

# Trainer online video training manual (skype for business)

1. Installation of skype for business
2. Login and test your audio and video
3. Create your online video training session and put link in your course
4. Join the video training by the link in your E-Learning (CANVAS)
5. Share your desktop and record the training
6. Manage online students
7. Save the recording and share in the course

1. Installation of skype for business

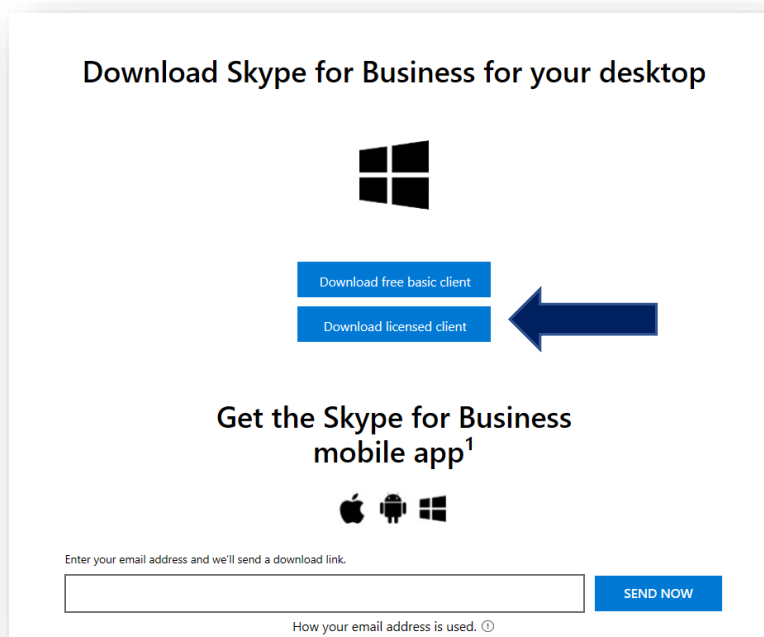
- Please click this link below to install Skype for Business on your laptop

<https://products.office.com/en-au/skype-for-business/download-app>

- For people in China, please use the following link to download

<https://products.office.com/zh-cn/skype-for-business/download-app>

- i. Click **Download licensed client** and input your account
- ii. In next step, choose install Skype for Business



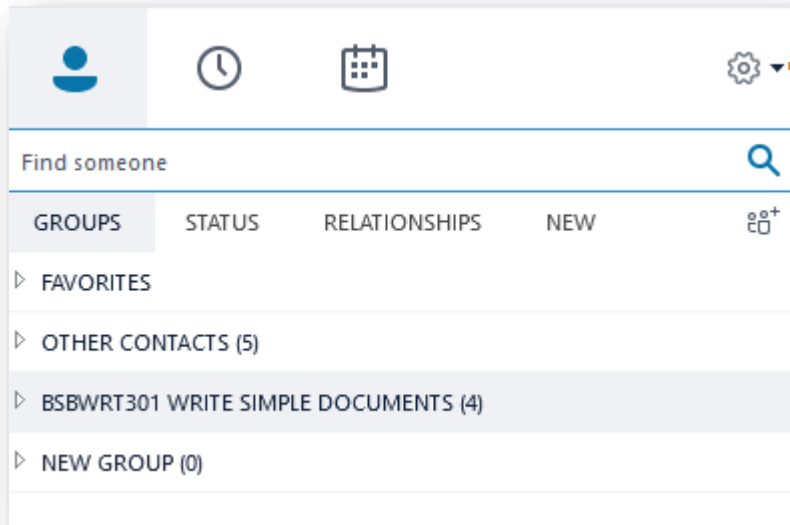
- iii. Please login after you install the application

