# WEB CAST PARTICIPANT'S GUIDE
## Version: 4



**Written by:**
**Teresa Benko**
**Tbenko@utnet.utoledo.edu**


**The University of Toledo**
**Geography & Planning Dept.**
**2801 West Bancroft**
**Toledo, OH   43606**
**(419) 530-4313**

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**I.  WHAT IS A WEB CAST ?**

A web cast is a broadcast over the world-wide web, internet.  Think of it like watching a football game on your TV where the camera guys/gals are near the field and the signals are going through some local or satellite station which then are displayed on your TV screen.  You must have your TV power on and dialed to the correct station in order to view the game.

Well, when you view our web cast, the camera guys/gals are near the stage where the people are and the camera signals are going through NASA GRC's broadcast van which then are displayed on your computer screen.  You must have your computer power on and the correct web address up in order to view the web cast.  So, in essence you will be watching a television show (us) on your computer.

At this point of time our web casts are a one-way message meaning we broadcast to you video and audio signals.  Another method is an interactive broadcast where it is a two-way message meaning we broadcast to you video and audio signals while you simultaneously are broadcasting back to us video and audio signals.

Though we have not chosen the two-way messaging, we will have the ability during the web cast for you to email comments and questions to our team of presenters.  We will respond LIVE on the web cast.  This will be happening real-time during the web cast as it is broadcasted over the internet.

The web cast can be any length of duration.  Our web casts have been one hour broadcasts.


**This Fall's Web Cast "Weather By Remote Sensing" will be held:**

**December 2, 2003:**
      **1:00pm –  2:00pm          LIVE        (EST:  Cleveland, Ohio)**

## II. BEST PRACTICES <u>1 MONTH BEFORE</u> THE WEB CAST

1.) Talk to your technology or computer lab people, NOW !

   IF YOU GIVE THEM ENOUGH LEAD TIME:

   They will be able and willing to assist you in making your web cast participation very smooth and exciting for you, your students, and whomever else may want to join.

   Explain to your technology folks that you would like to participate in a web cast that is being aired, and give them the scheduled date and time. Show them **Section VI - Technology Requirements** section of this guide!

   If you DO NOT have technology folks at your school, then PLEASE contact Terri Benko NOW !!!! (419-530-4313, Tbenko@utnet.utoledo.edu). She will make sure that you are set up correctly.

   **NOTE:** *Telephone modem lines should NOT be used!*
   You will get poor video and/or audio transmission.  You may not be able to view us or perhaps even hear us.  You may get a broken signal, jumping screens, etc..

2.) Some schools have a screening program (ie. called BESS) installed on their computer/network system that will not allow students to access undesirable websites.  If you have any type of web page or internet screening at your school, please give your technology folks the web cast's web address.  Your technology folks can modify your screening program to allow you and your students to participate in the web cast.

   The web cast's web address is:  http://WeatherRS.grc.nasa.gov

3.) Install <u>RealOne Player</u> on EVERY computer that intends to sign onto the web cast.   (When I say "sign onto", I mean every computer that will bring up its web browser, get onto the internet, and bring up the web cast's web address to see and hear the web cast.)

   <u>RealOne Player</u> is available on the web for FREE!

   Go to **Section VIII.  --  Download and Install RealOne Player Instructions** where directions on how to download <u>RealOne Player</u> are given, then continue with the following.

4.) Some technical information to tell your technology or computer lab people:

   A) How much bandwidth will be used for/during the web cast?
   B) How much of the T1 line (at the school or viewing site) will be tied up during the web cast?

   The bandwidth of the broadcast depends on the number of computers connected to the stream.  Each computer needs its own stream.  So, the number of computers affects the total bandwidth.

   The stream itself can be connected to at different rates.  We will be broadcasting at 20 kbps, 100 kbps, 150 kbps, and 220 kbps (kilobits per second).   With this in mind, the computers connecting can be adjusted by selecting the max speed setting in preferences.

   **Just for reference:**  A full T1 line for data is at a rate of 1.5 Mbps (megabits per second).
   A school/site with a T3 line is at a rate of 54 Mbps (megabits per second).

5.) Telephone modem lines should NOT be used!

   You will get poor video and/or audio transmission.  You may not be able to view us or perhaps even hear us.  You may get a broken signal, jumping screens, etc..

6.) Best scenario is to have 2 computers available for the web cast.

   Connect one computer to a LCD projector or a TV, then the entire class can see and hear the web cast from one monitor.
   The other computer is to be used for emailing your questions/comments to us during the web cast.

   **Do Not** sign on several computers (ie. your entire computer lab) to the web cast's web address during the scheduled day/time of the event.  Too many computers will bog down your computer system/server and will result in poor video and/or poor audio signals.  You may not be able to view us or perhaps even hear us!  You may get a broken signal, jumping screens, etc.!

