

e-CLASSES

Contact North | Contact Nord



Contact North | Contact Nord e-CLASSES Web Conferencing

Leader – Quick Reference Card –Version 8.2

Welcome to Contact North | Contact Nord. Use this **Leader Quick Reference Card** to help you with adjusting your audio, leading your session, and incorporating markups and classroom tools in your e-CLASSES session. *You may want to keep this card nearby for reference.*

Before You Begin

- Ensure your headset or microphone & speakers, webcam (if applicable) are plugged in **before** you join your session.
- Before you **Start** the session, use the **Adjust audio** and **Test Video** buttons in the Media Window to test your audio and webcam.
- Once you **Start** the session, if needed, use *Audio Setup* by clicking the **arrow beside the top left Muted/On**.
Click the **arrow beside the top left Camera button** to test your webcam and preview your webcam image.

Leader Tips

- Remember to click **Start** to begin your session!
- Remember to turn on your microphone!
- Speak clearly and use animation in your voice.
- Make sure participants can hear you and each other clearly.
- Look at the entire window, not just the content.
- Give explicit directions to participants.
- As the Leader, use tools and features to interact with participants.
- Encourage participants to use their communication buttons.
- Keep total session duration to fewer than two hours.
- Become familiar with the session content.
- Provide frequent opportunities for participation.
- Ask for feedback.
- Remember to clear Yes, No, and Raised Hands responses.
- If working with a Co-Presenter, predetermine tasks.
- Ask participants to click the step out button  if temporarily away from the session, click to step back in .

HELP DESK

Contact North | Contact Nord Technical Assistance Hotline: 1-888-850-4628

Immediately alert the Contact North | Contact Nord Technical Help Desk if you experience a technical problem. If attending at a Contact North | Contact Nord centre, immediately alert the staff for assistance.

See additional e-CLASSES Resources for Leaders at <http://www.contactnorth.ca/training-opportunities/contact-north-web-training-resources>

For additional instructor training or refresher sessions, visit <http://www.contactnorth.ca/training-opportunities/contact-north-learning-platforms-training-schedule> or contact e-classes@contactnorth.ca

Leader Interface, Version 8.2

The screenshot shows the Leader Interface, Version 8.2, with various components and numbered callouts:

- 1**: Mute/On button in the top menu bar.
- 2**: Webcam button in the top menu bar.
- 3**: Markup Tools button in the top menu bar.
- 4**: Emoticon buttons in the top menu bar.
- 5**: Participant list on the left side.
- 6**: Dropdown menu for participant controls.
- 7**: Text chat input field.
- 8**: Chat panel on the left side.
- 9**: Right-click context menu for participant controls.
- 10**: Top menu bar containing Add content, Share, Poll, Whiteboard, Breakouts, Start, and Exit.
- 11**: Agenda toolbar in the center.
- 12**: Start/End buttons in the top right.
- 13**: Exit button in the top right.
- 14**: Settings button in the top right.
- 15**: Video panel at the bottom.
- 16**: Speaker and microphone volume controls at the bottom right.

Additional callouts include:

- Audio Setup**: A window on the left with controls for Speakers and Microphone.
- Markup Tools**: A list of tools including Title, Permalink, Comments, and RSS Feed.
- Right Click**: A context menu with options like Save As..., Copy, and Show Time Stamp.
- Recording**: A dialog box for selecting actions when exiting.

- 1) Turn on/off your microphone with the **Mute/On** button. Test your audio settings (Audio Wizard) by clicking on the **arrow just beside** Mute/On.
- 2) Turn on/off your webcam. Test your webcam settings by clicking on the arrow just beside the webcam button (Video Wizard).
- 3) Click the **green pen button** to display your **Markup tools**.
- 4) Use Emoticons to communicate in your session. **Raise your Hand, Answer Yes or No, Laugh, Applaud, Step Out.**
- 5) Click the participant's microphone or camera button to give or take audio and video controls for a participant, OR right-click on a participant's name to give or take controls.
- 6) **Hover for the dropdown & click the option** to give / take controls for **all participants at once**.
- 7) Enter text and click Send to **Text Chat** with everyone in the session or use the drop-down to select a specific person.
- 8) Dock/undock the chat panel.

- 9) Right click to display **Time Stamp** and **Save Chat** conversation.
- 10) Use the top menu controls to **Add content**, **Share** an application, start a **Poll**, use a **Whiteboard**, and use **Breakout Rooms**.
- 11) Use the Agenda toolbar to preview content and navigate the agenda.
- 12) **Start / End** your session (*In Session / Pre-Session*). **Pause** or **Resume** recording.
- 13) **Exit** the session and select publishing options for when you exit.
- 14) **Edit Settings** (Chat, Appshare, Audio and Video).
- 15) Up to 8 webcam images can be displayed at one time. Click the star in the top-right corner of a webcam image to display as larger **Primary Video** in the Media Window.
- 16) Undock the Video panel. When undocked, the panel can be displayed vertically or horizontally.