**Please use your AIBT student email address and your email password login.**

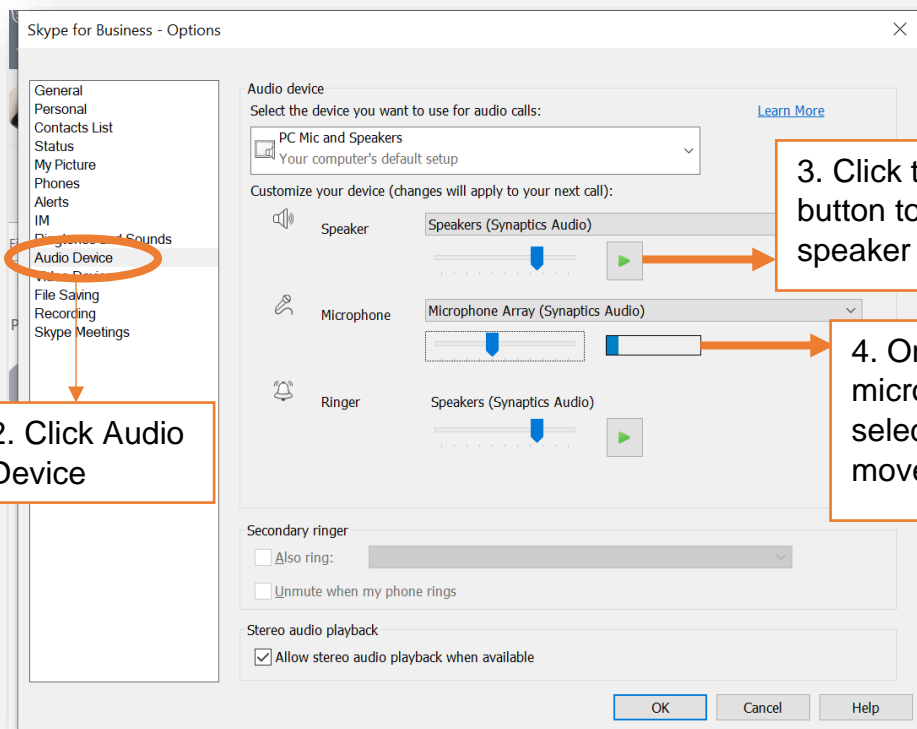


2. Login and test your audio and video

- After you login your account, check your speaker, microphone and video before your online course start.



1. Click the setting icon

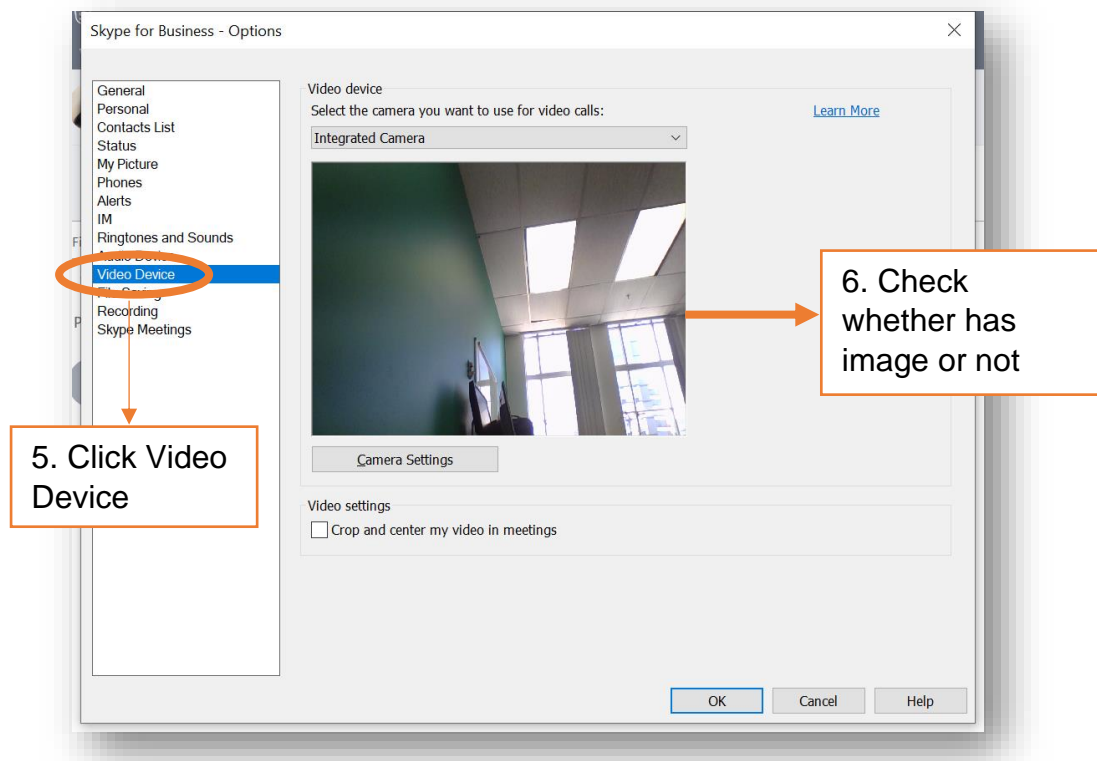


2. Click Audio Device

3. Click the arrow button to check your speaker volume.

4. On the right of the microphone volume selection, verify the bars move when you speak.





3. Create your online video training session and put link in your course

- <https://webpoolme1au106.infra.lync.com/Scheduler/?locale=en-us&AuthCookieName=RtcAuth>
- Login with email and password by the above link or the quick link in [sp.aeg.edu.au](http://sp.aeg.edu.au)



