

# **Technology and Livelihood Education**

**Quarter 1 – Module 5:  
Participating in Video and Audio  
Conferences in a Safe and  
Responsible Manner**

**INFORMATION AND  
COMMUNICATIONS TECHNOLOGY/  
ENTREPRENEURSHIP**

GOVERNMENT PROPERTY  
**NOT FOR SALE**



## *What I Need to Know*

This module was designed and written with you in mind. It is here to help you master how to participate in audio and video conferences in a safe and responsible manner.

The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

After going through this module, you are expected to:

- ❖ **Participates in audio and video conferences in a safe and responsible manner (*TLEIE6-0d-7*)**
  - ♥ Identify what an audio and video conferencing is
  - ♥ Identify some video conferencing software
  - ♥ Give the different guidelines in audio and video conferencing
  - ♥ Appreciate the use of communicating and collaborating using ICT



## *What I Know*

Before we start our lesson, may I know what do you understand about an audio and video conferencing is

Encircle the letter of the correct answer.

1. What does ICT stand for?

- A. Information and Computers Technology
- B. Information and Community Technology
- C. Industrial and Communications Technology
- D. Information and Communications Technology

2. \_\_\_\_\_ is the use of video and audio to connect two or more people from different points in the globe, simultaneously and in real time, using the internet.

- A. Blog
- B. E-mail
- C. YouTube
- D. Google Meet

3. Never \_\_\_\_\_ to any instant messages, phone call, video call, or screen sharing requests from someone you do not know.

- A. reply
- B. refuse
- C. forward text
- D. accept pictures

4. Never \_\_\_\_\_ a file from someone you do not know, including e-mail attachments.

- A. refuse
- B. delete
- C. accept
- D. forward

5. Choose a strong \_\_\_\_\_ for your Google Meet, Messenger and Skype account.

- A. letter
- B. symbol
- C. number
- D. password

6. Never reply to a request to reveal your \_\_\_\_\_ data.

- A. school
- B. number
- C. location
- D. personal

7. Use a virtual LAN and \_\_\_\_\_ to separate video conferencing traffic from the rest of the network.
- A. firewall
  - B. repeater
  - C. connector
  - D. network adapter
8. After signing in, you can click \_\_\_\_\_ or if the meeting is hosted by another person.
- A. Adjust
  - B. Accept
  - C. Cancel
  - D. New meeting or Join meeting
9. Click \_\_\_\_\_ to start the video conference in google meet.
- A. Cancel
  - B. Upload
  - C. Add people
  - D. Join meeting
10. After conducting the meeting, click \_\_\_\_\_ to finish the meeting.
- A. Upload
  - B. Cancel
  - C. Join meeting
  - D. Leave meeting

## Lesson

# 1

## **Participating in audio and video conferences in a safe and responsible manner**

Safety requires responsibility, appropriateness, and common sense. So, you should know what is acceptable and safe and what isn't in using Information and Communications Technology.

This lesson will acquaint you with what an audio and video conferencing is and to participate in a safe and responsible manner. Through audio and video conferencing, you can save a lot of time and money. It's an effective communication – not only can you hear people's voices, through video conferencing you can also see the people you are talking to, see their expressions, body language and instant responses.



### ***What's In***

We are now in the 21st century learning and learning is the most relevant, useful and in-demand skills in today's schools. We have already learned about blogging and how to share blogs in a safe and responsible manner. Did you update your blogs? Have you ever tried to talk to your loved ones through video call? Our next lesson will be about audio and video conferencing and how to use it in a safe and responsible manner. Are you excited for this lesson?



## What's New

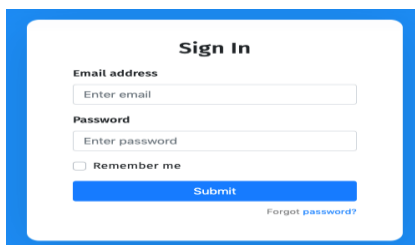
How are you coping with our lesson? I hope you are curious about the activities we will discuss in this module.

### Activity 1: "What's In"

Let's take a look at these pictures which are usually used in audio and video conferencing:



1. **Software** - the programs and other operating information used by a computer.



2. **Sign in** - in computer security, logging in (or logging on, signing in, or signing on) is the process which an individual gains access to a computer system by identifying and authenticating themselves.



3. **Virtual meeting** is when people around the world, regardless of their location, use video, audio, and text to link up online.



4. **Links** -the link is the physical and logical network component used to interconnect hosts.



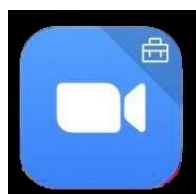
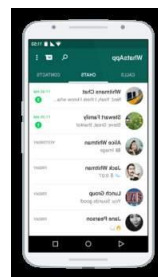
5. Password - secret word or phrase that must be used to gain admission to something.

