pexip

FACULTY GUIDE

Mayville
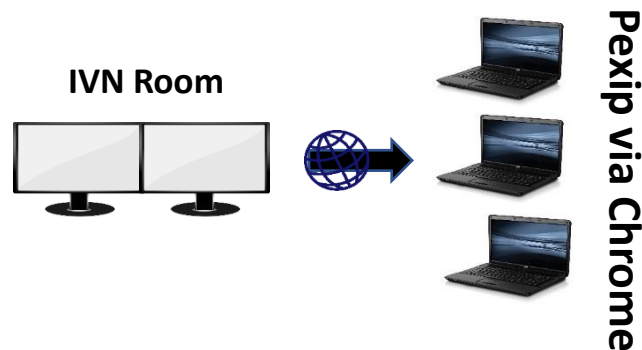State
University

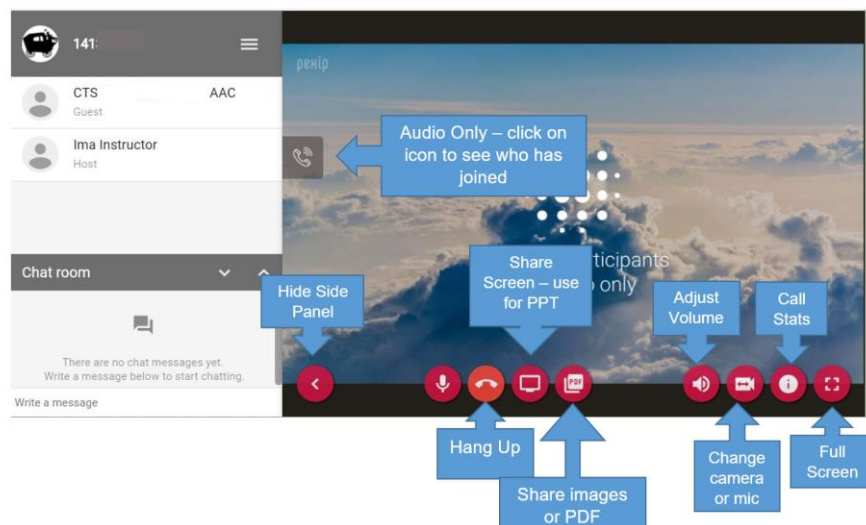# TABLE OF CONTENTS

BEFORE YOU BEGIN

WHAT IS PEXIP?

Pexip is a web conferencing tool that is used in conjunction with the Interactive Video Network (IVN). In order for Pexip to work, an IVN room and time must be reserved. However, you do not have to physically present in an IVN room to use Pexip. Scheduling with the Pexip bridge allows your students to connect via a web browser as an option. You will need to provide them with the conference call code (see below for instructions).

Please be sure to notify your students as to your expectations as far as who and when students can join your classroom via Pexip (as opposed to connecting via an IVN room)

HOW IT WORKS

TOUR OF THE HOME SCREEN

 If this icon appears on the screen, student has camera turned off or unable to send video.

USING THE IVN ROOM

If you are using the IVN room and Pexip together, you should consider how to manage the monitors for in the IVN room for the best experience for users who are in person as well as joining via Pexip.

Full Screen -- students using Pexip will see the instructor/presenter only. The number of participants is indicated in a small icon at the bottom right of the screen.

Large Main Speaker + 7 other sites
Participants are shown in the order of who spoke most recently from left to right. If there are more than 7, the number of additional participants is indicated in the far-right thumbnail.

Small Main Speaker + 21 other sites
Instructor screen is smaller with 3 rows of 7 sites at the bottom of the screen. Additional sites are indicated by a number in the far right.

Side by Side Speakers
Main picture will contain the main speaker and most recent speaker side by side with up to 21 other sites on the bottom row.

GET STARTED

RESERVE A SESSION*

Contact the IVN Campus Coordinator to reserve a session. You will need the date, time, preferred IVN room and number of students in the class. Each instance of Pexip requires a reserved "seat".

