



INTEGRATED CONFERENCING
ASSISTANT



THE UNIVERSITY OF THE
SOUTH PACIFIC

Shaping
Pacific
Futures

INTEGRATED CONFERENCING ASSISTANT



Training Format

1. Introduction

The online Integrated Conferencing Assistant (ICA) has been developed to assist USP teaching staff with the scheduling, hosting and recording of online conferencing sessions by integrating the disparate platforms involved i.e. Zoom, Banner, Moodle & Lecture Capture systems.

The ICA is accessible to users through normal USP staff ICT credentials and is intended through automation to enhance the support of USP core teaching, learning and research activities by providing an efficient tool that simplifies the whole process of engaging ICT conferencing services to support delivery – particularly in these unprecedented times.

This training programme serves as a first level introduction to the ICA for users and ICT support staff alike – and is designed to use hands-on demonstrations supplemented by key technical notes to familiarize users with ICA.

2. System Demo

- Logging In to ICA
- Making a booking
- Changing a booking
 - Delete old booking and then create a new one. **[You must not re-use an old link when changing a booking to a new time slot!]** as this will possibly clash with other Zoom ID's created for the same slot.
- Zoom Links
 - Zoom Link information will be automatically e-mailed to Lecturer/Staff as a calendar invite when a booking has been successfully completed.
 - Additionally, if the option is selected, Zoom Link details will be posted automatically into Moodle course shells.
- Recordings
 - All meetings are automatically recorded into the global USP Zoom Cloud.
 - Automated processes will retrieve recorded lectures and make them available on Moodle after 24hrs of the completion of the conferencing session.
 - Access to other recordings apart from lectures will be available upon request through ITS Technical Support and will usually be made available within 48hrs.

3. Key Technical Notes

- There are 2 reserved resource groups for conferencing:
 - Talanoa01 – Talanoa62 Virtual Rooms: are reserved for Lectures and Tutorials that are on the official USP timetable that is produced by SAS.
 - Talanoa63 - Talanoa65 Virtual Rooms: are reserved for other meetings and engagements outside of the core L&T delivery activities.
- All bookings for Lectures, Tutorials and formal teaching sessions **MUST FOLLOW THE SAS APPROVED TIMETABLE** to minimize clashes for students.
- Only teaching staff enrolled into Moodle for a particular course can use ICA to make bookings for that course – staff will not have the ability to make Zoom bookings for courses that they are not enrolled into.
- When changing a booking from that scheduled in the Time Table please confer with the SAS Time Tabling Team.
- Administrative staff cannot make a lecture booking on behalf of a lecturer.
- Recordings are done automatically
- Only staff assigned with Lecturers or Teaching Assistants roles on Moodle can book for Lectures and Tutorials on Talanoa Rooms 01 to Talanoa Room 62.
- If you are not assigned Lecturer or Teaching Assistant role in Moodle, then you can only book for meetings on the ICA System using Talanoa Room 63 to Talanoa Room 65.

4. Q&A

- Question and Answer Session