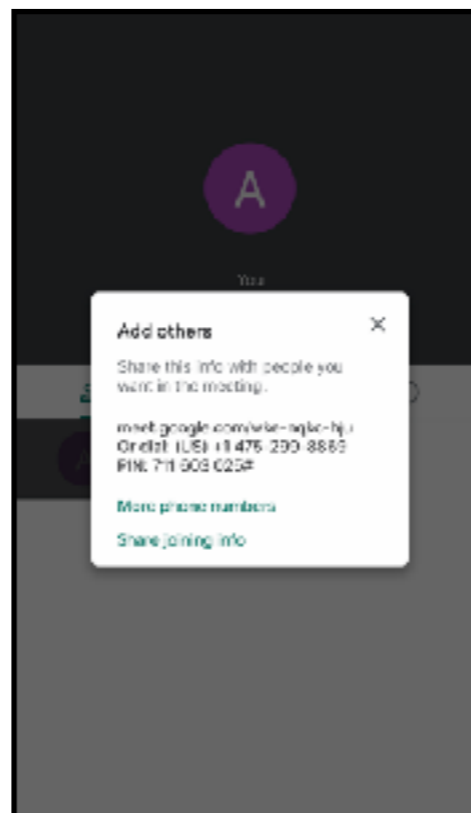


You are on the home screen of google meet. To start a new meeting from the app click on **“New Meeting”**

NOTE: You may choose to enable or disable you audio and video before starting the meeting

As you click on new meeting the invitation link and the meeting code will be displayed to you.

You may invite others to join using the link, or share the code or using their email Id's



The meeting is now set up and live

Enable / Disable Camera or mic or end the meeting

Participants of the meeting can be seen from here.

To open the chat window click here

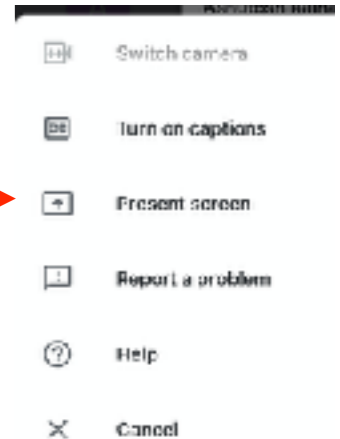
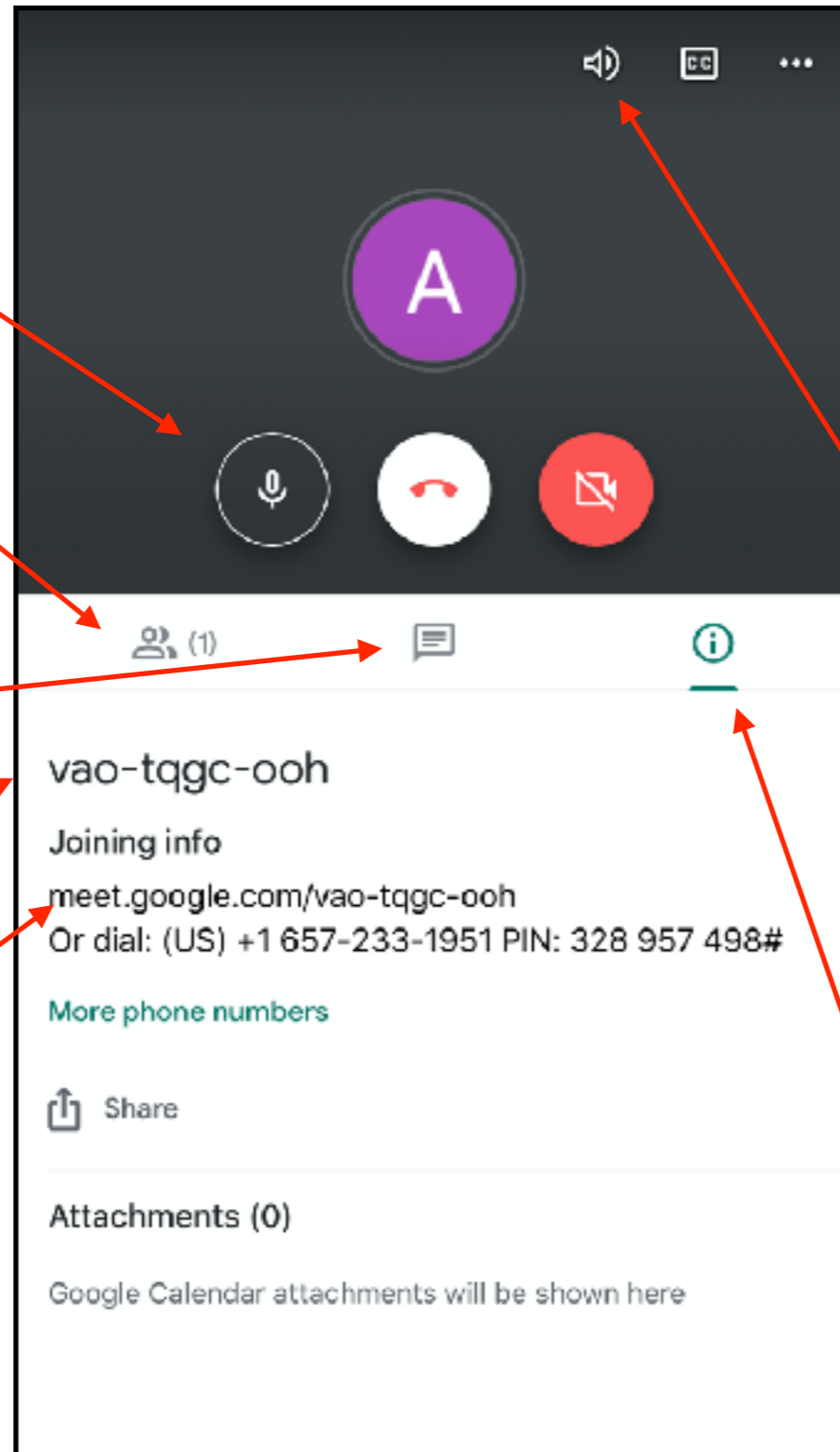
Meeting Code

Meeting Link

More options also provides you the option to share your mobile screen

To control volume or choose the audio output device like a bluetooth speaker or headphone connected

To see the information on joining the meeting share the information or new attachments that were specified during the meeting click on "i"



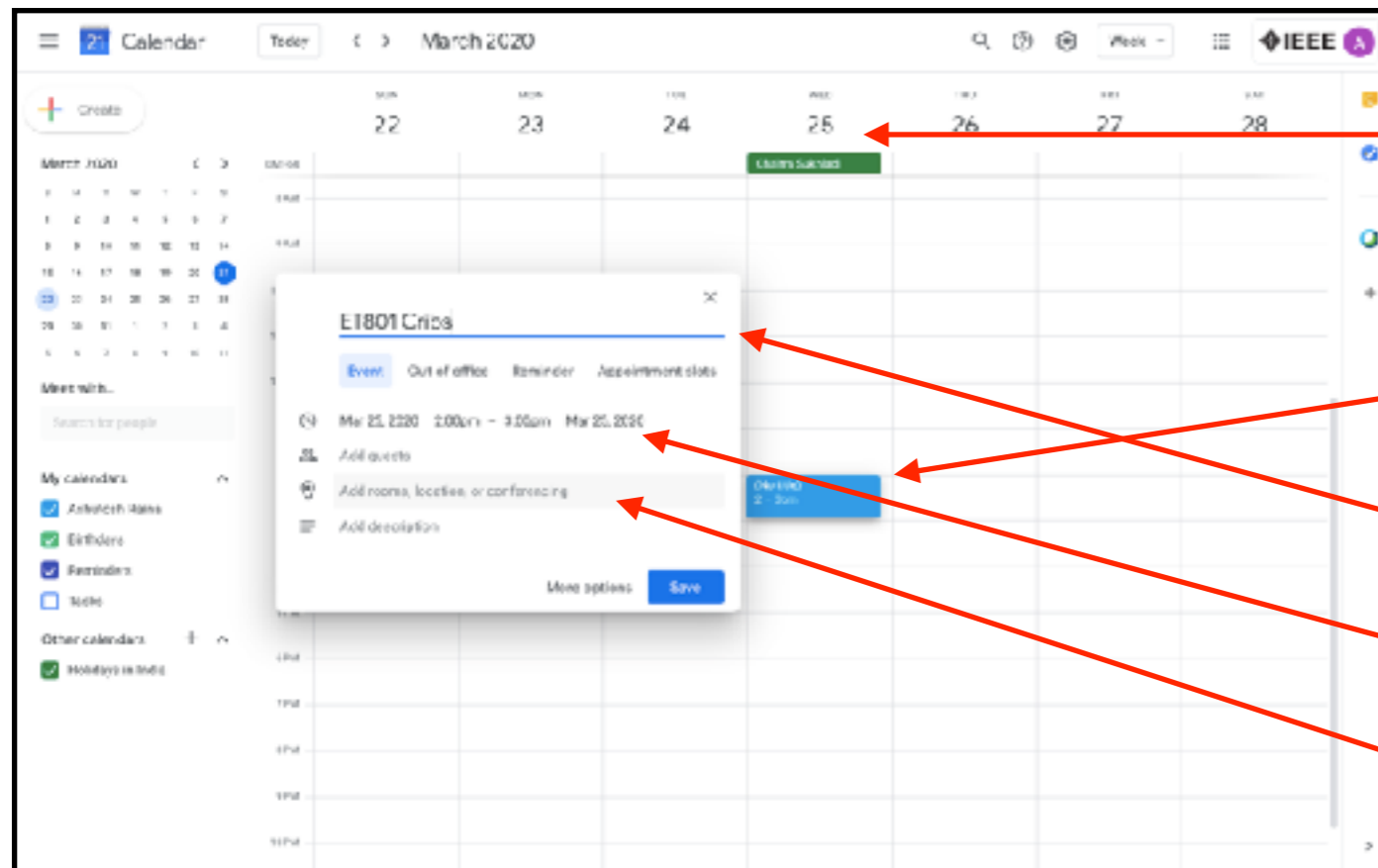
Google Meet Scheduling (Google Calendar)