How do people communicate with each other especially in this time of pandemic? There are many tools that can be used in communication. One of these is through audio and video conference.

### Activity 2: *"Who Am I"*

As a grade six pupil, you are familiar with class meetings. Do you know that there are also audio and video meetings or conferencing? What are some of the things you do in setting up these meetings to make sure that they run smoothly? What do you do to prepare for the meeting and to conduct the entire meeting? How do they help us in everyday living?

Can you identify these tools and software that you can use in communicating with other people? These are some tools you can use where you can chat and see the person that you are talking to. The difference in this meetings lie on the equipment used. Wide screens and monitors are usually used for video conferencing through different softwares and sites.



One of the platforms that is frequently used in audio and video conferencing is the Google Meet. It works very well for individuals and group of people. Without any of the applications/tools it is very impossible to participate in video conference. We will be using the google meet as our platform.

## How to use Google Meet in video conferencing?

1. Install Meet using device.



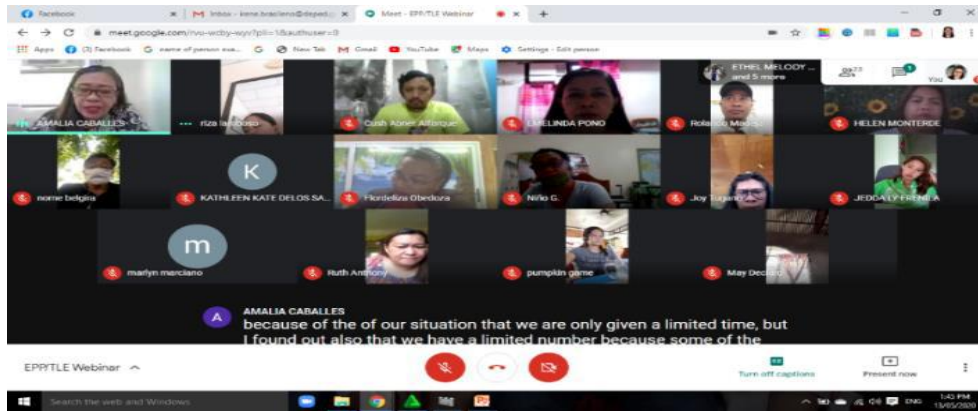
2. Launch Meet and sign in to your google account. If you do not have an account, click create an account.



3. After signing in, you can click "new meeting", but if the meeting is hosted by another person, click "join meeting" after you receive the link or the code to join the meeting.



4. You can now start video conference with other people after you are admitted by the host.



5. When participating in audio and video conferencing, it is very important to observe the guidelines and protocols. Be safe and responsible.

These are the protocols when participating in an audio and video conferences:

- ♥ Attendance of the participants will be checked
  - ♥ After testing your speakers and video cameras, you are expected to turn them off
  - ♥ Only after you are recognized by the moderator should you turn your speaker and video camera on
  - ♥ Turn on your cameras so your teacher can see you
  - ♥ Wear decent attires
  - ♥ Observe one device per user. Never open account simultaneously through a mobile phone, laptop and desktop
- Some of the guidelines when participating an audio and video conferences:
- ♥ Be punctual and courteous.
  - ♥ No multi-tasking, the people can see you unless you turn off your camera.
  - ♥ If it is improper for a face-to-face meeting, then it doesn't work for video either.
  - ♥ Make sure you have good light.
  - ♥ No eating
  - ♥ Do video calls from your desk or other appropriate location.
  - ♥ You can also use other tools/apps in video conferencing like Facebook messenger, skype and others



## *What is It*

What do you think are other types of communication? Have you tried logging in to access content in a website before? What are other tools and soft wares that we can use in audio and video conferencing? How will you participate in this kind of communication?

I would like you to learn the difference between an **audio conferencing** from **video conferencing** and its **advantages** and **disadvantages**.

***Audio Conferencing*** is a telephone meeting conducted between multiple separate callers (three callers define a "conference"). Audio conferencing is sometimes called "teleconferencing" and traditionally means using a telephone instrument to conduct a business meeting. It is also sometimes called "teleconferencing" and traditionally means using a telephone instrument to conduct a business meeting.

### **Advantages of Audio Conferencing**

1. Telephones are widely accessible and generally provide an easy method for meeting attendees to join into a conference session.
2. Users of telephones can easily operate their telephones and connect to locations both within and outside of their home and office.
3. Teleconferences are quick, easy and generally widely accessible for participants.