Skype For Business Web Scheduler

Leo Sun AEG Sign Out

← New Meeting

**General**

Event

Location

Message

340 characters left

Attendees and Audio

Add participants here (separate by semicolon)

Start Time

End Time

Time Zone

Who will bypass the lobby?

People dialing in by phone will bypass the lobby

Who is a presenter?

Privacy and Cookies Help

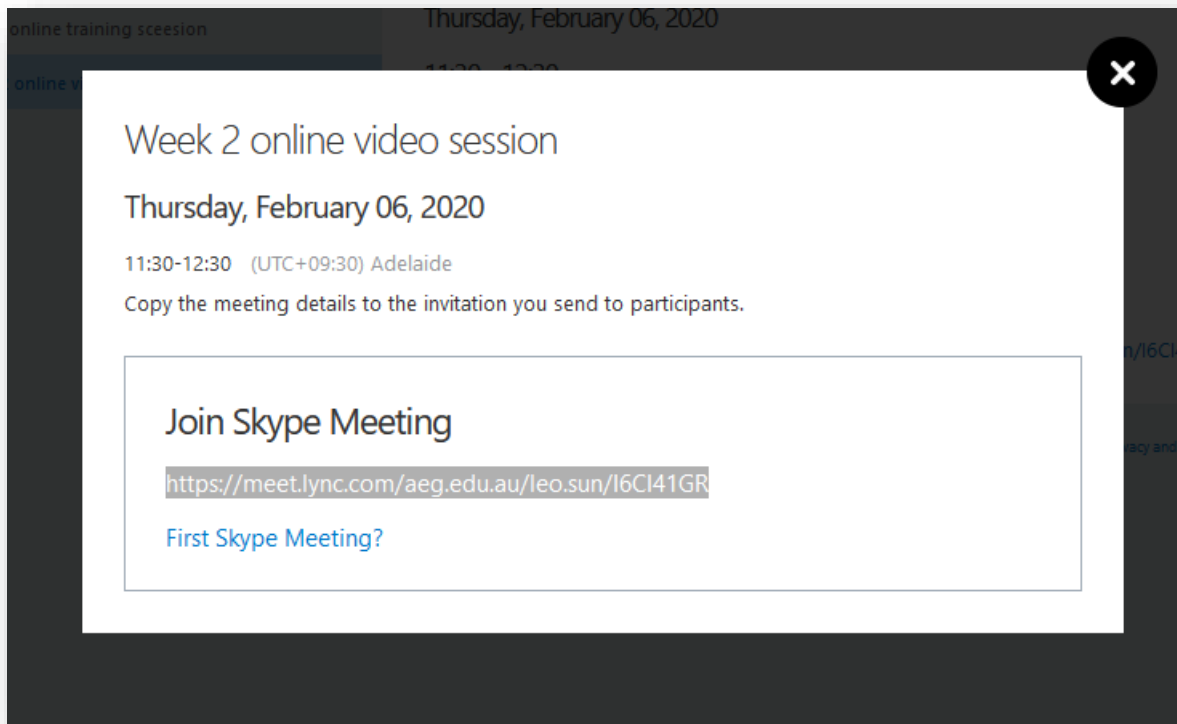
- Put:
  - Event name
  - Time
  - And the following video session control setting:

Who will bypass the lobby?