Browse to calendar.google.com while logged in to the email id that uses G Suit.

NOTE: To create a meeting in meet.google.com one needs to have an G Suit account. If the email service of any of the organisations you are a part of run on a gmail like platform then they are most likely using G Suit.

e.g. if you are an IEEE member you are eligible for creating a @ieee.org email id which is powered by G-Suit. We will be using an [ieee.org](https://www.ieee.org) id as an example

Any one can join a meeting.



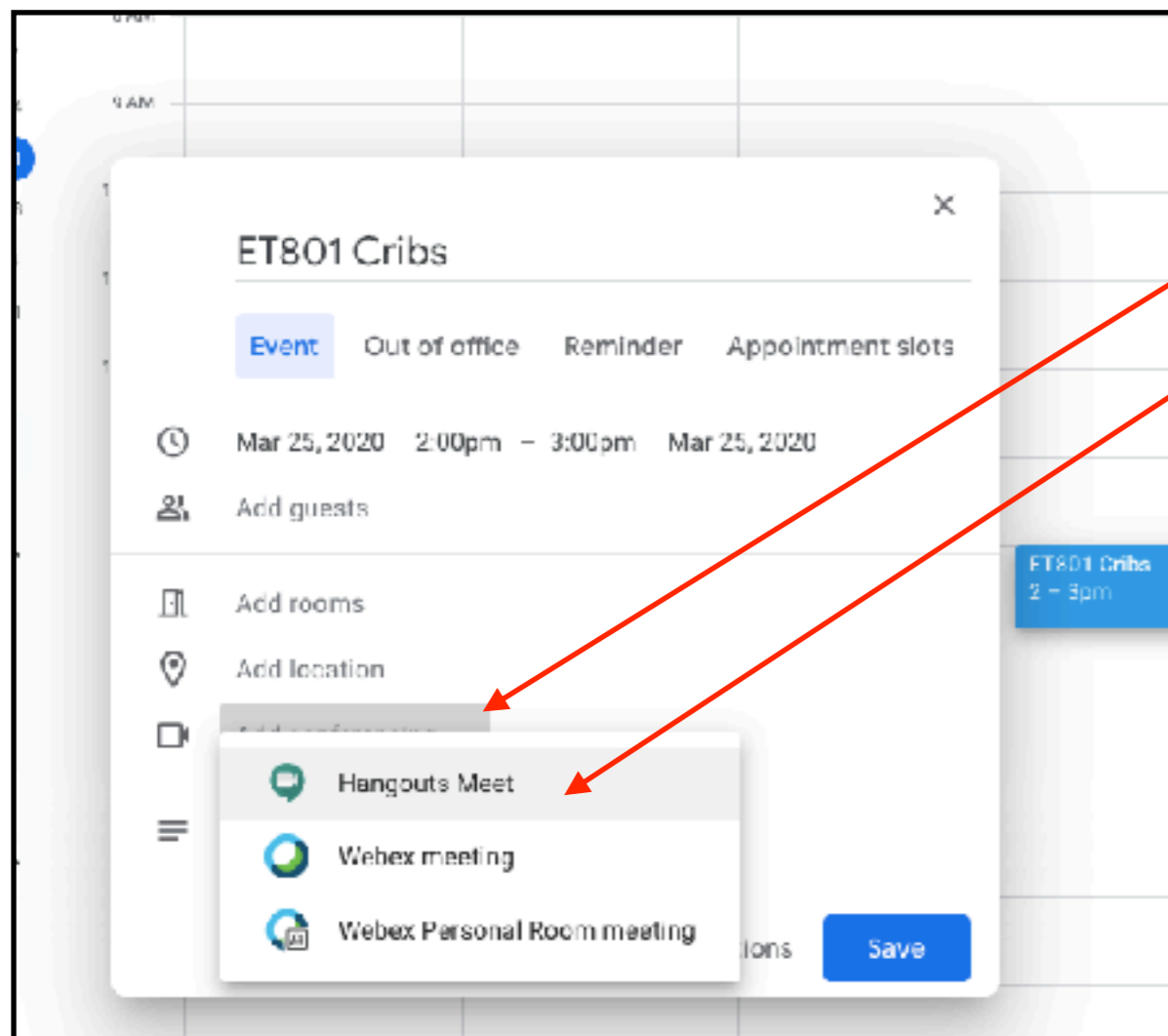
Select the date you want to create the meeting for.

Select the time slot and click on the cell corresponding to you meeting time. It will open a small window.

Enter the name for the meeting

Set the date and time.

Click on add room location conferencing.



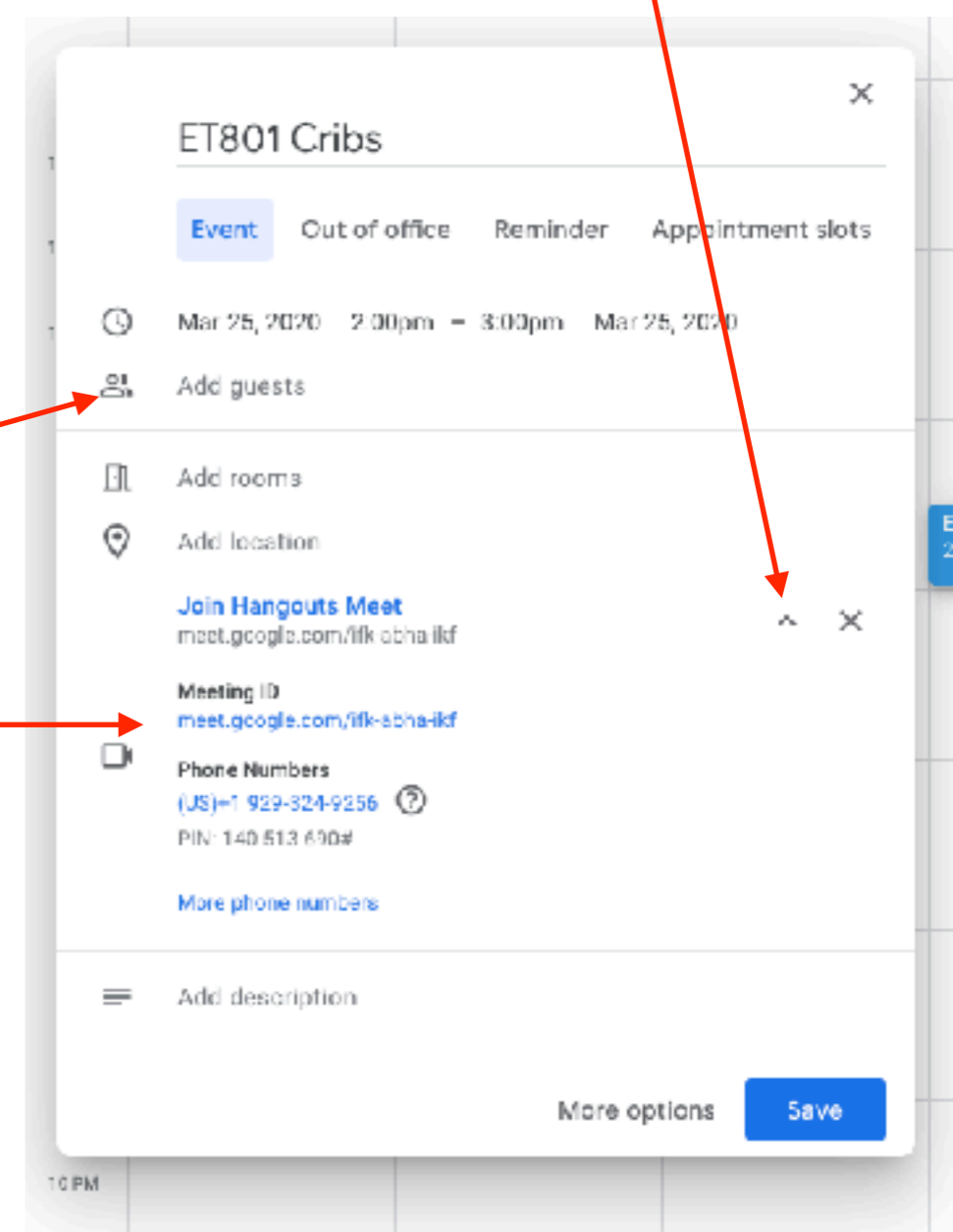
Under Conferencing open the drop down menu

