

Technical information using BlueJeans for colloquia

Each participant should have a computer with an internet connection, a microphone, and a video (web)cam. Alternatively, it is possible to participate via a smartphone.

Firefox, Chrome, Safari, and Opera can be used as web browsers. Alternatively, the BlueJeans application can be installed. Go to <https://www.bluejeans.com/downloads> and download and install BlueJeans for Windows or for Mac. For the BlueJeans app for smartphones go to <https://www.bluejeans.com/downloads> and download and install BlueJeans for iPhone or for Android.

Educational Affairs Office (BOZ) will send the participants an invitation/link (for participation via the web browser) by email. When entering the room, you are asked for a name. This is only used during the colloquium (e.g. in the chat window).

The graduation environment is already accessible 24 hours in advance with the link. It is therefore possible to 'try out' the Graduation Room in advance. Mainly use this to become familiar with the virtual environment.

Camera and microphone

Whoever participates via the browser will be asked by the browser for permission to use the camera and the microphone. Allow this. By default, after connecting each participant, the camera and microphone are on. To turn off/on the video and/or microphone, use the buttons "Unmute/Mute video" and "Unmute/Mute microphone" at the top of the video image.

The system ensures that the person who is speaking is displayed on the big screen. But also noises such as browsing, typing, telephone notifications or barking dogs do that. You can turn off your own microphone (temporarily) to optimize sound quality.

Furthermore, the video system is not perfect. Depending on, for example, the quality of the equipment used and that of the (home) network, there can be some delay. Consequently, sudden verbal reactions will obstruct the smoothness of the conversation.

Based on experiences with a BlueJeans colloquium it is advised to: Turn video (and microphones) on for presenter/student and supervisors only. This way, only the student and supervisors will be displayed on the big screen. A tip for the student is to look at the webcam, not at your screen. This will make you appear to look the audience in the eyes and builds a connection.

The chairman of the committee can ask the audience (in his/her word of welcome) to turn off the video and microphone during the presentation. And he/she may explain to the audience that during the Q&A part of the colloquium, someone can turn on the microphone again, when he/she wants to ask a question.

Share screen

So Bluejeans will display camera images and sound of the participants during the colloquium.

During the colloquium it is also possible to share the computer screen, for example a PowerPoint presentation, a PDF or Excel. In most cases this is only important for the student. Use the "Screen Share" option at the top of the video image. Those who participate using a browser and want to share the screen will be asked to install an extension. It is recommended to test this beforehand and install it if necessary. Those who participate via BlueJeans for Windows or via the Mac application do not need to additionally install anything to share the computer screen. Also, you can choose to share a specific program instead of the entire screen.

While sharing the screen, each viewer can choose whether they also want to see the speaker. Use the blue slider at the bottom left of the shared image to do this.

Useful links at BlueJeans

<https://support.bluejeans.com/s/article/Joining-a-meeting-using-your-Browser>

<https://support.bluejeans.com/s/article/iPhone-and-iPad-BlueJeans-app>

<https://support.bluejeans.com/s/article/BlueJeans-for-Android>