   If you have several computers signed on to the web cast, you have a very good chance of having technical problems.    So Less is Best !!!!!

7.) We will have a web page designed for the web cast.

The web address is :  http://WeatherRS.grc.nasa.gov

At this site you:
 - ➢ Must Register
 - ➢ Can view program schedule
 - ➢ Can download this "Web Cast Participant's Guide"
 - ➢ Can download powerpoint presentations that will be used during the web cast

8.) At this point of time,
Any questions/concerns, whether technology-related or other, should be directed to:
Terri Benko
The University of Toledo, 2801 W. Bancroft, Toledo, OH, 43606, 419-530-4313, Tbenko@utnet.utoledo.edu.

On the actual day of the web cast (December 2, 2003), the Help Line for any questions/troubles/concerns will be:
Karen Koza
She works for NASA GRC.  She is our tech guru.
Please call:   (216) 509-1510

### III.  BEST PRACTICES <u>2 WEEKS BEFORE</u> THE WEB CAST

1.)  Verify that EVERY computer that intends to sign onto the web cast
 HAS <u>RealOne Player </u>installed.
 If okay, proceed to the next step.
 If not, read  Section II - #3 and proceed as instructed, then continue with
 the following.

2.)  You MUST Register to participate in the web cast !

## REGISTER NOW !

Please go to **Section VII.  --  REGISTRATION  PROCEDURES**
and follow the instructions,
then continue with the following.

3.)  You MUST Check your system's hardware and software set up to
 participate in the web cast !

*Telephone modem lines should NOT be used!*
You will get poor video and/or audio transmission.  You may not be able
to view us or perhaps even hear us.  You may get a broken signal,
jumping screens, etc..

Every computer that will sign onto the web cast on the scheduled
 day/time, MUST go through the "Check Hardware/Software Set-up"
 procedures.

This is to ensure that your computer(s) hardware and software are set up
correctly to participate in the web cast.  During this process you will step
through a testing-phase that will verify that your computer can:  Connect to
NASA GRC, See the web cast, and Hear the web cast.

## CHECK YOUR SYSTEM'S HARDWARE/SOFTWARE NOW !

Go to **Section IX.  --  CHECK HARDWARE/SOFTWARE SET-UP**
and follow the instructions,
then continue with the following.

4.) At the web cast's web address the powerpoint presentations that the presenters will use during the web cast will be posted (a couple days prior to the scheduled web cast) for anyone to download prior to the event.

Some teachers in the past have downloaded it, made overhead copies of it, reviewed it prior to the live web cast. Any questions about the powerpoints, please contact Karen Koza. She works for NASA GRC, and her email is Karen.M.Koza@grc.nasa.gov.

5.) Verify that you have the appropriate email address where you can send your questions and comments during the web cast.

The web cast's email address is : WeatherRS@grc.nasa.gov

6.) At this point:

Any questions/concerns that are technology-related should be directed to Karen Koza. She works for NASA GRC. She is our tech guru, and her email is Karen.M.Koza@grc.nasa.gov

All other questions/concerns should be directed to: Terri Benko at The University of Toledo, 2801 W. Bancroft, Toledo, OH, 43606, 419-530-4313, Tbenko@utnet.utoledo.edu

On the actual day of the web cast (December 2, 2003), the Help Line for any questions/troubles/concerns will be:
Karen Koza
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Please call: (216) 509-1510

## IV.  BEST PRACTICES <u>THE DAY/TIME OF</u> THE WEB CAST

1.)  Our web cast will be an one-hour long broadcast

**December 2, 2003:**
    **1:00pm – 2:00pm    LIVE      (EST:  Cleveland, Ohio)**

2.)  Go to the web cast's web address:  http://WeatherRS.grc.nasa.gov

  NOTE:  *Telephone modem lines should NOT be used!*
     You will get poor video and/or audio transmission.  You may not
     be able to view us or perhaps even hear us.  You may get a
     broken signal, jumping screens, etc..

3.)  Click on the link :  **View Web Cast**

4.)  During the scheduled day of the web cast:

   Any and All questions/concerns should be directed to:

   Karen Koza.  She works for NASA GRC.
   Cellular:  (216) 509-1510

5.)  After participating in the webcast:

  Go back to the web cast's web address:  http://WeatherRS.grc.nasa.gov

6.)  PLEASE  --  PLEASE  --  PLEASE

  **Click on the button labeled  "Feedback".**

  Fill out the very brief online feedback form.

  This is a Learning Process for us also, so please grade us!
  This is your/our BEST means of communicating how the process of
  participating in our web cast was and the value of our content.

  The Feedback Form will be online for ONLY 2 weeks after the scheduled
  web cast date.

