

Foster Care Review Board

TECH TOOLS YOU CAN USE!



FOSTER CARE REVIEW BOARD

Common Applications for Remote Learning...

TECH TOOLS YOU CAN USE!

AGENDA

- Zoom Overview
- Zoom Breakouts
- Zoom Pros and Con's
- Webex Overview
- Webex Breakouts
- Webex Pro's and Cons

Poll: What's your preferred method for learning new information?

- Traditional classroom style with lecture / lab
- Tutoring/one-on-one training
- Online classes with chat and mediated support from an instructor
- Web- or computer-based training that's self-paced and interactive
- Mobile learning that works across my computer, tablet, smartphone, etc.
- Webinars or videos that I can download and play when I want
- Self-directed or independent study with lots of reading
- A combination of these

What Are My Options For Video Conferencing?

- **ZOOM**
 - Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems
- **WEBEX**
 - Webex is a web- conferencing tool that you can use for group video or audio meetings with a broader suite of tools for individuals and teams.

What are you using?

- In the chat, identify the type of platform your FCRB uses.



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How Do I Set Up Zoom

LET'S

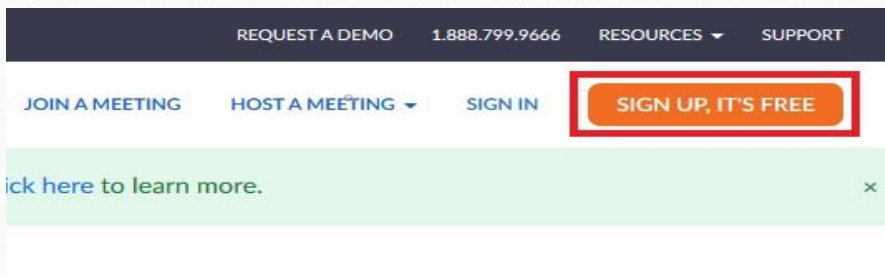
GET

STARTED



SETTING UP ZOOM

If you do not already have a Zoom account, you will need to set up a free account (<https://zoom.us>)



JOIN A MEETING

- After you install Zoom, there are a few different ways to join a Zoom meeting. You can click the link in your invitation email, go to the Zoom website and enter the meeting ID, or dial into the meeting on a phone.
- **Click the link in an invitation email:** If you have an email invitation, click “Join Zoom Meeting” in that email. This takes you to the Zoom website.
- **Go to the Zoom website:** Go to <https://zoom.us/join>, and enter the 9-digit meeting ID from your invitation email. If the meeting requires a password, that will be in your email, too.
 - When you are on the Zoom website, if you are asked if you want to open Zoom, click “Open zoom.us.” Zoom opens, showing you a preview of your camera image. Then click either “Join with Video” or “Join without Video.” If you use video, other people in the meeting will see you. If not, they will just see your name. Next, Zoom asks about audio. Click “Join with Computer Audio” so you can hear and be heard in the meeting.
- **Dial into the meeting on a phone:** If you don't have access to a computer, tablet, or smartphone, you can use a phone to dial into the meeting. The phone number to use will be in your invitation email, or you can find the number to use in the Zoom International Dial-in Numbers list

PARTICIPATE IN A MEETING

Once you've joined the meeting, you can see and hear other participants. Each participant is represented by a square that displays their face (if they've chosen to join with video) or just their name.

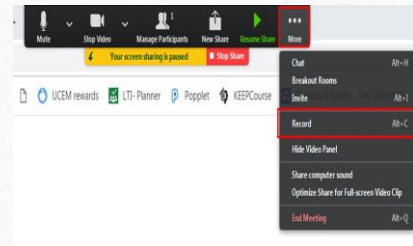
If you're in a large meeting, make sure your microphone is muted. Your computer microphone is pretty sensitive, and if you're unmuted, it can pick up a lot of background noise. The mute button, which looks like a microphone, is in the bottom left corner of the Zoom screen. If the microphone has a red line through it, you're muted, and no one in the meeting can hear you.