Select hangout Meet. It will automatically create a link for the meeting

To know more details click on the downward arrow next to the meeting link.

Participants can be invited via Email id's

Meet ID / link can also be shared with the participants as well



For more information Visit :-

<https://support.google.com/a/answer/9204857>

Google

Hangouts



Let's get started

OVERVIEW

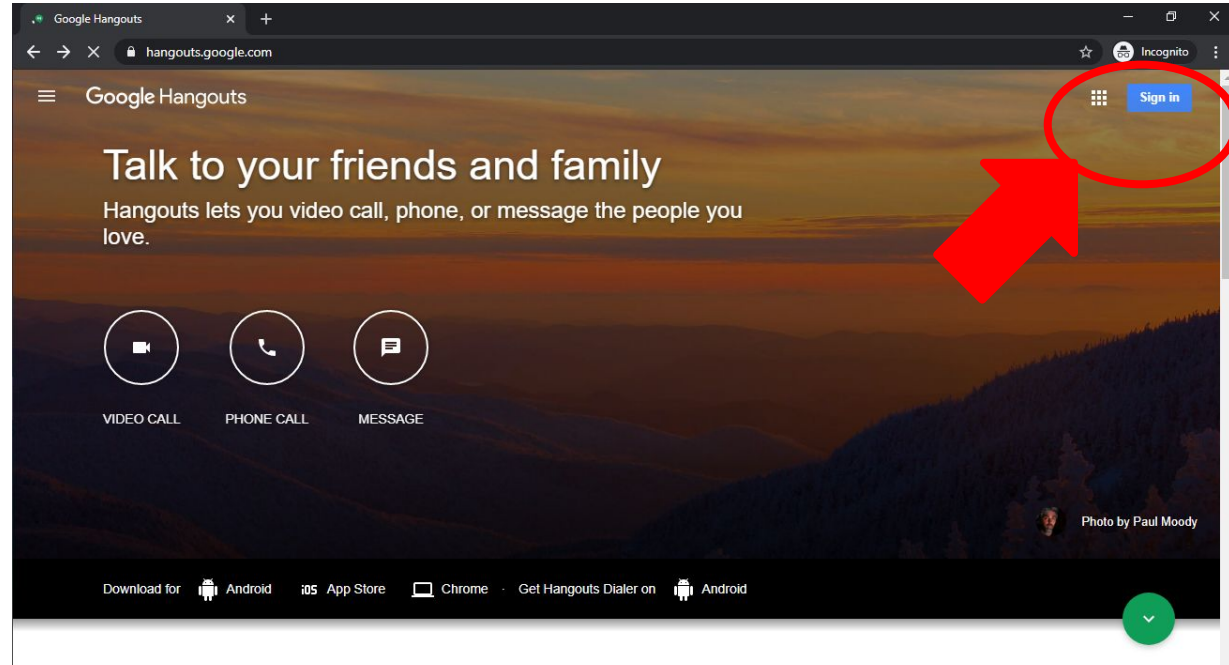
Google Hangouts offers unique tools for communicating and collaborating with contacts inside of your organization and across the world.

This document will guide you to the steps needed to get the most out of working with Google Hangouts



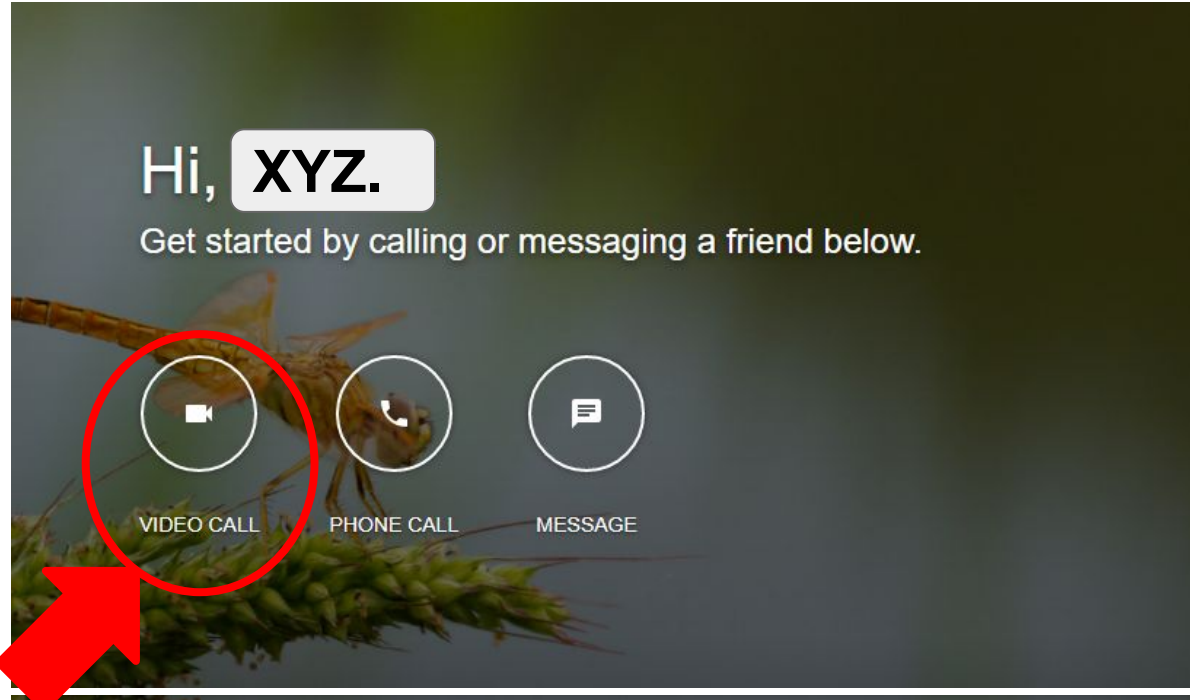
LESSON 1: STARTING THROUGH THE HANGOUT PAGE

- 1) Go to:
<https://hangouts.google.com/>
- 2) Sign in using your gmail account and password.



LESSON 1: STARTING THROUGH THE HANGOUT PAGE

3) Once log in, please select “video call” to start the online meeting.