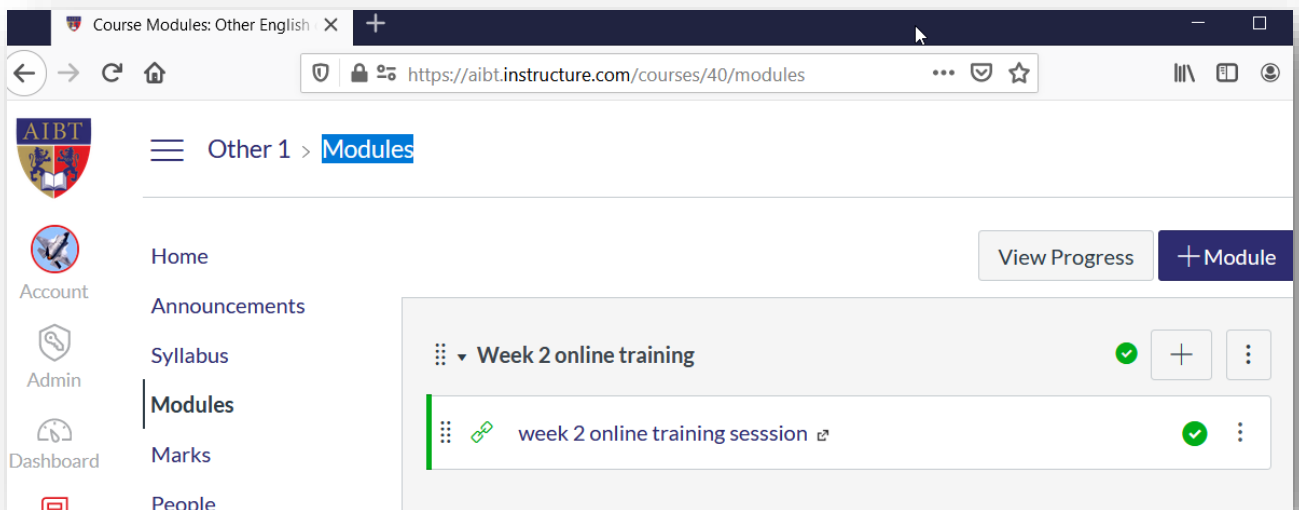
People dialing in by phone will bypass the lobby

Who is a presenter?



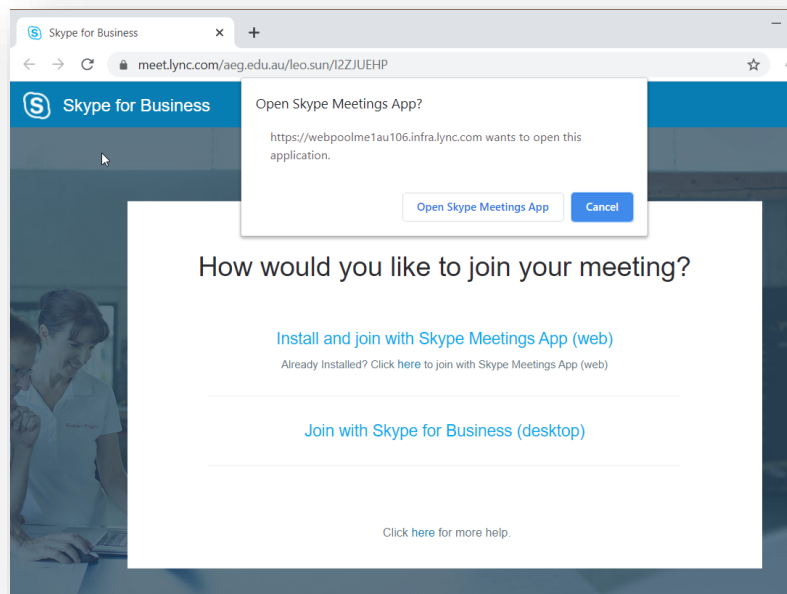
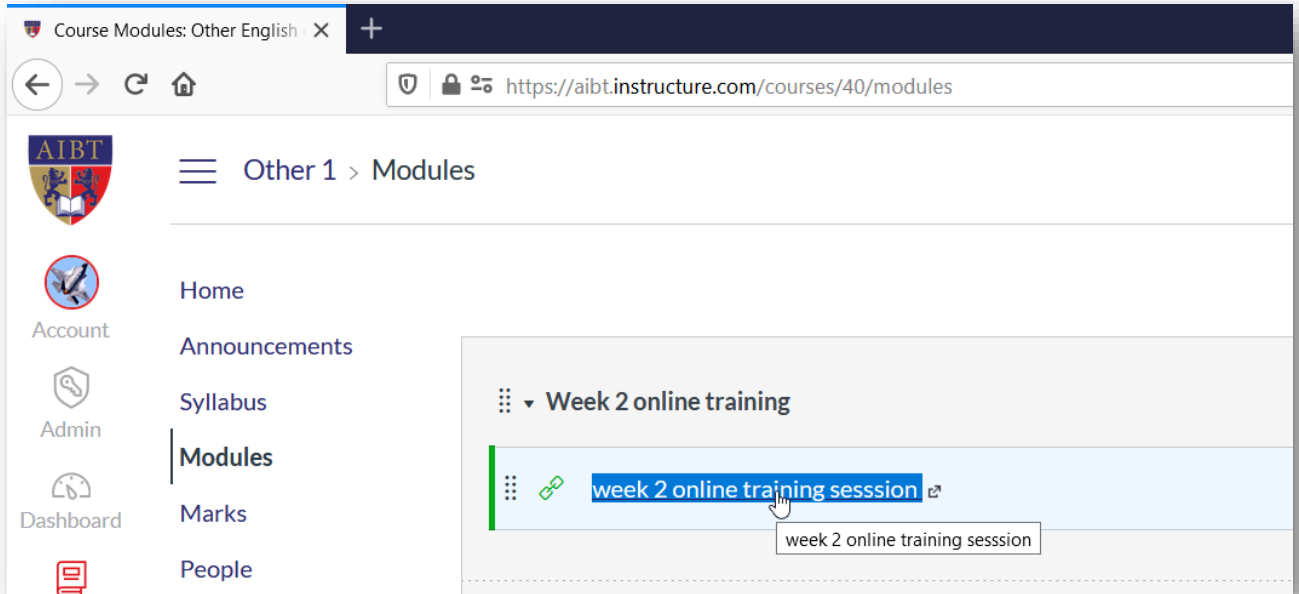


