Video Conferencing

This is a simple guide to the video conferencing platforms offered to faculty, staff, and students here at Purdue. The items listed in the table of contents link directly to that section in the document. If you have questions outside of what this guide may answer, please contact us by phone or email.
# Table of Contents

<table>
<thead>
<tr>
<th>Feature Comparison</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Teams</td>
<td>4</td>
</tr>
<tr>
<td>Cisco WebEx</td>
<td>7</td>
</tr>
<tr>
<td>Zoom</td>
<td>9</td>
</tr>
</tbody>
</table>
Feature Comparison

Please use this table as guide to compare features each platform offers. They should be considered when making a choice on which tool to use for a given scenario.

<table>
<thead>
<tr>
<th></th>
<th>Microsoft Teams</th>
<th>Cisco WebEx</th>
<th>Zoom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Max Meeting Size</td>
<td>300</td>
<td>8 (Students) or 1000 (Faculty, Staff)</td>
<td>300</td>
</tr>
<tr>
<td>Telephone Call in</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brightspace Integration</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Mobile Application</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Desktop Application</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Accessible via Web</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Microsoft Teams excels at managing internal communications between groups and departments.

Cisco WebEx works well for hosting very large meetings and gives the ability to call in to the meeting directly through a provided phone number and meeting password.

Zoom can integrate directly with Brightspace to allow for straightforward virtual teaching.

All three services can be accessed by a dedicated application for Windows PCs, Macs, iPhones, iPads, Android Phones and Tablets or through a web portal.
Microsoft Teams

Please note the following disclaimers, as it is important to communicate the limitation of the Microsoft Teams Environment at Purdue:

1. The requestor of the Team is responsible for internal support questions and membership adjustments.
2. There is no automated way to keep a group up to date based on status, title or other memberships. All group member changes must be done by the administrator of the Team.
3. Copies of any documents that are shared inside of Teams must be saved in a space that is backed up by HHS IT if you wish to retrieve copies. HHS IT is UNABLE TO RESTORE LOST DATA FROM AN MS TEAMS INSTANCE
4. MS Teams instances are NOT APPROVED for storage of Sensitive or Restricted data. Storing Proprietary/intellectual property data on Teams is at your own risk. Please reach out to us if you need to store restricted data.
5. You cannot have the course number or name in the name of the Team due to FERPA restrictions.
6. Microsoft Teams currently has no way to “call-in” to meetings if you are unable to access Teams from a computer or mobile phone.
7. Inactive Teams are automatically deleted after approximately 12 months. We cannot retrieve data from such Teams.
8. For support please visit the following web page: https://www.itap.purdue.edu/infrastructure/Collaboration/ - If you have specific questions please contact us.

After considering the above, reach out to us to request a Team to be created. We will need the following information:

Requestor (You) and any additional owners for the group. You will be able to add owners directly after the Team is created.

Will this be a Staff, Class, PLC or Other type of Team? While the full breakdown of differences can be seen here, Staff and Class are the two most common.

Name compliant with the following naming convention - HHS Department Group
We will reply if any additional information is needed or to let you know the request Team(s) has been created.

For additional resources on Microsoft Teams, please explore the following links:

How to use Microsoft Teams (20 minutes)
How to join a Teams Meeting (3 minutes)

Microsoft Teams Online Training and Resources in Higher Education

Spotlight – Dr. Kellerman Ignite Presentation
Spotlight – Customer Teams Presentations (FlipGrid)
Teams University
Teams for Education
Microsoft Teams Help Center
Teams Adoption Guidance

Educator Center – Online Teams Courses

Staff
Collaborate Faster using Microsoft Teams for Higher Education Staff
Supporting Learn Initiatives with Staff Teams

Faculty/Students
Transform Learning with Microsoft Teams
Crafting a Collaborative Learning Environment with Class Teams
Training Teachers to Author Accessible Content
Microsoft Teams Course 1: All about Teams (presenter-led training)

Microsoft Teams Course 2: Let's Share (presenter-led training)

Microsoft Teams Course 3: Working with Students (presenter-led training)

Microsoft Teams Course 4: Assignments and Feedback (presenter-led training)

Microsoft Teams Course 5: Class Notebook in Microsoft Teams (presenter-led training)
Cisco WebEx

Cisco WebEx is a web conferencing tool for Purdue faculty and staff. WebEx is a great solution for meetings and office hours. Using WebEx, Purdue faculty and staff can schedule meetings in which anyone can participate or present information. Once the meeting has begun, hosting authority can be transferred to any participant, including students.