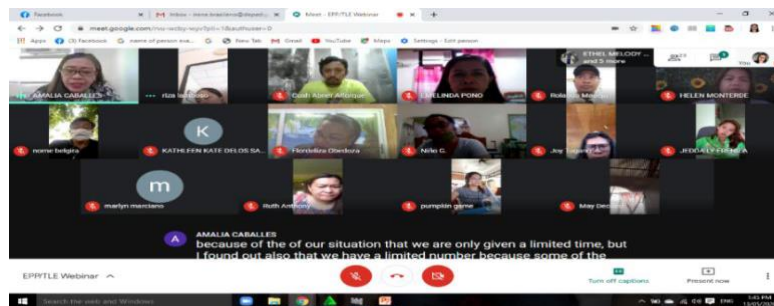
### **Disadvantages of Audio Conferencing**

1. Telephones can vary significantly in their ability to produce clear and intelligible audio. For example, the quality of audio produced by a cellular telephone can be quite different than the quality of audio produced from a conference room speakerphone.

2. The varying degree of audio quality introduced into an audio conference by callers can negatively affect the overall meeting. In some cases, the noise induced by the lowest quality audio conference participants can be so great as to become disruptive to all call participants.

*You can take pictures during the conference like this:*

### Video Conferencing



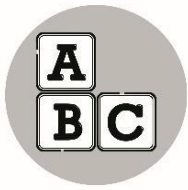
**Video conferencing** is the use of video and audio devices to connect two or more people in different locations on the globe, simultaneously and in real time, using the internet. It is also known as video teleconferencing.

### Advantages of Video Conferencing

1. Reduces travel expenses
2. Increases productivity
3. It's an effective communication
4. Builds good relationships with your family, classmates, teachers and friends
5. Keep connected to your friends

### Disadvantages of Video Conferencing

1. Less personal contact and understanding
2. Network instability and time lag
3. Technical issues on teacher-student hands on activities
4. More stress and less organization
5. Even though it is easy to conduct the conference at any time, it is practically difficult for people working in different time zones.



## *What's More*

Now that you've learned a lot from the very start of our module, I want you to make a summary based on your understanding in participating video conferences in a safe and responsible manner.

### **ACTIVITY 3: *"Let's Summarize"***

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## *What I Have Learned*

Now that you are about to complete this module, it is time to reflect on what you have learned about how to participate in audio and video conferencing in a safe and responsible manner. This will also deepen your understanding on how to use your learning in your daily activities.

### **Activity 4: *Sum It Up!***

A. Help me rearrange the jumbled words.

1. ONJI EETMING – \_\_\_\_\_ you need to click this when you want to be part of audio and video conference

2. OVIED NECOGFERNNCI - \_\_\_\_\_ is the use of video and audio devices to connect two or more people in different locations on the globe, simultaneously and in real time, using the internet.

3. **NUSMEERA** – \_\_\_\_\_ - a sequence of characters that identifies a user when logging onto a computer or website.

4. **RAWSSODP** – \_\_\_\_\_ - something that enables one to pass or gain admission such as a sequence to access to a computer system.

5. **IGLON** - \_\_\_\_\_ - to establish communication and initiate interaction with a computer or system.



## *What I Can Do*

Now, it's about time for us to use our knowledge about audio and video conferencing.

### **Activity 6: "Let's Do It"**

Directions: Read and answer the following questions:

1. What is the difference between an audio conferencing and video conferencing? Give 2 advantages and 2 disadvantages

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2. What are some of the video conferencing soft wares?

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3. Give some guidelines that should be followed when participating in an audio and video conferencing.

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4. Create an e-group with your classmates and try to communicate and collaborate with one another. Let each member participate in audio and video conference with the issue or concern they have chosen.



## *Assessment*

Good Job! Let's test what you have learned from the very start of our lesson.

A. Encircle the letter of the correct answer.

1. After conducting the meeting, click \_\_\_\_\_ to finish the meeting.

- A. Upload
- B. Cancel
- C. Join meeting
- D. Leave meeting

2. Never reply to a request to reveal your \_\_\_\_\_ data.

- A. school
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- D. Google Meet



## *Additional Activities*

**Congratulations!** You've come this far. I know you've learned a lot on how to participate in an audio and video conferencing in a safe and responsible manner.

Now for your additional activities, create an e-group with your friends or classmates. Try to communicate and collaborate with one another. Let each member participate in audio and video conference with the issue or concern they have chosen. Be sure to follow the proper etiquette while you are in the conference.

Your work will be evaluated by your teacher using the following criteria:

Accuracy 70%  
Neatness 30 %  
Total 100%





## Answer Key

WHAT I KNOW

A.

1.D  
2.C  
3.A  
4.C  
5.D  
6.D  
7.A  
8.D  
9.D  
10.D

WHAT'S MORE

1.D  
2.B  
3.D  
4.B  
5.D

WHAT I HAVE  
LEARNED

11. JOIN MEETING  
12. VIDEO  
CONFERENCE  
13. USERNAME  
14. PASSWORD  
15. LOGIN

ASSESSMENT

1.D  
2.D  
3.A  
4.D  
5.D  
6.A  
7.D  
8.D  
9.D  
10.D