

CCB Instruction Skype set-ups

Set up Skype systems for grad student interviews each January.

Record of service

Year	Faculty lead	Needed	Notes
Dec 2016	Davis	Dan Loring and Cynthia Kinsland: Use single iMac provided by ChemIT, and moved it from Dan one week, and then to Cynthia the following week.	Oliver set up, with Luis's help. Used new, temp iMac (staged for Lars's Mac lab)
Jan 2016	Davis	Cynthia Kinsland: iMac provided by ChemIT Dan Loring: iMac provided by ChemIT	Oliver set up.
Jan 2015	Lin	Cynthia Kinsland: iMac provided by ChemIT Dan Loring: iMac provided by ChemIT Steven Lee: Own Mac laptop. Hening Lin: Own PC laptop.	First year. Oliver set up.

Notes

12/12/16: INC000001836087: Floyd Davis requests iMac set-up for later this week, with recording software installed. **Deviation** from below set-up is:

- Created and used only one, single, Admin account, which auto-logs in and has no password. (Not our Admin account, and not a "Skype" user-level account.
 - Account directory name is "chemit". The account name is currently "Skype Account"
- Using wireless, not networked.

11/11/16: Oliver spoke with Pat and Cynthia, relaying that Physics DGS moving from Skype to Cornell Grad Office's on-line video capture system and like the results a lot.

- Benefits are recording all sessions, without staff intervention, for review all at once by GS evaluation team.
- DGS or designate pre-record on video all questions to be answered by applicants in randomized and apparently common-sensical manner.
- Cynthia suggests we stay with Skype since most grads have and understand Skype. Thus, not invest in figuring out if the alternative method is somehow better. If it's later discovered that the other method is somehow or sufficiently better, then perhaps switch over.

Purpose

Conduct interviews to evaluate English speaking skills.

- Record interviews for future reference.
- Instruction retains copies of the interviews. (No data goes to, or is managed by, Chemistry IT.)

Notes

Headsets

Bought 2 headsets for Jan 2015:

- One is with Dan Loring
- One is with Cynthia Kinsland (used to be with Pat Hines).

iMac setups

No need to go gung-ho on a "full" ChemIT install:

- [Mac OS Installation](#)

Spare iMac with latest OS installed. Also install:

- Skype
- Call Recorder

- <http://www.ecamm.com/mac/callrecorder/>
- Configure it to record both Local and Remote video. Do so by making just one change in the preferences. Under recording options, Record Video should be set to Picture-in-Picture.
 - The default is that it is set to Multi-track. Dan Lorey writes (12/16/16): "(Multi-track) seems to have saved only the Local portion of the Skype feed video (audio of both sides was recorded, however). Unfortunately, because the Skype test call is audio only, I didn't know about the video saving issue until after I checked the recorded video after the interview."
- Configure it so will work correctly with a headset.
 - Dan Lorey writes, (12/14/2016): "I've made one minor modification in that I've connected the Skype headset I've used in the past (it was in its pouch on the table next to my desk, but I didn't think about putting it on my desk until after I read your email last night). I've gone into System Preferences and have reconfigured the audio input and output accordingly, and I've successfully tested both the headset and the recording software using the Skype test call."
- 12/21/16: Paid for the software, one copy, via Vonnies.
- Call Recorder has a 7 day trial, which is has been sufficient if final set-up done at the last minute. Else, pay \$29.95 (Free Lifetime Updates and Fast & Friendly Support). Or find an alternative:
 - <https://support.skype.com/en/faq/FA12395/how-can-i-record-my-skype-calls>
 - <http://www.kandasoft.com/home/kanda-apps/callnote-skype-call-recorder>
 - Callnote Premium Call Recorder is free, with a limit: 30-Free recordings per month.
 - <http://www.kandasoft.com/home/kanda-apps/skype-call-recorder.html>
 - The "Pro" version, with editing, costs \$9.95/year.
 - <http://g-recorder.com/for-mac-users-en/>
 - 14 day trial; \$39.99 for life.
- Configure with auto-login of a dedicated User account, with or without a password.
- Ensure clock is correct time-zone. And correct!
 - For Jan. 2016, Dan's clock was off by 7 minutes, which was irritating scheduling-wise!

Additional hardware to use for set-ups:

- 2-button mouse (ensure OS configured to use both buttons)
- Ethernet (turn off wireless)
 - Temporarily add systems to DNSDB (can set with auto-expirations):
 - skype1.instruct.chem.cornell.edu
 - skype2.instruct.chem.cornell.edu
 - For Dan and Cynthia, find open IP at:
 - 128.253.86.0/25, VLAN 426 (CCB Staff - Chemistry and).
- Network switch w/ power supply
- 2 ethernet cables:
 - Wall to switch. Switch to iMac. And person's main computer ethernet cable (which was to the wall) now goes to the switch.

Inventory

- Update!

At end

Collect any lessons learned and add to this documentation as appropriate

Erase temporary entries in DNSDB if auto-expirations not set.

Inventory

- Update!

I had no issues with the recording software after making one change in the preferences. Under recording options, Record Video should be set to Picture-in-Picture. It had been set to Multi-track, but that seems to have saved only the Local portion of the Skype feed video (audio of both sides was recorded, however). Unfortunately, because the Skype test call is audio only, I didn't know about the video saving issue until after I checked the recorded video after the interview.

Best regards,

Dan