Please note the following disclaimers:

BoilerKey authentication and a Purdue email are required to host a meeting.

Computer audio is the preferred method as the University pays a per minute per participant cost when using the phone-in method.

Please be aware of applicable state and federal laws when recording. WebEx is not intended to be used to display or discuss controlled or restricted data. Instructors should be aware of resources and best practices for teaching online while keeping student data secure and complying with the Family Educational Rights and Privacy Act, known as FERPA:

https://www.purdue.edu/registrar/FERPA/index.html

Do NOT record class. Teaching and Learning Technologies recommends not using WebEx for instructional delivery. If you need to record your lectures, use one of the tools recommended by Purdue Innovative Learning. Options may be viewed at:

https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/

Faculty, Staff, and Students all have different access to the service. The following table breaks down the main differences.

<table>
<thead>
<tr>
<th>Faculty &amp; Staff</th>
<th>Students</th>
<th>Teaching Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>purdue.webex.com</td>
<td>purdue-student.webex.com</td>
<td>Access to purdue.webex.com by request</td>
</tr>
<tr>
<td>1000 Participant limit</td>
<td>8 Participant Limit</td>
<td>No limit specified</td>
</tr>
<tr>
<td>Access to recording, personal room, and telephony</td>
<td>No access to recording, personal room, and telephony</td>
<td>No access to telephony, personal room and recording allowed</td>
</tr>
<tr>
<td>Access to WebEx Events and Trainings</td>
<td>No access to WebEx events and Trainings</td>
<td>Access to WebEx Events and Trainings</td>
</tr>
</tbody>
</table>
If you are Faculty, Staff, or otherwise given access to purdue.webex.com, you will always have a persistent meeting room available that can be utilized for impromptu meetings. It can be accessed at purdue.webex.com/meet/username where username is your Purdue Career Account username.

WebEx meetings may be recorded by clicking the record button. WebEx meetings are moved automatically to Kaltura although it may take up to 24 hours to transfer. Events and Trainings are stored in WebEx for at least one week.

For additional resources on Cisco WebEx, please explore the following links:

WebEx Resources:

Cisco’s ‘Get Started with Cisco WebEx Meetings for Hosts’ may be found at:

Cisco’s ‘WebEx Audio Troubleshooting’ may be found at:

How do I access and share my WebEx recordings?

How do I secure my WebEx meetings?
Zoom

Zoom is a relatively new video conferencing platform that works great for virtual classrooms. Purdue University has entered into an agreement to Zoom at a **heavily discounted** rate. West Lafayette, Northwest, and Fort Wayne campuses can use Zoom by purchasing use licenses at a price 70% off the regular rate and 50% lower than the educational bulk rate. This new agreement will allow consolidation of accounts already using Zoom with an @purdue.edu, @pnw.edu or @pfw.edu to ensure that approved security procedures are being following and enterprise tools can be properly configured.

Within the coming weeks (if not already completed) all Zoom accounts created with a Purdue email address from all three campuses, paid or free) will be brought into this central enterprise agreement. The following link provides information on how departments can order licenses.

https://www.pnw.edu/information-services/services/zoom/

Please note that Zoom is authorized for use of Sensitive and FERPA data **with caution**. It **IS NOT** authorized for use of Restricted/Proprietary, HIPAA, GLBA, or Controlled-Unclassified data. Visit the SecurePurdue page for more information.

Virtual Classroom Tool

Zoom will also be integrated within the D2L Brightspace learning management system and can be used as a virtual classroom tool for online courses and to facilitate interaction with students who are not able to participate in face-to-face instruction.

Courses seeking to use Zoom must have a license, which will be charged to the department. More information about using Zoom and obtaining a license is provided by Purdue Northwest, which is overseeing the Purdue system account.

For more information about selecting a virtual classroom tool for your course, contact one of the following campus teams:

- West Lafayette: tlt@purdue.edu
• Purdue Northwest: csc@pnw.edu

This brief FAQ from ITaP also has additional information.

For any additional questions, please contact HHS IT via phone at 765-496-2896 or email at hhshelp@purdue.edu