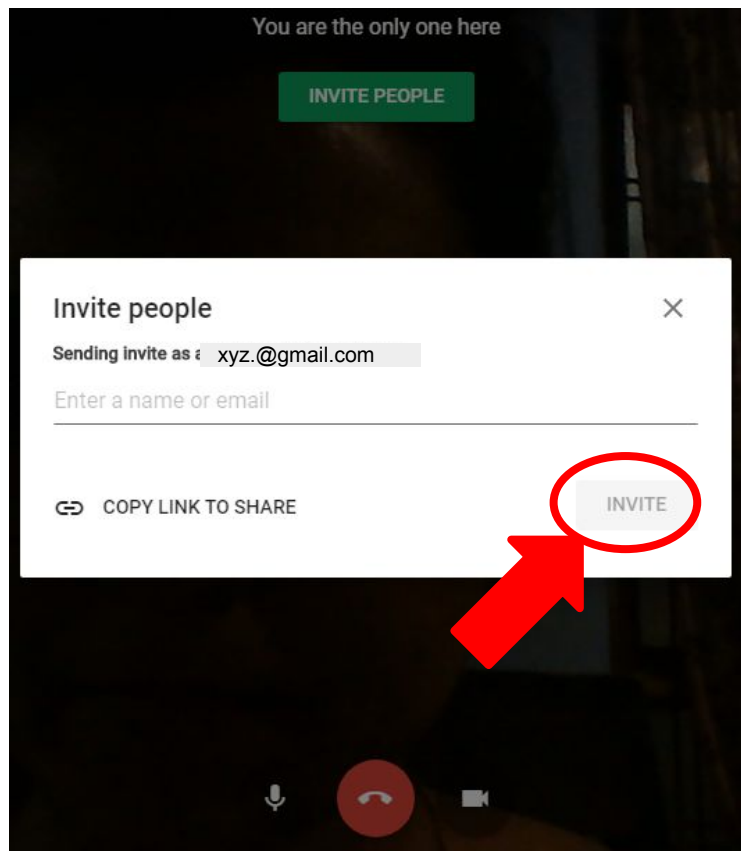


Note: Allow Google Hangout to access your microphone and camera

LESSON 2: INVITING MEMBERS

Please enter their email address. Then click “Invite”.

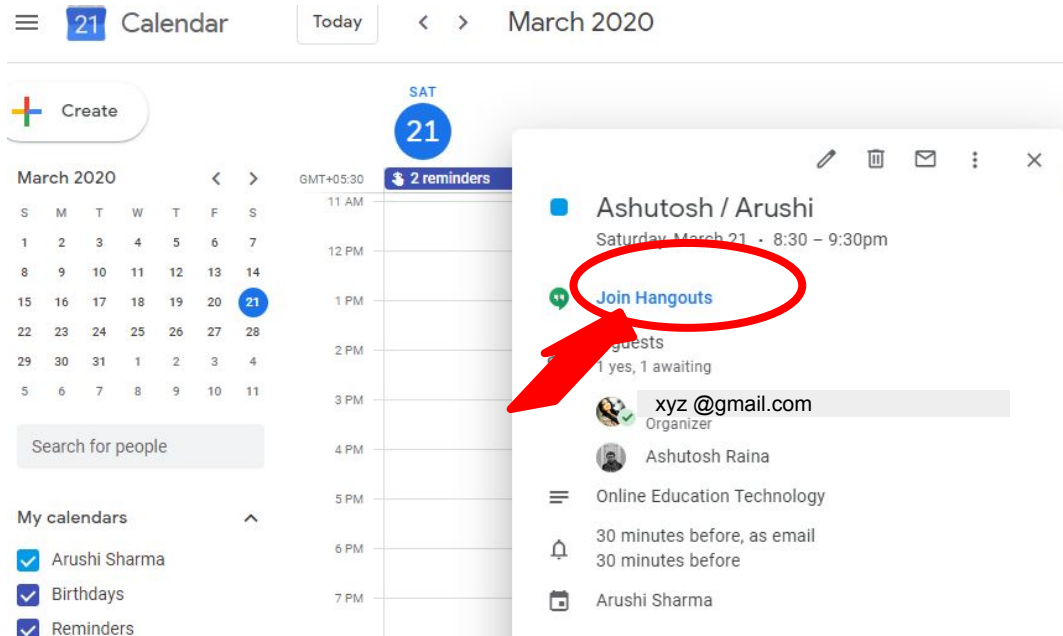
Note: You can invite as many members you want just by entering their email ids.



LESSON 3: GOOGLE HANGOUTS + GOOGLE CALENDER

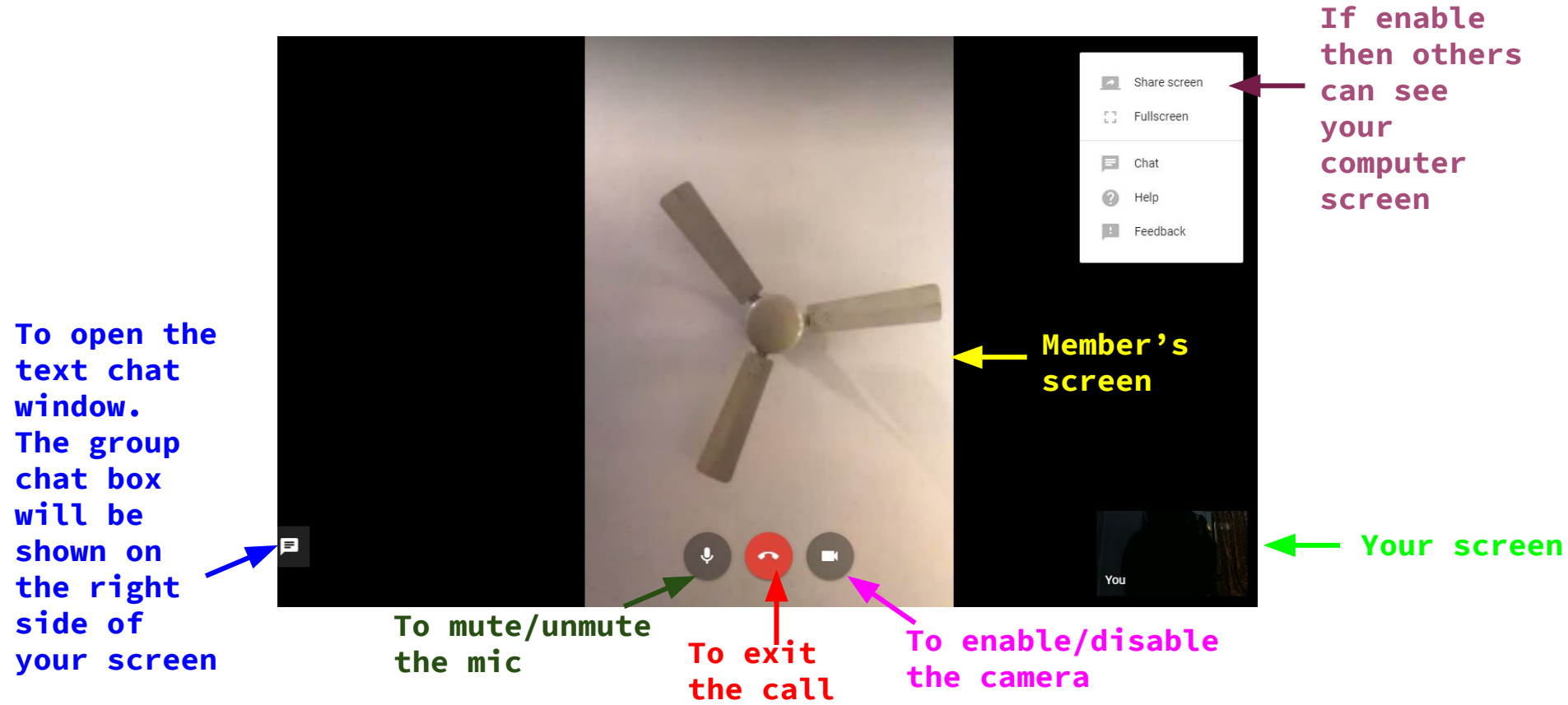
Hangouts will sync your Google calendar.

So, go to your google calendar and simply click the meeting you are going to attend.