If the microphone has a red line through it, you are muted. Click the button again to unmute yourself if you want to talk in the meeting

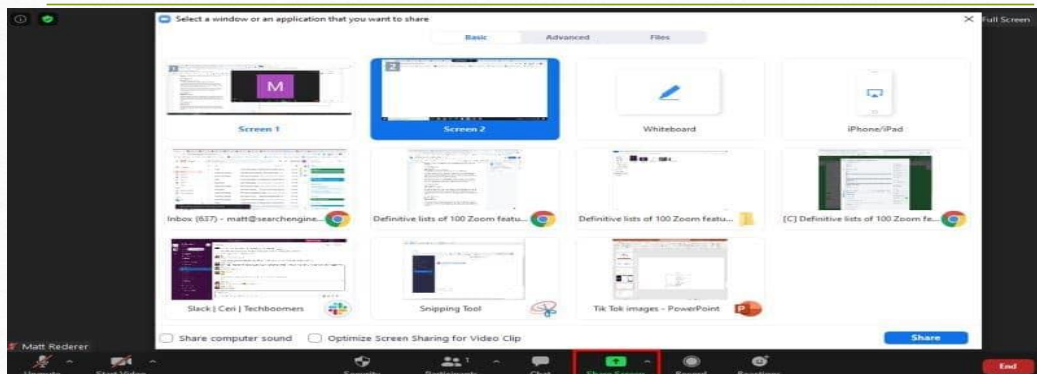


Zoom: Screen-Sharing

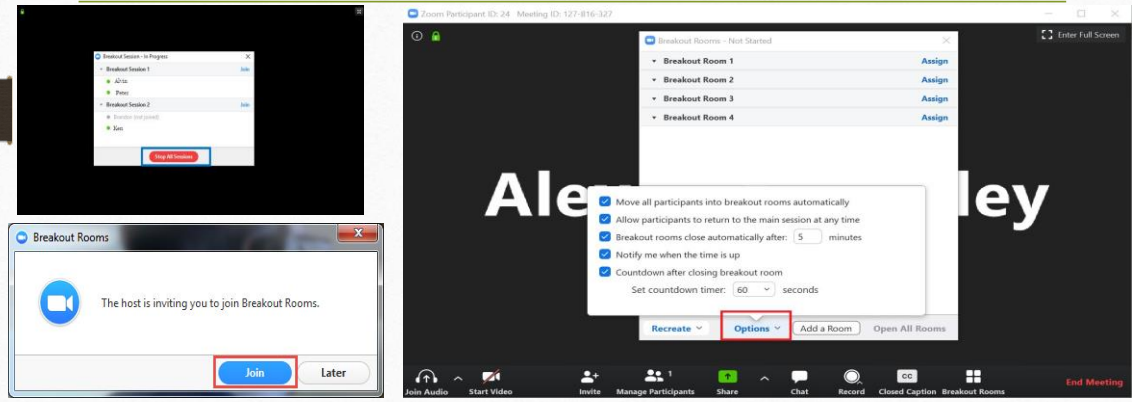
- **Note:**
- The host can [disable participants' ability to share their screen](#).
- For Free/Basic accounts, screen sharing is set to **Only Host** by default.
- In a webinar, only the [host, co-hosts, and panelists](#) can share their screen.
- If you're using the desktop client, you can show Zoom windows during screen share.
- **Prerequisites**
- Zoom desktop client
- Zoom mobile app
- Client version 5.0 or higher is required for joining a meeting.
- <https://youtu.be/YA6SGQIVmcA> -(1:11)
- https://www.youtube.com/watch?v=25Awq_v1Zms -(14:28)



Zoom: Sharing Your Screen



Break Out Rooms in Zoom



BREAK OUT ROOMS

- Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session. Breakout rooms can be used for collaboration and discussion of the meeting.
- The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, or they can allow participants to select and enter breakout sessions as they please. The host can switch between sessions at any time.

The Zoom logo is displayed in a blue, lowercase, sans-serif font.

Video Breakout Rooms

<https://youtu.be/jbPpdyn16sY>

Zoom Tools You Can Use!

-
- How To Use Zoom for Beginners - <https://youtu.be/QOUwumKCW7M>
(13:00)
 - Attend Zoom Meetings On Mobile - <https://youtu.be/L0p7owVgdz8>
(3:00)
 - Use Zoom Like A Pro - <https://youtu.be/Ud7YTbXW8f0>
(11:45)

How Do I Set Up Webex

LET'S

GET

STARTED



Setting Up Webex

If you do not already have a Webex account, you will need to set up a free account (<https://www.webex.com>).



What is WebEx?

Simulates
Traditional
Meetings

Web-Based

Secure Online
Meetings



Share Desktops &
Documents

HD Video

Integrated Voice
Communication

Quick & Easy Sharing of Ideas

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Joining A Webex Meeting

When it's time, join your Webex meeting here

Meeting number (access code): 955 337 6433
Meeting password: gDuJazz2n1 (9553214567 from phones)

[Join meeting](#)

Tap to join from a mobile device (attendees only)

+1-555-123-4567, 9551234567#55512345# Call-in toll-free number (US/Canada)
+1-555-4567-123, 955321789#955321# Call-in toll number (US/Canada)
Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone

+1-555-123-4754 Call-in toll Number (US/Canada)
+1-555-321-7654 Call-in toll free (US/Canada)
Global call-in numbers Toll free calling restrictions

Join by video system, application or Skype for business

Find [Cisco Webex Meetings](#) on [webex.com](#)

Join from an Email Invitation

- Click the green Join meeting button in the email invitation.
- In the new browser window that opens, click Join from your browser if you're joining a meeting from Mac or Windows.
- If you're joining an event, click Join by browser.
- If you're using Linux or ChromeOS, the web app opens directly after you click Join meeting.