*Pexip will not work without this step.

IVN Coordinator for MSU: Dean Kostuck
Email: dean.kostuck@mayvillestate.edu
Phone: 701.788.4723

TEACHING TIP

Keep in mind that the time you reserve is set in stone. The connection will end and cannot be re-established unless you contact the IVN Coordinator. Plan class time accordingly!

ACCESS THE SITE

Chrome is recommended for your browser in order to display content.
- Go to https://join.nd.gov
- A dialog box with **STAGEnet** (as shown here) will open
- Enter the **access code** provided by your IVN Campus Coordinator.
- **Enter your name**
- Click **Connect**

The **Select your camera and microphone** dialog box appears. This is where you set up your camera and microphone for use in the session.
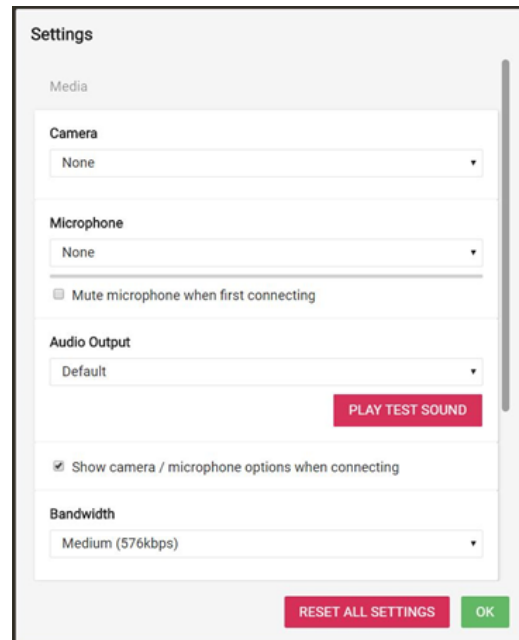- Using the drop-down arrows, select your Microphone, Camera and Audio Output.
- To check the performance of your audio output, click the **Play Test Sound** button.
- Check **Don't show me these options again** if you will always use the same equipment. If you check the box but later need to change your settings, you can do so on the **STAGEnet** screen by choosing the Settings button.
- Click **Start** to enter the session.

SETTINGS

If you would like to customize some of your settings or you need to change your equipment choices, click the Settings button on the **STAGEnet** dialog box shown above.
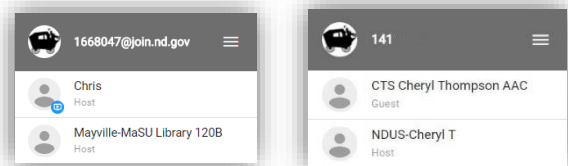
- Using the drop-down arrows, select your Camera, Microphone and Audio Output.
- Check the **Mute microphone when first connecting** if you want to be muted before entering the conference. You can unmute at any time once you are in the session.
- To check the performance of your audio output, click the **Play Test Sound** button.
- The **Show camera/microphone options when connecting** is checked by default. Keep it checked so that you can access options while in the conference.
- Choose your **Bandwidth** rate using the drop down, or leave it at the default.
- If you are unhappy with the settings you chose and want to start over, click **Reset All Settings**.
- Click **OK** to return to the **STAGEnet** screen.

ROLES

Host - When students and instructors login to Pexip, they enter with the role of **Host**. This means that students have the same rights of control over the session that you do. This includes the ability to share their screens, which is useful, but they will also have control over advanced features such as muting all guess, disconnecting all participants, etc. Due to the potential problems this could cause, information about Advanced Features has not been included in the Pexip Student User Guide.

Guest - The **Guest** role indicates that an audio connection has been created and can be used by participants. In the screen shot shown here, CTS Cheryl Thompson AAC is the audio connection. NDUS-Cheryl T is the connection for Cheryl herself.
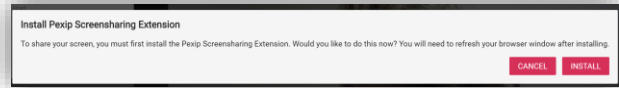

TEACHING TIP

Sometimes the connection to the IVN bridge is interrupted. Be patient – it should re-connect on its own in a few seconds and you can continue class without much distraction.