Note: After entering the meeting, please wait for other attendees to join the video call

LESSON 4: KNOWING THE GUI

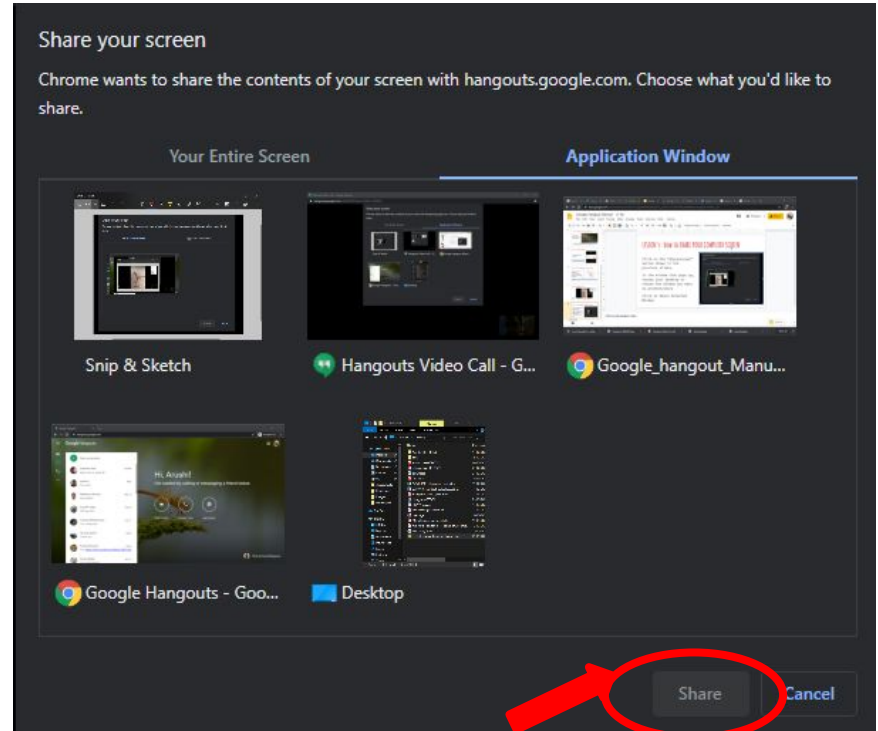


LESSON 5: HOW TO SHARE YOUR COMPUTER SCREEN

Click on the “Sharescreen” option shown in the previous slides.

In the window that pops up, choose your desktop or choose the window you want to present/share

Click on Share Selected Window



Note: Please then click “Present to everyone” to make sure everyone can focus on your screen in the largest window. You can stop sharing your screen by just clicking the “Screenshare” again.

LESSON 6: USING MOBILE PHONES

Download the Google Hangouts app and open it on your phone.

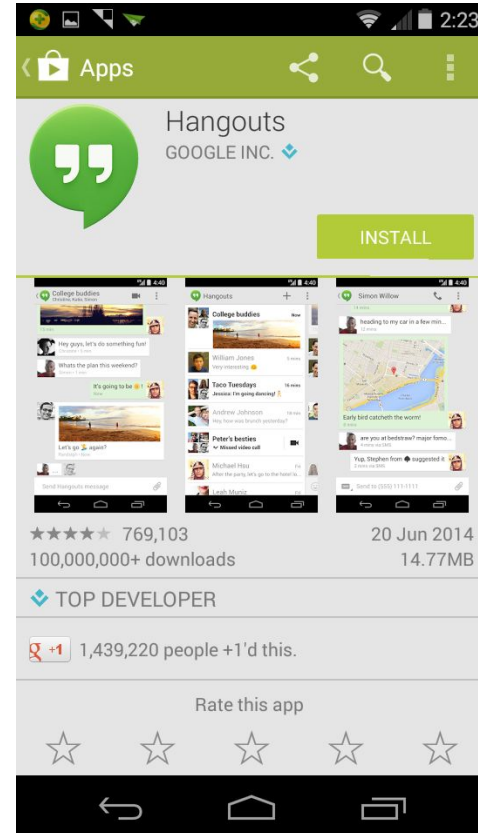
For iPhone/iPad:

<https://apps.apple.com/us/app/hangouts/id643496868>

For Android:

https://play.google.com/store/apps/details?id=com.google.android.talk&hl=en_IN

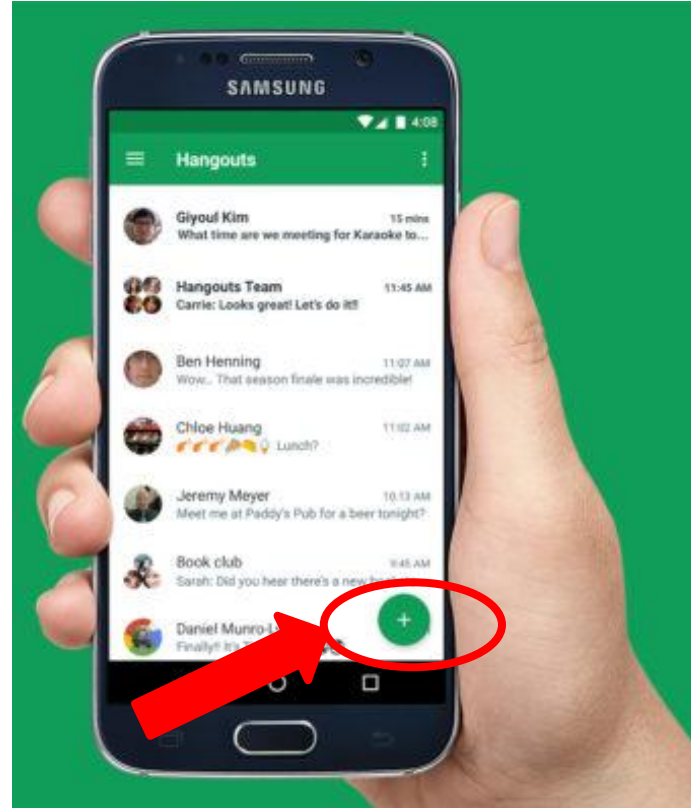
Allow the app to access your Google account.



LESSON 6: USING MOBILE PHONES

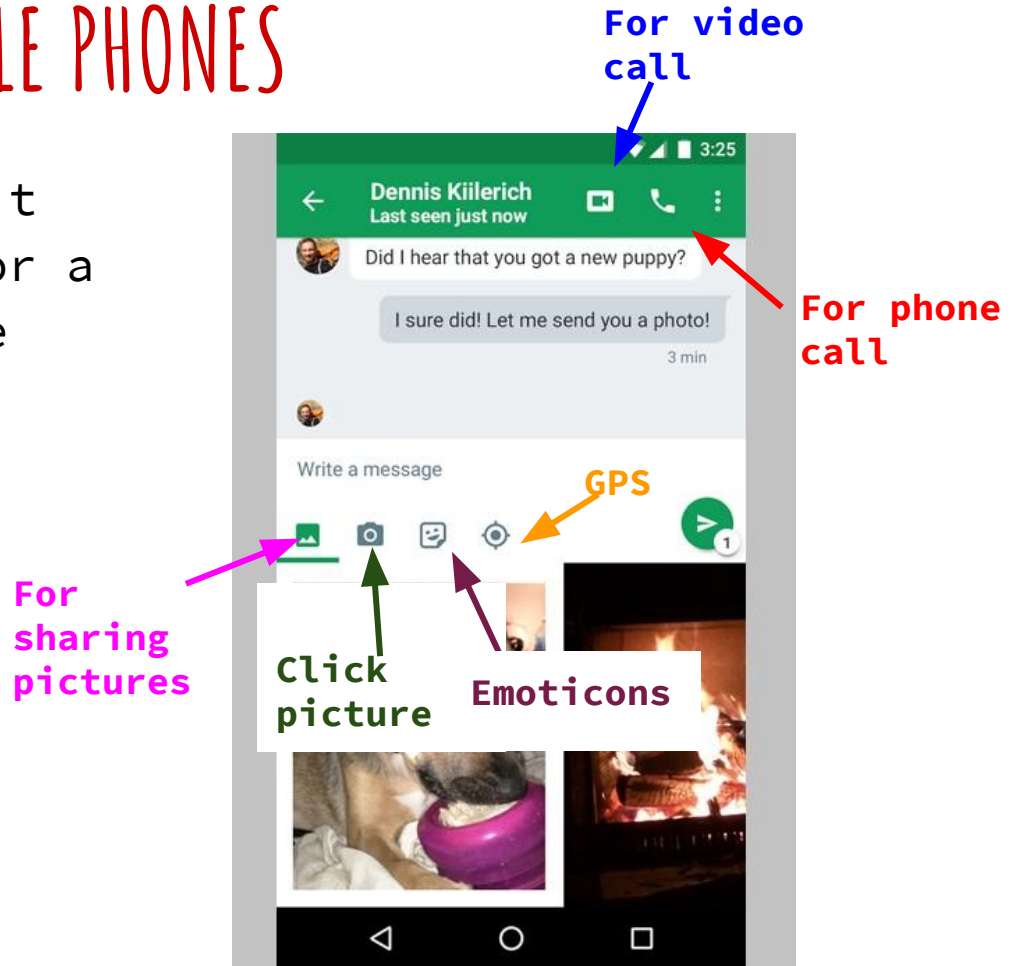
Tap the "+" symbol in the green circle at the bottom right corner.

