

Managing Skype Tasks

Some of the speaking tasks in the LINC 3-7 courseware provide opportunities for students to collaborate outside of their face-to-face classroom. These tasks appear are not dependent on any particular technology, but they could be completed online using Skype. Students can also complete these activities using the telephone, meeting after class, or using a different voice over Internet technology. There are, in fact, many (free) alternatives that allow people to talk together in real time.

Skype is a popular program that people use to communicate over the Internet, and because it is used widely and there is a Skype module for Moodle, we provide this technology for edulinc course participants to connect with one another. Many newcomers already use it to stay connected with family and friends abroad.

Note: Some students (or teachers) may be reluctant to share their personal Skype profiles with other course participants and, if this is the case, you could suggest they set up a new Skype account for use in your class.

Exemplar

There is one Skype activity in the Stage 2/3 Exemplar Course.

Adding a Skype ID to a Profile Page

Users must enter their Skype ID on their Personal Profile in order to use the Skype module in the courseware. Instructions can be found in the Courseware Help block. Briefly, users should:

1. Click your name in the top right corner of the screen
2. Click on Edit Profile (under User details)
3. Scroll down and expand the Optional section of the Edit profile page.
4. Type their user information in the Skype ID text box.



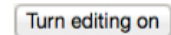
The screenshot shows a section titled "Optional" with a dropdown arrow. Below the title are three input fields: "Web page", "ICQ number", and "Skype ID". A red arrow points to the "Skype ID" field.

5. Click the Update profile button to save the change.

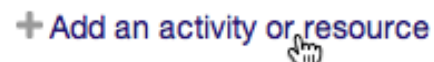
Adding the Skype Module to a Course

The Skype module is not a standard Moodle module, so it does not backup and restore automatically. As a result, it may not appear on your course home page when you receive your new course. You can ask for help from your mentor or, by following these six steps, you can add the Skype module to your course.

1. On your course home page, Click on the Turn editing on button

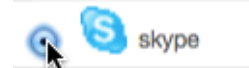


2. Click + Add an activity or resource in zero topic, i.e. the section above Topic 1.



- Placing the Skype module in zero topic will make it easier to access. It will be available on all section or topic pages.

3. Select Skype in the Add a resource or activity window.



4. Click the Add button



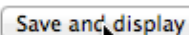
5. Type Skype in the text box next to skype name*:



- In these instructions, we are only adding one Skype module to the entire course. A more descriptive title would be needed if multiple Skype instances were added to a course.
- You can leave the Description text box empty for this single Skype module in your course. The following text will appear when the Skype module page is displayed:

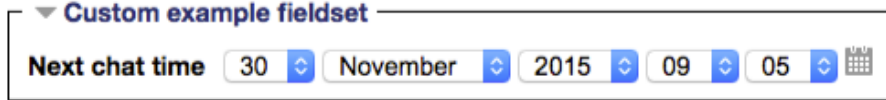
In order to participate in a Skype activity, you need to update your Skype ID in the system. [Update your Skype ID from your profile page](#)

6. Click the Save and display button



- The Skype module page displays. It has been added to your course.
- You may want to tell students to ignore the Time to Skype message if you are not going to use this. This message cannot be hidden. Consider changing it to a date in the distant future, so students will not expect a Skype meeting. To do this:

1. Click on the Skype icon in your course
2. Click Edit settings in the Skype administration section of the Administration block
3. Click the Custom example fieldset section heading



4. Change the date, e.g. update the year to 2018, next to the Next chat time
5. Click the Save and display button

Skype Module Overview

The Skype module is fairly easy to use once course participants have added their Skype User ID to their profile page.

After clicking on the Skype module link, the course Skype page appears.

Next chat time set on Skype settings page

Skype

Description set on Skype settings page

Time to skype: Sunday, 1 April 2018, 6:25 AM

Skype can be used to complete courseware speaking tasks that require working with a partner or in small groups. You may use this page to connect with other course participants who:

- o have a Skype account
- o have added their Skype user ID to their profile se
- o are currently logged in to Skype

Please refer to the **Courseware Help** block for more in

Create Conference: initiates a 1-1 voice (or video) call
Create Chat: initiates Skype text chat with this Skype user
Send Voicemail: Initiates a call to a Skype user with option to leave video message if offline
Add contact: Opens Skype Add to Contacts page
Send file : enables user to send a file using Skype

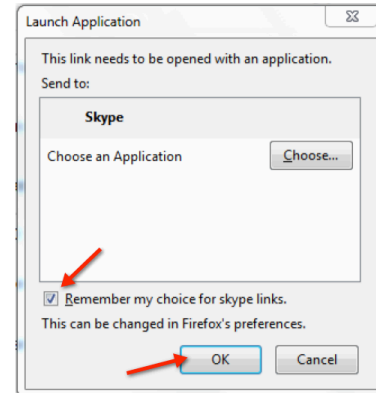
Select	Photo	Name	Skype ID	Contact
<input type="checkbox"/>		Lee Chan	No Skype ID	<input type="button" value="Create Conference"/> <input type="button" value="Create Chat"/> <input type="button" value="Send Voicemail"/> <input type="button" value="Add Contact"/>
<input type="checkbox"/>		Jorge Garcia		<input type="button" value="Create Conference"/> <input type="button" value="Create Chat"/> <input type="button" value="Send Voicemail"/> <input type="button" value="Add Contact"/>
<input type="checkbox"/>		Maria Gupta	No Skype ID	No Skype ID
<input type="checkbox"/>		Kimberly Kim	No Skype ID	<input type="button" value="Create Conference"/> <input type="button" value="Create Chat"/> <input type="button" value="Send Voicemail"/> <input type="button" value="Add Contact"/>
<input type="checkbox"/>		Ed Linc		<input type="button" value="Create Conference"/> <input type="button" value="Create Chat"/> <input type="button" value="Send Voicemail"/> <input type="button" value="Add Contact"/>

This user does not have a Skype User ID saved in her Profile

You are logged in as Jorge Garcia (Logout)

Initiating a Skype Call

1. Click the Create Conference button next to the person you'd like to call.
 - When initiating a Skype conference, the Skype plug in will try to launch the Skype program on the user's computer if it is not already open. If Skype is not already associated with the link in the browser, the message below may appear.
 - Select the "Remember my choice for Skype links" check box so this message will not reappear each time you use this module.
 - Click OK.
 - Skype is launched and the Start call window appears.
2. Click OK
 - The Skype call is initiated. If the person is not online or does not answer, the caller has an option to leave a video message.



Please refer to Skype help/support resources to learn how to use Skype. Visit <https://support.skype.com/en/> or use your favorite search engine to locate online video tutorials.

Skype Module Help link

[Moodle Documents: Skype Module](http://docs.moodle.org/24/en/Skype_module)

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