- Copy the online video session link, put it in your course for students' access  
Please check your CANVAS manual to know how to do it if you forget



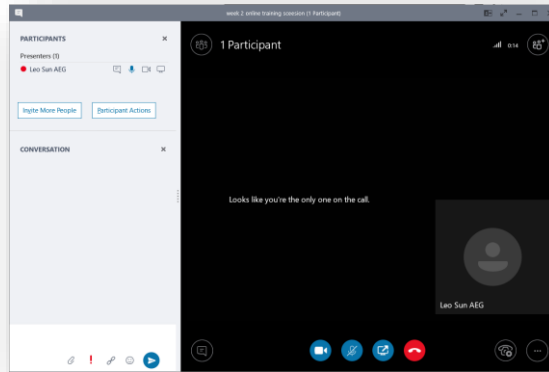
4. Join the video training by the link in your E-Learning (CANVAS)

- Login your new E-Learning (CANVAS) <https://aibt.instructure.com/login/saml>
- Go to your course.
- The link is in your “Modules”

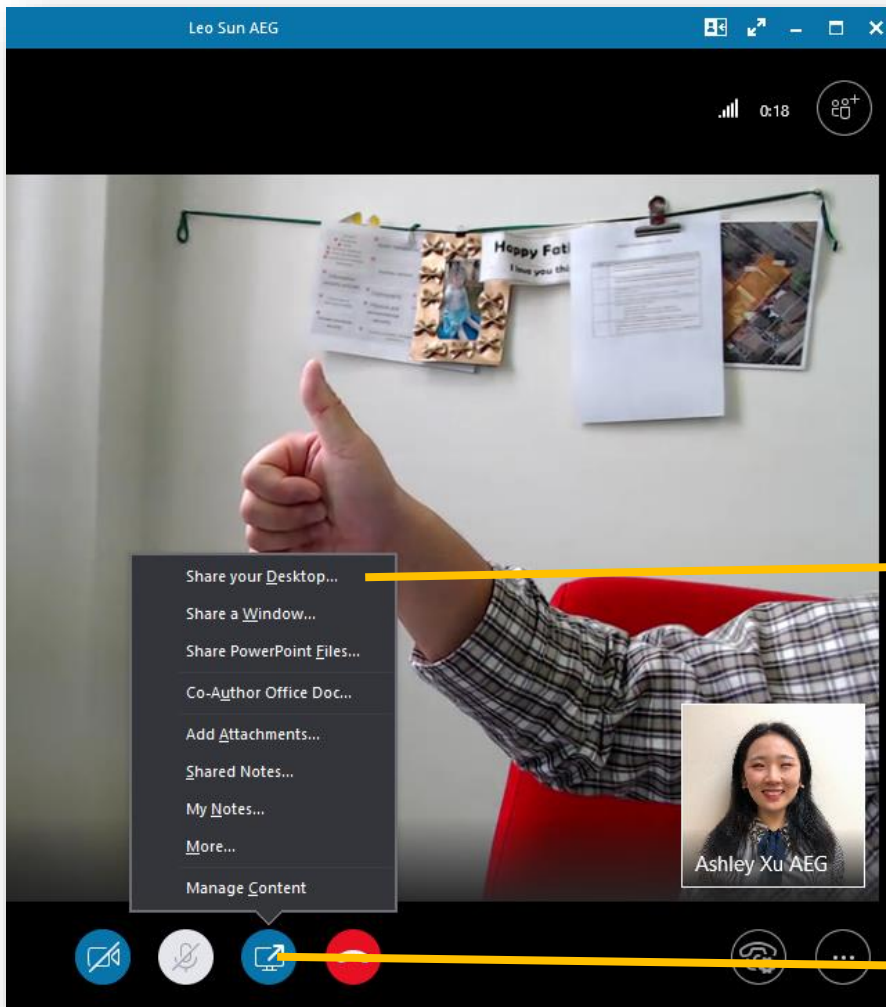


Please use “Join with Skype for Business (desktop)”





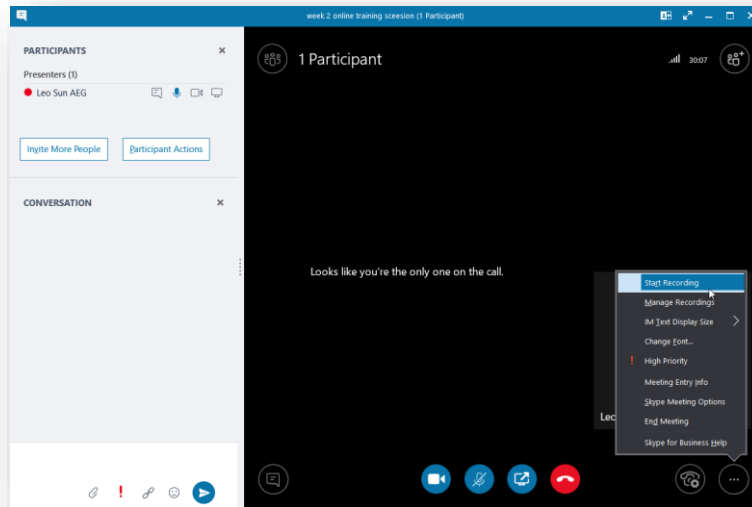
5. Share your desktop and record the training



2. Students can see your desktop after you share your desktop