Type in contact you wish to reach, or hit "New group" and enter multiple people.



LESSON 6: USING MOBILE PHONES

Start a text chat, or hit the camera/video icon for a video call, or the phone icon for a phone call.



SOURCES

<https://static1.squarespace.com/static/517a0fc0e4b0ed48a833fd65/t/58ad3b6a59cc68c14b81f6f0/1487747953120/Google+Hangouts+Manual+for+PC+User.pdf>

<https://www.businessinsider.in/tech/how-to-set-up-and-use-google-hangouts-googles-free-phone-call-and-video-chat-service-on-desktop-or-mobile/articleshow/69792623.cms>

Basic Steps For Using Cisco Webex

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Introduction

IIT Bombay has setup Web HD VC conferencing facility to enable its users and key officials to collaborate, communicate and do meetings in the digital, virtual space.

The domain <https://iitbombay.webex.com> has been set up for users to host VC meetings anytime, anywhere with Cisco Webex Solution

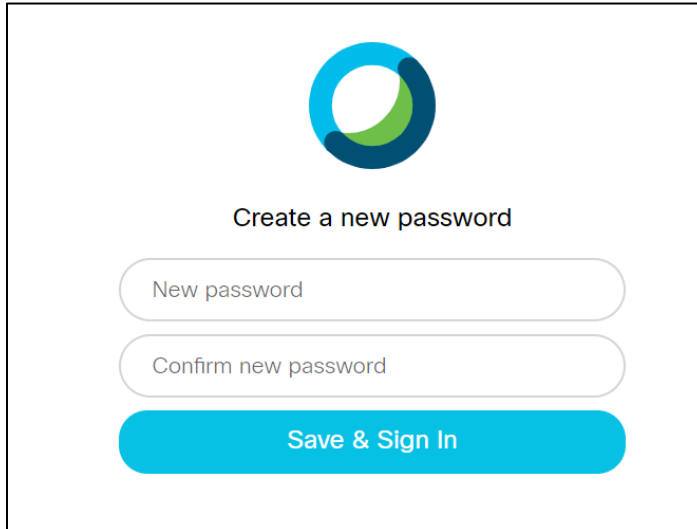
Pre-requisites for the Users

- Desktop/Laptop (Windows 7/10/ MACOs) /Mobile Phone/Tablet (Android or Apple Device – user can download the Free webex App from Playstore or Applestore)
- Inbuilt MIC and Speaker in the above devices. Optional: A headset/headphone with mic if available will provide better conferencing experience. User may insert the same in the jack pin on their laptop/desktop/mobile/tablet or may use Bluetooth-mic headset
- Inbuilt Camera/Web Camera incase Video is required during the conferencing.
- Internet Connectivity, of preferably 2Mbps for Full HD VC at participant end. If bandwidth constraint is there, the user may switch off the Video Camera on the webex dashboard and may switch on only if required as optional.

User sign up and scheduling meetings!

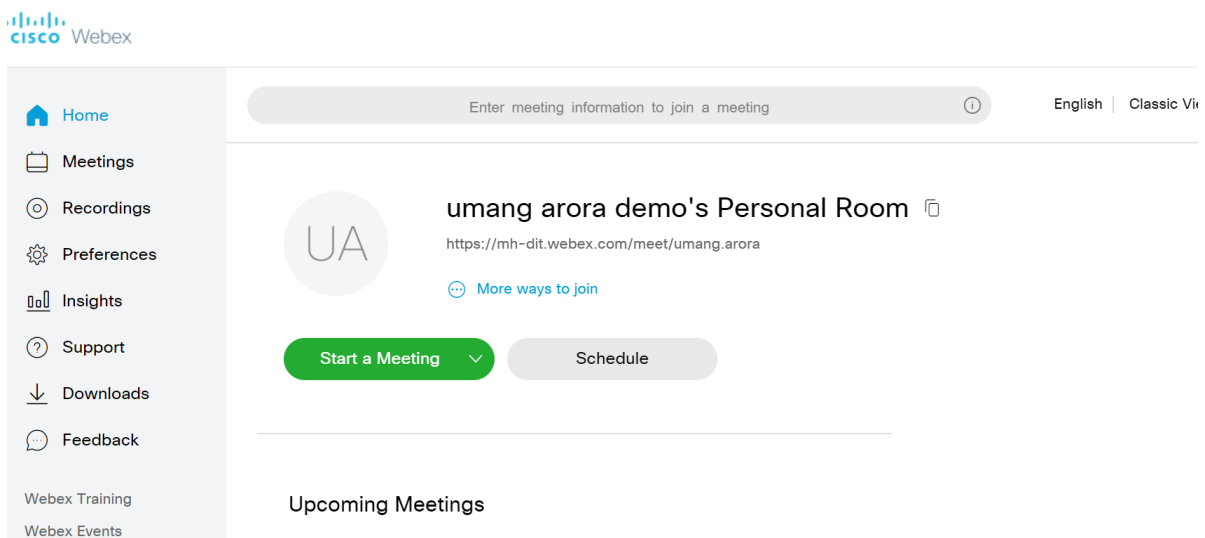
The webex meeting domain is : iitbombay.webex.com

1. The admin will send an activation email to the host user (will come from Cisco domain). Once the host user has activated by clicking on the link in the email, his browser will open up a page where he needs to create a password for sign in.



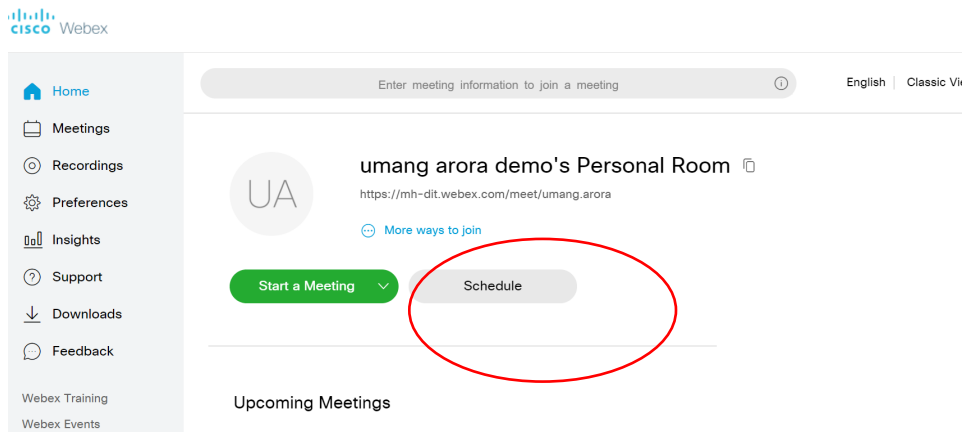
2. Once done, the user's personal meeting room is set and ready for meetings.

He/She can start/schedule a new meeting. The user can also set recurring meetings as per requirement.