SHARE YOUR SCREEN

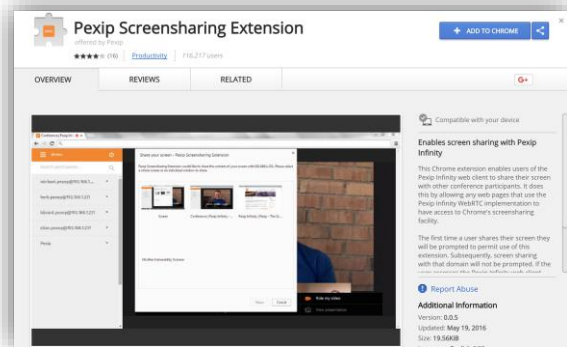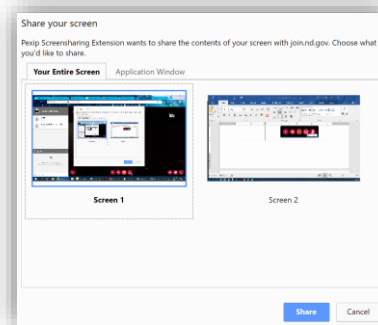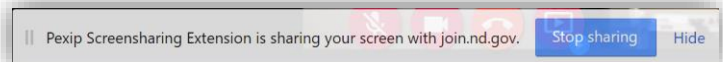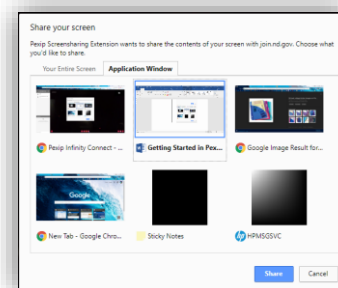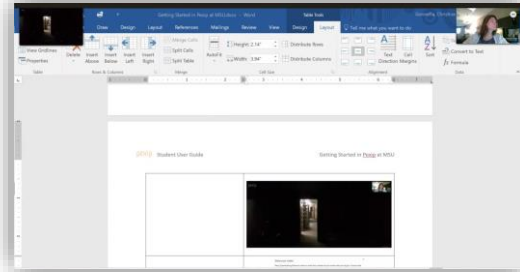|	
Use this icon to **Share your Screen**.	
The first time you share your screen in Pexip, you may be asked to install an extension for Chrome. You only need to do this the first time you share your screen. **Click Install**	
When this screen opens, click **Add To Chrome.** The extension should automatically install. Go back to Pexip and try to screen share again. It should go to the next step.	
Pexip gives you two options for sharing your screen **Your Entire Screen** or **Application Window**. To share **Your Entire Screen**, choose a screen (if you have more than one monitor), the click **Share.**	
Pexip will display this message on the bottom of your screen while you are sharing it.	
To share your **Application Window**, choose the application you would like to share. Click **Share**. **Note**: If you share you Application Window, you will not be able to move to a different application or window.	

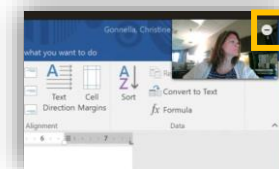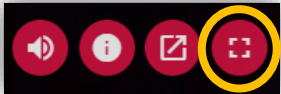|	
If you share your screen and cannot see any other parts of your desktop or tool bars, hit the **escape** button on the keyboard to get out of the full screen effect.	
When you share your screen, you will see the screen you are sharing and you will not see the Pexip screen. Use the toolbar at the bottom of your screen to move back and forth between apps.	

To **change your view**, click in the content window.