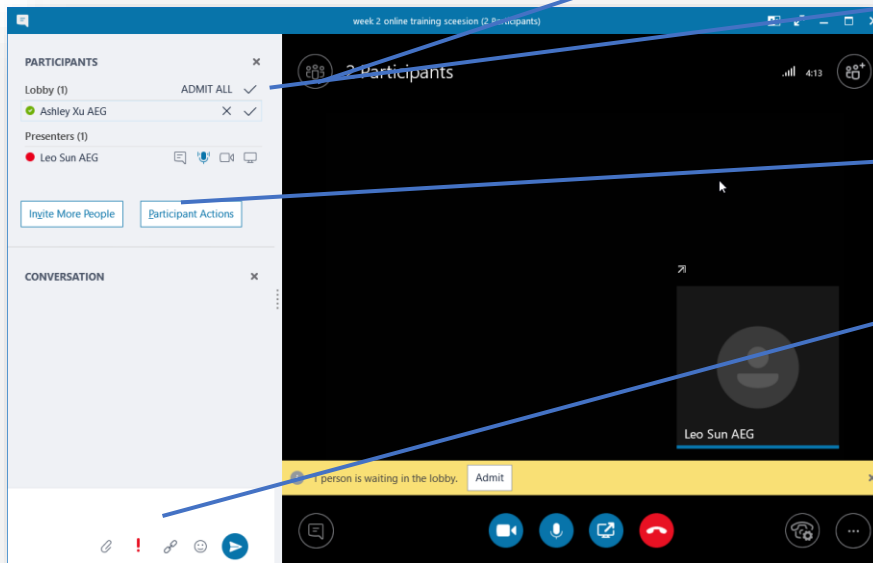
1. Click the computer icon







## 6. Manage online students



Click Participants to manage the online students

Allow or reject new student joining

Other online student management

Message online students

## 7. Save the recording and share in the course

- Find the recording and save the recording in your OneDrive
- Share the recording with a link
- Put the link in the course (Canvas)

*Note: If you want share documents to students, please do it on Canvas*

*Please send an email to [servicedesk@aibt.edu.au](mailto:servicedesk@aibt.edu.au) if you have any problems*