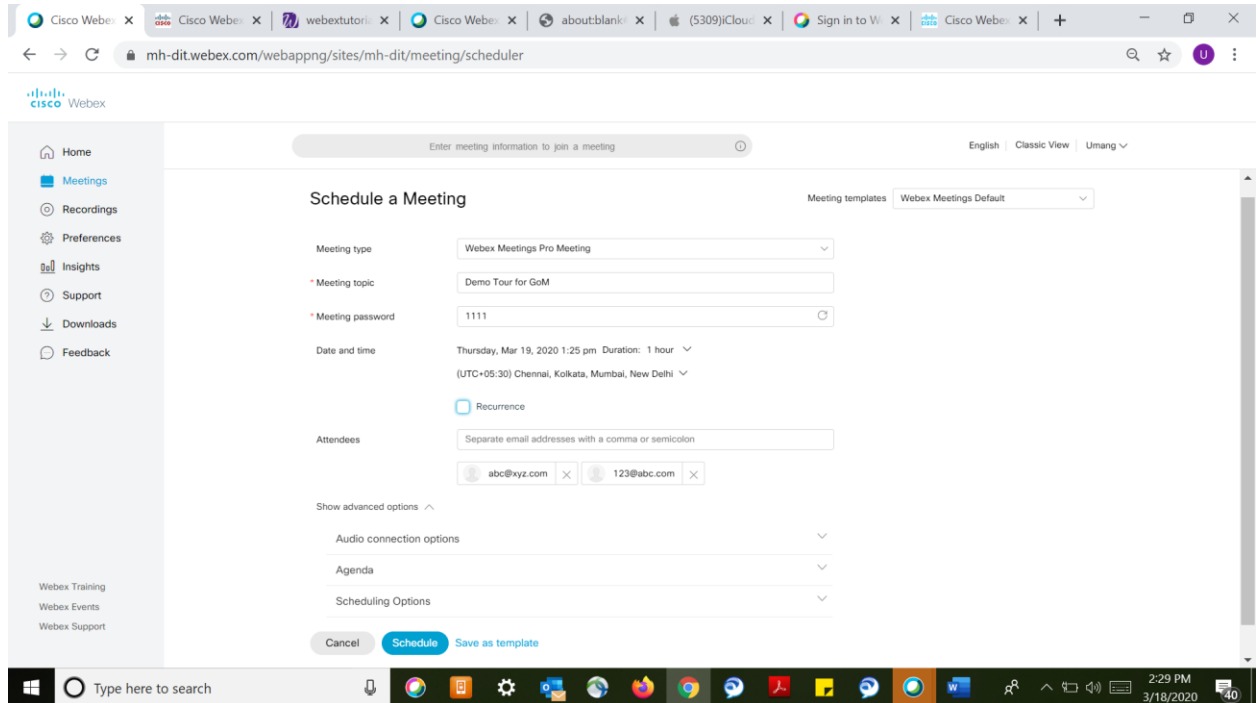


3. The host will sign in on the IITBOMBAY webex domain: **iitbombay.webex.com** next time he/she needs to login into the webex domain to start or join meetings. The most simplest, easiest way is one click step - Start meeting.

Advanced Schedule Meeting Options (Optional)

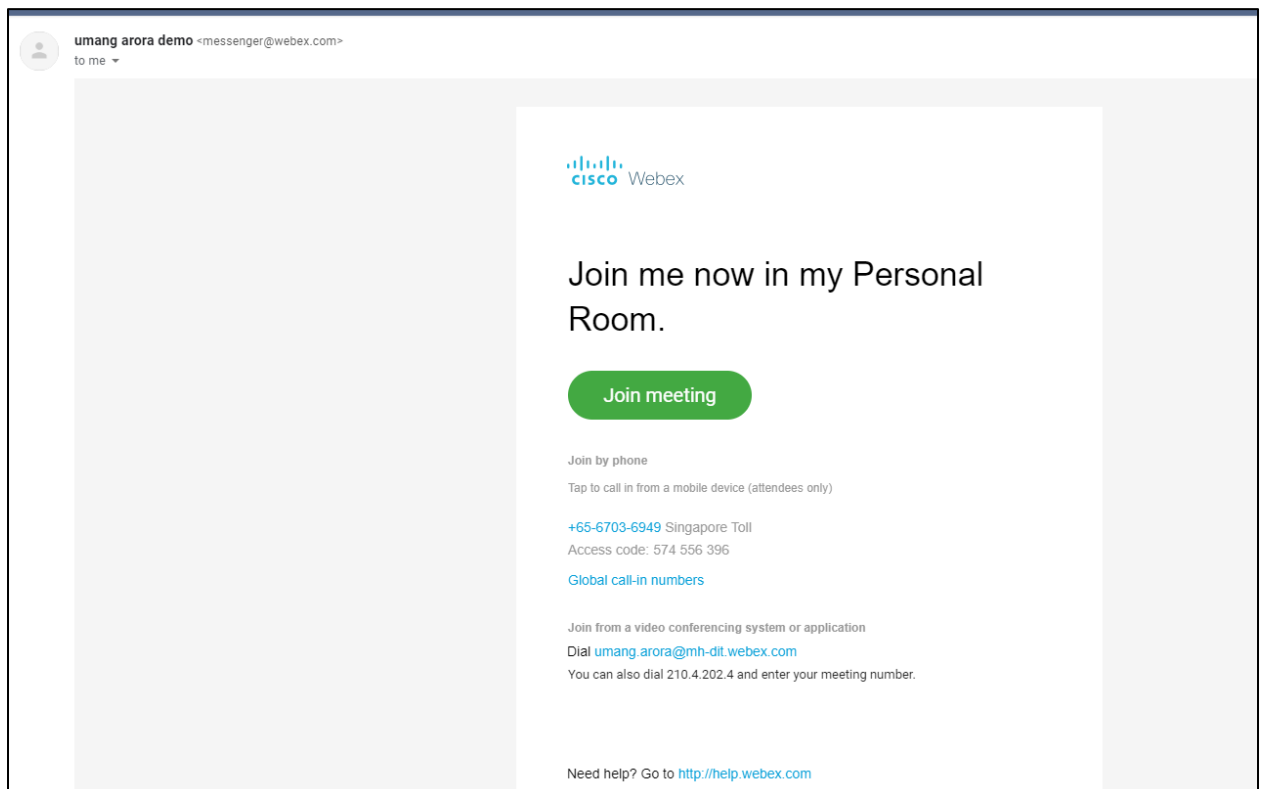


1. Here the host can schedule the meeting in advance as per calendar and can keep it recurring on daily/weekly/monthly/yearly basis



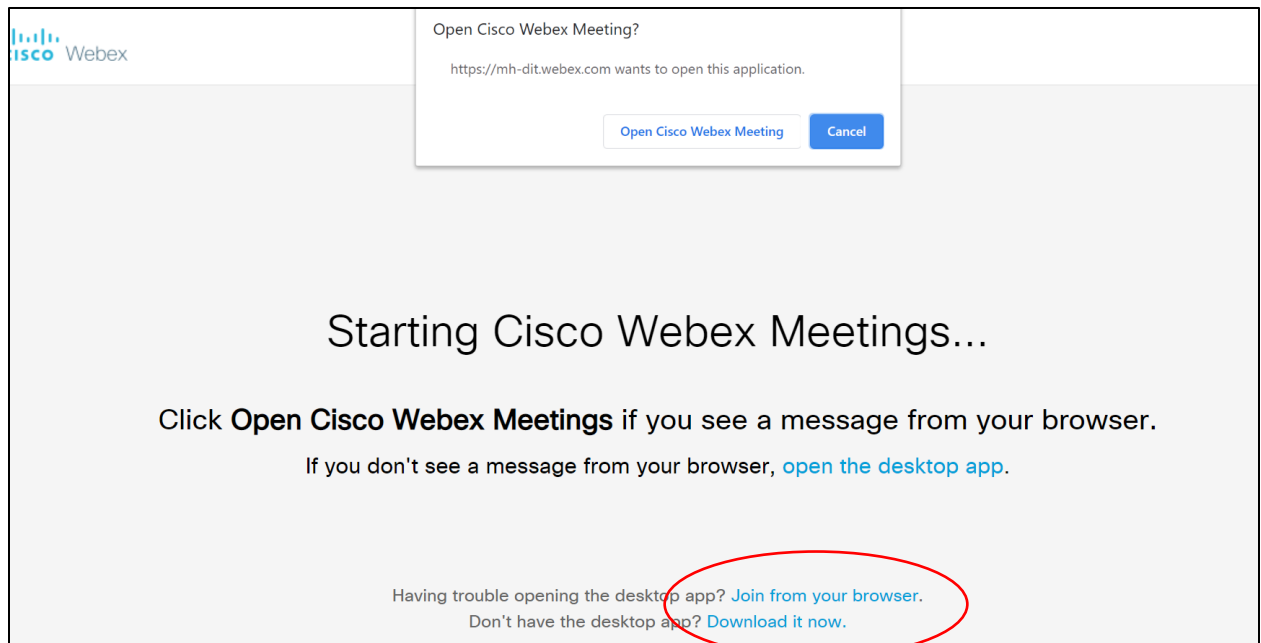
Joining Meetings

1. Once the host user has started or scheduled a meeting, the guest participants (as well as the host) need to join the meeting. The host can share the meeting link/URL with the participants over an email, webex teams, chat, etc.
2. Incase the meeting invite is sent via email, the participant will receive an email as below. He/She just has to click **join meeting** and can join from his/her laptop/desktop:



Every host user will have a unique meeting name/ address: e.g <https://iitbombay.webex.com/meet/umang.arora> . Here "umang.arora" is the unique meeting address on **iitbombay.webex.com** domain

3. The attendees (participants, hosts) can join in multiple ways. Incase the user already has a Webex Desktop, he/she may join from the desktop app. For first time webex users, there will be a pop up to allow download webex app. If not user can download from: <https://www.webex.com/downloads.html>
4. Else the user can join from the browser. The user needs to allow the browser/app to access mic, camera.