## V. BEST PRACTICES <u>AFTER</u> THE WEB CAST

1.) If you haven't already filled out the online Feedback Form,
PLEASE -- PLEASE -- PLEASE Do So…………!!!!!!!!

2.) Go to the web cast's web address: http://WeatherRS.grc.nasa.gov

3.) PLEASE -- PLEASE -- PLEASE

**Click on the button labeled "Feedback".**

Fill out the very brief online evaluation form.

This is a Learning Process for us also, so please grade us!
This is your/our BEST means of communicating how the process of
participating in our web cast was and the value of our content.

The Feedback Form will be online for ONLY 2 weeks after the scheduled
web cast date.

4.) **Thank your technology/computer folks!**

## VI. TECHNOLOGY REQUIREMENTS

1.) Best scenario is to have 2 computers available for the web cast.

Connect one computer to a LCD projector or a TV, then the entire class can see and hear the web cast from one monitor.
The other computer is to be used for emailing your questions/comments to us during the web cast.

**Do Not** sign on several computers (ie. your entire computer lab) to the web cast's web address during the scheduled day/time of the event. Too many computers will bog down your computer system/server and will result in poor video and/or poor audio signals. You may not be able to view us or perhaps even hear us! You may get a broken signal, jumping screens, etc.!

If you have several computers signed on to the web cast, you have a very good chance of having technical problems. So Less is Best !!!!!

2.) Some schools have a screening program (ie. called BESS) installed on their computer/network system that will not allow students to access undesirable websites. If you have any type of web page or internet screening at your school, please give your technology folks the web cast's web address. Your technology folks can modify your screening program to allow you and your students to participate in the web cast.

The web cast's web address is: http://WeatherRS.grc.nasa.gov

3.) Install RealOne Player on EVERY computer that intends to sign onto the web cast. (When I say "sign onto", I mean every computer that will bring up its web browser, get onto the internet, and bring up the web cast's web address to see and hear the web cast.)

RealOne Player is available on the web for FREE!

**Only a Windows version is available. A Macintosh version is NOT available at this time.**

Go to **Section VIII. -- Download and Install RealOne Player Instructions** where directions on how to download RealOne Player are given,
then continue with the following.

4.)    Some technical information to tell your technology or computer lab people:

> A) How much bandwidth will be used for/during the web cast?
> B) How much of the T1 line (at the school or viewing site) will be tied up during the web cast?

The bandwidth of the broadcast depends on the number of computers connected to the stream.  Each computer needs its own stream.  So, the number of computers effects the total bandwidth.

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**Just for reference:**  A full T1 line for data is at a rate of 1.5 Mbps.
A school/site with a T3 line is at a rate of 54 Mbps.


5.)    Telephone modem lines should NOT be used!

You will get poor video and/or audio transmission.  You may not be able to view us or perhaps even hear us.  You may get a broken signal, jumping screens, etc..


6.)    **System Requirements**
Computer (requirements listed below) with Internet access and a copy of RealOne Player installed (RealOne Player can be downloaded for free from http://www.real.com.  **Only a Windows version is available, a Macintosh version is not available at this time**.)


7.)    **Windows Minimum Compute**r: 120MHz Intel Pentium processor or equivalent (audio only) 16MB of RAM 28.8Kpbs modem 16-bit sound card and speakers 65,000-color video display card (video) Windows* 95, Windows 98, Windows 2000, Windows 2000 ME (final release version only) or Windows NT 4.0 with Service Pack 4 IE 4.0.1 or Netscape 4.0 or later.


8.)    **Recommended Windows Computer**: 200MHz Intel Pentium processor or better 32MB or more of RAM 56.6Kbps or better modem Full Duplex Sound card and speakers 65,000-color or better video display card Windows 95, Windows 98, Windows 2000, Windows 2000 ME (final release version only) or Windows NT 4.0 with Service Pack 4 IE 4.0.1 or Netscape 4.0 or later.

9.) **Macintosh Minimum Computer**: Mac* OS 8.1 or later 32 MB RAM Virtual Memory turned on, set to 64MB 604 PowerPC* (200 MHz or better) 28.8Kpbs modem Internet connection Browser support: Microsoft* Internet Explorer* 4.01 or later or Netscape* 4.05 or later.

10.) **Recommended Macintosh Computer**: Mac* OS 8.5 or later 64MB RAM or more Virtual Memory turned on, set to 128MB G3 233 (or faster) PowerPC 56.6 Kbps or better Internet connection (both audio and video) Browser support: Microsoft Internet Explorer 4.01 or later or Netscape 4.05 or later.

## VII.    REGISTRATION  PROCEDURES

1.)    Go to the web cast's web address:

   http://WeatherRS.grc.nasa.gov

2.)    Click on the button labeled "Register"

3.)    Fill in all appropriate fields.

