

Web Conferencing

There is interest in finding a web conferencing solution for use across campus.

Requirements:

- Individual faculty/staff can host their own meetings (total of over 350 users)
 - Clear and simple instructions are provided
- Audio - every participant can use his/her computer headset (microphone/speakers) to participate in the meeting
- Video - at a minimum the meeting host can share a video of him/herself during the presentation
- Recording - meetings can be recorded
- Presentation Files - the meeting host can upload a document (such as a PowerPoint file) and present it to all participants
- Whiteboard
- Chat
- Conference phones to allow multiple participants and two-way audio communication between in-person participants and remote participants
- Ability to allow off-campus users to attend meetings
- Participants have the option of either using a computer headset or a phone for audio.

Possible Solutions:

Tool	Hosting Option	License Type	Moodle Integration	maximum # of participants	Annual Cost	Notes
Cisco WebEx Meeting Center	Vender Hosted			1,000 per meeting	? \$30,000 (300 hosts)	
Adobe Connect	Vender Hosted	Named Organizer		100 per meeting	\$45,000 (300 named organizers)	
Blackboard Collaborate					\$7,500 (student FTE of 3,000)	
Open Meetings	Self Hosted	Open Source	Yes	no licensing limits (potentially up to 1,000 per meeting)	No licensing costs. CIS staff time and server hardware required.	
WorldWideWhiteboard					A service we already pay for (online class worksheets)	Audio & Video are not recorded; only PDF files can be uploaded
BigBlueButton	Self Hosted	Open Source	Yes	no licensing limits	No licensing costs. CIS staff time and server hardware required.	

Feature Comparison:

	BigBlueButton	OpenMeetings	Collaborate
Audio			
Video			
Presentation File Formats	PDF and Office documents	PDF, DOC, ODT, PPT, et cetera...	Any file type with maybe the exception of executable files
Items Recorded	Audio, Slides (w/out annotation), Chat	Audio and everything included in the screen sharing box (Presenter can adjust what is included by moving and sizing the screen sharing box)	All activity in the main room except private messages.
How to Record	Initial Configuration (including recording length) <ul style="list-style-type: none"> ▪ Once recording length is reached the meeting is ended 	Initial Configuration (including file type) <ul style="list-style-type: none"> • Start and stop inside meeting 	<ul style="list-style-type: none"> • Start and stop inside meeting
Moderator - Define	<ul style="list-style-type: none"> ▪ Instructor in Moodle course 	<ul style="list-style-type: none"> • Assigned by Instructor 	<ul style="list-style-type: none"> • Assigned by Moderator
Moderator - Permissions	<ul style="list-style-type: none"> ▪ Switch Presenter ▪ Mute/Unmute Others ▪ Lock/Unlock mute control for others 	<ul style="list-style-type: none"> • Allow/Deny Moderation • Allow/Deny to draw on whiteboard • Allow/Deny screen-sharing/record screen • Allow/Deny Remote Control Screen • Give exclusive audio to others or self • (Re-) Start Audio, Video or Device settings 	<ul style="list-style-type: none"> • Allow/Deny Moderation • Allow/Deny Audio • Allow/Deny Video • Allow/Deny Chat • Allow/Deny Whiteboard • Allow/Deny Application Sharing • Allow/Deny Web Tour • Allow/Deny Closed-Captioning • Create Breakout rooms

Presenter - Define	<ul style="list-style-type: none"> ▪ One at a time ▪ Assigned by moderator 	<ul style="list-style-type: none"> • Assigned by moderator 	<ul style="list-style-type: none"> • Assigned by moderator
Presenter - Permissions	<ul style="list-style-type: none"> ▪ Share desktop ▪ upload document ▪ click through slides/pages ▪ annotate slides/pages 	<ul style="list-style-type: none"> • Share desktop • upload document • click through slides/pages • annotate slides/pages • Join audio (Microphone & Speakers) • Share video • Chat • Adjust layout • Create polls 	<ul style="list-style-type: none"> • Share desktop • upload document • click through slides /pages • annotate slides/pages • Join audio (Microphone & Speakers) • Share video • Chat • Adjust layout • Create polls • Web Tour
Participant - Define	<ul style="list-style-type: none"> ▪ Not presenter ▪ Student in Moodle course 	<ul style="list-style-type: none"> • Not Presenter 	<ul style="list-style-type: none"> • Not Presenter
Participant - Permissions	<ul style="list-style-type: none"> ▪ Join audio (Microphone & Speakers) ▪ Share video ▪ Group chat ▪ Private chat ▪ Raise Hand ▪ Adjust layout 	<ul style="list-style-type: none"> • Share desktop • Remote Control Screen • upload document • click through slides/pages • annotate slides/pages • Join audio (Microphone & Speakers) • Share video • Chat • Adjust layout 	<ul style="list-style-type: none"> • Share desktop • upload document • click through slides /pages • annotate slides/pages • Join audio (Microphone & Speakers) • Share video • Chat • Adjust layout • Web Tour
Recording Size	about 600MB/hour		
Caption Encoder			
Chat	<ul style="list-style-type: none"> • Group 	<ul style="list-style-type: none"> • Group 	<ul style="list-style-type: none"> • Moderators • Group • Private
Allows non-users to attend meetings	Yes (via Wordpress integration, not Moodle integration)		
Additional Notes	Supports multi-tenancy (easily share instance with multiple campuses)	OpenMeetings activities in Moodle cannot be deleted. (bug in Module)	

Use Case Scenarios:

Large Presentation on Campus

Most users are attending in a large room on campus. Some attendees are off campus.

- Conference phone handles audio (microphones and speakers)
- The projector projects what is on the computer screen for all in the room to see
- The webcam captures the video of the audience for all report participants or presenters to see. (if using an built-in camera in the laptop in addition to this webcam, you will need to use two different browsers and connect to the meeting twice; you will only want to use audio in one of the browsers)
- Remote participants will use headsets so as to prevent extra background noise, audio feedback or an echo.

Faculty Meeting

Some of those participating are off campus, some are on campus. Each person is sitting in his/her own office and will use a headset to participate in the meeting.

Interview

Search committee wished to do an online interview with candidates

Conference on Campus

Attendees from various locations and institutions attend a conference remotely which is hosted by SUNY Delhi.