Join from the Meetings Page on Your Webex Site

- Select Meetings from the left navigation panel in your Cisco Webex site, and click the name of the meeting you want to join.
- Enter the meeting password provided in the email invitation, if necessary.
- On Mac and Windows, select the drop-down arrow on the right side of the Join Meeting button, and then select Use web app.

Join Using the Search Bar on Your Webex Site

Connect to Audio and Start Your Webex Video

You can connect your audio and video in the preview window before you join a meeting. That way, you can make sure that everything sounds and looks good.

- Click the audio drop-down menu.
- Choose how you want to hear the audio in the meeting.
- Choose computer audio—Use your computer with a headset or speakers. This is the default audio connection type.
 - You can change your headset, speakers, and microphone.
 - Call me at—Enter or select the work or home phone number that you'd like the meeting to call.
 - Call in—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting
- Don't connect to audio—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.
- To join the meeting with your audio muted, click Mute..
- You see Unmute when your microphone is muted. Click Unmute when you want to speak in the meeting.

Webex: Share Screen

- Chat with Other People
- If the host settings permit it, you can chat with other people in the meeting, event, or training session.
- Click Chat to open the chat panel. By default, your chat messages go to everyone in the meeting.
- To chat privately with someone, select their name from the Send to: drop-down list.
- Share Screen with Others
- To share your screen or an application with other participants, click Share

<https://www.youtube.com/watch?v=CexaPP0HtSA>
(1:55)





Webex Tools You Can Use!

- How to Join a Webex For Beginners!- <https://youtu.be/XbSizTDAES4>
(8:07)
- How to use Cisco Webex - <https://youtu.be/VKN8gjb3smo>
(18:01)
- Attend Webex With Mobile - <https://youtu.be/zK3TIXsgosU>
(2:25)

Zoom or Webex

Zoom

- Two platform uses (meetings and webinars)
- Offers a virtual background feature and the ability to screen share with attendees
- Allows a maximum of 50 break out rooms
- Native Zoom Chat (messaging) is the basic chat without extensive features
- Recording feature allows 1G per user (pay for additional time)

Webex

- Four platform uses (meeting center, event center, training center, and support center)
- Offers an people insights feature that allows the host to access in-depth attendee profiles
- Allows a maximum of 100 break out rooms
- Nature WebEx (messaging) holds a variety of features
- Recording feature allows for unlimited overage

Comparison of each Company

WebEx

- **Personal/Basic Plan** : No Cost
- **Small Business Plan** : \$13.50 per month (100 participants)
- **Medium Business Plan**: \$17.95 per month (100 participants)
- **Large Business Plan** : \$26.95 per month (5 host minimum & 200 participants)

Zoom

- **Personal/Basic Plan** : No Cost
- **Small Business Plan** : \$14.99 per month (100 participants)
- **Medium Business Plan**: \$ 19.99 per month (100 participants)
- **Large Business Plan** : \$19.99 per month (100 host minimum & 500 participants)

Webex or zoom?

- Both great options with good security features (many added since March of 2020).
- Breakout, small group capability
 - Webex breakout sessions are available on WBS40.9 and later sites. To find out which version of Webex Meetings that you're using, see [Find Your Cisco Webex Meetings Version Number](#).
 - Newer capability, not necessarily available and known limitations: <https://help.webex.com/en-us/nics5vf/Webex-Meetings-Known-Issues-and-Limitations-for-Breakout-Sessions>

<https://www.ntaskmanager.com/blog/zoom-vs-webex/>

Is WebEx or Zoom Best For Your Business?

The right video conferencing platform for your business will depend on your current environment and system expectations. Here are **five key areas** that IT administrators and leaders should consider before purchase:

Consider Five Key Areas

1. Environment
2. Security
3. Call Quality and User Experience
4. Room Based Video Conferencing
5. Pricing

Making the Best Video Conferencing Decision

- Always remember there's no video conferencing platform that is going to be the perfect fit for every organization. WebEx and Zoom each have their strengths and weaknesses, but are comparable platforms overall.

Discussion Time.....