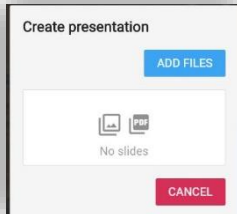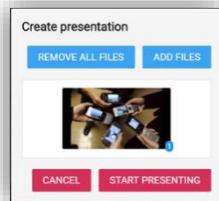Click on the content window to swap screens to get full view of your content.

Click here to stop presenting

To **Hide Self View,** click on the minus sign in the upper right-hand corner of the screen to hide the camera feed of yourself.	

To **Stop Sharing**, click the button.	
On the lower right side of the screen, hover to see the **controls**. From left to right: • Volume control • Technical info about the call • Open presentation in a new window Open full screen mode	
To go to **Full Screen**	

SHARE IMAGES OR PDFS

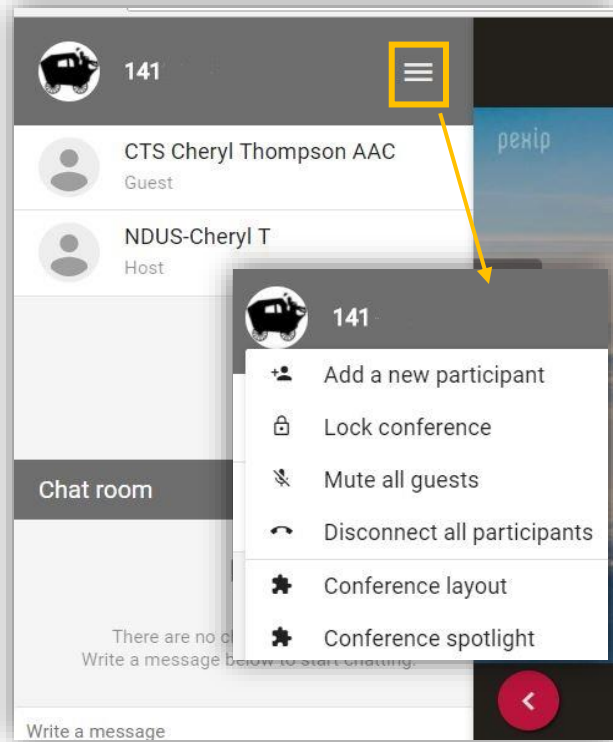|	
Click on the PDF icon	
Create a Presentation dialog box pops up Either select **Add Files** or click and drag a file into the **No slides** box.	
Presentation options • Add additional files – no limit • Files do not remain with the session once it is ended • Click Start Presenting when all files are loaded	

ADVANCED FEATURES

Advanced features are available to anyone who has logged in as host, including students. This section was not included in the Student User Guide due to the problems this kind of access could cause. If you would like to inform your students of these features, you could copy and paste the information into another document.

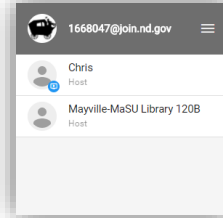To see the advanced features, click the "hamburger" icon:

- **Add a new participant** – allows you to invite another participant to the session.

- **Lock conference** – locks the entire conference, all sites and web browser participants.

- **Mute all guests** – mutes just the guest participants. The sites with a codec are considered hosts.

- **Disconnect all participants** – disconnects IVN classrooms, web browser access and phone.

- **Conference layout** – you can change conference display layout

Conference spotlight – you can choose what participants to see in the layout you choose.
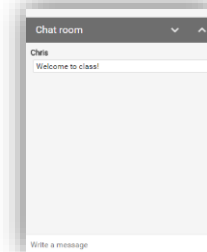
PARTICIPANT AND CHAT PANELS

Participant Panel. The upper left corner shows the participants in the conference. In the screen shot, Mayville-MaSU Library 120B is the room in which the IVN connection is hosted.	
The **Chat Panel** is below the Participant panel. To send an instant message to everyone in the conference call, type into the **Write a message** text box and hit **Enter**. You message will appear above.	
To **Close** the Participant and Chat Panels, click the left arrow on the bottom left of the Panels.	