Joining through desktop app

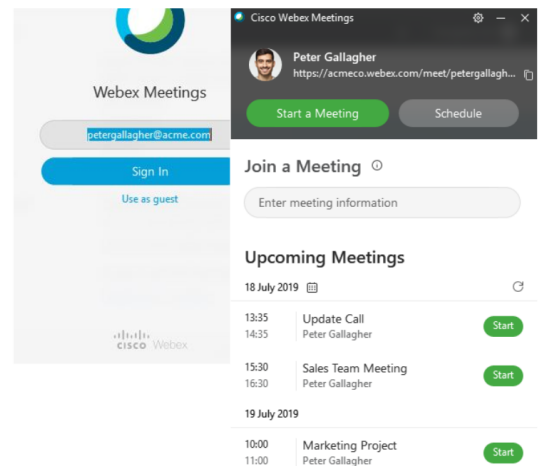
5. It is preferred that the Host Users as well as regular participants download the desktop app for ease of use.

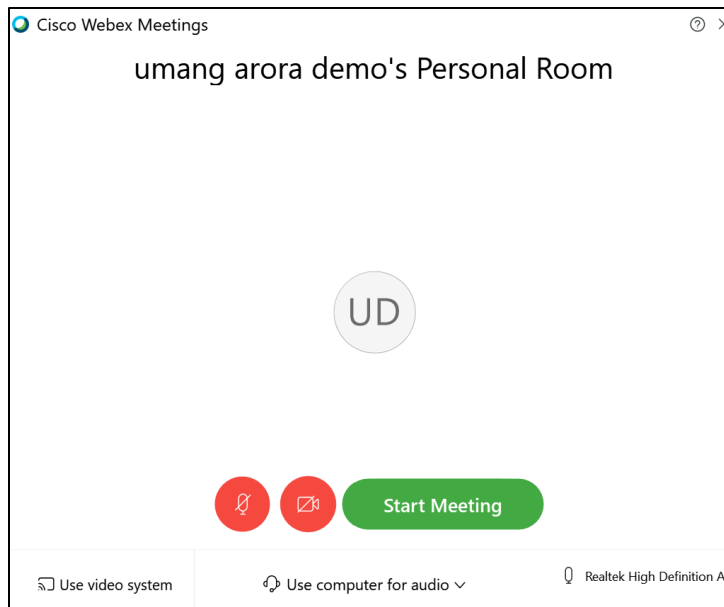
1. Once downloaded, locate the application on your computer and sign in with your Webex credentials.

2. Explore the app from the menu you can:

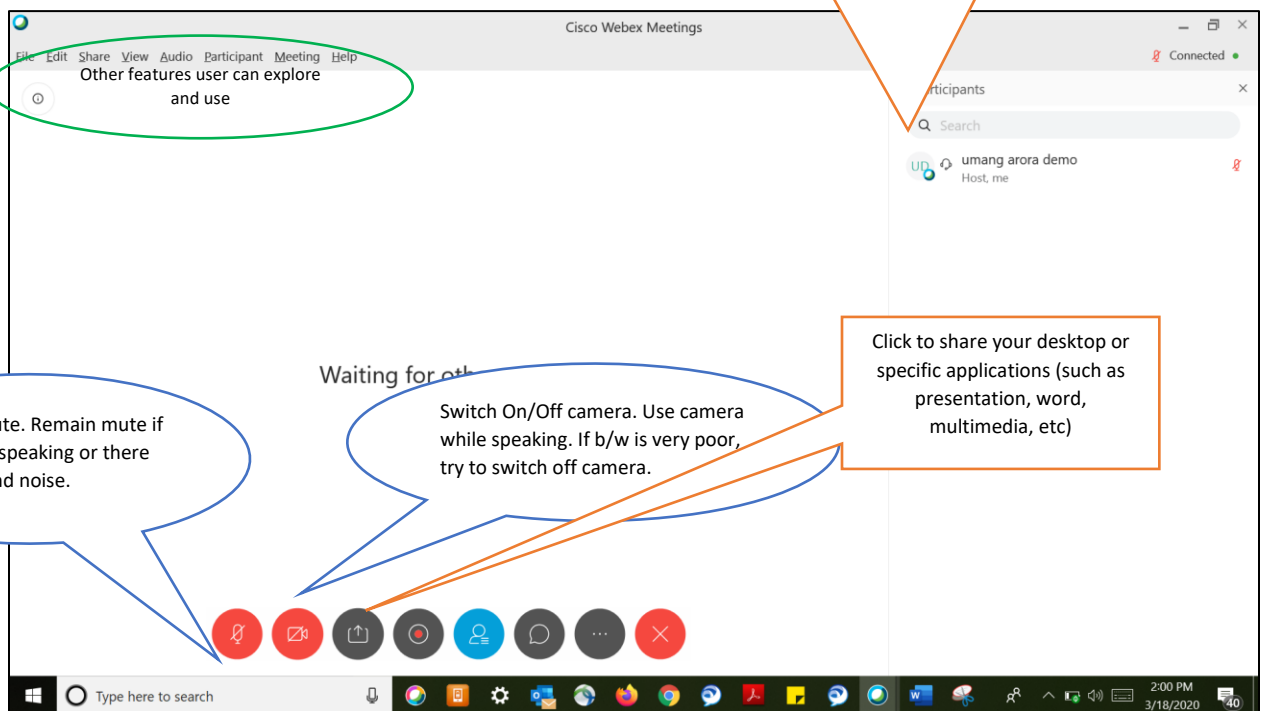
- Start an ad-hoc meeting in your Personal Meeting Room.
- Schedule a new meeting.
- View / join your upcoming meetings.
- Edit your settings via the settings icon.
- Connect to a nearby Webex Video device**

** Connect to device requires a Webex Room device to be present to learn more about Webex Room Based Video [Click Here](#)





This is the meeting room.



List of participants. In the meeting. By default, the host is the presenter. The presenter role can be changed to another participant if he/she wants to share /present some documents

Host can mute other participants, expel him out of the meeting too.

Other ways to Join: from VC endpoint (Cisco/3rd party), Mobile App, or Toll Free Audio

Meeting Number: 574 556 396

Join by video system

Dial umang.arora@mh-dit.webex.com and enter your host PIN 4050.

You can also dial 210.4.202.4 and enter your meeting number.

Join by phone

+65-6703-6949 Singapore Toll


Access code: 574 556 396

Host PIN: 4050

[Global call-in numbers](#)

- In case the participant is joining only on audio on PSTN, without internet. He/she can do by calling in the toll free no and entering the meeting no, password (password set by the host while scheduling the meeting, if any)

Global call-in numbers

 India

India Toll (Bangalore)	+91-80-6480-0114
India Toll (Delhi)	+91-11-6480-0114
India Toll (Hyderabad)	+91-40-6480-0114
India Toll (Mumbai)	+91-22-6480-0114

- The user can download the mobile app on his Android or Apple mobile/tablet and signup/join meeting by entering the meeting no.

Webex Teams included as a part of the Webex solution*

Webex teams is a secure collaboration tool/app which allows users to create user/project groups/spaces, invite members, share data/documents, create/schedule webex meeting within that group. Further, it allows you to connect wirelessly to your Cisco VC device from your laptop or mobile. User can join meetings from webex team apps.

Desktop, Mobile app available for download.

https://www.cisco.com/c/dam/en_us/solutions/collaboration/docs/cisco-webex-teams-solution-overview.pdf

<https://teams.webex.com/signin>

(use the same webex login, password)

*Certain features may be limited or restricted.

Other Notes

*Unlimited Usage for 90Days. Webex Enterprise Licenses for upto 100 Hosts. Each Host can invite upto 200 participants. Meetings can be recorded by the host. Chat supported. T&C applicable.

Please read the user/support guide for using Webex.

Support & Related Tools

<https://www.webex.co.in/support/support-overview.html>

Help Center: <https://help.webex.com/en-us/>

Sharing content: <https://help.webex.com/en-us/5ddww5/Share-Content-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events>

Create Polling <https://help.webex.com/en-us/n0pdj9x/Start-a-Poll-in-Cisco-Webex-Meetings>