   You will be asked to enter the following information:
   -        Your Location (pick one:  school, business, organization, home)
   -        School name
   -        City
   -        State
   -        Zip Code
   -        Country
   -        Email address
   -        Number of computers that will be connecting to the web cast
   -        Number of people who will be participating in web cast

4.)    Verify all data.

5.)    You are all done with registering!

## VIII.   DOWNLOAD AND INSTALL REALONE PLAYER INSTRUCTIONS

You will need **RealOne Player** to be able to view and hear the web cast from NASA Glenn Research Center.  It will take about 30 minutes to download and install.  If you need to have your Computer person install the software, please notify them as soon as possible so they will have enough time to do it.

\*\*\*\*\*   Only a Windows version of RealOne Player exists.
\*\*\*\*\*   There is no Macintosh version available at this time!

1.)  Go to http://www.real.com

2.)  Click on the link labeled "**FREE RealOne Player"** which is located in the top right corner.

3.)  Look on the right-side of the next window that shows.  The right side displays information about the FREE RealOne Player version.

Click on the link labeled **"Download the Free RealOne Player Only"** which is located in the lower right corner area of the window.

4.)  Follow the directions/prompts given to continue with the download.

Based on the type of computer system that you have RealOne Player will prompt you with the appropriate information to complete the download.

The prompts are different depending on the computer system where the downloaded file will be saved, so I cannot explain in detail these prompts. They are very obvious, just take your time and all will be fine!

If you have any questions/concerns, contact Karen Koza.  She works for NASA GRC.  She is our tech guru.
Her email address is:  Karen.M.Koza@grc.nasa.gov.

On the actual day of the web cast (December 2, 2003), the Help Line for any questions/troubles/concerns will be:
Karen Koza
Please call:   (216) 509-1510

5.) When the download window appears, you should see the amount of elapsed time going down and the number of K's going up.  This means that the RealOne Player file is currently being downloaded to your computer system.


6.) Once the download is complete:
You MUST double click on the RealOne Player file (that you just downloaded to your computer) in order to finish installing the RealOne Player software

Follow the prompts after you double click on the file.

**One important item**:  If you are asked whether you want a Basic set-up or a Premium set-up, Choose BASIC set-up.  The Basic set-up is FREE, the Premium version will cost you money!

## IX.    CHECK HARDWARE / SOFTWARE SET-UP

Every computer that will sign on to the web cast on the scheduled day/time, MUST go through the "Check Hardware/Software Set-up procedures.

This is to ensure that your computer(s) hardware and software are set up correctly to:
Connect to NASA GRC, See the web cast, and Hear the web cast.

*Telephone modem lines should NOT be used!*
You will get poor video and/or audio transmission.  You may not be able to view us or perhaps even hear us.  You may get a broken signal, jumping screens, etc..

**You MUST have RealOne Player downloaded and installed in order to check your hardware and software !!**

If you do not have RealOne Player downloaded and installed, please go to **Section VIII. – Download and Install RealOne Player Instructions**, then continue with the following.

1.)    Go to the web address:   http://www.nasa.gov/gallery/video/index.html

2.)    In the Section titled  "General",

Click the link labeled Archive of NASA webcasts

3.)    On the next screen,
Click on any archive index link.
(Some links are not active, so if you get no response try another one.)

4.)    RealOne Player will be activated and you should be able to see and hear a video clip.

5.)     If you can see and hear a video clip, then you are ready for the Web Cast, and continue with the next step.

        If you can NOT see and hear a video clip, then please send an email message to:
        Karen Koza.  She works for NASA GRC.  She is our tech guru.
        Her email address is:  Karen.M.Koza@grc.nasa.gov.

        On the actual day of the web cast (December 2, 2003), the Help Line for any questions/troubles/concerns will be:
                Karen Koza
                Please call:   (216) 509-1510


6.)     You are all done with checking your computer hardware/software set-up !
        **Thanks, see you the day of the event !**

## X. GLOSSARY OF TERMINOLOGY

WEBCAST –

WEB CAST WEB ADDRESS –

WEB CAST EMAIL ADDRESS –

VIDEO CONFERENCING –

REAL-TIME –

WEBSITE –

WEB PAGE –

URL –

## XI.   WEB AUDIENCE

Our web audience is everyone and anyone who would like to know more about REMOTE SENSING:  technology, satellite imagery, research projects, careers, etc.

## We Welcome All !

If you are interested in participating in our Student-Scientist research project, please let us know during the web cast via an email.  Tell us your name, street address, city, state, email address, and telephone number to reach you.  We'd love to have you on board !!!

**Thanks for all your interest !!!**

**We look forward to visiting with you on the web !!!**